Banner Financial Aid User Guide

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SUNGARD HIGHER EDUCATION

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User Guide

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Chapter 1

Overview

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Introduction

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

SunGard Higher Education's software products assist with the task of resource management by supporting the integrated flow of information throughout your institution. The Banner series continues this tradition with Banner Financial Aid.

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/transcripts, direct lending, electronic data exchange (EDE), reporting, loan processing, and return of Title IV fund information.

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
- 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

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, 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. *Funds Management* saves data related to financial aid funding sources.

7. *Electronic Data Exchange* allows institutions to share information electronically with the Pell central processor and RFMS.

8. *History and Transcripts* maintains historical data on the applicant and produces financial aid transcripts.

9. *Financial Aid Common Functions* are general functions that support all of the other financial aid processes.

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

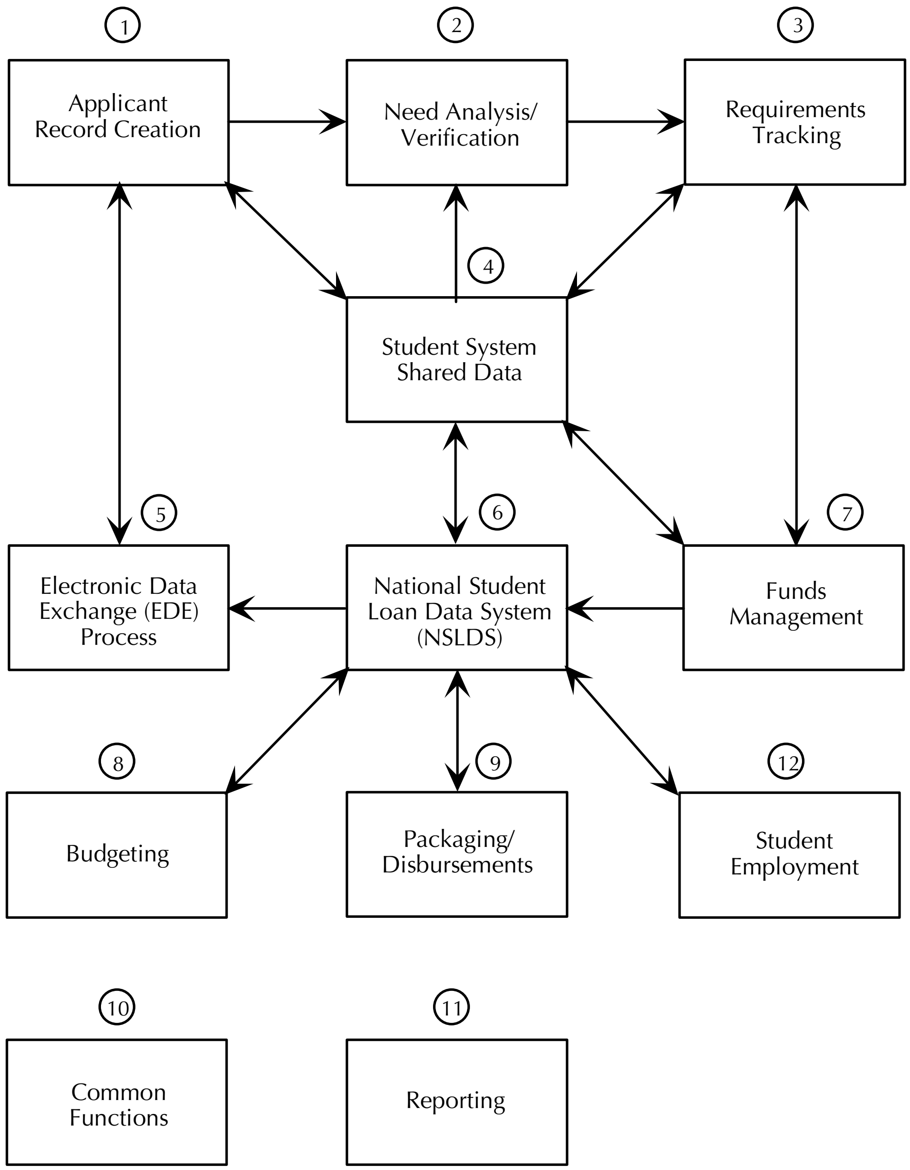
11. *Short-Term Credit* creates and maintains short-term loans.

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

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

14. *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



Chapter 2

Processing

Overview

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

Concepts discussed in this chapter include:

- Data Load Procedures
- EDE Procedures
- CSS PROFILE Procedures
- Requirements Tracking Procedures
- Budget Procedures
- Satisfactory Academic Progress (SAP) Procedures
- Funds Management Procedures
- Packaging and Disbursement Procedures

Data Load Procedures

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

Understanding Data Load

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 RCBCTxx 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 RCBTP06 program, for example, is written specifically for the 2005 - 2006 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 RCBCTxx or RCBTPxx)
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 Form (RTVINFC) for the EDE source to allow Banner to post documents indicating that a federal application has been received. Use the Interface Data Translation Rules Form (RCRTPTR) 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 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 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)

   The RCBTPxx 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 Suspended Records Maintenance Form (RCRSUSP) (See Step 7).

6. Resolve Records on the Suspended Records Maintenance Form (RCRSUSP)

   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. Combine Multiple CSS Files Using FILECAT (optional)

   Use the File Concatenation Process (FILECAT) to combine multiple CSS files downloaded from CSS 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 (RCBCTxx)

   The RCBCTxx 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.

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 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.

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 Suspended Records Maintenance Form (RCRSUSP) (see Step 7).

6. Resolve Records on the Suspended Records Maintenance Form (RCRSUSP)

   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 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.

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.

Setting Up Rule and Validation Forms for Data Load

Step 1—Build the Interface Data Code Validation Form (RTVINFC)

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 Form (SRARECR) 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.

Step 2—Build the Interface Data Translation Rules Form (RCRTPTR).

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`, 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` and `SBGI` tables. A *Default* entry is not required for the `MRTL` or `CITZ` tables.

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
`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

Step 3—Build the Institution Financial Aid Options Form (ROAINST).

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**, **Current Term Code**, **Initial SAP Code**, **Update Transaction Number, EFC, Auto Zero EFC Indicator**, **Use EFC Proration,** and the **Application Source Codes** on the Defaults window (if you load CSS Profile records).

Step 4—Build the User Defined Variables Description Form (RORUSER).

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 Form (ROAUSDF).

Step 5—Define the Common Matching Source Code Validation Form (GTVCMSC)

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 Data Load, 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.

Step 6—Build the Common Matching Source Rules Form (GORCMSC)

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

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 Form (GOAMTCH) in order 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 or RCBCTxx).

Step 7—Build the Common Matching Rules Form (GORCMRL)

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 form (GORCMDD)). The GORCMDD Form is populated and delivered by SunGard Higher Education. 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.

Indicate the value you want to apply to the data element during Common Matching in the **Data Required** field. Select *Required* if the specified data must be present in both Banner and the incoming record. If the data element is present in both locations and matches the length requirement for that element, Banner perceives this as a match. Select *Exists* if the data may be null in either the database or the incoming record. If you use *Exists*, and the specified data field is null in either location, that data element is considered as a match (i.e., the SSN is null in Banner and the SSN is not null in the data load tables).

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). SunGard Higher Education suggests you 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 *Required* and *Exists* statuses. A simple rule that uses only *Last Name – Required* (Required Element for the rule) and *SSN – Exists* 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.

Step 8—Build the Name Translation Rules Form (GORNAME) — 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.

Step 9—Create a Parameter Set for Online Data Load 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 Data Load Part 3 (RCRTPxx) when you run the process online from the Financial Aid Suspended Records Maintenance Form (RCRSUSP).

On the Job Parameter Set Rule Form (GJRJPRM), enter *RCRTPxx* in the **Process** field. Define a parameter set name that includes the application data source name (i.e., 0506_EDE_RCRTPxx, 0506_CSS_RCRTPxx) in the **Parameter Set** field and enter a Description.

Access the Default Parameter Value Validation Form (GJAPDFT). Enter RCRTPxx in the **Process** field and the saved parameter set name created on the Job Parameter Set Rules Form (GJRJPRM) 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.

Step 10—Build the Data Source Rules Form (RCRDTSR)

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 form (RCRSUSP). 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. 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 RCBCTxx (CSS PROFILE) processes are shown below. The *xxyy* in each filename represents the aid year for which the load is performed.

Default File Names

For Financial Aid EDE Data Load, Part 1 (RCBTPxx), the default filename is:

Input File	*Filename*
EDE ISIR	`xxyyesar.tap`

For Financial Aid CSS DataLoad, Part 1 (RCBCTxx), the default filename is:

Input File	*Filename*
CSS PROFILE	`xxyycssd.tap`

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* = *0405*) 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.

Caution: 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 probably run successfully. However, you will not see any output messages, so you will not know if 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 0001* as the input file(s), and 0001cssd.dat and 0001esar.dat both exist in the directory, an error message displays when you hit the 0001esar.dat file because its length differs from 0001cssd.dat. Conversely, if you use filecat -i 0000e* and 0001esar.dat, 0001esar.001, 0001esar.002, 0001esar.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 0001esar*

   Since the -o filename was not specified, it defaulted to filecat.out file. It moved processed files to processed_19991220103501.

2. filecat -i ytdo01op.* -o *filecat.out -a*

   Appended to current data in *filecat.out*.

3. filecat -i ytdo01op.* -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 0001cssd* *-o csstape.tap*

   This creates a new output file of 001cssd.tap.

5. filecat -i ytdo010p* -o *filecat.out*.

   This overwrites the existing data in filecat.out file.

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

After the `xxxxESAR.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.

Step 1—Run the Financial Aid EDE Data Load Part 1 Process (RCBTPxx).

The Financial Aid EDE Data Load Part 1 (RCBTPxx) process for Federal data (EDE) records and the Financial Aid CSS Data Load Part 1 (RCBCTxx) 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 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 RCBTPxx parameters are:

Parameter		*Value*
01	Aid Year Code	Appropriate Aid Year Code for RCBTPxx version
02	Data Source Code	EDE only
03	Data Delivery Method	*E* Electronic or Diskette only
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	Starting Record Number	Record number for the restart process (Default = *0*)
09	Email Address Type Code	Email Type Code as listed on the GTVEMAL Form

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 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 INAS Global Policy Options.) Schools that choose to run the Needs Analysis calculation in batch should review CSS INAS documentation carefully to understand differences in assumptions when a recalculation is done.

To run the RCBTPxx 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.

Step 2—Run Financial Aid CSS Data Load Part 1 (RCBCTxx)

The Financial Aid CSS Data Load Part 1 (RCBCTxx) process takes incoming CSS PROFILE data and loads it to the temporary tables. This data is then available for use by the remaining steps of the Data Load process.

RCBCTxx parameters (CSS PROFILE data only) include:

Parameter		*Value*
01	Aid Year Code	Appropriate Aid Year Code for RCBCTxx version
02	Data Source for CSS	CSS only
03	Data Delivery Method	*D* Electronic or Diskette only
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	Starting Record Number	Record number for the restart process (Default = *0*)
09	Email Address Type Code	Email Type Code as listed on the GTVEMAL Form

Explanations of selected RCBCTxx 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 RCBCTxx 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 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 INAS Global Policy Options.) Schools that choose to run the Needs Analysis calculation in batch should review INAS documentation carefully to understand differences in assumptions when a recalculation is done.

To run the RCBCTxx 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.

Step 3—Run the Financial Aid Dataload Part 2 Process (RCPMTCH)

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

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 Form (GORCMRL) 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 Form (GORNAME) 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.

Status	*Comment*
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.
*	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 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. 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
21	ID or SSN is null
22	Last name or First name is null and SSN is null
23	City is null

Error	*Description*
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).

Step 4—Run Data Load, 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
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
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 in order 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

Parameter		*Value*
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*

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: 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 Form (RNARSxx) in the **NSLDS** field, as well as in the **NSLDS Match** field in the NSLDS Summary window of the Student Loan Data Form (RNASLxx). 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/Term 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 Parameter Entry Form (GJAPCTL) 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 (parameter 06), 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 Need Analysis Print option (parameter 06), 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.

Step 5—Review the Records on the Suspended Records Maintenance Form (RCRSUSP).

Records that are assigned a status of *Suspend, Hold, Duplicate, **, or *Error* during Data Load Part 2 (RCPMTCH) display on the Suspended Records Maintenance Form (RCRSUSP); 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.

SunGard Higher Education recommends working 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 Data Load Part 1 (RCBTPxx, RCBCTxx). The ID may be the Social Security Number from the incoming record or a temporary generated ID depending on your parameter choice during Data Load Part 1 (RCRTPxx, RCBCTxx). 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 Form (GOAMTCH). 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 form (GOAMTCH). 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 form (GORCMRL), 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 Data Load 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 Data Load Part 3 (RCRTPxx) in batch (see Step 6 below).

Caution: If you elect to run Data Load Part 3 (RCRTPxx) in batch after resolving records on the RCRSUSP Form, do not run Data Load 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 Data Load Table Delete Process (RCPDTMP) 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.

Step 6—Run the RCRTPxx Process

This step is a repeat of Step 4. 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.

Step 7—Run the Data Load Table Delete Process (RCPDTMP)

The Data Load Table Delete Process (RCPDTMP), 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

Parameter		Value
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 Parameter Entry Form (GJAPCTL), 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*.

Caution: 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.

In order 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 Data Load, 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 Data Load, 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 window (RNIAPPL). 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, Print Option, Recruiting Option, and Recalc Need Analysis Option parameters in Data Load, 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 EDE Data Load, Part 1 (RCBTPxx). 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 Data load 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 window (RNASLxx). 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 Form (RNINSLD).

Data Load, 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, Data Load 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 Form (RCRTPTR).

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)

Data Load Part 1 (RCBTPxx, RCBCTxx) Temporary Tables

The RCBTPxx Process for Federal data (EDE) records and the RCBCTxx 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 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)

Temporary Table	Production Table
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)
User-Defined IM Data Table (RCRTMP6)	User-Defined IM Data Table (ROBUSDF)
ISIR Table (RCTESAR)	ISIR Table (RCRESAR)
NSLDS Table (RCTLDS4)	NSLDS Table (RCRLDS4)
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)

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
Resource Table	RPRARSC
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.

Rule Indicators

The **Data Required** field for the matching rules can be *Exists* or *Required*.

- A value of *Required* means the data field associated with the indicator is required and must be present on the external source and in Banner. If the field on either the external source or in Banner is null for a data element with the **Data Required** indicator set to *Required*, the data element is considered not matched. If all data elements are required, but all of the data elements in the secondary match are null either in Banner or the external source, the record will be suspended for review.
- A value of *Exists* means either the external source or Banner value can be null. If either or both values are null, the field is considered a match.

Field Length values

Whenever a length is specified on a rule on the Common Matching Rules Form (GORCMRL), 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 Code Rules (GORCMSC) 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 the **Data Required Indicator** set to *EXISTS*, a null value may exist either in Banner or in 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 **Data Required Indicator** is set to *REQUIRED*, if a null value exists either in Banner or the **External Source** for the data element, the data element is considered not matched.

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 **Data Required Indicator** is *Y* or *R* and the Banner value is equal to the **External** source value for the specified length.

  or
- Data element Data Required Indicator is Y and Banner value is NULL.

  or
- Data element Data Required Indicator 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
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 value: *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.

Pell Processing

Introduction

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 terms.

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 Form (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 Form (RFRBASE) section in the Funds Management Chapter of the *Financial Aid User Guide*.

Detail Code Control Form (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 Form (RFRMGMT)

Enter fund data and options for the Pell fund code(s) that you established on the Fund Base Data Form (RFRBASE). 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 Max** - Enter the maximum loan that could be made to any student during the combined terms of the aid year (For example: The Pell limit for the 2004-2005 aid year is $4,050).
2. **Award Min –** 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. **Auto Package –** This field must be checked to automatically package Pell through batch or online processing.
4. **Auto Schedule –** 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. **Auto Accept –** 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. **Replace EFC** - Do not check this box.
7. **Reduce Need** - Check this box. A check in this box reduces any remaining unmet need automatically.
8. **Override Need** Check this box.
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. **Award Letter Ind** - 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.
12. **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).
13. **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.

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 Credit** - 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. **Use Disb Enroll Edits for Memo** - Check this field to allow the application of the disbursement enrollment edits to be applied to funds in memo status.

2. **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.

3. 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 term 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.

4. 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 Options window are not applicable to Pell since Pell Grants pay based on the Pell Grant Payment Schedule Grid.

Institution Financial Aid Options Form (ROAINST)

Main window

Beginning with the 2004-2005 aid year, Banner only supports COD Full Participant processing. Regardless of whether the COD Full Participant Pell field is checked, all related processes assume *Yes* for Pell Full Participation.

Enter the routing number (formerly the Common School ID) for the school that sends and receives data for the campuses or students it serves in the **Routing No./ Common School ID** field. The Routing Number is obtained from COD School Relations or the COD web site. The Routing Number is the default Entity ID used when creating the extract file with the COD Extract Process (REREXxx). This ID can be overridden through parameters for the REREXxx process.

Pell Grant Defaults - Defaults window

Check the **Prevent Automatic Pell Calculation** box only if you want to prevent the Pell 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 job control form (GJAPCTL) or when RPEPELL is run from the ROAIMMP form.

Enter the main campus entity ID, the main campus Pell ID, the name of the financial aid director, the director's phone number, and the Title IV destination code assigned to your institution in the appropriate fields. 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.

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 your school is participating in the Department of Education's Just in Time program for Pell for this aid year, check the **JIT/Adv Pay** 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 **JIT/Adv Pay** field, enter the number of days prior to the scheduled disbursement date in the **# of Days for JIT** field to allow the disbursement record to be extracted. Based on the value in the **# of Days for JIT** field, the REREXxx Process allows a JIT school's Pell funds to be extracted. The REREXxx Process picks up these records to submit for funding prior to payment. Valid values are *00 - 30*.

The **Alternate Pell Schedules Used** field is used by the Pell 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 College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.

Check the **Use New LTH Pell Calc** box if you wish to automatically calculate a less than half time Pell Cost of Attendance using the RTVCOMP budget components designated as eligible for Pell less than half time.

Campus/EDE Defaults window

Build all data related to each campus on the Campus/EDE Defaults window.

If you are a multi-campus based school, enter the routing number (formerly the Common School ID) in the **Routing No./Common School ID** field.

If you are using multiple Pell fund codes, enter the Pell Fund Code associated with this campus.

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 ROAINST form, refer to the Institution Financial Aid Options Form (ROAINST) section in the *Financial Aid Common Functions Chapter*.

Budget Component Validation Form (RTVCOMP)

Check the U**sed 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: The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.

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 New LTH Pell Calc** box on ROAINST, the Banner disbursement process (RPEDISB) uses these components and posts the calculated budget on the ROAPELL form.

Packaging Options Form (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 Pell Options window is not defined for a term.

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 Pell Options Window for any term.

Pell Options Window

The Pell Options Window contains a **Pay Pell if Disb Amt differs from Award Amt** 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 **New LTH Pell Calc** 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.

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 in order 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 in order 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 NSLDS form (RNASLxx) from other schools. The Pell process will award Pell based on the calculated remaining percentage of the scheduled annual award.

Pell Options Window - Enrollment Options

The Enrollment Options section contains an unlimited number of term records that you enter in the Term Code field.

The **Pell Award Enroll Option** allows you to select which type of enrollment you would like the Pell Calculation Process (RPEPELL) to use for the term code. This is a drop list with the following values: *A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Est. ISIR/FAFSA Enrl, 1=Full Time, 2=3/4 Time, 3=1/2 Time, 4=Less Than 1/2 Time, (None).*

- For the Adjusted Hours and Billing Hours the process searches for Financial Aid Adjusted and Billing Hours (`RORENRL_FINAID_ADJ_HR` and `RORENRL_FINAID_BILL_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 table (SFRSTCR).
- The Expected Enrollment for the year is the enrollment status value in the **Expected Enr Stat for Yr** field on the RNANAxx Form. This field is initially populated during dataload with the value the student indicated on the FAFSA. You can update the enrollment status directly on the **Expected Enr Stat for Yr** field on the RNANAxx Form.
- The **"I" – Estimated ISIR/FAFSA Enrl** option historically used the student reported estimated enrollment for the term from the FAFSA. Since this information is no longer collected on the FAFSA, institutions wishing to use this option must populate these fields.

The **Pell Disburse Enroll Option** allows you to select which type of enrollment you would like the Disbursement Process (RPEDISB) to use for the term code. This is a drop list with the following values: *A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Est. ISIR/FAFSA Enrl, 1=Full Time, 2=3/4 Time, 3=1/2 Time, 4=Less Than 1/2 Time, (None).* (Refer to the preceding information concerning Adjusted Hours, Billing Hours, and Expected Enrollment option.)

If you choose to use the estimated enrollment from the ISIR/FAFSA in column two or three, use the **Pell ISIR Term** field to indicate which ISIR/FAFSA terms correspond with the term. The drop list of ISIR/FAFSA terms include: *Summer term (pre Fall), Fall semester/quarter, Winter quarter, Spring semester/quarter, and Summer term* *(post Spring)*. Since this information is no longer collected on the FAFSA, institutions wishing to use this option must populate these fields.

For additional information about the RPROPTS form, refer to the Packaging Options Form (RPROPTS) section in the Packaging and Disbursement chapter of the *Financial Aid User Guide*.

Aid Period Validation Form (RTVAPRD)

Access this form to review the single and multiple term aid period combinations. In the **Pell Full Year Pct** column enter the maximum percentage of the student's scheduled Pell award that a student could potentially receive if enrolled full time during each term of the aid period. There may be more than one entry of 100%, but no entry can exceed 100%.

For additional information about this form, refer to the Aid Period Validation Form (RTVAPRD) section in the Financial Aid Common Functions chapter of the *Financial Aid User Guide*.

Aid Period/Term Rules Form (RORTPRD)

This form enables you to specify the terms that you want to associate with an aid period. If appropriate terms are not assigned to each aid period, assign the term codes to the correct aid periods. The **Pell Full Year Pct** designation from RTVAPRD displays on this form.

For additional information about the RORTPRD form, refer to the Aid Period/ Term Rules Form (RORTPRD) section in the Financial Aid Common Functions chapter of the *Financial Aid User Guide*.

Default Award & Disbursement Schedule Rules Form (RFRDEFA)

Enter a percentage in the **Pell Award Percen**t column for each term in the aid period displayed. Entry represents the portion of the **Pell Full Year Pct** designation from the RTVAPRD form that a student could receive if enrolled in the term. The total of all percentages must be at least 100% but may exceed 100%.

> 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 RTVAPRD in any of these terms if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior terms. 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.

> Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on RTVAPRD.

Fund Award and Disbursement Schedule Rules Form (RFRASCH)

Use the RFRASCH form to enter award and disbursement schedules for a specific Pell fund code.

Enter a percentage in the **Pell Award Percent** column for each term in the aid period displayed. Entry represents the portion of the **Pell Full Year Pct** designation from the RTVAPRD form that a student could receive if enrolled in the term. The total of all percentages must be at least 100% but may exceed 100%.

> 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 RTVAPRD in any of these terms if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior terms. 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.
>
> Example 2: A student enrolled for Spring Only – Spring 100%. The student could get 100% of the 50% scheduled for this period on RTVAPRD.

Federal Rules Inquiry Form (RPIFEDR)

Access this form to review the federal rules for Pell delivered by SunGard Higher Education.

Class Code Translation Rules Form (RPRCLSS)

The Class Code Translation Rules Form is used to associate a student level code and class code to a financial aid class code. The financial aid class code is the **Banner Year in College** as a result of converted EDE values.

Equate Student System level and class codes with a Financial Aid class code that results in an appropriate annual loan limit. First year student class levels can be equated with a financial aid class code *1 (1st time freshman, no prior college)* or *2 (Freshman, prior college)* to indicate freshman status.

New students do not have a Student System class code if they have not had any courses accumulated in academic history. Therefore, you must define a rule for the class code translation in which the Student System class code is null (blank). To do this, create a rule for the condition in which the Student System Level field is undergraduate and the **Student System Class** field is blank; use a Financial Aid class code of 1 to indicate a freshman. Create a similar rule for graduate students with a Financial class code of 7 to indicate a 1st year graduate or professional.

For additional information about the RPRCLSS Form, refer to the Class Code Translation Form (RPRCLSS) section in the Packaging and Disbursement chapter of this User Guide.

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). 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. You can run RPEPELL for all students or you can run the process using a population selection.

Override a Bachelors Degree

Check the **Post BA Pell OVRD** field in the Packaging Group Information window of the award form (RPRAWRD, ROARMAN, or RPAAPMT) 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 Fund Awards By Term Window. 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 term 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 terms, 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.

Caution: 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 Funds Award By Term Window 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 first window of the award form (RPAAWRD, RPAAPMT, or ROARMAN) in the **Lock** field. If you place a *Y* or an *E* lock in this field and will apply to all term awards within the aid period. See the preceding text for information on using a Y or E type lock.

Term Locks

A term lock is placed on the Fund Awards by Term window of the award form in the **Term Lock** field. A *Y* or an *E* lock may be placed in this field and will apply to only the term for which the lock has been placed. The term lock allows you to lock one term 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 term locks may be used for all funds, however the *E* type lock works only for Pell funds. In addition, at this time, term 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 term lock of *Y* or *E* for Pell and non-Pell funds.
- Disbursement (RPEDISB) for non-Pell Funds always pay the locked value for a fund or term lock - whether the lock is *Y* or *E*.
- Disbursement (RPEDISB) for Pell with a fund or term lock of *Y* always pay the locked value.
- Disbursement (RPEDISB) for Pell with a fund or term lock of *E* adjust downward if the enrollment has dropped from the time the Pell was awarded.

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 terms that follow.

Procedure

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 Form (RPROPTS) to match the **Pell Disbursement Enrollment Option** for a given term.

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 term.

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.
- The **Pell Award Enrollment Option** on the Packaging Options Form is set to *Default Full Time*. The Pell Awarding Process awards $2025 Fall, $2025 Spring and $0 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, $1013; Spring, full time, $2025; and Summer, full time, pays remaining eligibility of $1012 (assuming the **Pay Pell If Disbursement Amount Differs From Award Amount** field is set to *Always* or *Lesser*).

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 $1013, Spring $2025, and Summer $1012.

Caution: 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 term, change the Fall Pell enrollment option to *Adjusted Hours* and re-run Pell (RPEPELL). After drop/add for the Spring term 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 term-actual disbursement amounts. In other words, this allows the awarding process to allocate funds to the Summer term 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, this Pell Awarding Process uses fund and term award locks. It does not adjust awards with the lock set to *Y* or *E*, nor term 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 term 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).

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 Perkins Loan and 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.

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 term. 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). 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), and the **Use 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).

Caution: The **Pell Less than Half Time COA** is not be updated if the student's Pell award is locked with a value of *Y* or *E*. The same applies to a term 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 any RTVCOMP component is checked. So once you decide to dynamically calculate the **Less than Half Time COA,** remember no manual updates may be made on ROAPELL. If you do not like the COA calculated you must update the budget on RBAABUD to allow for a correct calculation.

The RTVCOMP components are not be used by the RPEPELL Process if the indicator for **Less Than Half Time Pell** is not set on the ROAINST Form.

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 Form (ROASTAT).

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/EDE Defaults window on the Institutional Financial Aid Options Form (ROAINST).

Finally, for a non-U.S. school you may choose to turn Pell off for the entire institution by checking the indicator in the Institutional Defaults window on the Institutional Financial Aid Options Form (ROAINST).

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 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 for the student

ROAINST Campus Level 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 for students in this campus and the process will calculate Pell for them.

ROAINST Institutional Level 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 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 Defaults window of the Institution Financial Aid Options Form (ROAINST).

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/EDE Defaults Window of the Institution Financial Aid Options Form (ROAINST).

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 term 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 ROAINST form with the Pell Fund code used for those years in the Institutional Defaults Window. 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 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 term 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 as previously.

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 term-by-term 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 term as well as for the entire year.

Multiple Pell award fund codes may exist for a student in an aid year. However, for any term 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/EDE Defaults window of ROAINST for the student's campus, use that Pell fund.

3. If that campus does not have a Pell fund code defined on the Campus/EDE Defaults window, use the default Pell fund.

4. If the school does not define a default Pell fund code on ROBINST, and there are multiple Pell funds, do not award Pell. 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, award that fund to all students who are eligible for Pell, as the process has always done in the past.

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 now 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 term locks still prevent changes to Pell award records. If a term lock exists, the terms that are not locked may be awarded a different Pell fund code, which will result in a $0 award amount for the locked term for the new Pell fund code. The non-zero award for the locked term remains under the prior Pell fund code.

Rounding Option

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 ROAINST.

Offered or Auto Accepted

Offered or *Auto Accept* status is reviewed on a term-by-term basis per the fund code rules setup on RFRMGMT for the Pell Fund Code awarded for that term.

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 ROAINST – 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

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 term 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 term. 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 term 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 term award has been reduced to zero, regardless of any Pell disbursement option settings on RPROPTS. Pell awards with a zero term offer amount are processed before Pell awards with non-zero term offer amounts. This ensures that disbursements back out correctly, prior to attempting disbursement on the new Pell award.

In order 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 term awards that have been reduced to zero, so that new, non-zero term 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 term, the disbursement process will create a memo for Pell using the term'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.

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)

The Pell Calculation process performs the following functions:

- Calculates a Pell award based on the Pell Grant Payment Schedule table (RORPELL) or the Pell Grant Alternate Payment Schedule table (RORAPEL). 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.
- 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.

Note: Parameters are automatically created by the forms that call this process (RBAABUD, RNANAxx, RNAOVxx, RNARSxx, RNASUxx, RNAVRxx, ROAIMMP, ROAPELL), or are created manually through the GJAPCTL form.

Refer to the Reports and Processes Chapter of this User Guide for further information regarding the Pell Calculation Process (RPEPELL).

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 or Banner RORAPEL table for Alternate Pell Payments and used in Pell Grant award and disbursement calculations.

Note: The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.

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.

Pell Grant Award Calculation

The Pell Grant award is calculated within Banner in the following manner.

(a) Maximum Dollar Award for Aid Period

(Pell Full Year Pct field on the RTVAPRD Form) x (Full-Time, Full Year Scheduled Amount)

(b) Term Amount

(Pell Award Percent field for the term on the RFRDEFA or RFRASCH Form) x (term enrollment full year amount x Pell Full Year Pct amount on the RTVAPRD Form)

(c) Remaining Pell Dollars

Maximum Dollar Award for Aid Period - Prior Term Award(s)

(d) Term Award

Lesser of Term Amount and Remaining Pell Dollars

Example

Aid Period: Fall/Spring/Summer. **Pell Full Year Percent** field on RTVAPRD = 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 Term Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 0 = 4050 (c)

lesser of 2025 (b) or 4050 (c) = (d)

d = term award 2025

Spring Term Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 2025 = 2025 (c)

lesser of 2025 (b) or 2025 (c) = (d)

d = term award 2025

Summer Term Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 4050 = 0 (c)

lesser of 2025 (b) or 0 (c) = (d)

d = term award 0

Total Initial Award for the aid period is $4050 ($2025 for Fall, $2025 for Spring, and $0 for Summer)

Example #1 (continued)

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 terms to be calculated and awarded for the Summer term. When RPEPELL is performed the Pell Award for the student is adjusted accordingly.

Maximum $award for aid period:

100% x 4050 = 4050 (a)

Fall Term Award Calculation:

50% x 3038 = 1519 (b)

4050 (a) - 0 = 4050 (c)

lesser of 1519 (b) or 4050 (c) = (d)

d = adjusted term award 1519

Spring Term Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 1519 = 2531 (c)

lesser of 2025 (b) or 2531 (c) = (d)

d = adjusted term award 2025

Summer Term Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 3544 = 506 (c)

lesser of 2025 (b) or 506 (c) = (d)

d = adjusted term award 506

Total Adjusted Award for the aid period is now $4050 ($1519 for Fall, $2025 for Spring, and $506 for Summer)

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 or Banner RORAPEL table for Alternate Pell Payments and used in Pell Grant award and disbursement calculations.

> **Note:** The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.

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 RTVAPRD Form) x (Full-Time Full Year Scheduled Amount)

2. *Term 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 terms in aid period (excluding term being disbursed)*

4. *Calculated Amount*

   (a) If A + B > Full Time Full Year award:

   Calculated term amount = FTFY award - B

   Otherwise

   (b) *Calculated term award* = A

Disbursement Example

Aid Period: Fall/Spring/Summer **Pell Full Year Percent** field on RTVAPRD = 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 SummerEFC = 0

Scheduled Pell: Full Time= 4050 ¾ Time = 3038 ½ Time = 2025

Fall Term:

1. 100% X 4050 = 4050
2. 50% x 3038 = 1519 = A
3. 0 = B
4. 1519 + 0 is not > 4050

   Fall Term Disbursement: $1519.00

Spring Term:

1. 100% x $4050 = 4050
2. 50% x 4050 =2025 = A
3. 1519 = B (prior disbursements)
4. 2525 + 1519 is not > 4050

   Spring Term Disbursement: $2025.00

Summer Term:

1. 100% X 4050 = 4050
2. 50% x 4050 = 2025 = A
3. 3544 = B (prior disbursements)
4. 2025 + 3544 is > 4050

Therefore: Calculated term award = FTFY 4050 – (B) 3544 = 506

Summer Term Disbursement: $506

Need Analysis and EDE Correction Logging

Banner stores changes to need analysis data in a special log table that can be used as an audit trail. The same method of logging is used for storing changes for EDE correction processing. To successfully log data changes for EDE, you must activate three levels of control switches:

- The first level is the institutional level. EDE correction logging must be activated by checking the appropriate option on the Institution Financial Aid Options Form (ROAINST) for the aid year.
- The ROAINST option controls the default value for the EDE Correction switch in the Key Block section of the Need Analysis Form (RNANAxx). This switch must also be set to *Y*es in order to log changes for Pell EDE.

  If you do not log the changes, this flag must be set to *N* each time upon entering the RNANAxx form.
- The third level is the individual field level. This is the EDE correction indicator on the Data Log Rules Form (RORDATA) for the field that is being changed.

Warning: This is delivered data by SunGard Higher Education, and should not be changed by the user.

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.

Under this method of logging Need Analysis or Pell corrections, the form stores the changes in temporary tables (that is, RLRAPP1, RLRAPP2, RLRAPP3, RLRAPP4, RLRSTAT). You must run another process to move the data from the temporary log tables to the permanent log tables (ROBALOG). You must use the RLRLOGG process. Once this process is completed, the changes can be viewed on either the Applicant Data Log Form (ROIALOG) or the Data Log Inquiry Form (ROIILOG). Execute the REBCDxx Process to create the EDE correction file after you move the data to the permanent log tables.

The date/time stamp on the audit log record is the date and time that the information was changed if it is data from the RCRAPP1 or RORSTAT tables. It is the date/time that the RLBLOGG process was run if the changed data was from the RCRAPP2 table.

Caution: SunGard Higher Education delivers the settings on RORDATA 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.

The Applicant Data Log Application Form (ROAALOG) allows schools to resend EDE corrections that were rejected simply by setting a checkbox. When this checkbox (Resend) is set and saved, it triggers the nulling out of the `ROBALOG_EDE_DATE_SENT` field when you commit.

You can only use this checkbox when `PELL_CORRECTION` has a value of *Y*.

Note: **Batch Ind**, **Change Status**, **Rej Code** and **Description** are *not* used in conjunction with EDE Corrections processing.

This form can also be used for Direct Loans.

Processing EDE Corrections

To create correction records for EDE, you must activate Pell corrections on the Institutional Options Form (ROAINST). To complete the logging process for need analysis changes you also must run the RLRLOGG process. 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. The ISIR Request window of the REACORR Form can be used to request duplicate ISIRs for individual students and also to report Institution Changes. All three types of changes - History Corrections, Institution Changes, and Duplicate Requests - are handled by the REBCDxx process.

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 if necessary; `CORRxxIN.DAT` will contain the history corrections, and duplicate ISIR requests, if any are ready to process. This filename matches the default filename used by the Title IV WAN communications software (EdConnect).

To run REBCDxx, you must use Job Submission to enter your parameters. They include:

Parameter		Value
01	Aid Year Code	Current Aid Year
02	Resend Prev Processed Records	Allows you to include previously transmitted corrections
03	Resend for Prior Date	If previous parameter is *Y*, identifies which ones to resend
04	Application ID	General area for which the selection ID was defined
05	Selection ID	Code identifying the sub-population being worked with
06	Creator ID	ID of the person creating sub-population rules
07	User ID	ID of the person using the sub-population rules
08	Resend for Prior Date/Hour	
09	Resend for Prior Date/Minute	
10	Send with Discrepant Trans #'s	Send corrections when current ISIR Trans # differs from number on Applicant status
11	Destination ID	The last five characters of the alternate TG# if different than TG# listed on ROAINST.

After the program has completed you need to transfer the output file, corrxxin.dat, from your mainframe to your PC by using a transfer utility that will not change the file's contents. If you use Kermit, you typically use the binary file transfer option. If you use FTP, you typically also use the binary option.

Methodology Specific Changes

Methodology-specific changes as handled on the Applicant Need Analysis Override window of the Applicant Override Form (RNAOVxx) 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 Applicant Need Analysis Form (RNANAxx), which by default affects all formulas.

Setting a Student's Dependency Codes

Most fields in the Applicant Override Information section of the Applicant Override Form are used as inputs to the INAS calculation. That is, the value of the field controls how INAS performs some of its calculations. INAS must be run for the override to cause a change in the results of the need analysis process.

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 judgement, *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.

If you enter an *I* for the **Change Dependency** field on the Override Form, Banner will set `RCRAPP2_C_DEPEND_STATUS` to *1* and `RCRAPP2_MODEL_CDE` to *I*. If you enter a *D* on the Override Form, Banner will set `RCRAPP2_C_DEPEND_STATUS` to *2* and `RCRAPP2_MODEL_CDE` to *D*.

The value will still be used as an override to INAS so the student's dependency status will not change regardless of how the student answered the dependency questions on the application. If there is no override present and the computed dependency status loaded in from a *CSS tape* is not a *5* or *6*, INAS will determine the student's dependency status based on the applicant's responses to the dependency questions.

Selecting a Student's Dependency Status

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.

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

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 budget duration on the Override Form (RNAOVxx) and perform a new INAS calculation. INAS 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 Institutional Financial Aid Options Form (ROAINST). 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 Form [RBAABUD]). 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.

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 Form (RNINAIQ) 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 judgement, even if you will never perform a new INAS 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 INAS. Even if the option to perform EFC proration is checked, it cannot be done unless there are RCRAPP4 values to prorate. In order to use system EFC proration with manually created records, you must perform an INAS 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 Form (ROAIMMP) 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*.

Since you can change a record and then move this record to a non-current record without running INAS, changing this same record back to a current record sets the **Recalc** indicator to a *Y* since INAS 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 INAS results in some cases. Therefore, a change to this field also sets the **Recalc** indicator to *Y*. This field is also set depending on the parameters used during Data Load.

Requirements Tracking Procedures

Requirements Tracking Implementation

1. Define your tracking requirement codes on the Requirements Tracking Validation Form (RTVTREQ).

   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.

2. Define your tracking requirement status codes on the Requirements Tracking Status Validation Form (RTVTRST).

   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 Form (RTVTGRP).

   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 Form (RRRGREQ).

   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 Form (RORRULE).

   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 Form (RORMESG).

Budgeting Procedures

Budget Implementation

1. Access the Aid Year Inquiry Form (ROIAIDY) to see all the valid aid years defined on the ROAINST form.

2. Define valid aid periods on the Aid Period Validation Form (RTVAPRD). Decide what your 100% aid period will be: for example, a nine-month period, a twelve-month period, or another. Define the percentage of EFC that will apply to the 100% full year. Add other aid periods with their appropriate full-year percents and percentages of EFCs.

   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.

   For example, a semester-based school should use the aid period which represents the Fall and Spring semesters as its 100% of year aid period rather than one that represents Fall, Spring, and Summer. If the Fall, Spring, and Summer aid period is used as the 100% period, and the Fall/Spring period is 80% of a full year, then all students in the Fall/Spring aid period will have their Pell grants multiplied by 80% even though these students are eligible for a full grant.

   In this example, the Fall, Spring, and Summer period could be defined as 120% of a full year. Students in this aid period will have their Pell grants multiplied by 120%, but as the amount will be limited to the amount of the grant in the payment schedule, the grant will never exceed 100%.

3. Define valid terms within aid periods on the Aid Period/Term Rules Form (RORTPRD).

   For each aid period you defined in Step 1, you must now define the valid terms within each aid period. Refer to the Term Validation Form (STVTERM) for terms already set up in Banner Student.

   Note: The **Term** field of the RORTPRD will access a view of STVTERM through the List function.

4. Define all valid budget components on the Budget Component Validation Form (RTVCOMP).

   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: The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.

5. Define all valid budget types on the Budget Group Validation Form (RTVBGRP).

   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?

6. Define all valid budget groups on the Budget Group Validation Form (RTVBGRP).

   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.

7. Define the valid budget types within groups on the Budget Group/Type Rules Form (RBRGTYP).

   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).

8. Define budget components and the amounts associated with them for each budget group on the Budget Component Rules Form (RBRCOMP).

   In this step you first need to define your 100% budgets for each combination of group, type, and period. Then, if desired, use the Create Record function to default in components based on varying percentages of full year.

   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.

9. Use the Budget Inquiry Form to view the combinations of budgets you have defined.

10. Define the group selection rules for each budget group on the Financial Aid Selection Rules Form (RORRULE).

11. 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 in order to group the student.

12. Use the Group Inquiry Form (ROIGRPI) 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.

13. Assign explanatory messages to respective budget group message codes that you want to display on communications to the applicant on the Message Rules Form (RORMESG).

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 Form (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 Form (GTVLETR). 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 Form (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.

Applicant Immediate Process Form (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 Institution Financial Aid Options Form (ROAINST) 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 Form (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 Form (RORSTRF), 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.

Satisfactory Academic Progress Translation Rules Form (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 Form (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.

Institution Financial Aid Option Form (ROAINST)

The Institution Financial Aid Options Form (ROAINST) utilizes 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.

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.sgbstd_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 = '0') or
 ((shrlgpa_hours_attempted >=45 and
   shrlgpa_hours_attempted <=89) and
  shrlgpa_gpa >=1.75 and
  shrlgpa_gpa_type_ind = '0') or
 ((shrlgpa_hours_attempted >=90 and
   shrlgpa_hours_attempted <=134) and
  shrlgpa_gpa >=1.90 and
  shrlgpa_gpa_type_ind = '0') or
 ((shrlgpa_hours_attempted >=135 and
   shrlgpa_hours_attempted <=275) and
  shrlgpa_gpa >=2.00 and
  shrlgpa_gpa_type_ind = '0'))  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 Form (RFRBASE).

   If the fund is able to be disbursed to the student account, relate an A/R detail code to the fund. From the Fund Type Validation Form (RTVFTYP) and the Fund Source Validation Form (RTVFSRC), 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 only determines the order of the funds for letter-generation printing purposes. This does not affect the order of the funds on this 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 Form (RORRULE).

   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 Form (RORRULE).

   These rules are interrogated during the packaging process when the fund is to be disbursed.

6. Define the award and disbursement schedules by aid periods in the Default Award & Disbursement Schedule Rules (RFRDEFA).

   Note that the default rules are not by fund, but only by aid period. You may use the Insert Record function to bring in the valid terms 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 terms must equal 100%. Define valid memo expiration dates for each term.
   - In the Disbursement Schedule section, the disbursement date will default to the cut-off date defined by term on the Packaging Options Form (RPROPTS). The disbursement percent for each term must equal 100%.

7. Access the Award & Disbursement Schedule Rules Form (RFRASCH).

   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 Form (RFRMGMT).

   Use this form to define aid-year specific budget information, packaging and disbursement options budget and detail code rules, and tracking and message assignment rules for each particular fund. Refer to Dynamic Help for specific information on the use of the fields.

Fund Balance Reconciliation

The fund balances on the Fund Budget Inquiry Form (RFIBUDG) 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. Therefore, it is recommended that the SQL*PLUS scripts, `rupfndbl.sql` and `rslfndbl.sql`, are run regularly to keep them in sync. Note that the same logic as `rupfndbl.sql` can be executed from the ROAMGMT form. You can select to reconcile only one fund, or all funds for the Aid Year in the Key Block.

Caution: Original Offer totals are not updated by these scripts nor by the RECON FUND/RECON ALL buttons on ROAMGMT.

Calculating Fund Balances - Setting and Using Overcommitment Levels in Packaging

You enter the number of real dollars available to award students from each fund on the Fund Management Form (RFRMGMT). You also use the RFRMGMT form to set an overcommitment level. This overcommitment level is based on the expected number of students who decline their awards, never enroll, become ineligible before payment, or in the case of work programs - never appear for a job assignment or do not work the total authorized hours.

Based on past experience, you can estimate the amount of specific awards that you can safely overcommit during packaging because you know that all awards are not actually paid; a percentage of awards are either canceled or declined before payment.

When Banner determines if available funds exist for new or additional awards to students, Banner previously used the Available to Offer Amount (based on the overcommitment level) minus the amount of current (active) offers already made to other students. If there was no money left, the award was rejected by the award validation process.

However, as the financial aid office canceled and declined awards, the balance of funds available to award to other students increased because the declined and canceled funds were taken out of the current offers. These funds were available to be rewarded to other students. Banner continued to allow awards to students until the amount of current offers reached the Available to Offer amount. Unless you continuously monitored the amount of canceled and declined awards and reduced the Available to Offer amount to eventually match the real allocated dollars, you could begin the year with current offers exceeding the number of real dollars available to pay.

To remedy this potential problem, Banner includes the amount of canceled and declined awards in the formula that determines the fund balance for packaging. When testing to see if the fund has enough money available to make new or additional awards, it now takes the Available to Offer Amount (overcommitment 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. The numbers displayed on the Fund Budget Inquiry Form (RFIBUDG) as the Amount Remaining to Offer and the Percent Remaining to Offer now use this formula. All reports that display the Amount Remaining to Offer also use this formula (RFRBUDG, RFRSBAL).

In addition to this formula, an amount is displayed on the Fund Budget Inquiry Form (RFIBUDG). Next to the Percent Remaining to Offer field is the Actual Remaining Amount. This is the Total Allocated (real dollars) minus the Current Offers.

This process works best when the aid office's procedure is to cancel or decline a student's award if the student is no longer eligible, rather than by deleting the award from the student's package. By canceling and declining awards you no longer need to continuously reduce the Available to Offer amount for each fund. If your overcommitment projection is correct, the final current offers will eventually equal the total allocated. Banner still cannot save you if you overcommit 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 overcommitment level for the next year should be.

Packaging and Disbursement Procedures

Packaging Implementation

1. Set up your packaging groups and create a group priority on the Packaging Group Validation Form (RTVPGRP).

   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 Form (RTVAWST).

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 Form (RPROPTS).

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 terms 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 Form (RPRDEFR).

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 Form (RPRPCKR).

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 Form (RORRULE).

   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 Form (RPRGFND).

   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

In order 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. The initialization (RPEPINT) and packaging (RPEPCKG) processes should not be run separately. When packaging (RPEPCKG) is run, it will automatically call and run the RPEPINT process.

   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

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.

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.

Caution: 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 Fund Report (RFRSBAL), or by viewing the Fund Balance Inquiry Form (RFIBUDG).

Simulated Packaging

First, the **Action** indicator on the GJAPCTL form for this process must be set to *S* (Simulation). Then, in order 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

In order 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 Form (RNARSxx). 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 Form (RNARSxx).

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 *O*fficial, 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 (term) 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.

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 System Form (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 Form (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 System Form (RNASLxx). This form is similar in layout to the Applicant Need Analysis Application Form (RNIAPPL) 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 Form (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/term/fund.
- The Overall Override applies to all federal funds for all terms within the aid year.
- The term-specific overrides are specific to a fund/term 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 terms for the year. Only disbursement validation utilizes a term code. Since Banner does not package by term, the term code override option has no meaning for packaging.
- In disbursement processing, if no overall override exists, the validation processes checks the term specific override on the RPRATRM table for the fund/term 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 Form (RHACOMM) 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 Data Load, 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.

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 *O*ffered	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 *A*ccepted	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 Form (RPAMACC).
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 *D*eclined	Banner uses this decline status when you decline the award with the Award Acceptance Mass Entry Form (RPAMACC).

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
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 Form (RPRGFND) for the aid year.
Once you award the fund, do you want to schedule it between the terms 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 terms 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.
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 *O*ffered status, the status automatically changes to an *A*ccepted 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 *A*ccepted.
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.
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.
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.
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 via the Web?	RFRMGMT *(Packaging Options Window)*	Web Accept Flag	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. They cannot accept a partial amount.
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.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
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 *U*nsub *P*LUS *O*ther	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.
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.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
If the award is scheduled between terms (if the Auto Schedule field is set to *Y* (Yes), how do you want to round the term award?	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.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
	RPROPTS	Package if SAR C Flag Exists	a checked box	
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?	RPRPOTS	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.
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 Form (RPREXPT).

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
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 Contract Rules Form (RPRCONT).
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).
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.

Factors Determining Whether an Online/Batch Award is Packaged

The list that follows itemizes the validation criteria used in the batch/online award validation process with the reject messages which would appear online if the validation condition failed.

Reject Message	*Award Validation Condition*
Award Not Packaged - Applicant Has Holds	Holds cannot exist on the ROAHOLD form that prevent packaging.
Award Not Packaged - Outstanding Requirements	Check if there are any unsatisfied tracking requirements that prevent packaging on the RRAAREQ form.
Award Not Packaged - Violates Group Min or Max	If you are performing automated packaging, the award must fall within the minimum and maximum award levels set for the packaging group on the RPRGFND form.
Award Not Packaged - Violates Group Award Rules	If you are performing automated packaging, the packaging group awarding rules cannot be violated by the applicant or by the award on the RORRULE Form (Packaging Group Fund Award Rule Type).
Award Not Packaged - Must Reduce Need	The award must reduce the calculated need if a federal fund (except Pell) has been previously awarded.
Award Not Packaged - Cannot Be a Federal Fund	The award cannot be a federal fund (except Pell) if an award that does not reduce need has been previously awarded.
Award Not Packaged - Exceeds Unmet Need	If the award reduces need, the need must still be available.
Award Not Packaged - Exceeds EFC	If the award replaces EFC, EFC and/or unmet need must still be available.
Award Not Packaged - Violates Fund Matching Rules	The applicant or the award cannot violate the fund rules on the RORRULE Form using Fund Award Rule Type.
Award Not Packaged - Money Not Available for Fund	The fund must have the amount of the award available to offer. Use the RFIBUDG form to display fund balances and the RFRMGMT Form to update fund balances.
Award Not Packaged - Violates Fund Min or Max	The award must be within the minimum and maximum fund award levels on the RFRMGMT Form.
Award Not Packaged - Unsat 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 Form (ROASTAT).
Award Not Packaged - Unsat Prog (State Aid)	The student is not making satisfactory academic progress for at the state aid level. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status Form (ROASTAT).

Note: All of the award validation conditions that follow are only checked if the fund is associated with a federal Fund ID.

Reject Message	*Award Validation Condition*
Award Not Packaged – Applicant Not US Citizen	The RNANAxx form must indicate that the applicant is a citizen or eligible non-citizen.
Award Not Packaged - Unsat Progress (All Aid)	The ROASTAT form must indicate that the applicant is making satisfactory academic progress with a code that permits packaging.
Award Not Packaged - Applicant in Default	The RNANAxx, RNARSxx, RHAPTRN, RNASLxx or RHATINF form must indicate that the applicant is not in default on a Title IV loan.
Award Not Packaged – Applicant Owes Refund	The RNANAxx, RNARSxx, RHAPTRN, RNASLxx1 or RHATINF form must indicate that the applicant does not owe a refund on a Title IV grant.
Award Not Packaged - Exceeds Allowable Maximum	The award amount cannot be greater than the calculated budget minus the sum of the resources and other aid.
Award Not Packaged – Exceeds Cumulative Amount	The new awarded amount, plus the previously awarded amounts, cannot exceed the hard-coded cumulative maximum amounts on the Federal Rules Inquiry Form (RPIFEDR).
Award Not Packaged – Load Invalid For Fed Fund ID *Award Not Packaged - Class Invalid for Fed Fund ID*	The applicant's load and class cannot violate the Federal rules on the RPIFEDR form.
Award Not Packaged - Violates Fed Fund ID Limits	The award must fall within the minimum and maximum award levels on the RPIFEDR form.
Award Not Packaged - - Prior Bachelor Degree	If the fund has a Federal Fund ID of Pell, the applicant cannot have a prior degree on the RNANAxx form.
Award Not Packaged - Pell EFC Not Determined	If the fund has a Federal Fund ID of *PERK*, *SEOG*, or *STFD*, the applicant must have a Pell EFC on the RNARSxx Form.
Award Not Packaged – SAR C-Flags Exist	The award is not packaged since SAR C Flags exist.

Reject Message	*Award Validation Condition*
Award Not Packaged – Ind.Stu Ineligible For PLUS	The award is not packaged since the individual student is ineligible for a PLUS loan.
Award Not Packaged - No Pell for Profs or Grad	The award is not packaged since Pell is not available for professional or graduate students.
Award Not Packaged - Est EFC/Pell Ineligible	The award is not packaged since the estimated EFC for Pell is ineligible.
Award Not Packaged – No Pell Budget	The award is not packaged since no Pell budget exists for the student.
Award Not Packaged - Unsat. Progress (Title IV)	The student is not making satisfactory academic progress for a Title IV program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status Form (ROASTAT).
Award Not Packaged - Unsat Progress (Federal Aid)	The student is not making satisfactory academic progress for Federal aid. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status Form (ROASTAT).
Award Not Packaged - Override Need Exceeds Budget	The award is not packaged since the need override exceeds the budget.
Award Not Packaged - No Need Analysis Record	The award is not packaged since a need analysis record has not been established.

Manually Scheduling Awards

Banner initially distributes awards by terms according to rules set on the Award and Disbursement Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA) in the Funds Management Module. You can change the award schedule for a specific student and fund on the second page of the Award Form (RPAAWRD), on the Package Maintenance Form (RPAAPMT), or on the Financial Aid Record Maintenance Form (ROARMAN).

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 Award and

Disbursement Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA). A change in the student's aid period is determined by comparing the list of terms in the fund's award schedule to the list of terms for the student's current aid period.

Note: An award status code change by itself does not cause the award to be rescheduled.

Adding Terms to an Award Schedule

The only time you can manually add a new term to a student's award schedule is when that new term 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 term record to the award schedule, Banner does not change the way the other terms were scheduled.

Instead, Banner sums up all the terms 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 Form (RPAAWRD), the Package Maintenance Form (RPAAPMT), and the Financial Aid Record Maintenance Form (ROARMAN). This is the only situation which will cause the total award to change due to a change in one of the term amounts. Normally, the total in the Fund Awards section needs to be changed and the new total between terms in the award by term detail needs to be rescheduled.

The function to add a new term record is used, for example, when a student who was originally in one aid period later decides to also attend a Summer term. If the Summer is the last term for the aid year, the student's aid period can be changed to include that term. To give the student an award for the new Summer term, insert a new term record into the student's award schedule in the award by term detail section with the new Summer award amount.

This will not change the way other terms have been scheduled (and possibly already paid). Banner will automatically add up all term amounts and calculate the new distribution percents for each term based on the new total, and will package the new total. If the total in the Fund Awards section is changed first, Banner might change the way other term amounts have been scheduled.

The override indicators in the award by term detail of the Award Form and Package Maintenance Form are used if the new total fails the award validation process for one of the reasons that can be overridden. The override options available in the award by term detail are the same as in the Fund Awards section; enter a *Y* to override the specific reason for the validation failure or an *A* to override all possible reasons.

For the override to work, you must package the fund and save first. These overrides include: **Unmeet Need**; **Replace TFC**; **Trck Req**; **Fed Limit**; and **Fund Limit**.

Caution: Entering an override prior to a commit will not yield the expected results.

Award by Term Procedure

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 term, or
- a student's change in enrollment plans so as not to be enrolled for all terms 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 Form (RBAABUD).

2. Change the total award in the Funds Award section of the Award Form (RPAAWRD).

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 Fund Awards by Term window and change the award by term records to reflect a half-time Fall award and a full-time Spring award, ensuring that the sum of the term awards exactly equals the total that was entered in the Funds Award section (or else the term changes will be rejected).

For Option 2

1. First enter the changed term award amounts on the Fund Awards by Term window of the Award Form or Package Maintenance Form.

2. Save the changes and Banner proceeds as follows:

- The sum the term 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 term 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 term 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 term changes will be rolled back.
- Banner recalculates the award percents for each term based on the new term 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 Form (RPAAWRD), you can make changes to multiple terms and multiple funds with a single Save. Since the Award by Term Block on the Package Maintenance Form (RPAAPMT) only deals with one fund at a time, multiple terms can be done only for the selected fund.

FWS and Perkins Awards to Undergraduates with Bachelor's Degrees

Department of Education rulings state that an undergraduate student with a bachelor's degree is not eligible for a Perkins Loan or Federal Work-Study (FWS) employment. You can control this by assigning the necessary awarding rules on the Financial Aid Selection Rules Form (RORRULE). This form enables you to establish the criteria that a student must meet in order to receive an award from a particular fund. Establish rules for Perkins Loans and FWS employment to ensure that a student is either a graduate student, or an undergraduate student without a prior bachelor's degree.

- Use the Level Code in Banner Student to identify undergraduate and graduate students; or, you can use the year in college reported on the financial aid application form to identify a student's undergraduate/graduate status.
- Use the question that pertains to the receipt of a first bachelor's degree before July 1, xxxx on the financial aid application to determine which students possess a prior bachelor degree. The Banner Student System stores prior degree information in the SORDEGR and SHRDGMR tables.

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 Form (ROARMAN) 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 Form (RFRMGMT). 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 term 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 term 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 and backed out to memo?	RPROPTS	Allow Memos When Disbursement is Backed Out	a checked box	If checked, it will allow a fund that has a zero amount in either the authorized or paid column for the term you are trying to disburse to memo.
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 term of disbursement on the Enrollment Cut Off Dates Rules Window.
.... 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.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
.... Adjusted Enrollment?	RPROPTS	Enrollment Option for Disbursement	Adjusted	Banner calculates the student's adjusted enrollment as the student billing hours for the term minus any courses listed on the Audit Grading Mode Form (RPRAUDT), 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 term 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 term-by-term basis?	RPROPTS *(Enrollment Cut Off Dates Rules Window)*	Term Code and Disbursement Enroll Option	Term code 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 term, it will override the Enrollment Status window on the prior window of the form.
At what date in the term do you wish to treat aid that has been paid differently than at the beginning of the term?	RPROPTS *(Enrollment Cut Off Dates Rules Window)*	Cut Off Date	Date to be used	This is a required field.

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	*Accepted* or *Offered*	If this field is set to *Accepted*, 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 *Offered*, the memo goes out if the status of the award is either *Offered* or *Accepted* 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	*System* or Manual	If this field is set to *System*, 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	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. By setting the option to No Disbursements when the Disb Load Code > Pckg Load Code, a Disbursement Error/Reject is created and the **If Ineligible** fields are then used.
...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
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.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
If an award is scheduled for disbursement in multiple payments within a term, 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 Term	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 term 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.
Are there any institutional specific disbursement rules for the fund?	RORRULE *(using Rule Type Fund Disbursement)*			
Do you want to apply the same enrollment edits that are used for disbursement for determination of what can be memo'd?	RPROPTS *(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 *(DisbursementOptions 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 and you want to pay that portion of eligibility to the student account?	RFRMGMT *(DisbursementOptions Window)*	Recoup	*D* = Disregard	Proration rules are used when the student has no disbursement errors.

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 leave existing disbursements?	RFRMGMT *(DisbursementOptions Window)*	Recoup	*D* = Disregard	Disregard will make no adjustment to student account.
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 term back to zero?	RFRMGMT *(DisbursementOptions 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 term, 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 *(DisbursementOptions 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 term.	RFRMGMT *(DisbursementOptions 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 term. 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 *(DisbursementOptions 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 *(DisbursementOptions 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 *(DisbursementOptions Window)*	If Selected for Verification but Verification is not complete	a checked box	You can check this option for non-Federal funds so the verification process does not hold up these funds. If unchecked, Banner does not disburse aid to the student.
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 *(DisbursementOptions Window)*	Override General Tracking Requirements	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?	RFRMGMT *(DisbursementOptions Window)*	Promissory Note Required	a checked box	If this field is checked, this option creates promissory note requirements for all terms 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.
Is there a term where all disbursement activity should be prevented or stopped for a period of time?	RPROPTS Disbursement Locks	Term Code	a checked box	When this box is checked, all disbursement activity for that term will be prevented.

Policy Question	*If Yes, then use form*	*Use Option*	*Set Option To*	*Comments*
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 term,. 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.

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 RPEDISB.log file lists the reject messages associated with each factor if the disbursement is not paid or authorized.

Reject Message	*Disbursement Validation Condition*
Applicant Has Holds	Determines whether there are active holds that prevent disbursements on the ROAHOLD form.
Outstanding Non-Fund Req	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.)
Outstanding Fund Req	Checks fund-specific tracking requirements that prevent disbursements for that fund on the RRAAREQ Form.
Applicant is Not Enrolled	If the institutional option is set to disburse using actual enrollment (Code A or B), 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).
L/V Term Not in ROAINST	L/V Term is not in ROAINST
Disbursement Amount Greater than Loan Amount	The disbursement amount is greater than the loan amount.
Charges Have Not Been Accepted	Charges have not been accepted.
COD Rejected Disbursement Record	The disbursement record was rejected by COD.
Disbursement Requires Approval From COD	Disbursement requires approval from COD.
Disbursement Reference No. 91-99 Or MRR Block	Disbursement reference number 91-99 or MRR block.
A Previous DL Disbursement Number is Undisbursed	A previous Direct Loan disbursement number is undisbursed.
A Disbursement With Earlier Date is Undisbursed	A disbursement with an earlier date is undisbursed.

Reject Message	*Disbursement Validation Condition*
Prom Req Not Satisfied	Checks for the receipt of a promissory note for the term being disbursed if the fund requires a promissory note. on page 2 of the RRAAREQ Form.
Award Not Accepted	Ensures that the award is in an accepted status. Use the RPAAWRD, RPAAPMT, ROARMAN, or RPAMACC Form to update the award status.
Violates Fund Disb Rules	Violates user-defined fund disbursement rules (Fund Disbursement Rule Type) on the Financial Aid Selection Rules Form (RORRULE).
Verification Incomplete	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.
Not Making Sat Acad Prog (All Aid)	Checks the satisfactory academic progress of the student. This is determined with the satisfactory academic progress code for the highest term code that is less than or equal to the term code for which the disbursements are performed. Use the ROASTAT Form to view or update SAP codes.
Orig Rec Not Acknowledged	Origination record not acknowledged.
Prom Note Not Acknowledged	Promissory Note not acknowledged.
Loan Cancelled - No Disb	Loan has been cancelled without disbursements.
Disb Cancelled- No Disb	Disbursement cancelled without disbursements.
No Authorization for EFT Disbursement	No authorization for EFT disbursement.
Loan Status is Held/ Inactive - No Disb	The loan status is on hold or inactive, no disbursements.
Award Status for Loan is Cancel/Decline - No Disb	Award status for loan has been canceled or declined without disbursements.
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 Form (ROASTAT).

Reject Message	*Disbursement Validation Condition*
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 Form (ROASTAT).
No General Student Record for Aid Period Term(s)	A student record does not exist for the aid period/term.
	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.
	Checks that the fund being disbursed is not locked for the term. You can verify locked funds on the Disbursement Locks window of the Fund Management Form (RFRMGMT).
	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 term. You must add more money to the fund and manually remove the lock on the Disbursement Locks window of the Fund Management Form (RFRMGMT).
	If the fund is associated with detail codes on the Detail Code Rules window of the Fund Management Form (RFRMGMT), Banner determines whether or not the student has those detail codes on his accounts receivable record for the term. 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.

Note: The rules that follow are only checked if the fund is associated with a federal Fund ID.

Reject Message	*Disbursement Validation Condition*
Not in Eligible Program	Checks that the student is enrolled in an eligible program. The Major, Minor, Concentration Code Validation Form (STVMAJR) defines the eligible programs for financial aid.
Not Citz	Validates citizenship from the RCRAPP1 table for the current record. Use the RNANAxx Form to view and update citizen information.

Reject Message	*Disbursement Validation Condition*
Applicant in Default *Applicant Owes Refund*	Ensures that the student is not in default on a Federal title IV loan or owes a refund on a Federal title IV grant. Banner uses the RCRAPP1 table and the Financial Aid Transcripts for this determination. Use the RNANAxx, RNARSxx, RNASLxx Form to view and update this information.
Enroll Inval/ Fed Fund ID *Cannot Get Class Code* *Cannot Get Federal Rules*	Verifies that the minimum required enrollment for the fund has been reached (as defined on the Federal Rules Table (Federal Rules Inquiry Form - RPIFEDR)).
Violates Pell Req	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.
SAR Recvd Date Not Present	If the fund is Pell, Banner searches for the receipt of a SAR (SAR certified date on the Applicant Pell Grant Form - ROAPELL).
SAR EFC Not = System EFC	If the fund is Pell, Banner checks that the Primary SAR-EFC matches the Primary Sys-EFC OR (the Primary SAR-EFC matches the Secondary Sys-EFC AND the Secondary SAR-EFC matches the Primary Sys-EFC). Use the ROAPELL Form to view this information.
Pell Elig Not Determined	If the fund is SEOG, Perkins, Stafford, the validation process checks whether or not Pell Grant eligibility has been determined (Sys-EFC is not null). Review Pell Grant eligibility information on the RNARSxx Form.
Student/Par CTRB Is Est	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.

Reject Message	*Disbursement Validation Condition*
Disb Load > Pckg 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.
Error - 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.
Unofficial for Title IV	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 *O*fficial. Check the value of this field on the RNARSxx Form.
Error Selecting Load Rules	This error occurs when rules have not been established in the Credit Hours Block on the ROAINST Form for a particular Term/Aid Year/Level Code combination. You can view the student's current level code on the Student Form (SGASTDN).
Plus Cred Check Not Appr	PLUS credit check was not approved.
Award Not Disbursed - SAR C-Flags Exist	Award was not disbursed; SAR C flags exist.
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 Form (ROASTAT).

Reject Message	*Disbursement Validation Condition*
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 Form (ROASTAT).
No Affirmation Received for Direct Loan	The DL Affirmation Pilot field on the Institution Options Form (ROAINST) indicates whether your school participates in the Direct Loan Affirmation Pilot Program and chooses to prevent disbursements of Direct Loans to borrowers who do not authorize the disbursement of funds under the Master Promissory Note process. The Affirm Flag for the student should be checked in the Disbursement Detail window of the Direct Loan Origination Form (RPALORG) if the student has authorized the disbursement.

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 terms 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 term. 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 term, 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

There have been several requests to allow Banner to only post Memo funds in the amount that would be paid. Previously, there were no edits checking for enrollment on the memo process, and this resulted in aid passing as a memo in excess of what the student was reasonably expected to receive. In some cases, the fund would not be disbursed at all, since the student was not enrolled. In other cases, the student should have received a reduced memo amount, or no memo amount at all, due to a reduced enrollment from what was anticipated when the fund was first awarded. Banner now allows disbursement edits for enrollment to be used for funds in Memo status.

Recognition of Pell Payment Cell to Disbursement Process

The disbursement process had required the SAR EFC and System EFC to be exactly the same number in order for payment to occur. There was a request to allow the disbursement process to recognize the Payment Cell, so that when these numbers vary within the 100 point range, the disbursement process would treat the EFC numbers as equal values. Since some schools may want to retain the prior method used by the Banner system, this feature is available as an option.

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 term without any adjustments.
- If the code for the student's load 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 term),

  D Disburse 100% (process the amount packaged for the term and do not prorate the amount), or

  P Prorate (prorate the amount packaged for the term 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 term 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 term 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 term), *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 Form (RFRMGMT) based on the student's actual enrollment load.

The **Disbursement Load Code greater than Package Load Code** field on the Fund Management Form (RFRMGMT) collects your option if the disbursement load is greater than the packaged load. The **Packaging Load** field on the Award Form (RPAAWRD), the Package Maintenance Form (RPAAPMT), and the Financial Aid Record Maintenance Form (ROARMAN) identifies how a particular fund was packaged for a specific term. The packaged load field for each term in the student's schedule initially defaults to the load you select for the calculation of Pell Grants. The Packaging Options Form (RPROPTS) 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 term 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

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 Form (RFRMGMT) are to:

- *B*ack out the full amount of the payment.
- *D*isregard the fact that the student is now ineligible (do nothing).
- *V*oid 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.

The *P*ayment Not Applied option can only be used when the disbursement process is run in the batch mode. If disbursements are run online (from the Immediate Process Form or the Student Payment Form), the process 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 Immediate Process Form (ROAIMMP) in the Financial Aid System, or from the Student Payment Form (TSASPAY) 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 Form (ROIDISB).

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 term code 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, memo'd amount, authorized amount, and disbursement amount, as well as the Applicant Disbursement Report (RPRADSB), which provides detailed information on applicant disbursements.

Executing the Disbursement Process by an Oracle Pipe

The Disbursement Process (RPEDISB) can now be executed by an Oracle Pipe. The main benefit of executing the Disbursement process via an Oracle Pipe is improved performance of the process when it is executed online from Banner via the Applicant Immediate Process Form (ROAIMMP). Online Disbursement is normally launched through the General Interface Form (GUQINTF), which calls the Job Submission process to start a platform-specific script which then loads and executes the RPEDISB program. The Disbursement Pipe method improves the performance time of Disbursement when executed online by using listener programs and accepting all requests for Disbursement via an ORACLE "pipe." This achieves performance time savings since Job Submission does not need to load and execute the RPEDISB program with each disbursement request.

The Disbursement Pipe method is optional. That is, online execution of the Disbursement Process from ROAIMMP may still be launched through the General Interface form (GUQINTF), and requires no special setup. Everything will run in the traditional way, except an additional output file (.clg) will be produced for each execution of RPEDISB. The output will exist in the same file and directory structure, and will follow the same naming conventions.

Note: The Disbursement Process with an Oracle Pipe is not designed to function in a Windows NT or Linux environment.

Note: When the RPEDISB Disbursement Process is initiated from the Process Submission Control form (GJAPCTL), the Job Submission process starts a platform-specific script which loads and executes the desired program. This is the method in which RPEDISB has always executed. The Disbursement Pipe alternative does not change this methodology.

Note: A small change has been made in the way disbursement date updates are made by the Disbursement Process. Prior to Release 7.4, the Disbursement Date Update Process (RPRDDUP) executed each time the RPEDISB Disbursement Process executed, both in online and batch execution. If the Rescheduled Disbursement Date option was selected on the Institution Financial Aid Options Form (ROAINST), the process would reschedule disbursement dates for Financial Aid awards based on the student attending hours at the time of disbursement. If the option was not selected, the RPRDDUP Process ended without performing any updates. When executing through a pipe, the platform-specific script which loads and executes both the RPRDDUP and RPEDISB program only executes once when the pipe is started. Therefore, the RPRDDUP Process would only run once. Depending on how frequently the pipe is started and stopped, this could have an impact on how frequently the disbursement date updates take place. To prevent any impact on the disbursement date updates, the RPRDDUP Process has been removed from the platform-specific scripts which execute RPEDISB. Instead, a call to the `rokmisc.p_resched_fund_term_disburse` packaged procedure is directly made within the Disbursement Process for each student and fund that is processed.

The only difference you see is that the rprddup.lis and rprddup.log files are no longer created when the Disbursement Process is executed. The logging information is visible on the GJIREVO Form, and when Disbursement is run from the ROAIMMP Form, the detailed disbursement reject messages are displayed on the GJIREVO Form. The disbursement date updates continue to take place at the appropriate time if you request.

Disbursement Pipe Terminology/Methodology

This section explains some special terminology and methodology to assist you in understanding and working with the Disbursement Pipe enhancement.

A database “pipe” is similar to a UNIX “pipe.” Different sessions connected to the same Oracle instance can send and receive messages over a pipe. Pipes can have multiple listeners (sessions that receive messages) and writers (sessions that send messages).

The writer packs a series of data items into a local message buffer. This buffer is sent over the pipe into the message buffer of the listener, who then unpacks its buffer.

When the listener is started via the RNRPINI Process, it sleeps until a message is received along the pipe to wake it up. The message (that is, a request for Disbursement) is processed, and the listener either goes back to sleep or processes the next message.

Each listener receives messages from one and only one pipe. The pipe and process share the same name. For example, the pipe and the Disbursement process are both named RPEDISB.

You can start multiple listeners for each process, but only one pipe for the process can exist. If two listeners (RPEDISB) are started for the Disbursement process, there will only be one pipe named RPEDISB.

Currently, only the ROAIMMP Immediate Process form is a writer. When a request for Disbursement is made, a message is sent over the RPEDISB pipe to the listener. The form waits until a message is returned via a pipe named for the Oracle session from the listener specifying the outcome of the Disbursement Process.

Drivers

Disbursement Process Driver (RPEDISB)

This is a new process which can be executed as a one-time process, or as the listener, when pipes are in use.

Subprograms

Disbursement Driver (RPEDISBS)

This is the old RPEDISB program which is now a subprogram to the new Disbursement Process driver. All displays have been changed to call the RNELOGW subprogram which writes the messages to a file.

Log Print Subprogram (RNELOGW)

This subprogram writes messages produced by the RPEDISBS program to a file. It was originally delivered with the INAS Performance Enhancement in Banner Financial Aid release 5.1. It is also used to write messages produced by the RPEPELLS and RNEINXXS programs.

Disbursement Output to Database Subprogram (RPEDISBO)

If you are running the Disbursement process using pipes and have chosen to move the output to the database, this subprogram moves the output from an actual operating system files to the database GUBOUTP and GUROUTP tables, where you can review it with the Saved Output Review form GJIREVO.

Running Disbursement the Traditional Way

You do not need to do any special setup to continue running Disbursements through the General Interface Form (GUQINTF).

Note: A log file (.clg) is produced for Disbursement. The output exists in the same file structure and has the same naming convention as the existing .lis and .log files.

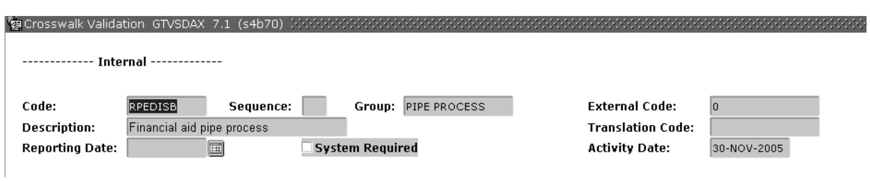
Caution: If the GTVSDAX entry specifies that pipes are not being utilized, the forms will initiate the GUQINTF process to perform the disbursement process even if listeners have been started for the disbursement process.

Running Disbursement Using Pipes

1. Indicate the number of listeners to start for RPEDISB.

   Use the GTVSDAX Form to indicate the number of listeners to run for Disbursement.

Code/Group	*Direction*
Internal Code	Enter *RPEDISB*.
Internal Group	Enter *PIPE PROCESS*. This entry must be exact.
External Code	Enter the number of listeners to start the process. For example, if the external code is 2, 2 listeners will be started for RPEDISB. If the external code is 0, no listeners will be started for RPEDISB.



2. Start the listeners by running RNRPINI with a parameter of *START*.

   Example: *rnrpini user/password START*.

(For UNIX) *rnrpini.shl userid START* - when prompted, enter the password.

Note: A single run of RNRPINI will start listeners for each of the RPEDISB, RPEPELL, and RNEINxx (RNEIN01, RNEIN02, etc.) pipes specified on GTVSDAX with an External Code > 0.

Note: The userid can be any user id that currently executes RPEPELL, RNEINXX, or RPEDISB. The userid also needs select, insert, and update permission to table GUBOUTP, and insert permission to table GUROUTP. The userid does not need to be a DBA or system level login.

3. Process Disbursement online using the ROAIMMP Form.

4. Stop the listeners by running RNRPINI with a parameter of *STOP*.

   Example: *rnrpini user/password STOP*.

   (For UNIX) *rnrpini.shl userid STOP* - when prompted, enter the password.

Note: This stops all RPEDISB, RPEPELL, RNEINXX listeners.

Caution: The listeners remain running until they are stopped via the RNRPINI program or until the Oracle instance is brought down. Each listener will wait four days for a message, meaning that the output file can be huge.

If the pipe process GTVSDAX entry for Disbursement is set to a number greater than zero, the forms will send messages via the pipes to the listeners. If the listeners are not running, the Disbursement process will not be performed via ROAIMMP. The form will wait 7.5 minutes for a reply from the listener before supplying an error message. (This value is `global.max_wait_time` and is the same value used to determine how long an online process will wait for a response from job submission when running processes online with the Immediate Process Form (ROAIMMP). It is a hard-coded value in form `guainit.fmb`, but you can modify it.)

Output Differences

Because the Disbursement process does not end until the listeners are stopped, the resulting output is affected in the following ways:

- The output exists in the directory associated with the user who initiated the rnrpini process, not the directory of the user who initiated the process through the Banner form. For example, if *User A* runs the rnrpini process to initiate the listeners, all output generated by the RPEDISB and Disbursement processes exist in the home directory of *User A*. If *User B* initiates the process using the ROAIMMP Form, the generated output exists in the directory associated with *User A*.
- All the output generated by a listener is concatenated into one set of files. If RPEDISB is run the traditional way with a one-up number of *111111*, the following files are created in the users directory:

```
rpedisb_111111.clg
rpedisb_111111.log
```

If RPEDISB is run again the traditional way with a one-up number of *111112*, the following files are created in the user's directory:

```
rpedisb_111112.clg
rpedisb_111112.log
```

If RPEDISB is run using pipes with a one-up number of 111113 and the first listener processes the request, the following files are created in the directory of the user who initiated the rnrpini process:

```
rpedisb_1.clg
rpedisb_1.log
```

If RPEDISB is run using pipes with a one-up number of 111114 and the first listener processes the request, the output is concatenated to the existing data in the following files.

```
rpedisb_1.clg
rpedisb_1.log
```

If RPEDISB is run using pipes with a one-up number of 111115 and the second listener processes the request, the following files are created in the directory of the user who initiated the rnrpini process:

```
rpedisb_2.clg
rpedisb_2.log
```

Note: If the Disbursement process fails, a message including the one-up number is displayed on the ROAIMMP Form message line.

RPEDISB/Disbursement Using Pipes/Saving Output to Database

1. Indicate the number of listeners to start for RPEDISB.

   Using the GTVSDAX Form, indicate the number of listeners to run for RPEDISB.

Code/Group	*Direction*
Internal Code	Enter *RPEDISB*.
Internal Group	Enter *PIPE PROCESS*. This entry must be exact.
External Code	Enter the number of listeners to start the process. For example, if the external code is 2, 2 listeners will be started for RPEDISB. If the external code is 0, no listeners will be started for RPEDISB.

2. Indicate if you want to move the output for RPEDISB to the database.

Code/Group	*Direction*
Internal Code	Enter *RPEDISB*.
Internal Group	Enter *FINAID LOG TO DB*. This entry must be exact.
External Code	Y (Yes) or N (No).

3. Start the listeners by running RNRPINI with a parameter of *START*.

   Example: *rnrpini user/password START*.

   (For UNIX) *rnrpini.shl userid START* - when prompted, enter the password.

4. Process Disbursement online using the ROAIMMP Form.

5. Stop the listeners by running RNRPINI with a parameter of *STOP*.

   Example: *rnrpini user/password STOP*.

   (For UNIX) *rnrpini.shl userid STOP* - when prompted, enter the password.

A log file (.clg) is produced for RPEDISB. The file and the file location are the same as the .log files when running pipes. When the RPEDISB pipe is started with **Finaid Log to DB** set to *Y*, a `rpedisb_xxxxx.log` file is created and will be viewable on form GJIREVO. The *xxxxx* is the job number of the individual disbursement process executed by the Immediate Process Form (ROAIMMP). There will be an individual `rpedisb_xxxxx.log` file created in the database for each execution of RPEDISB from the ROAIMMP form. When **Finaid Log to DB** is *Y*, the rpedisb.log file created in the home directory of the user starting the pipe will always be empty.

If the pipe is started with **Finaid Log to DB** set to *N*, the output will not be viewable on the GJIREVO Form. Instead, when the pipe is stopped, the `rpedisb_1.log` file (or the `RPEDISB_PIPES.LOG` file for VMS) in the home directory of the user who started the pipe will contain the concatenated output of all of the log files generated by RPEDISB while the pipe was running.

Once the Disbursement Process is complete, the write to the database subroutine reads the output and copies it to the database in the existing GUROUTP and GUBOUTP tables. These database tables may contain many records. You may want to purge old entries from these tables regularly.

Note: If the Disbursement Process has a fatal error and **Finaid Log to DB** is *Y*, GJIREVO is queried and automatically displays the resulting log file. You can also use this form to delete, save, or print existing output files.

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 from any of the default/refund sources stored in Banner, 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 from any of the default/refund sources stored in Banner, the disbursement validation process fails and any funds in which the default criteria is invoked is not packaged.

Sources of Default/Refund Information

1. **Incoming Financial Aid Transcripts from a Student's Prior Institutions**

   Data Storage: You can enter incoming FAT data into Banner in the History and Transcripts module through the Prior Institution Transcript Form (RHAPTRN). Use the Section C window of this form to maintain default/refund information as reported by another institution. (Banner stores these indicators in the RHBTRNS Table.)

   Data Maintenance: You can update this data on the RHAPTRN Form.

   System Use of Data: Banner uses default/refund information from this source in the award validation and disbursement validation processes 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*).

2. **Default as Reported by the Government**

   This data is reported to the institution through the ISIR. It is maintained in the Banner database and is accessed using the Need Analysis Form (RNARSxx), the Federal Match Indicators window, in the Title IV Match Indicator drop-down list and on the Student Loan Data System Form (RNASLxx)

Data Storage: Banner stores this data on the student's aid year need analysis record (stored in `RCRAPP1_TITLE_IV_DEFAULT`).

Data Maintenance: You can view and maintain this information in the Federal Match Indicators window of the Need Analysis Form (RNARSxx). The allowable values for this field are: *1* = Default /Not Eligible, *2* = Default,/ Eligible, *3* = Cannot Determine, *4* = Not on Database., 5 = Dflt and rcvd overpayment/NE, *6* = Received overpayment/NE, None.

System Use of Data: Both the award validation and disbursement validation processes use this 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*).

3. **Federal Default/Refund from Own Institution**

You can enter institutionally determined default/refund information to record students who are in default or owe a refund from loans acquired at, or grants received at, your own institution.

Data Storage: Institutions can load data and store this information with the Transcript Information Form (RHATINF). This information is stored in the RHBTINF table. You can store and maintain the following data.

- Student owes a refund on a Pell or SEOG.
- Student is in default on a Perkins, NDSL, ICL.
- Student owes a refund on a SSIG.
- Student is in default on a GSL, FISL, SLS, PLUS (ALAS), or consolidation loan.

Data Maintenance: You can maintain the preceding data elements. You can load this information and maintain it either manually or electronically (i.e., if a third party agency performs loan management activities) for Perkins, NDSL, or ICL. You can also maintain this information if the student owes a refund on a Pell, SEOG, or SSIG at the institution. If a student is in default on a GSL, FISL, SLS, or PLUS loan, guarantee agencies/lenders generally provide this information for students in default at their institution via hard copy printout, or electronically.

System Use of Data: Banner uses this institutional data in the following processes:

- Award Validation
- Disbursement Validation
- Outgoing Financial Aid Transcripts.

Title IV Refund/Repayment Process

Please see the *Title IV Handbook* for information on this process.

Pell Grant Award and Disbursement Processing

- Pell Grant calculation is not performed within the packaging process. You determine in the Packaging Options section on the Packaging Options Form (RPROPTS) 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 Grant Calculation Process (RPEPELL) either online or in a batch. When you initially package Pell Grants for the year, run the batch Pell Grant Calculation Process after you perform Batch INAS 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 calculation when changed include:

Form	*Field/Column Name*
Need Analysis Form (RNARSxx)	**Primary Calculation Sys EFC**
Applicant Budget Form (RBAABUD)	**Aid Period**
Need Analysis Supplemental Form (RNASUxx)	**Expected Enrollment Status for the Yr**
Need Analysis Form (RNANAxx)	**Prior Bachelor's Degree** **Class Code** **Citiz. Status**
Applicant Pell Grant Form (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 Form (RFRMGMT) 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; 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 added to the student's package at all.
- Fund Management Form (RFRMGMT) 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 Term**, **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 total award amount on the Fund Award by term section of the Award Form (RPAAWRD), on the Package Maintenance Form (RPAAPMT), or on the Financial Aid Record Maintenance (ROARMAN)
  - Reschedule the award on the Fund Award by Term window of the RPAAWRD, RPAAPMT, or the ROARMAN Form (if necessary), and
  - 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.

The Pell fund is the only fund in which the disbursement process can disburse more than the scheduled amount.

- Applicant Pell Grant Form (ROAPELL) 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.

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 term is disbursed.

These concerns can be handled by Banner in the following manner:

1. On the Fund Management Form (RFRMGMT), 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 Form (RORRULE), 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 on magnetic tape, a customized process to post the tape data to the student's award record (RPRAWRD) and award by term 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.

Contracts and Exemptions

Contracts

Note: In order 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 Form (RPROPTS) for those aid year you wish to interface.

1. TSACONT – Contract Authorization Form.
   In order 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. RPRCONT – Third Party Contract Rules Form.
   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 Resource Payment 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 Form enables you to view a student's exemptions and third party contracts for an aid year.

Exemptions

Note: In order to interface Exemptions from Banner Student to Banner Financial Aid, the **Interface Exemptions** indicator must be checked on the Packaging Options Form (RPROPTS) for the Aid Year in which you want to interface.

1. TSAEXPT – Exemption Authorization Form.
   In order 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. RPREXPT – Exemption Rules Form.
   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 – The Resource Payment Form allows you to view exemptions that have been paid to the student's account.
   - RPAARSC – The Exemptions and Contracts window of the Resource Form 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 form (RPROPTS), 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 form (RPAARSC) 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.

In order to properly process contracts and exemptions from being excluded as resources, you must:

- establish a contract record on the Third Party Contract Rules form (RPRCONT), for a contract.
- establish an exemption record on the Exemptions Rules form (RPREXPT), 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 Applicant Resource form (RPAARSC). 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 form (RPIARPY) 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.

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 Form (RPALDSB), enter:

    (a) the full amount of the check into **Check/Net Amount.**

    (b) 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.

In order 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 Form (RFRMGMT). 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.

Institutional Financial Aid Options Form (ROAINST)

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 a 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/Term Rules Form (RORTPRD)

Associate terms with aid periods on this form.

Default Award & Disbursement Schedule Rules Form (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 (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 Form (RFRBASE)

Establish loan fund(s) and associate them with Federal loan identifiers.

Separate loan funds MAY be established if the school knows which individual loans will be received via EFT versus paper checks, or if EFT and paper check funds will have a different general ledger accounting structure. If a different type of fund is received, the original loan application must be cancelled, and a new one must be generated for the other fund.

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 Form (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 Electronic loans in the Aid Year Specific Data - Packaging Options window:
   - Enter the maximum loan that could be made to any student during the combined terms of the aid year.
   - Check **Replace EFC** for unsubsidized and PLUS Loans**.**
   - Check **Reduce Need** for subsidized loans.
   - Check **Need Analysis Indicator**. The Need Analysis indicator may be left unchecked for PLUS Loans.
   - Check **Loan Process** for all Electronic loans.
   - Complete **Loan Fee Percentage**.
   - The **Direct Loan Indicator** must indicate 'None' for electronic loans to process.
   - **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 as loans are disbursed from RPALDSB.

4. Complete disbursement option fields applicable to Electronic loans in the Aid Year Specific Data - Disbursement Options window.

   For **If Disbursement Loan 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 Electronic loan disbursement.

5. Set **Use Disbursement Enrollment Edits for Memo** field option. The checked field works in conjunction with the **Disbursement Load Cod**e 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.

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 Form (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 three award forms: RPAAWRD, RPAAPMT, and ROARMAN.

Class Code Translation Rules Form (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 use the Student System's class information.

Certification Initials Validation Form (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 Form (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 Rules Form (RPRLNDR)

This form is used to create a lender listing and to associate a **Lender ID** with a **Guarantor ID**. Use official lender/guarantor identification codes.

Loan Period Base Data Form (RPRLPRD)

Year-specific loan period names help you to distinguish loans on the RPALDSB disbursement form. Memo expiration dates used for term-based loans should match those used for the same term 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 term 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 term-based period once the application is generated.

For Loan Periods that Do Not Match Aid Periods:

- Create additional loan periods associated with a term to be used for students in multi-term aid periods who want one-term loans (for example, Fall/Spring aid period; wants loan for Fall only).

- Enter disbursement dates. Costs for term-based loans must be established manually.

Note: If Summer is counted in two different aid years, you must have two Summer terms 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 Form (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 term disbursements up to and including term 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 Form (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

Stafford loan processing was changed in the 7.2 release in order to implement a Federal requirement for a 30-day delay in disbursement for certain loans. This requirement is called the first-year, first-time borrower loan rule. It specifies that the disbursement of Stafford loan proceeds to a student in their first year of an undergraduate program of study who has not previously received a Federal Subsidized, Unsubsidized, or SLS loan must be delayed 30 calendar days from the date the student begins his/her program of study.

Previously, Banner used student reported data from the FAFSA, the Campus Undergraduate Level Code Rules Form (RPRCLVL), and the existence of academic history to determine if the 30-day delay should be used when scheduling the disbursements for Federal Stafford loans.

As an example, if the student is enrolled in the first semester (running from September 1, 2005 to December 14, 2005) of a program that is made up of three 5-week modules, but the student is not enrolled in the first two modules of that semester, the school has to wait to disburse the funds until 30 days after classes from the third module begin.

To implement this rule, Banner must determine whether the student is in a first year undergraduate program of study and whether the student has previously been disbursed Federal Stafford or SLS loan funds. In order to determine if a student has previously been disbursed Federal Stafford or SLS loan proceeds, NSLDS records from the ISIR record and Transfer Student Monitoring Alert files are queried. A check for Federal Stafford loans paid in Banner is also performed.

To determine if a student is in the first year of an undergraduate program, the financial aid class translation rules are used to identify first year students using the financial aid class for Banner year in college of *1* (first-time freshman, no prior college) or *2* (freshman, prior college).

An option to turn off the function to determine a first-year, first-time borrower is provided at the campus level (on the Campus/EDE Defaults window of the ROAINST Form) and as a default for the institution (on the Loan Options window of the ROAINST Form). After the install of release 7.2, the rule to apply the first-year, first-time borrower check is used. If your institution does not want to apply the first-year, first-time borrower rule, you must uncheck the appropriate campus and institution **Apply First-Year, First-Time Borrower Rule** indicators on the Institution Financial Aid Options Form (ROAINST).

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.

First-Year, First-Time Borrower Function

With the 7.2 Banner Financial Aid release, functionality to determine first-year, first-time borrowers using FAFSA reported data and the Campus Undergraduate Level Code Rules Form (RPRCLVL) is no longer used.

The `F_FIRST_TIME_BORROWER` function supports the determination of a first-year, first-year borrower for Stafford loans. The Electronic Loan Application Form (RPAELAP) and the Direct Loan Origination Form (RPALORG) use this function to determine if the 30-day delay is applied when the loan period is changed.

The Electronic Loan Application Creation Process (RPRELAP) and the Direct Loan Record Creation Process use the `F_FIRST_TIME_BORROWER` function to determine if the student is a first-year, first-time borrower and the 30-day delay is applied.

Determination of a First-Year, First-Time Borrower

The `F_FIRST_TIME_BORROWER` function determines if the **Apply First-Year, First-Time Borrower Rule** indicator is checked (Yes) for the campus on the most recent student record where the effective term is less than or equal to the first term of the loan period being processed. 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** is used.

If the option to turn off the function has not been indicated, the following steps to determine a first-year, first-time borrower are used:

1. Determine if 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 if 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.

Crosswalk Validation Form (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 Form (RRAAREQ)

This form lists tracking requirements that could prevent disbursement packaging if not satisfied.

Award Forms (RPAAWRD)/(RPAAPMT)/(ROARMAN)

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 Process (RPRELAP)

Electronic loan applications must be created online (through the Create App button on RPAAWRD, RPAAPMT, ROARMAN) 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.

Caution: 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 *B*atch. 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 *s*ent 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 term-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.

Term Schedule Window

Data defaults into this window. The **Memo Amount** displayed is for the term.

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 Form (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:

Electronic Loan Application Extract Process (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 Form (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 ***S*ent**.
- **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 Process (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 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)

1. 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/term 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 Process (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 Form (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 Form (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 Form (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- **Fund**
- **Term Code**
- **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 term 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 term disbursement amounts up to and including the term in which the disbursement process is being run.

Disburse to Student Account

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 term on the RPALDSB disbursement form and allows Payment and Authorization in the same term 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 term record on RPALDSB.

   If the student is NOT ENROLLED, enter the check amount on the Retn'd Lndr line on the Original disbursement term record.

   If the student is ENROLLED, use the Insert Record function to create a new term 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 term record on RPALDSB.

2. Use the Insert Record function to create a new term 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

Aging of Nondisbursed Loans 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 term 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.
- **R**eference 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 term 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 term disbursement record on RPALDSB.
9. Click Insert Record to duplicate the term 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 term disbursement record on RPALDSB
4. Click Insert Record to duplicate the term 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.

Forms Setup

Forms necessary for setup include:

Institutional Financial Aid Options Form (ROAINST)

See the "Banner Electronic Loan Processing - Preliminary Forms Setup" section for details on setting up this form.

Fund Base Data Form (RFRBASE)

Establish a separate loan fund for any lender for whom you will process Alternative loans using Electronic loan methodology.

Fund Management Form (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 Form (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 Form (RPRLPRD)

Create additional loan periods as needed to accommodate Alternative loans.

Electronic Loan Application Process (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 Form (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 Application Extract Process (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 Update Process (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/Post 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)

1. 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/term 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 Process (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 Form (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 Form (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 Form (RPALDSB)

This form displays the historical loan record for a student. Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- **Fund**
- **Term Code**
- **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 term 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 term disbursement amounts up to and including the term in which the disbursement process is being run.

Disburse to Student Account

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 term on the RPALDSB disbursement form and allows Payment and Authorization in the same term 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 term record on RPALDSB.

   If the student is NOT ENROLLED, enter the check amount on the Retn'd Lndr line on the Original disbursement term record.

   If the student is ENROLLED, use the Insert Record function to create a new term 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 term record on RPALDSB.

2. Use the Insert Record function to create a new term 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

Aging of Nondisbursed Loans 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 term 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 term 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 term disbursement record on RPALDSB.
9. Click Insert Record to duplicate the term 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 term disbursement record on RPALDSB
4. Click Insert Record to duplicate the term 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 2004 it looks for an aid year code that was defined as starting in 2004 and ends in 2005. After the start of the new year (2005) it looks for an aid year code that was defined as starting in 2005 and ends in 2006. If it doesn't find one (because you haven't defined the 0405 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 0405 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 0405 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 Form (ROAUSDF) 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.

In order 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.

Batch Posting Process

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. 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.

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 Form (GLRSLCT). The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Batch Report Selection Extract Process (GLBDATA). Individual student IDs can be inserted into or deleted from the list of students generated by using the Extract Application Form (GLAEXTR).

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 Form (RORPOST). The Batch Posting Type Indicator Validation Form (RTVPTYP) 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. 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 Form (RTVPTYP) 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 on the Batch Posting Rules Form (RORPOST). EFC Proration is performed if institutional rules call for it.

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.

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.

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 term code.

E - Enrollment Status for Year
This allows you to post the enrollment status for the year used by the Packaging Process.

F - Fund Code/Amount/Status
All students will be packaged with the same amount and award status code. If a student already has an award from the requested fund, its amount and status will be replaced with the new amount and status. The information will not be posted if the student's package is locked or the fund is locked in the student's package. The appropriate fund balances will be updated. Award validation will not be performed on funds being packaged through batch posting, so you should only batch post funds where all selected students are known to be eligible. For example, it would be appropriate to batch post a scholarship for a student regardless of the impact it might have on the rest of the awards in the package. Batch posting funds may create overawards. The student's unmet need will be updated. The award will be scheduled into its term by term distribution and a disbursement schedule will be created if called for. If the fund being posted is an *auto accept* fund then the fund will be posted as accepted. You can use the batch posting process to cancel an award by entering the amount as $*0.00*.

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 batch type allows the batch posting of a fund code, amount, and status for a population selection without going through the award validation process. The following fields are required for the *FN* posting type:

- **Code to Post** (`RORPOST_POST_CODE`) is the Fund Code to be posted.
- **Amount to Post** (`RORPOST_AMT`) is the amount to be posted.
- **Status or Term Code** (`RORPOST_STATUS_CODE`) is the award status to be posted.

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 or Term Code** is the award status. The list of values for the code is drawn from the Award Status Validation Table (RTVAWST).

The *Status or Term Code 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 the indicated hold code, you must enter an *R* in the **Status** field on RORPOST. If the requested hold code currently exists for the student and it is locked by another user, then batch posting will not update it.

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.

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 term code.

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.

PI - Pell Process Indicator
Use this batch type to enable/disable the **Prevent Automatic Pell Calculation** field on the Applicant Status Form (ROASTAT). This field prevents the automatic execution of the Pell process from forms for a student.

PO - Pell Origination Indicator
This allows you to post an indicator on the student to automatically create an updated Pell Origination record.

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
A tracking requirement can be created or updated. If this type is to be posted, you must also identify a tracking requirement code and a status code. You cannot batch post a requirement that needs a Source Background Institution Code (SBGI code) such as a financial aid transcript. If the requested requirement code already exists in the student's tracking record, the status of that requirement will be updated to the new status. If the posted requirement is a *Once Only* requirement, previous aid years are checked for prior satisfaction. If the once only requirement was satisfied in a previous year, the status in the current aid year will be updated. The packaging requirements, disbursement requirements, and all requirements completed dates will be updated if necessary. If the student who is to receive the batch posted requirement code/status does not have a RORSTAT record for the specified aid year, the batch posting process will create one prior to posting the tracking requirement.

RF - Fund Specific Requirements
This allows you to post a fund-specific tracking requirement.

S - Satisfactory Academic Progress
If you batch post an SAP code you must also enter a term code under the **Status/Term** field on the RORPOST Form. Satisfactory Academic Progress codes must first be defined on the Satisfactory Academic Progress Validation Form (RTVSAPR)

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.

TL - Term Lock
Use this batch type to batch post a term lock value to the **Term Lock** field on the

Fund Awards by Term - 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 or Term 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 **Status or Term Code** 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 Form (RNARSxx) 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 Form (RNARSxx) 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 Form (RNARSxx) 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. In order 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 Form (RNARSxx) 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 Form (RNARSxx) 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 Form (RNARSxx) 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 04, 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 04, and the tracking requirement and status code to be posted.

Displaying Student Enrollment

The Financial Aid Enrollment Form (ROAENRL) 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, only the terms associated with the aid year are displayed. You may only insert manual Financial Aid hours when an Aid Year has been provided.

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 Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

When the **Consortium** indicator is checked, the previous functionality of using the Financial Aid hours for the student is used.

If logging for packaging has been indicated on the Institutional Options Form (ROAINST), and Audit logging is *yes* for the data elements (RORDATA), updates and deletions of Financial Aid hours, Financial Aid Attending hours, and the **Consortium** indicator will occur.

Building Rules (RORRULE)

Using Parentheses in Selection Statements

When constructing selection statements on the RORRULE Form or when defining a population selection ID, it's 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.

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_AIDY_CODE= &AIDY_CODE or RORSTAT_PIDM 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.
- In Expert mode, make sure that you have at lease one space following :AIDY, :PIDM and :TERM. If you just hit carriage return at the end of the line, the rule will not work correctly in the COBOL program although it will appear to be fine when the <EXECUTE> button is pressed.
- The execute button will give you an idea about syntax errors, but does not execute exactly the way that the COBOL program will. 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.

Student Employment Procedures

Student Employment Implementation

1. RTVRFST – Referral Status Validation Form
   This form maintains the various statuses of job referrals. Define all possible statuses which referral records may have.

2. RTVAUST – Authorization Status Validation 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. RJAPLBD – Placement Basic Data 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. RJRPLRL – Placement Rules 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. RJRSEDR – Student Employment Default Rules 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. RJRPAYL – Payroll Load Control 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. Once the payroll identifiers are brought in, the only necessary field to complete is the **Term Code**. The **Term Code** is necessary so the payroll load process knows which term to post earnings to in the student's award record and in Funds Management.

7. RJRJOBT - Job Title Base Data 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. RJRJREQ - Job Title Requirements Form.
   Use this form to identify the job skills/levels that are required for a **Job Title Code**.

9. RJASERF - Student Employment Referral 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. RJASEAR - Student Employment Authorization 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. RJASEME - Student Employment Mass Entry 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. RJRLOAD - Payroll Load Process.
    Use this process to interface payroll data from Banner Human Resources to Banner Financial Aid.

Note: You can use the Student Employment Work History Form (RJISEWH) to verify a student's work history.

Chapter 3

Interfaces

Overview

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 Loan Manager (CLM) Module*, which provides information needed for the (SunGard Higher Education Plus) CLM 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 (SunGard Higher Education Plus) Campus Loan Manager documentation. Note: CLM has replaced LMS as SunGard Higher Education's 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 procedures and form documentation in the *Funds Management* and *Packaging and Disbursements* chapters for form-specific information.

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 Form (RJASERF). 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 Form (RJASEAR).

4. Once you place a student in a position, assign employment authorizations to students for a specific aid year on the Student Employment Authorization Form (RJASEAR). 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 Student Employment 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 Form (RJISEWH),
   - automatically updates the fund balances with actual earnings on the Fund Budget Inquiry Form (RFIBUDG), and
   - automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award Form (RPAAWRD) and Package Maintenance Form (RPAAPMT).

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 Form (RJASEME) 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.
   - Student Employment 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.
   - Student Employment 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 Form (NBAPOSN).

   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 Form (NBAJOBS).

2. Establish the Student as an Employee on the Identification Form (PPAIDEN).

   The Identification Form (PPAIDEN) 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 Form (PEAEMPL).

   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 Form (RJASERF).

4. Establish Student Deductions for Payroll Processing on the Employee Benefit/Deduction Setup Form (PDABDSU).

   The Employee Benefit/Deduction Setup Form displays all benefits defined as setup on the Benefit Category Rule Form (PTRBCAT) 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 Form (NBAJOBS).

   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.

   (a) 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

   (b) 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 Form	RJRSEDR
Payroll Load Control Form	RJRPAYL
Placement Rules Form	RJRPLRL
Placement Base Data Form	RJAPLBD
Job Title Base Data Form	RJRJOBT
Job Title Requirements Form	RJRJREQ
Referral Status Validation Form	RTVRFST
Employment Authorization Status Validation Form	RTVAUST

Note that the Student Employment Default Rules Form (RJRSEDR), Payroll Load Control Form (RJRPAYL), and Placement Rules Form (RJRPLRL) are aid year specific forms which require maintenance at the start of each aid year. Refer to the New Year System Start Up Checklist in the Appendix for additional information.

Setting Up Student Employment Forms

The following forms must first be set up:

- Employment Authorization Status Validation Form (RTVAUST) - Creates and maintains status codes which identify whether a student is permitted to work.
- Referral Status Validation Form (RTVRFST) - Creates and maintains codes that define the origins of a student employment referral (optional form).
- Job Title Base Data Form (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 Form (RJRJREQ) - Maintains requirements and/or position descriptions (optional form).
- Placement Base Data Form (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 Form (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 Student Employment Departmental 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 Form (RJRPAYL) - Associates predefined payroll periods from HR. (Payroll Calendar Rule Form - PTRCALN) with a specific aid term from STVTERM.
- Student Employment Default Rules Form (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 Form (RJASERF) – 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 Form (RJASEAR) – Assigns employment authorizations to a specific student for a specific aid year.
- Student Employment Mass Entry Form (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 Form (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 the procedures and form documentation in the Funds Management and Packaging and Disbursement chapters for form-specific information. These forms include:
   - Financial Aid Fund Type Validation Form (RTVFTYP) - you must have at least one fund associated with the aid type of *W*.
   - Fund Base Data Form (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 Form (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, RPAMASS, ROARMAN, and so on).

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 Form (RJASERF). 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 Form (RJASEAR). 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 Form (RJASEAR). 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 Form (RJRJOBT) 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 *Work*.

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 Feed 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 Form (RJISEWH).
- Automatically updates the fund balances with actual earnings on the Fund Budget Inquiry Form (RFIBUDG).
- Automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award Form (RPAAWRD), Package Maintenance Form (RPAAPMT), and Financial Aid Record Maintenance Form (ROARMAN).
- 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 Form (RJRPAYL). 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 Form (RJISEWH).
- Automatically update the fund balances with actual earnings on the Fund Budget Inquiry Form (RFIBUDG).
- Automatically update the award paid amounts and the term paid amounts on the student award record as represented on the Award Form (RPAAWRD), Package Maintenance Form (RPAAPMT), and Financial Aid Record Maintenance Form (ROARMAN).

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 term code. The term code is necessary so that the system knows for which term 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 Form (NBAPOSN). 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 Form (NBAJOBS).

2. Establish the student as an employee on the Identification Form (PPAIDEN). The Identification Form (PPAIDEN) 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 Form (PEAEMPL). 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 Form (RJASERF)).

4. Establish student deductions for Payroll Processing on the Employee Benefit/ Deduction Setup Form (PDABDSU) The Employee Benefit/Deduction Setup Form displays all benefits defined as setup on the Benefit Category Rule Form (PTRBCAT) 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 Form (NBAJOBS) 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 terms 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 (TSADETC). These detail codes can then be associated with the appropriate financial aid fund code on the Fund Base Data Form (RFRBASE) 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 Form (STVTERM).

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 Form (TTVSRCE). 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 and authorizations 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.

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 Invoice/Billing Statement (TSRCBIL) and on the Student Payment Form (TSASPAY), by checking the **Committed/Authorized Financial Aid Reduces Amount Due** checkbox on the Student Billing Control Form (TSACTRL) (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 terms 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 terms.

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	*Term*	*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				

Date Disbursement Process Executed	*Term*	*Fund*	*Memo*	*Authorization*	*Payment*
		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 Financial Aid Summary Form (ROASMRY) which can be called from the Student Payment Form (TSASPAY). To navigate to ROASMRY, click the **Financial Aid** button in the Main Window on TSASPAY.

For more information on the edits and/or further explanation of memos, authorizations, and payment processing, please consult the Banner Financial Aid User Manual chapter on Packaging and Disbursement and its associated procedure section on Disbursement and Memo Validation Conditions.

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 is 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 Form (TSASPAY) when the **Recalculate Financial Aid** button is clicked**.**
- Online for a single student from the Applicant Immediate Process Form (ROAIMMP) 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 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 Form (TSASPAY) and the Student Invoice/Billing Statement (TSRCBIL) as they relate to the Banner Financial Aid disbursement process. The Student Billing Control Form (TSACTRL) determines how they interact.

The **Automatic Disbursement via TSASPAY** indicator on the Student Billing Control Form (TSACTRL), indicates the method in which the Financial Aid disbursement process will be handled on the Student Payment Form (TSASPAY).

Valid values for this field are:

Checked	Disbursements are automatically run on the Student Payment Form (TSASPAY). 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 Financial Aid Summary Form (ROASMRY) 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 Form (TSASPAY). If you want the Disbursement Process (RPEDISB) to be executed, you must enter *Y* in the **Recalculate Financial Aid?** field on the Student Payment Form (TSASPAY). 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 Form (TSACTRL) 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 Form (TSASPAY). The following values are allowed for the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on TSACTRL:

Checked	Reduce amount due on Student Payment Form (TSASPAY) and Student Invoice/ Billing Statement (TSRCBIL).
Unchecked	Do not reduce amount due on Student Payment Form (TSASPAY) or Student Invoice/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 Financial Aid Summary Form (ROASMRY), 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 Form (TSASPAY) 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 Financial Aid Summary Form (ROASMRY) 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 Form (TSACTRL) by setting the **Automatic Disbursement via TSASPAY** indicator box to checked (automatically perform). Otherwise, exiting ROASMRY returns you to the Student Payment Form (TSASPAY).
- If *N* is entered in the **Review Financial Aid?** field of the Student Payment Form (TSASPAY) AND the **Automatic Disbursement via TSASPAY** indicator box on the Student Billing Control Form (TSACTRL) 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 Form (TSACTRL) 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 Form (TSASPAY) 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 Form (TSACTRL) is checked.

The Banner Authorized Financial Aid window of the Student Payment Form (TSASPAY) 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 Financial Aid Summary Form (ROASMRY).

The Student Account Detail Form (TSADETL) 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 Invoice/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 Invoice/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 Process (TGPBILL) 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 Invoice/Billing Statement (TSRCBIL).

** Based on answer to **Committed/Authorized Financial Aid Reduces Amount Due Indicator** on Student Billing Control Form (TSACTRL) where:

Checked	Reduce amount due on Student Payment Form (TSASPAY) and Student Invoice/Billing Statement (TSRCBIL).
Unchecked	Do not reduce amount due on Student Payment Form (TSASPAY) or Student Invoice/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 Form	TSIQACT
Student Account Detail Form	TSADETL
Account Detail Review Form	TSAAREV
Account Review Form	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 Invoice/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 Invoice/Billing Statement (TSRCBIL) shows how financial aid payments, authorizations, and memos appear on a student bill.

```
20-OCT-2003 15:26:03     SunGard Higher Education STDG1 B111 DATA-
BASE                        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     SunGard Higher Education STDG1 B111 DATA-
BASE                           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 Loan Manager (CLM) Module

Section Overview

This section describes the processes necessary to interface Banner Financial Aid to the SunGard Higher Education Plus Campus Loan Manager (CLM). CLM is a comprehensive system that performs tracking, accounting, reporting, and billing for institutional loans. CLM is a separate SunGard Higher Education product, not included with Banner Financial Aid or SunGard Higher Education Plus. Banner Financial Aid users must license CLM separately. The document is to be used in conjunction with other relevant Banner documentation and (SunGard Higher Education Plus) Campus Loan Manager documentation.

The primary audience is the Loans Management Office. Users of the CLM 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 CLM 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 CLM systems.

Organization of Material

The material is organized so that you may obtain a concise understanding of the CLM to Banner interfaces as well as providing a reference source.

Because the Banner and SunGard Higher Education 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 CLM operations and reports, knowledge of certain SunGard Higher Education Plus terminology is assumed.

Release Requirements

Necessary Releases

To use the CLM/Banner interfaces, the following releases are required:

- CLM Version 1.11 with software upgrades (TOS) posted that pertain to the Banner interface.
- Banner releases for Financial Aid (Disbursement Feed to CLM), Student (Enrollment Interface), and Finance (Accounting Feed from CLM).

Release Components

The interfaces are enabled via components in SunGard Higher Education Plus CLM and components in Banner.

CLM 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. CLM specific changes for the following existing Banner forms:

   RFRMGMT, STVCLAS, STVETHN, and STVNATN.

2. Three CLM specific programs:

   RPBLMIA, LMS Interface Accounting Feed
   RPBLMID, LMS Interface Disbursement Feed
   RPBLMIE, LMS Interface Enrollment Extract

Functional Overview

This section provides a functional explanation of each of the three interfaces between Banner and CLM. A more thorough functional understanding can be attained by referencing the full CLM user reference and training guides.

Banner to CLM Disbursement Feed

Background

CLM 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 CLM.

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 CLM Disbursement Feed is designed to facilitate the maintenance of CLM 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 CLM system can be fed from Banner financial aid to the CLM 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 CLM. The file must first be transmitted to the computer system that hosts CLM. The file is then input to a batch maintenance program that will update CLM files. A manual review procedure must follow (Refer to CLM documentation).

The feed file contains various transaction types which control update to loan and borrower related data in CLM. The various transaction types and data elements are documented in the CLM Reference Guide. However, the Banner user must note that coding conventions used within Banner will require translation to CLM equivalents (for example, encoded data cannot necessarily be moved to CLM without first translating to an CLM 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 CLM manuals as well as the CLM online documentation. This guide provides information specific to Banner.

Banner to CLM 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 data base and then feed CLM 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 CLM. The file must first be transmitted to the computer system that hosts CLM. The file is then input to an CLM program – NBA809, which was specially written for Banner. This program produces a two part report comparing enrollment according to CLM with enrollment according to Banner Student.

Full procedures for processing the enrollment reports are discussed in CLM manuals as well as the CLM online documentation. This guide provides operational information specific to Banner.

CLM 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 CLM 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 CLM 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 CLM 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 CLM program NBD029 to be run. Accrual accounting requires the CLM program NBB229 to be run following the monthly billing.

The CLM accounting feed programs use accounting feed rules that define the general ledger funds that are affected by various kinds of CLM 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 CLM on OpenVMS (DEC)

For DEC Open VMS users only, it is possible for both the Banner system and the SunGard Higher Education Plus CLM 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 CLM 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 CLM on another platform – OpenVMS or otherwise. The interfaces between Banner and CLM 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 CLM 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 CLM 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 CLM with Banner will not function correctly, until various critical coding schemes have been established and defined to either CLM 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, CLM, 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 CLM Loan Fund Numbers

Background

CLM 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 CLM, 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 CLM.

The Financial Aid office must use the RFRMGMT Form to define the corresponding CLM Loan Fund number (Identifier) for all funds that require distribution transactions to be fed to CLM.

The CLM 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 CLM 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 CLM 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 CLM provides student demographic data that will be needed in the CLM system as attributes for the *borrower*. For example: name, ID, addresses, ethnicity, and so on can be passed.

However, the Banner system and the SunGard Higher Education Plus CLM 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 CLM codes that correspond to the two-character Banner codes. The three-character CLM codes are the same as those defined within the DBD.

2. The Banner form STVETHN must be used to define the one-character CLM codes that correspond to the two-character Banner codes. The one-character CLM codes are the same as those defined within the DBD.

3. The Banner form STVNATN must be used to define the two-character CLM codes that correspond to the five-character Banner codes. The two-character CLM 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 CLM 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 CLM 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 CLM 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 CLM, then the general ledger and options within Banner Finance will be setup accordingly.

CLM System -- Assign Accounting Distribution Rules

Background

CLM 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 CLM financial transactions – in addition to other CLM specific uses.

Setup Requirement

The CLM office works with the Finance office to determine all accounts affected by an CLM 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 CLM 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 CLM Reference Manual, as well as the online CLM documentation. Using Screen 42B, you are able to enter debit and credit account numbers in Banner format.

General Procedure for the Banner to CLM 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

CLM 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 CLM Loan Fund identifiers for each institutional loan fund. These are the funds for which disbursement information is to be fed to the CLM (See **Installation and Setup**).
- Technical or other staff have ensured that code schemes used by the interface show conformity between the SunGard Higher Education Plus DBD 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 CLMDFEED 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 CLMDFEED file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to SunGard Higher Education Plus CLM.

CLM

4. Ensure that the name and directory location of the feed file as it now exists on the CLM 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 CLM 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 CLM 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 term 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 CLM 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 CLMEFEED 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 SunGard Higher Education Plus CLM.

Note: It is not necessary to make a back-up copy of the CLMEFEED 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).

CLM

4. Ensure that the name and directory location of the feed file as it now exists on the CLM 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 CLM online to update the CLM enrollment data.

CLM 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 CLM 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 CLM 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**).

CLM

1. On SunGard Higher Education Plus, run the CLM 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.

   (a) On SunGard Higher Education Plus, run the CLM program NBB229 following the monthly CLM Billing Accrual run. This produces the accrual accounting feed file called NLACDB.DAT as well as the NBB229 report.

   (b) Ensure that copies of the NBB229 report are distributed as required.

(c) 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 CLM 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`.

CLM (SunGard Higher Education Plus) 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.

CLM provides online help for the general operation of this screen. The general topic is CLM42B.

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 Form (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/CLM 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.

CLM Use

Enter a value for the six-character field labeled **CLM Loan Fund** for all funds for which a disbursement feed to CLM is required. The value to be entered is composed from the CLM four-character fund id and the CLM 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 CLM feed transaction unless the CLM Loan Fund has been entered.

The CLM Reference Manual must be consulted to gain more understanding of the CLM Loan Fund number.

Class Code Validation Form (STVCLAS)

The Class Code Validation Form is used to define the two-character Banner class code. With the introduction of the Banner/CLM interface, this form contains a column which is used to specify the three-character CLM equivalent code.

CLM Use

Consult the three-character class codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.

Ethnic Code Validation Form (STVETHN)

The Ethnic Code Validation Form is used to define the two-character Banner ethnicity code. With the introduction of the Banner/CLM interface, this form contains a column which is used to specify the one-character CLM equivalent code.

CLM Use

Consult the one character ethnic codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.

Nation Code Validation Form (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/CLM interface, this form contains a column which is used to specify the two-character CLM equivalent codes.

CLM Use

Consult the two-character nation codes that are defined within the SunGard Higher Education Plus DBD used by the CLM system. The CLM equivalent codes should be defined to Banner using this form.

Banner Batch Operations and Reports

Banner Enrolled Borrower Verification (NBA809)

Description

Run this program to compare the status of the borrower's loans in LMS 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. CLM 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 CLM.

Enrolled Borrower Verification Report Sample

```
DATE RUN   11/01/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE     1
TIME RUN   17:09:19                                    LOAN MANAGEMENT SYSTEM                                PROGRAM ID
NBA809
                                                         ROCHESTER CAMPUS
                                                   ENROLLED BORROWER VERIFICATION
                                                    BORROWERS NO LONGER ENROLLED
```

ID	NAME	LMS GRAD DATE	SIS GRAD TERM	SIS LAST TERM	WITHDRAW DT	WITHDRAW CODE
789-45-6123	Allen, Edward G	06/90			00/00	
012-22-2201	Axelsen, Dennis	06/91	199502	199301	10/93	WD
369-25-8842	Benson, Martha F	06/90			00/00	
123-45-4321	Danzinger, Gregory	06/92			00/00	
041-08-1654	Dekker, Alberta	09/92			00/00	
052-22-2201	Donovan, Francis X	06/91			00/00	
999-99-9930	Glass, Betty Y	06/90			00/00	
999-99-9930	Glass, Betty Y	06/90			00/00	
159-35-7456	Glass, Sylvia A	06/90			00/00	
072-22-2201	Glenn, Earl Jay	06/91			00/00	
033-66-7171	Gregory, Gwynn M	06/88			00/00	
258-07-6330	Hadley, Josephine	06/90			00/00	
000-00-0003	Halley, Susan	06/90			00/00	
888-88-8810	Jefferson, Juanita	06/91			00/00	
222-22-2204	Johnson, Marie A	06/97			00/00	
970-19-0328	Lemza, Anthony	12/90			00/00	
409-10-7919	MacDonald, Gladys	06/84			00/00	
077-77-7701	Mason, Britt A	07/90			00/00	
047-48-4439	McGraff, Robt E	06/91			00/00	
815-76-0049	Mitterrand, Jullienne	09/91			00/00	
042-22-2201	Nakis, Cristos U	06/91			00/00	
515-66-2118	Nichols, Michelle	09/92			00/00	
963-85-2741	Ogilvie, Robert G	06/90			00/00	
062-22-2201	Olson, Anne Sally	06/91			00/00	
032-22-2201	Robare, Ladron T	06/91			00/00	
243-13-0779	Salmon, Chico	06/91			00/00	
595-50-6110	Silverman, Betty S	06/91			00/00	
092-22-2201	Sirsirikhamphoune, Virassack	06/91			00/00	
102-22-2201	Stojanov, Grigor T	06/91			00/00	
309-56-7288	Suarez, Simonne	09/91			00/00	
082-22-2201	Tenenberg, William Z	06/91			00/00	
888-88-8819	Tressler, Donald	06/91			00/00	
561-51-9807	Trevino, Herlermo	06/91			00/00	
888-88-8820	Underwood, Josephine	06/91			00/00	
520-37-1822	Westbrook, Grace S	06/91	199602	199302	02/94	WD

```
DATE RUN   11/01/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE     2
TIME RUN   17:09:19                                   LOAN MANAGEMENT SYSTEM                                      PROGRAM ID
NBA809

                                                        ROCHESTER CAMPUS


                                                  ENROLLED BORROWER VERIFICATION
                                                       CONFLICTING LOAN STATUS

                                                LMS      STUDENT INFORMATION SYSTEM
                                                ----     --------------------------
                                                GRAD       GRAD    LAST      HOURS
    ID                    NAME                  DATE       TERM    TERM    ATTEMPTED


 666-66-6601   Abbott, Terri M                 11/90     199702  199401      16.00
 777-77-7701   Abel, James T                   07/90     199702  199401      16.00
 533-17-0012   Asberry, Lee                    06/89     199702  199401      16.00
```

Banner Finance Accrual Accounting Feed (NBB229)

Description

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.

CLM 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.

Accrual Accounting Feed Report Sample

```
DATE RUN   02/04/03  SunGard Higher Education Loans Management System -- Development 1.11                              REPORT
PAGE     1
TIME RUN   10:10:53                                   LOAN MANAGEMENT SYSTEM                                       PROGRAM ID
NBB229
                                                        ROCHESTER CAMPUS
PGM=NBB229-A                                    ACCRUAL ACCOUNTING FEED TRANSACTION LIST

******************************************************* B A T C H   C A R D ***************************************************
                                                                                                                              *
*                       N01002 940204   LMS ACCRUALS         14,392.38      48                  NBB229
*
*
*******************************************************************************************************************************

--------------ACCOUNT--------------   RULE   REF
   FUND   ORGN   ACCT   PROG   ACCI   CLASS FIELD   DATE     DESCRIPTION               DEBIT          CREDIT   XREF    ID
FIELD

L-450001-420   -      -               LMJE  0000001 940204 FEDERAL INSURED            328.98+                  FISL03
L-414001-450   -      -               LMJE  0000002 940204 FEDERAL INSURED                            328.98+  FISL03
L-450001-420   -      -               LMJE  0000003 940204 FEDERAL INSURED             45.00+                  FISL03
L-414001-470   -      -               LMJE  0000004 940204 FEDERAL INSURED                             45.00+  FISL03
L-450001-420   -      -               LMJE  0000005 940204 HEALTH PROF MEDICINE       402.20+                  HMED06
L-412001-450   -      -               LMJE  0000006 940204 HEALTH PROF MEDICINE                       402.20+  HMED06
L-450001-420   -      -               LMJE  0000007 940204 HEALTH PROF MEDICINE        75.00+                  HMED16
L-412001-450   -      -               LMJE  0000008 940204 HEALTH PROF MEDICINE                        75.00+  HMED16
L-450001-420   -      -               LMJE  0000009 940204 EMERGENCY LOAN FUND         28.74+                  LTRM01
L-416001-450   -      -               LMJE  0000010 940204 EMERGENCY LOAN FUND                         28.74+  LTRM01
L-450001-420   -      -               LMJE  0000011 940204 NATIONAL DEFENSE            29.64+                  NDSL01
L-410001-450   -      -               LMJE  0000012 940204 NATIONAL DEFENSE                            29.64+  NDSL01
L-450001-420   -      -               LMJE  0000013 940204 DIRECT 1972-NDSL02       1,702.16+                  NDSL02
L-410001-450   -      -               LMJE  0000014 940204 DIRECT 1972-NDSL02                       1,702.16+  NDSL02
L-450001-420   -      -               LMJE  0000015 940204 DIRECT 1980-NDSL03         240.00+                  NDSL03
L-410001-450   -      -               LMJE  0000016 940204 DIRECT 1980-NDSL03                         240.00+  NDSL03
L-450001-420   -      -               LMJE  0000017 940204 DIRECT 1981-NDSL04         114.48+                  NDSL04
L-410001-450   -      -               LMJE  0000018 940204 DIRECT 1981-NDSL04                         114.48+  NDSL04
L-450001-420   -      -               LMJE  0000019 940204 DIRECT 1982-NDSL05         127.50+                  NDSL05
L-410001-450   -      -               LMJE  0000020 940204 DIRECT 1982-NDSL05                         127.50+  NDSL05
L-450001-420   -      -               LMJE  0000021 940204 PERKINS LOAN PROGRAM        99.96+                  NDSL06
L-410001-450   -      -               LMJE  0000022 940204 PERKINS LOAN PROGRAM                        99.96+  NDSL06
L-450001-420   -      -               LMJE  0000023 940204 PERKINS LOAN PROGRAM        11.00+                  NDSL06
L-410001-470   -      -               LMJE  0000024 940204 PERKINS LOAN PROGRAM                        11.00+  NDSL06
L-450001-420   -      -               LMJE  0000025 940204 DIRECT 1980-NDSL13       1,671.60+                  NDSL13
L-410001-450   -      -               LMJE  0000026 940204 DIRECT 1980-NDSL13                       1,671.60+  NDSL13
L-450001-420   -      -               LMJE  0000027 940204 PERKINS 40 MIN 1993         78.27+                  NDSL28
```

Banner Finance Cash Accounting Feed (NBD029)

Description

Run this program to produce summary journal entry transactions that help reconcile the Banner general ledger to the CLM 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.

CLM 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.

Cash Accounting Feed Report Sample

```
DATE RUN   11/18/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE     5
TIME RUN   10:25:13                                    LOAN MANAGEMENT SYSTEM                                      PROGRAM ID
NBD029

                                                         ROCHESTER CAMPUS

PGM=NBD029-A                                       ACCOUNTING FEED AUDIT TRAIL

******************************************************* B A T C H   L I S T
********************************************************
*
*
*                 1     BHH018 910712   LMS ON-LINE
*
*
*


--------------ACCOUNT--------------   RULE   REF
   FUND   ORGN   ACCT   PROG   ACCI   CLASS FIELD   DATE     DESCRIPTION                 DEBIT          CREDIT   XREF    ID
FIELD

L-505505-555   -005010-133333         LMJE          910712 TC=753 LOAN=NURS02            4.56-                   BHH018
267443881
L-505505-555   -005010-133333         LMJE          910712 TC=553 LOAN=NURS02                           4.56+   BHH018
267443881
L-505505-555   -007010-133333         LMJE          910712 TC=753 LOAN=NURS02          150.00-                   BHH018
267443881
L-505505-555   -007010-133333         LMJE          910712 TC=553 LOAN=NURS02                         150.00+   BHH018
267443881
L-505505-555   -202020-133333         LMJE          910712 TC=753 LOAN=NURS02                         150.00-   BHH018
267443881
L-505505-555   -202020-133333         LMJE          910712 TC=753 LOAN=NURS02                           4.56-   BHH018
267443881
L-505505-555   -202020-133333         LMJE          910712 TC=553 LOAN=NURS02          150.00+                   BHH018
267443881
L-505505-555   -202020-133333         LMJE          910712 TC=553 LOAN=NURS02            4.56+                   BHH018
267443881
```

```
DATE RUN   11/18/03 Systems & Computing Technology - LMS version 1.11 July 2003 REPORT PAGE    16
TIME RUN   10:25:13                                    LOAN MANAGEMENT SYSTEM                                      PROGRAM ID
NBD029

                                                         ROCHESTER CAMPUS

PGM=NBD029-A                                       ACCOUNTING FEED TRANSACTION LIST

******************************************************** B A T C H   C A R D
*********************************************************
*
*
*                      BHH018 910712   LMS ON-LINE             618.24       3                  NBD029
*
*
*
*****************************************************************************************************************************************
****

--------------ACCOUNT--------------   RULE   REF
   FUND   ORGN   ACCT   PROG   ACCI   CLASS FIELD   DATE     DESCRIPTION                 DEBIT          CREDIT   XREF    ID
FIELD

L-505505-555   -005010-133333         LMJE  0000001 910712 LMS ON-LINE                                   9.12+  BHH018
L-505505-555   -007010-133333         LMJE  0000002 910712 LMS ON-LINE                                 300.00+  BHH018
L-505505-555   -202020-133333         LMJE  0000003 910712 LMS ON-LINE                  309.12+                 BHH018
```

LMS Interface Accounting Feed (RPBLMIA)

Description

The LMS Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CLM 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*
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. The default is A.
Print Summary or Detail	No	Print Summary/Errors only (Y), or Transaction Detail ([N]). Enter Y if a detailed listing is not required. The default is N.
Transaction Input File Name	No	Name of file that contains J/V transactions comprising the feed. Enter the 7 character name of the feed file. The default is LMIATRN.

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

```
19-NOV-03 10:11:12                                    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: 0501                         Header Count: 00004

Header 0000000   931025  LMS ON-LINE                153.66                                0501      NBD029
LMJE   0000001   931025  LMS ON-LINE                                  8.64     0501       L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                  4.00     0501       L  505505  555     006010  133333
LMJE   0000003   931025  LMS ON-LINE                                 64.19     0501       L  505505  555     007010  133333
LMJE   0000004   931025  LMS ON-LINE                 76.83                     0501       L  505505  555     202020  133333

processed batch: count 00004, total       153.66



Document is in balance -- Code:  / Description:

New Document for Batch: BHH018                       Header Count: 00003

Header 0000000   931025  LMS ON-LINE                618.24                                BHH018    NBD029
LMJE   0000001   931025  LMS ON-LINE                                  9.12     BHH018     L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                300.00     BHH018     L  505505  555     007010  133333
LMJE   0000003   931025  LMS ON-LINE                309.12                     BHH018     L  505505  555     202020  133333

processed batch: count 00003, total       618.24


Document is in balance -- Code:  / Description:


New Document for Batch: NRB012                       Header Count: 00003

Header 0000000   931025  LMS ON-LINE                309.12                                NRB012    NBD029
LMJE   0000001   931025  LMS ON-LINE                                  4.56     NRB012     L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                150.00     NRB012     L  505505  555     007010  133333
LMJE   0000003   931025  LMS ON-LINE                154.56                     NRB012     L  505505  555     202020  133333

processed batch: count 00003, total       309.12

Document is in balance -- Code:  / Description:
```

```
19-NOV-03 10:11:12                         Banner University                                RPBLMIA
                                  Loan Management System Accounting Feed Report              Page:
2

                                 * * * REPORT CONTROL INFORMATION * * *

Create/Audit Mode:  A
Print Errors Only:  N
LMS Feed File Name: LMIATRN
Report Line Limit:   55
```

LMS Interface Disbursement Feed (RPBLMID)

The LMS Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (SunGard Higher Education Plus) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

Parameters

Name	*Required?*	*Description*
Run Type	Yes	Disbursement Detail or Enrollment Status Change.
Aid Year Code	Yes	A valid four-character FA Aid Year code must be entered. Disbursements from this aid year will be eligible for processing.
Term Code	Yes	A valid six-digit Banner Term Code must be entered. Disbursements from this term will be eligible for processing.
LMS Term Code	Yes	Enter the LMS Term Code that corresponds to the Banner Term Code. The three-character SunGard Higher Education Plus LMS Term Code in use must be entered.
LMS Institution Code	Yes	The two-character SunGard Higher Education Plus LMS Institution Code in use must be entered. The default is 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	No	Enter the two-character Banner address type code(s) associated with addresses to be used as the LMS permanent address.
Address Type Code - Local	No	Enter the 2-character Banner address type code(s) associated with the addresses to be used as the LMS local address.

Parameters *(cont.)*

Name	*Required?*	*Description*
Billing Address Control Ind	No	Control Indicator for LMS billing address rule. Enter 1 if the address to be used as the local address is also the billing address.
Report Selection Query ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
Application Code	No	General area for which the selection ID was defined. Enter a code if processing against a sub-population as is customary for Banner General subpopulation processing.
Creator ID of Selection ID	No	The ID of the person creating the sub-population rules. Enter an ID if processing against a sub-population as is customary for Banner General subpopulation processing.
Disbursement\ Enrollment Date	No	If entered, select only disbursements on or after the date. Enter a date in format DD-MON-YR 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).
User ID	No	This is the ID of the person who used the population rules.
Primary ID Source	Yes	This is the (B)anner ID or (S)ocial Security Number.

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 LMS.

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 LMS.

Disbursement Feed Report Sample

```
02/09/03 11:02 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


                                                                   11/30/02 -$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

                                                                   11/30/02 $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
```

```
02/09/03 11:02 AM                                    Banner University                                       PAGE     2
                                         Loan Management System Disbursement Feed Report
RPBLMID

                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMID
Report Sequence Number: 16911
Aid Year: 0203
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
```

LMS Interface Enrollment Extract (RPBLMIE)

The LMS Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (SunGard Higher Education Plus) CLM. The program produces a report of the feed data, and also indicates any problematic data encountered.

Parameters

Name	*Required?*	*Description*
Current Term Code	Yes	A valid six-digit Banner Term Code must be entered. Enrollment data is for the term represented by this code.
Base Term Code	Yes	A valid six-digit Banner Term Code must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the term represented by this code.
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 requirement.
Report Selection Query ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
Application Code	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
Creator ID of Selection ID	No	Enter an ID if processing against a sub-population as is customary for Banner General sub-population processing.
Select Only Students with Loans	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 on-line Banner data base. The default is N.

Parameters *(cont.)*

Name	*Required?*	*Description*
Loan Fund Code	No	If entered and parameter 07 is Y, restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).
User ID	No	This is the ID of the person who used the population rules.
Primary ID Source	Yes	This is the (B)anner ID or (S)ocial Security Number.

Enrollment Extract Report Sample

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Enrollment Data Report for Loan Management System RPBLMIE

ID	NAME	CURRENT STATUS	LAST TERM	HOURS	GRAD TERM	GRAD DATE	WITHDRAW CODE	WITHDRAW DATE
123	Anderson, Abigail A.	N	199302	3.00	199502	93/05		
204000001	Anderson, Caroline M.	N	199302	0.00				
909000001	Arroyo, Alejandro A.	E	199401	39.00		97/06		
909000002	Barnes, Bartholomew B.	E	199401	7.00				
210000002	Benson, David	E	199401	15.00				
467798301	Borrows, John P.	E	199401	14.00				
178560001	Brock, James	E	199401	7.00				
234	Carretta, Joseph A.	E	199401	4.00				
600400006	Cook, Lisa	N	199302	8.12				
844898789	Coyle, Patricia J.	E	199401	6.00				
MARGARET	Dixon, David D.	E	199401	15.00				
208000008	Douglas, Richard	N	199302	3.00				
909000005	Egloff, Elizabeth E.	E	199401	25.00				
@00000139	Finley, Stuart	N	199302	4.00				
201000016	Goodrich, Dwight	E	199401	4.00				
600400011	Iceburg, Megan	E	199401	8.06				
204000007	Jackson, Hope M.	E	199401	4.00				
178560000	Jackson, Samantha-Jaynee T.	E	199401	4.00				
601000010	Johnson, Judy A.	E	199401	6.00		94/05		
208000010	Johnson, Michael	E	199401	3.00				
202508070	Jones, Bryan J.	E	199401	7.00				
601000011	Jones, Kathy R.	E	199401	3.00				
204000002	Knipe, Gunther H.	N	199302	0.00				
204000006	Kuo, John O.	E	199401	0.00				
601000005	Livingston, John S.	E	199401	6.00				
311111111	MacSherry, Allison	E	199401	10.00	199601	97/06		
210000000	McDonald, DA1	N	199302	0.00				
@00000345	Miller, Jeff	E	199401	4.00				
208000002	Morgan, Denise M.	E	199401	7.00				
204000004	Napolineskiwichency, Stefanieous	E	199401	3.00				
601000004	North, Alice R.	E	199401	5.00				
@00000213	Rocci, Anthony	E	199401	14.00				
601000013	Rogers, Mike C.	E	199401	4.00				
208000003	Sanchez, Ronald	E	199401	3.00				
209500001	Smith, Thomas	N	199302	5.00				
601000001	Steen, Ralph F.	E	199401	5.00				
601000033	Stosal, Frank	E	199401	6.00				
@00000212	Thomas, Daniel J.	E	199401	14.00				
204000005	VanDecamp, Laurie M.	E	199401	3.00				

```
02/09/03 12:02 PM                          Banner University                              PAGE     2
                              Enrollment Data Report for Loan Management System
RPBLMIE

                                  * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
Report Sequence Number: 16924
Current Term Code: 199401
Base Term Code: 199302
Low Enrollment Control: E
Selection ID:
Application Code:
Creator ID:
Select only students with loans: N
Loan Fund Code:
Line Count: 55

Count of Records Processed: 47
```

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Chapter 4

Applicant Processing

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Overview

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

This section lists each form within the Applicant Processing module. The following forms exist within this module:

Applicant Status Form	ROASTAT
Financial Aid Record Maintenance	ROARMAN
Need Analysis Form	RNANAxx
Need Analysis Processing Form	RNAPRxx
Need Analysis Document Verification Form	RNAVRxx
Student Loan Data System Form	RNASLxx
NSLDS Transfer Monitoring Application	RNATMNT
Need Analysis Result Form	RNARSxx
Applicant Requirements Form	RRAAREQ
Applicant Budget Form	RBAABUD
Award Maintenance Form	RPAAWRD
Applicant User Defined Form	ROAUSDF
Financial Aid Enrollment	ROAENRL
Applicant High School Data	ROAHSDT
Summary Academic History Inquiry Form	RSIHIST
Basic Student Information Inquiry Form	RSISTDN
Admissions Application Inquiry Form	RSIAPPL
Account Detail Review Inquiry Form	RSIAREV
Degrees and Other Formal Awards Inquiry Form	RSIDEGR
Housing Information Inquiry Form	RSIHOUS
Prior College Inquiry Form	RSIPCOL
High School Inquiry Form	RSIHSCH
Test Score Inquiry Form	RSITEST
Veteran Certification Inquiry Form	RSIVETN
Third Party Contract Inquiry Form	RSICONT
Billing Exemption Inquiry Form	RSIEXPT

Applicant Processing Flow

Applicant Status Form - The Applicant Status Form displays applicant information such as general financial aid status information, satisfactory academic progress data, admissions status information, and financial need and award data. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Financial Aid Record Maintenance Form - 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, applicant processing status, enrollment status, satisfactory academic progress, admissions status detail, budget components, other resources, coded and non-coded tracking requirements, Pell Grant status, and need analysis information. Refer to the Financial Aid Common Functions chapter of this user guide for additional information on this form.

Need Analysis Form - You can view, enter, and maintain all core financial aid application information from this form. The information on this form is specific to the aid year and applicant and is presented and stored in MDE independent format. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Need Analysis Processing Form - The Need Analysis Processing Form is used to display and process applicant data for both FM and IM 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 calculate INAS and receive new need analysis results. This form maintains many of the Need Analysis Form (RNANA05) characteristics, including the ability to run INAS, manually add a need analysis record, and utilize Pell Corrections functionality. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Need Analysis Document Verification Form - 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. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Student Loan Data Form - The Student Loan Data System Form enables you to display and maintain National Student Loan Data System (NSLDS) information. You can only load NSLDS data from files received through the Electronic Data Exchange (EDE) Process or from the Applicant Data Reporting Service from the Department of Education. Refer to the Need Analysis chapter of this user guide for additional information on this form.

NSLDS Transfer Monitoring Application Form - Use this form to enter the names of students who will be sent to NSLDS to be added to or removed from the Monitoring List. Data entered on this form is used by the Transfer Monitoring Extract Process (RNRTMNE), which creates the Transfer Monitoring School Inform File to be sent to NSLDS. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Need Analysis Result Form - The Need Analysis Result Form contains 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. You can change the results to reflect professional judgement where permitted. Refer to the Need Analysis chapter of this user guide for additional information on this form.

Applicant Requirements Form - The Applicant Requirements Form assigns a set of requirements to a financial aid applicant for a specified aid year, and maintains tracking status information. A tracking group can be assigned to the applicant as well to facilitate the assignment of appropriate requirements. 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 term. You can also assign a set of non-standard requirements to the applicant. Refer to the Requirements Tracking Chapter of this user guide for additional information on this form.

Applicant Budget Form -The Applicant Budget Form permits you to assign a set of budget components to a financial aid applicant for a specified aid year. The form also allows you to assign a 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. Refer to the Budgeting chapter of this user guide for additional information on this form.

Award Maintenance Form - The Award Maintenance Form displays and maintains packaging information for an applicant. Refer to the Packaging and Disbursements chapter of this user guide for additional information on this form.

Applicant User Defined Form - The Applicant User Defined Form displays user-defined fields for an applicant. Refer to the Financial Aid Common Functions chapter of this user guide for additional information on this form.

Financial Aid Enrollment Form - Use this form to maintain Banner Financial Aid hours and display Banner Student hours. Refer to the Financial Aid Common Functions chapter of this user guide for additional information on this form.

Applicant High School Data Form - Use this form to enter the information necessary to establish high school eligibility for the Academic Competitiveness Grant (ACG). To qualify for an ACG, students must have graduated from high school after a specific date - depending on whether the student is in the first or second year of their degree program. The student must have also completed a rigorous high school program. There are several ways that students may satisfy this requirement. All the information that you need to prove student ACG eligibility for a rigorous high school program is on this form.

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, housing, accounts receivable, and academic history. Refer to the Student System Shared Data chapter of this user guide for additional information on these forms.

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Chapter 5

Need Analysis

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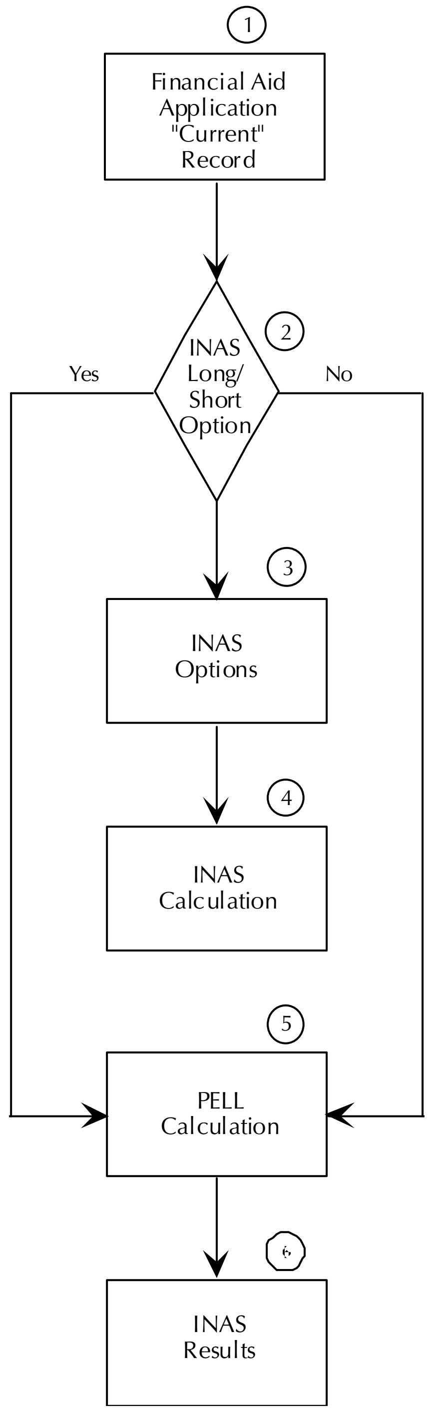
Overview

In the Need Analysis module, the student's financial need is calculated based on the difference between the packaging budget and the calculated Expected Family Contribution (EFC) from the Federal Methodology (FM) and/or Institutional Methodology (IM) results. A transaction log maintains an online log of all changes. The module calculates need analysis through:

- Multiple Application Sources – Data is entered online or transferred from electronic sources (for example, EDE, CSS, and so on).
- Online or Batch Calculations.
- Multiple Methodologies – Includes Federal, Pell Grant, and Institutional methodologies. Allows you to define the methodology used in the need calculation.
- EDE Corrections – When changes impact calculations this feature eliminates the need to enter the same changes in both the Need Analysis and Electronic Data Exchange (EDE) segments.

Need Analysis Online Recalculation Process Flow



Need Analysis Online Recalculation Process Flow Narrative

1. 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, which are performed by the College Scholarship Service (CSS) Institutional Need Analysis System (INAS).

2. INAS Long/Short Option

   An institution-level option controls the default calculation mode (Long or Short) used by INAS (set on ROAINST). You can override this option on a single applicant basis on the Applicant Immediate Process Form (ROAIMMP). The long option will store all the interim results in Banner, while the short option will only store the summary data.

3. INAS Options

   The CSS INAS default values are delivered from SunGard Higher Education. If you would like to change these values, you can do so for all students on the INAS Global Policy Options Rules Form (RNRGLxx). In addition, overrides can be set for individual students using the Applicant Override Form (RNAOVxx).

4. INAS Calculation

   The calculation default mode setting is the long option, which initiates a complete recalculation of all Need Analysis results, including interim results. To change the default from the long to the short option, check *INAS Short Calc* on the second window of ROAINST.

5. Pell Calculation

   A Pell Award calculation can be run after the INAS 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 (INAS) online from a form, the Pell calculation will be called automatically under certain conditions. When running INAS from Job Submission, the Pell calculation is *not* automatically run. Pell batch calculations can be done by running the Pell Calculation Process (RPEPELL).

6. INAS Results

   INAS Results can be seen online on both the Need Analysis Result Form (RNARSxx) and the Calculated Need Analysis Detail Inquiry Form (RNINAIQ). In addition, the calculation produces a printed report

Forms

The forms segment provides you with examples and descriptions for the forms within this module.

Need Analysis Form	RNANAxx
Need Analysis Processing Form	RNAPRxx
Need Analysis Supplemental Form	RNASUxx
Need Analysis Result Form	RNARSxx
Applicant Override Form	RNAOVxx
Applicant Need Analysis Application Inquiry Form	RNIAPPL
Applicant Student Loan Data Inquiry Form	RNINSLD
Calculated Need Analysis Detail Inquiry Form	RNINAIQ
Miscellaneous Results Inquiry Form	RNIMSxx
INAS Global Policy Options Form	RNRGLxx
Applicant Status Form	ROASTAT
Applicant Pell Grant Form	ROAPELL
Need Analysis Document Verification Form	RNAVRxx
Application Purge Form	RNAPURG
Student Loan Data System Form	RNASLxx
NSLDS Transfer Monitoring Application Form	RNATMNT

Need Analysis Form (RNANA09)

All core financial aid application information is viewed, entered, and maintained with this form. The information on this form is specific to the aid year and the applicant, and is presented and stored in MDE independent format. All application information can be viewed, but only the application information marked as the current record can be modified.

The need calculations are used in the fields listed below that are displayed on the Applicant Status Summary Window available from the Options menu:

- Budget
- FM-EFC
- Pell Award
- IM-EFC

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. You can search for a Banner ID using either the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value.

Fields	Descriptions
Source	The **Source** field identifies the source of the application that supplies the need analysis information: *Manual* or *Data*.
Sequence Number	The field provides the sequence number for the application source. Press List to access the Data Source Code Validation Form (RTVINFC) for a list of valid sources. You can also press Count Query Hits to access the Applicant Need Analysis Application Inquiry Form (RNIAPPL) for a list of application sources and sequence numbers relevant to the aid year and ID.
Create Person	The Create Person button launches the General Person Identification Form (SPAIDEN) where you can originate a file for an individual.
Current Record	Current record indicator: *Y* Current Record
EDE Correction	You must set the **EDE Correction** field to *Y* in order to save corrections to a file designed for correction processing. The value in this field is the same as the institutional option for EDE Corrections on the Institution Financial Aid Options Form (ROAINST). Choices for the EDE Correction indicator are: *Y* if the institution's option for EDE Corrections is *checked* on the ROAINST form and all changes to eligible fields are logged for EDE processing unless you set the indicator to *N* prior to making the changes. *N* if the institution's option for EDE Corrections is *not checked* on the ROAINST form. In this event, you cannot change the EDE Correction Indicator on the RNANAxx Form to *Y* since EDE correction processing is not activated at the institution level.
Transaction Number	This represents the transaction that created this record; it does not ensure that it is still identical to the initial transaction, since you can update the data on this form and on the Need Analysis Processing Form (RNAPRxx).
Number of Applications	This field identifies the number of EDE records on file for a student for the specific aid year. To see more information on these records, view the Applicant Need Analysis Application Inquiry Form (RNIAPPL).

Demographic Window

This section of the Need Analysis Form enables you to maintain basic name, address, citizenship status, and marital status.

Note: You can perform a need analysis calculation by selecting the Calculate Need option from the Options Menu. When the system completes the calculations, the Need Analysis Result Form (RNARSxx) automatically displays the updated information. You can return to the Need Analysis form by exiting the RNARSxx form.

You can review an applicant's financial aid status via the Applicant Status Summary window if you select the Summary button or the Applicant Status Summary option from the Options Menu from any window on the Needs Analysis Form.

Fields	Descriptions
Lock Current	This field is the Lock Current Record indicator. Valid values are: *Y* and *N*.
Last Name	Applicant’s last name.
First Name	Applicant’s first name.
Middle Initial	Applicant’s middle initial.
Male or Female	(RCRAPP1_TITLE) Is the applicant male or female. Allowable values are 1 = Male; 2 = Female.
Address	Applicant’s address.
City	Applicant’s city.
State	Applicant’s state.
Zip	Applicant’s ZIP code.
Home Phone Number	Applicant’s home telephone number with area code.
Legal Residence	Applicant’s state of residence.
Resident Since	Resident since in format MM-CCYY, including zeros and dash.

Fields	Descriptions
Driver's License State	State that issued applicant's driver's license.
Driver's License Number	Applicant driver's license number.
Social Security Number	Applicant's social security number.
E-mail	Applicant's email address.
Date of Birth	Applicant's date of birth in *DD-MON-YYYY* format.
Citizenship Status	Applicant's citizenship status: *1* U.S. Citizen or National *2* Eligible Non-Citizen *3* Neither 1 or 2, Not Eligible *(None)*
Alien Registration Number	Applicant's alien registration number.
Legal Resident Before 01-JAN-20xx	Legal resident before 01-Jan-20xx: *1* Yes *2* No *(Blank)*
Current Marital Status	Applicant's current marital status: *1* Not Married *2* Married/Remarried *3* Separated *(None)*
Date of Status	Applicant's date of status, in format MM-YYYY, including zeros and dash.

Fields	Descriptions	
First Bachelor's Degree by 01-JUL-20xx	1st Bachelor's Degree by 01-JUL-20xx:	
	1	Yes
	2	No
	(Blank)	
Aid Eligibility Response or Drug Offense Conviction	Aid eligibility response or drug offense conviction:	
	1	Eligible
	2	Part-Year Eligible
	3	Ineligible/Don't Know
	(Blank)	

Plans and Educational Background Window

Use this window to maintain information regarding the student, such as college status, expected term enrollment, type of requested aid, veterans educational benefits, and highest grade completed.

Fields	Descriptions	
Year in College	Year in college:	
	0	First time Freshman (no prior)
	1	Freshman, prior college
	2	Sophomore (2nd year undergrad)
	3	Junior (3rd year undergrad)
	4	Senior (4th year undergrad)
	5	5th Year/Other undergrad
	6	1st Year Graduate/Professional
	7	Continuing Grad/Professional or beyond

Fields	Descriptions	
Banner Year in College	The year in college value used by Banner as a result of converted EDE values.	
	1	First time Freshman (no prior)
	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/Professional or beyond
Degree or Certificate	Degree or certification:	
	1	1st Bachelor's Degree
	2	2nd Bachelor's Degree
	3	Associate Degree (Technical)
	4	Associate Degree (Gen Ed or Trans)
	5	Cert/Diploma (Less than Two Years
	6	Cert/Diploma (Two or More Years)
	7	Teacher Cred (Nondegree)
	8	Graduate/Personal
	9	Other/Undecided
	(None)	
Expected Enrollment Status	Expected enrollment status for year:	
	1	Full Time
	2	3/4 Time
	3	1/2 Time
	4	<1/2 Time
	5	Not Sure
	(None)	
High School Diploma or Equivalent	(`RCRAPP4_HS_GED_RCVD`) Applicant received High School Diploma or equivalent. Allowable values are: 1 = High School Diploma; 2 = GED; 3 = Home Schooled; 4 = Other; (none).	

Fields	Descriptions
Type of Aid Requested	(RCRAPP4_WRK_STDY_LOANS_INT) Applicant's interest in work study or loans. The allowable values for this field are: *1=Work study* *2=Student loans* *3=Work study and student loans* *4=Neither* *5=Don't know* *(None)*

Expected Term Enrollment Status Block

Fields	Descriptions	
Summer	Summer (pre-fall) term enrollment status;	
	1	Full time
	2	3/4
	3	1/2
	4	< 1/2
	5	Not attending
Fall	Fall term enrollment status:	
	1	Full time
	2	3/4
	3	1/2
	4	< 1/2
	5	Not attending
Winter	Winter term enrollment status;	
	1	Full time
	2	3/4
	3	1/2
	4	< 1/2
	5	Not attending

Fields	Descriptions	
Spring	Spring term enrollment status;	
	1	Full time
	2	3/4
	3	1/2
	4	< 1/2
	5	Not attending
Summer	Summer (post-spring) term enrollment status;	
	1	Full time
	2	3/4
	3	1/2
	4	< 1/2
	5	Not attending

Veterans Educational Benefits Block

Fields	Descriptions
Amount	Veterans educational benefits amount. Enter the applicant's per month amount up to $9999.
Months	Veterans educational benefits duration. Enter the applicant's number of months (*00* - *12*).

Highest Grade Completed Block

Fields	Descriptions	
Father	Highest grade completed - father:	
	1	Middle School/Junior High
	2	High school
	3	College or Beyond
	4	Other/Unknown
	(None)	

Fields	Descriptions	
Mother	Highest grade completed - mother:	
	1	Middle School/Junior High
	2	High school
	3	College or Beyond
	4	Other/Unknown
	(None)	

Status Window

Use this window to maintain student status and parent information.

Student's Status Block

Fields	Descriptions	
Born Before 01-JAN-19xx	(RCRAPP1_BORN_BEFORE_1_1_XX) This field indicates whether the student was born before January 1, 19xx. Valid values are *1* (Yes), *2* (No) or *None*.	
Graduate or Professional	Graduate or Professional:	
	1	Yes
	2	No
Married	Married:	
	1	Yes
	2	No
Have Children You Support	Children you support who receive greater than 1/2 of their support from you:	
	1	Yes
	2	No
Legal Dependents	Legal dependents other than children or spouse:	
	1	Yes
	2	No

Fields	Descriptions
Orphan or Ward of Court	Orphan or ward of court: *1* Yes *2* No
Active Duty in U.S. Armed Forces	(RCRAPP1_ACTIVE_DUTY) Indicates whether the student is on active duty status in the U.S. armed forces. The allowable values are: 1=*Yes*, *2*=*No*, and *(None)*.
Veteran of U.S. Armed Forces	Veteran of U.S. Armed Forces: *1* Yes *2* No

Parents' Information Block

Fields	Descriptions
Parents' Marital Status	Parents' marital status: *1* Married/Remarried *2* Single *3* Divorced/Separated *4* Widowed *(None)*
Date of Status	(RCRAPP3_PAR_MAR_MTH_YR) Contains the month and year the parents were married, widowed, separated, or divorced. Enter the month and year in *MM-YYYY* format. Include the dash between month and year, as well as any necessary zeros.
Legal Residence	State/Province of residence.
Since (Month)	(DISPLAY_P_RES_DATE_MO) Month of established residency in *MM* format. Valid values are *01-12* and *blank*. The full date (*MMCCYY*) is stored in the RCRAPP4_P_RES_DATE_MO_YR column.
Since (Year)	(DISPLAY_P_RES_DATE_YR) Year of established residency in *CCYY* format. The full date (*MMCCYY*) is stored in the RCRAPP4_P_RES_DATE_MO_YR column.

Fields	Descriptions	
Parent Legal Resident Before 01-JAN-20xx	This field indicates whether the parent was a legal resident before January 1, 20xx. Valid values are *1 (Yes)*, *2 (No)*, or *blank*.	
Father or Stepfather – SSN Match	Father's/Stepfather's SSN match flag. Valid values are:	
	1	No match on SSN
	2	SSN and name match, no match on DOB
	3	SSN match, no match on name
	4	SSN, Name, and DOB match
	5	SSN, name, DOB match with Date of Death
	8	Record not sent to SSA
Father or Stepfather – SSN	Father's or stepfather's social security number.	
Father or Stepfather – Last Name	Father's or stepfather's last name.	
Father or Stepfather – First Initial	Father's or stepfather's first initial.	
Father or Stepfather – Date of Birth	Father's or stepfather's date of birth.	
Mother or Stepmother – SSN Match	Mother's/Stepmother's SSN match flag. Valid values are:	
	1	No match on SSN
	2	SSN and name match, no match on DOB
	3	SSN match, no match on name
	4	SSN, Name, and DOB match
	5	SSN, name, DOB match with Date of Death
	8	Record not sent to SSA
Mother or Stepmother – SSN	Mother's or stepmother's social security number.	

Fields	Descriptions
Mother or Stepmother – Last Name	Mother's or stepmother's last name.
Mother or Stepmother – First Initial	Mother's or stepmother's first initial.
Mother or Stepmother – Date of Birth	Mother's or stepmother's date of birth.
Parents' E-mail	Parents' E-mail address

Income and Assets Window

Use this window to maintain information such as Parent and Student Adjusted Gross Income, Number of Exemptions, plus more.

Fields	Descriptions
Family Members (Parent)	(RCRAPP1_PAR_FAM_MEMB) The number of family members in the parents' household. Valid values are *00-99* or blank.
In College (Parent)	(RCRAPP1_PAR_NO_IN_COLL) Parents' Number of Family Members in College. The number of people in the parent's household that will be enrolled in college at least half-time. Valid values are *0-9* or blank.
SSI (Parent)	(RCRAPP1_PAR_RECD_SSI) Parents' household received supplemental security income benefits. The allowable values are: 1=*Yes*, *2=No*, and *(None)*.
Food Stamps (Parent)	(RCRAPP1_PAR_FOOD_STAMPS) Parents' household received food stamp benefits. The allowable values are: 1=*Yes*, *2=No*, and *(None)*.
Free or Reduced Lunch (Parent)	(RCRAPP1_PAR_SCHOOL_LUNCH) Parents' household received free or reduced price school lunch benefits. The allowable values are: 1=*Yes*, *2=No*, and *(None)*.
TANF (Parent)	(RCRAPP1_PAR_RECD_TANF) Parents' household received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes*, *2=No*, and *(None)*.

Fields	Descriptions
WIC (Parent)	(RCRAPP1_PAR_RECD_WIC) Parents' household received benefits from Women, Infants, and Children Program. The allowable values are: 1=*Yes*, *2=No*, and *(None)*.
Tax Return Filed - Parent	Parents' tax return status: *1* Already Completed *2* Will Complete *3* Will Not File (Blank)
Tax Return Type Form Filed (Parent)	(RCRAPP1_PAR_TAX_FORM_IND) Type of tax return filed by the parents. Valid values are: *1* 1040 *2* 1040A or 1040EZ *3* Foreign tax return *4* Other None
Eligible to File 1040A/EZ - Parent	Parents' eligibility to File 1040A/EZ**:** *1* Yes *2* No 3 Don't Know
Number of Exemptions - Parent	Parents' number of exemptions.
Adjusted Gross Income - Parent	Parents' adjusted gross income.
Income Taxes Paid - Parent	Federal income tax paid by parent.
Wages (Father and Student) - Parent	Income earned by father or stepfather.

Fields	Descriptions
Wages (Mother and Spouse) - Parent	Income earned by mother or stepmother.
Worksheet A Total - Parent	Parents' total from worksheet A: Valid Values: *0 - 99999*, Blank.
Worksheet B Total - Parent	Parents' total from worksheet B: Valid Values: *0 - 99999*, Blank.
Worksheet C Total - Parent	Parents' total from worksheet C: Valid Values: *0 - 99999*, Blank.
Cash Savings Checking - Parent	Combined balance of parent's cash, savings, and checking accounts. Use all 9's if greater than 999,999.
Investment Net Worth - Parent	Parents' investment net worth.
Business and Farm Net Worth - Parent	Parents' business and farm net worth.
Family Members (Student)	(`RCRAPP1_FAM_MEMB`) The number of family members in the student's household during the school year. Valid values are *00-99* or blank.
In College (Student)	(`RCRAPP1_NO_IN_COLL`) The number of people in the student's household that will be enrolled in college at least half-time. Valid values are *0-9* or blank.
SSI	(`RCRAPP1_RECD_SSI`) Student/Spouse received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Food Stamps	(`RCRAPP1_FOOD_STAMPS`) Student/Spouse received food stamp benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Free or Reduced Lunch	(`RCRAPP1_SCHOOL_LUNCH`) Student/Spouse received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Fields	Descriptions
TANF	(RCRAPP1_RECD_TANF) Student/Spouse received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
WIC	(RCRAPP1_RECD_WIC) Student/Spouse received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Tax Return Filed - Student	Student's tax return status: *1* Already Completed *2* Will Complete *3* Will Not File *(Blank)*
Tax Return Type Form Filed (Student)	(RCRAPP1_TAX_FORM_IND) Type of tax return filed by the student. Valid values are: *1* 1040 *2* 1040A or 1040EZ *3* Foreign tax return *4* Other None
Eligible to File 1040A/EZ - Student	Student's eligibility to File 1040A/EZ**:** *1* Yes *2* No *3* Don't Know
Number of Exemptions - Student	Student's number of exemptions -.
Adjusted Gross Income - Student	Student's adjusted gross income.
Income Taxes Paid - Student	Federal income tax paid by Student.

Fields	Descriptions
Wages (Father and Student) - Student	Income earned by student.
Wages (Mother and Spouse) - Student	Income earned by spouse.
Worksheet A Total - Student	Student's and spouse's total from worksheet A: Valid Values: *0 - 99999*, Blank.
Worksheet B Total - Student	Student's and spouse's total from worksheet B: Valid Values: *0 - 99999*, Blank.
Worksheet C Total - Student	Student's and spouse's total from worksheet C: Valid Values: *0 - 99999*, Blank.
Cash Savings Checking - Student	Combined balance of student's cash, savings, and checking accounts. Use all 9's if greater than 999,999.
Investment Net Worth - Student	Student's investment net worth.
Business and Farm Net Worth - Student	Student's business and farm net worth.

Information Release Window

Use this window to maintain information such as Institutional Housing Plans, Date Application Completed, and Federal School Choices.

Fields	Descriptions
Institutional Housing Plans	Student's institutional housing plans: *1* With Parents *2* On Campus *3* Off Campus *(None)*

Fields	Descriptions	
Permit Selective Service Registration	Permit Selective Service Registration:	
	1	Yes
	2	No
	(Blank)	
Professional Judgement Used	Professional judgement used:	
	Yes	
	*(*Blank)	
Date Application Completed	(`RCRAPP1_COMPLETION DATE`) The date the application was completed. Enter the date in *DD-MON-CCYY* format.	
Signed By	Application signed by:	
	A	Applicant
	B	Applicant and Parent
	C	Parent Only
	No Signatures	
Federal School Code Choices	College choices (up to ten). College code changes must be made on the REACORR form.	
Paid Preparer's Employee Identification Number	Preparer's employee information number (EIN)	
Preparer's SSN	Preparer's social security number (SSN)	
Preparer's Signature	Preparer's signature:	
	1	Present
	Blank	Not Present
Received by Processor	(`RCRAPP1_RCPT_DATE`) The date that the processor received the aid application. Enter the date in *DD-MON-CCYY* format.	

Fields	Descriptions
Processed by Processor	(RCRAPP1_ORIG_COMP_DATE)The date that the application was originally processed by the processor. Enter the date in *DD-MON-CCYY* format.
Last Need Analysis Calculation Date	Last Need Analysis Calculation. Display only.
Record Created by Institution on	Date the record was created by institution. Display only.
Created By	Person who created the record at the institution. Display only.
Record Last Updated On	Date the record was last updated. Display only.
Updated By	Person who last updated the record.

Need Analysis Processing Form (RNAPR09)

The Need Analysis Processing Form, which displays and processes applicant data for both FM and IM for a specified aid year, lets you view 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 calculate INAS and receive new need analysis results. This form maintains many of the Need Analysis Form (RNANAxx) characteristics - which include the ability to run INAS, manually add a need analysis record, and utilize Pell Correction functionality. The FM side of this form can also copy FM to IM.

You can also use this form to:

- simulate need analysis results for both FM and IM data
- maintain non-custodial parent data which can be fed to INAS
- lock each of the methodologies from replacement by data load

Note: The ability to create FM records manually on this form is disabled until the annual regulatory release in late January. FM data is not official until it is derived from the new aid year's FAFSA that is completed after January 1 of each new year.

In order to use this form to maintain information for an applicant, a General Person record (SPRIDEN) must exist for the applicant.The need calculations are used in the fields listed below that are displayed on the Applicant Status Summary Window available from the Options menu:

- Budget
- FM-EFC
- Pell Award
- IM-EFC

Key Block

The Key Block specifies key values which uniquely identify an applicant's current need analysis record in the next section. For Official FM records, you can select the current record to display or update the information, or you can view a non-current record in display-only format.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for a Banner ID by selecting List and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value.
Number of FM Applications/ Number of IM Applications	The **Number of FM Applications** and the **Number of IM Applications** fields display the number of FM and IM applications (that is, RCRAPPx records) existing for this applicant. You can store a maximum of one custodial and one non-custodial IM record, and store any number of FM records with one record flagged as the current FM record. You can also view a student's application summary if you select the Count Query Hits function to access the Applicant Need Analysis Application Inquiry Form (RNIAPPL).
FM Source	The **FM Source** specifies the Federal record source of the record that is displayed. The valid values for this field are listed on the Data Source Code Validation Form (RTVINFC). Valid values on RTVINFC include: *EDE*, *SIM*, and *MANUAL*. This can be updated with a valid source for the applicant. **Note:** If you enter a source code of *SIM* in either the **FM Source** or **IM Source** fields, upon query, the form copies the current FM and IM records to temporary records for simulation purposes. You can perform need analysis calculations on this simulation record.
Sequence	The field provides the sequence number for the application source. Press List to access the Data Source Code Validation Form (RTVINFC) for a list of valid sources. You can also press Count Query Hits to access the Applicant Need Analysis Application Inquiry Form (RNIAPPL) for a list of application sources and sequence numbers relevant to the aid year and ID.
Current	The **Current** indicator specifies whether the selected FM source and sequence number represent the current FM record. You cannot enter a value in this field, as the current FM record always displays when you access this form.

Fields	Descriptions
EDE Correction	The **EDE Correction** indicator controls whether changes to FM data are logged for EDE corrections processing. It defaults to your institution's Pell Correction global option on the ROAINST Form.
IM Source	The **IM Source** field specifies the source of the institutional record that is displayed. The only valid IM Source Codes are *CSS*, *SIM*, and *MANUAL*. If you create a *MANUAL* record after a record had been created by the data load process, the data load record will be deleted and replaced by the *MANUAL* record. **Note:** If you enter a source code of *SIM* in either the **FM Source** or **IM Source** fields, upon query, the form copies the current FM and IM records to temporary records for simulation purposes. You can perform need analysis calculations on this simulation record.
IM Type	The **IM Type** indicator specifies whether the information that displays is an *IM* record, a *C* (Custodial) parent record, or an *N* (Non-custodial) record. If a record exists, the *C* record displays by default. You may change this field to an *N* to display the non-custodial parent data. Enter student data on a non-custodial parent record because INAS uses it to determine the student's dependency status and for other edits and assumptions. When the non-custodial data displays, and you initiate INAS, the results of the calculation update the override field for a non-custodial parent's PC, and INAS is initiated a second time for the custodial parent's data to add the custodial and non-custodial PCs. A student's data will always be stored in the custodial parent's record. You cannot perform a simulation on the non-custodial IM record.

Need Analysis Processing Information

Directly below the Key Block are lock indicators and fields for simulation updates. Lock indicators prevent the record from being replaced by another record of the same type during the data load process. The indicators do not lock the form from manual updates.

Fields	Descriptions
Application Type	(`RCRIMP1_APPLIC_TYPE`). Indicates the type of application. Values are *1* (PROFILE), *3* (No PROFILE, Registration Only).

Fields	Descriptions
FM Batch Lock	(RORSTAT_FM_BATCH_LOCK) This field allows you to lock the FM record from batch data load updates. 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. Valid values are *Y* or blank.
Lock Current	(RORSTAT_LOCK_IND) Check this field to lock the current FM record.
Keep FM Simulation	Check this checkbox to keep the FM Simulation record (Replace existing record). The **Source, Sequence Number**, **Current Record** indicator and **Type** indicator fields would be changed on the simulation record to the values from the record originally used for the simulation. The prior record would then be deleted. Valid values are *Y* or Blank.
IM Batch Lock	(RORSTAT_IM_BATCH_LOCK) This field allows you to lock the IM record from batch data load updates. 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. Valid values are *Y* or Blank.
Lock IM	(RORSTAT_IM_LOCK) Check to lock the IM application record.
Which Parent	(RCRIMP1_CUST_NONCUST_PARENT) Indicates whether the associated IM record (custodial or non-custodial) contains parental data for the father or for the mother. *F* Father *M* Mother *B* Both (Blank)
Keep IM Simulation	Check this checkbox to keep the IM Simulation record (Replace existing record). The **Source, Sequence Number**, **Current Record** indicator and **Type** indicator fields would be changed on the simulation record to the values from the record originally used for the simulation. The prior record would then be deleted. Valid values are *Y* or Blank.

The remainder of this section breaks down the applicant's specific data for the applications displayed. A student may have a federal record or institutional record, or both.

There are six columns of data on each page: FM Parent, FM Student, FM Comments, IM Parent, IM Student and IM Comments. You can move across the columns from any field by using the Next Record or Previous Record function key. You do not need to be at the top of a column to use this feature.

You can navigate directly to any section on the form by using the Option Menu. If your cursor is in the IM side when you use the Option Menu, you will be placed in the IM side of the section you requested. If your cursor is in the FM side when you use the Option Menu, you will be placed in the FM side of the section you requested. When manually entering data, you stay on the same side (FM/IM) on each page. After entering data for the last field on a page, your cursor now wraps back to the first enterable field on that page; it does not automatically go to the next page as the RNANAxx forms do.

The Applicant Status Summary window provides the student's budget, and the PCs and SCs for each methodology.

Copy FM Record to IM

This function is only needed by institutions who wish to calculate an estimated FM contribution prior to each year's receipt of the INAS FM software. CPS results should be used when possible, and EDE corrections will still be captured by changing FM data for later transmission to the CPS.

Since INAS only processes IM data prior to each year's receipt of the INAS FM software, a process within Banner enables you to create an IM record from the FM data. This will give FM-only schools the ability to perform INAS calculations to get Estimated FM results and IM schools who do not use CSS PROFILE to get IM and Estimated FM results.

After you load your FM data from EDE, or through manual data entry, make sure your cursor is in one of the IM fields. (To navigate to the IM section, use your mouse to click in an IM field or select the Next Record function after initially querying the data.) Select the Copy FM to IM button, or the Copy FM Record to IM option from the Option Menu, to copy the FM data to a new IM record. The new IM record is set to a Source Code of *MANUAL* and a Sequence Number of 0. Once an IM record exists, the function will not create another IM record and will not update the IM record with current FM data. Only unlocked MANUAL records can be deleted. You can delete the existing IM record, commit, and then perform the FM to IM copy function all over again to put the two records in sync. Or, data element changes could be maintained on both the FM and IM record to keep the two records in sync. This is important for future INAS calculations using the IM record.

Note: The equivalent batch process is the RCFMTOIM.SQL script. The process selects all students who have an FM record but no IM record, creates an IM record (with a Source Code of *MANUAL* and a Sequence Number equal to 0), and copies the FM data to equivalent or similar IM fields. Once an IM record exists, the function will not create another IM record and will not update the IM record with current FM data.

There are a few fields in the FM record that do not have exact equivalents in the IM record. For these fields, Banner copies the FM value to an IM field that will have the same effect on the EFM and IM calculation. For example, Banner copies the Student's Title IV Income Exclusions value in the FM record to the Taxable Student Aid field in the IM record.

Fields	Descriptions
Number in Family- FM Parent	(`RCRAPP1_PAR_FAM_MEMB`)Number of family members. Valid values *00 - 99* or blank.
Number in College - FM Parent	(`RCRAPP1_PAR_NO_IN_COLL`) Number of family members in college at least half-time.
Marital Status - FM Parent	(`RCRAPP1_PAR_MRTL_STATUS`) Marital status; *1* Married/Remarried *2* Single *3* Divorced/Separated *4* Widowed *None*
State of Residence - FM Parent	(`RCRAPP1_PAR_STAT_CODE_RES`) State of legal residence for the student's parents.
Father or Stepfather's Date of Birth	(`RCRAPP4_FATH_BIRTH_DATE`) Father or stepfather's date of birth in *DD-MON-CCYY* format.
Mother or Stepmother's Date of Birth	(`RCRAPP4_MOTH_BIRTH_DATE`) Mother or stepmother's date of birth in *DD-MON-CCYY* format.

Fields	Descriptions
Social Security Number - FM Student	(RCRAPP1_SSN) Applicant's social security number (SSN).
Number in Family- FM Student	(RCRAPP1_FAM_MEMB) Number of family members. Valid values *00 - 99* or blank.
Number in College - FM Student	(RCRAPP1_NO_IN_COLL) Number of family members that will attend college at least half-time.
Marital Status - FM Student	(RCRAPP1_MRTL_STATUS) Student's marital status. *1* Unmarried *2* Married/Remarried *3* Separated None
State of Residence - FM Student	(RCRAPP1_STAT_CODE_RES) Student's state of legal residence.
Social Security Number - (FM) Comment	(RNRACMT_SSN) Social security number (FM) comment.
Number in Family- (FM) Comment	(RNRACMT_FAM_MEMB) Number in family income allowance (FM) comment.
Number in College - (FM) Comment	(RNRACMT_NO_IN_COLL) Number in college income allowance (FM) comment.
Marital Status - (FM) Comment	(RNRACMT_MRTL_STATUS) Marital status (FM) comment.
State of Residence - (FM) Comment	(RNRACMT_STAT_CODE_RES) State of residence (FM) comment.

Fields	Descriptions
Father or Stepfather's Date of Birth - (FM) Comment	(RNRACMT_FATH_BIRTH_DATE) Father or stepfather's date of birth (FM) comment.
Mother or Stepmother's Date of Birth - (FM) Comment	(RNRACMT_MOTH_BIRTH_DATE) Mother or stepmother's date of birth (FM) Comment.
Number in Family- IM Parent	(RCRAPP1_PAR_FAM_MEMB)Number of family members. Valid values *02 - 99* or blank.
Number in College - IM Parent	(RCRAPP1_PAR_NO_IN_COLL) Number of family members in college. The allowable values are *1-9* or *Blank*.
Marital Status - IM Parent	(RCRAPP1_PAR_MRTL_STATUS) Parental marital status. *1* Single *2* Married *3* Remarried *4* Separated *5* Divorced *6* Widowed None
State of Residence - IM Parent	(RCRAPP1_PAR_STAT_CODE_RES) State of legal residence for the student's parents.
Father or Stepfather's Date of Birth - IM Parent	(RCRAPP4_FATH_BIRTH_DATE) Father or stepfather's date of birth in DD-MON-CCYY format.
Mother or Stepmother's Date of Birth - IM Parent	(RCRAPP4_MOTH_BIRTH_DATE) Mother or stepmother's date of birth in DD-MON-CCYY format.

Fields	Descriptions
Social Security Number - IM Student	(RCRAPP1_SSN) Applicant's social security number (SSN).
Number in Family- IM Student	(RCRAPP1_FAM_MEMB) Number of family members.
Number in College - IM Student	(RCRAPP1_NO_IN_COLL) Number of family members that attend college at least half-time. The allowable values are *1-9* or *Blank*.
Marital Status - IM Student	(RCRAPP1_MRTL_STATUS) Student's reported marital status. *1* Unmarried *2* Married/Remarried *3* Separated None
State of Residence - IM Student	(RCRAPP1_STAT_CODE_RES) Student's state of legal residence.
Lowest Income Filer	(RCRAPP1_LOWEST_INC_FILER) Indicates whether or not the student is the lowest income filer.
Social Security Number - (IM) Comment	(RNRACMT_SSN) Social security number (IM) comment.
Number in Family- (IM) Comment	(RNRACMT_FAM_MEMB) Number in family income allowance (IM) comment.
Number in College - (IM) Comment	(RNRACMT_NO_IN_COLL) Number in college income allowance (IM) comment.
Marital Status - (IM) Comment	(RNRACMT_MRTL_STATUS) Marital status (IM) comment.

Fields	Descriptions
State of Residence - (IM) Comment	(RNRACMT_STAT_CODE_RES) State of residence (IM) comment.
Father or Stepfather's Date of Birth - (IM) Comment	(RNRACMT_FATH_BIRTH_DATE) Father or stepfather's date of birth (IM) comment.
Mother or Stepmother's Date of Birth - (IM) Comment	(RNRACMT_MOTH_BIRTH_DATE) Mother or stepmother's date of birth (IM) comment.
Lowest Income Filer - (IM) Comment	(RNRACMT_LOWEST_INC_FILER) An optional comment for the lowest income filer.

Income and Benefits Window

Use the Income and Benefits window to enter/review information for both FM and IM methodologies. One of the fields on this window is **Other Untaxed Income** (IM only) for both parent and student. For IM data, it is the other untaxed income amount reported by CSS PROFILE or that which was manually entered. When copying FM to IM, it is the total of Worksheet A + Worksheet B that is copied to the **IM Other Untaxed Income** field. Other fields include tax information, other earned income, and unearned income not reported in the above field.

Fields	Descriptions
1040 Type - FM Parent	(RCRAPP1_PAR_TAX_FORM_IND) Parents' tax return form type: *1* 1040 *2* 1040A or 1040EZ *3* Foreign tax return *4* Other None

Fields	Descriptions
Tax Return Filed - FM Parent	(RCRAPP4_PAR_TX_RET_FILED_IND) Parents' tax return status. *1* Already completed *2* Will file *3* Will not file None
Eligible to File 1040A/EZ - FM Parent	(RCRAPP4_PAR_1040A_ELIG_IND) Parents' eligibility to file the 1040A or 1040EZ form. *1* Yes *2* No *3* Don't know None
Number of Exemptions - FM Parent	(RCRAPP1_PAR_NO_EXEMPT) Number of income tax exemptions claimed by the student's parents on their federal tax return.
Reported IRS Adjusted Gross Income- FM Parent	(RCRAPP1_PAR_US_INC) The amount of the adjusted gross income reported by the student's parents on their federal tax return.
US Income Tax Paid - FM Parent	(RCRAPP1_PAR_US_INC_TAX_PD) Amount of federal income taxes paid as reported by the student's parents on their federal tax return.
Father/Student Wages - FM Parent	(RCRAPP1_FATH_INC_FR_WRK) Amount of income earned from work by the student's father.
Mother Spouse Wages - FM Parent	(RCRAPP1_MOTH_INC_FR_WRK) Amount of income earned from work by the student's mother.
Worksheet A Total - FM Parent	(RCRAPP4_PAR_WORKSHEET_A) Parents' Worksheet A untaxed income total.
Worksheet B Total - FM Parent	(RCRAPP4_PAR_WORKSHEET_B) Parents' Worksheet B untaxed income total.

Fields	Descriptions
Worksheet C Total - FM Parent	(RCRAPP4_PAR_WORKSHEET_C) Parents' total amount from Worksheet C.
TANF	(RCRAPP1_PAR_RECD_TANF) Parents' household received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes,* 2=*No*, and *(None)*.
SSI - FM Parent	(RCRAPP1_PAR_RECD_SSI) Parents' household received supplemental security income benefits. The allowable values are: 1=*Yes,* 2=*No*, and *(None)*.
Food Stamps - FM Parent	(RCRAPP1_PAR_FOOD_STAMPS) Parents' household received food stamp benefits. The allowable values are: 1=*Yes,* 2=*No*, and *(None)*.
Free or Reduced Lunch - FM Parent	(RCRAPP1_PAR_SCHOOL_LUNCH) Parents' household received free or reduced price school lunch benefits. The allowable values are: 1=*Yes,* 2=*No*, and *(None)*.
WIC - FM Parent	(RCRAPP1_PAR_RECD_WIC) Parents' household received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes,* 2=*No*, and *(None)*.
1040 Type - FM Student	(RCRAPP1_TAX_FORM_IND) Indicates which type of federal tax return the student filed (or will file) and whether or not the income data is estimated. *1* 1040 *2* 1040A or 1040EZ *3* Foreign tax return *4* Other None
Tax Return Filed - FM Student	(RCRAPP4_TX_RET_FILED_IND) Student's tax return status. *1* Already completed *2* Will file *3* Will not file None

Fields	Descriptions
Eligible to File 1040A/EZ - FM Student	(RCRAPP4_1040A_ELIG_IND) Indicates whether the student is eligible to file a 1040A or 1040EZ tax form. *1* Yes *2* No *3* Don't Know None
Number of Exemptions - FM Student	(RCRAPP1_NO_EXEMPT) The number of tax exemptions claimed by the student on their federal tax return.
Reported IRS Adjusted Gross Income- FM Student	(RCRAPP1_US_INC) Student's adjusted gross income as indicated on their federal tax return.
US Income Tax Paid - FM Student	(RCRAPP1_US_INC_TAX_PD) Amount of federal income taxes paid by the student as reported on the student's US income tax return.
Father/Student Wages - FM Student	(RCRAPP1_INC_FR_WRK) Income earned from work by the applicant.
Mother/Spouse Wages - FM Student	(RCRAPP1_SPS_INC_FR_WRK) Income earned from work by the student's spouse.
Worksheet A Total - FM Student	(RCRAPP4_WORKSHEET_A) Student's Worksheet A untaxed income total.
Worksheet B Total - FM Student	(RCRAPP4_WORKSHEET_B) Student's Worksheet B untaxed income total.
Worksheet C Total - FM Student	(RCRAPP4_WORKSHEET_C) Student and spouse total amount from Worksheet C.

Fields	Descriptions
Student's Veterans Benefits - FM Student	(`RCRAPP1_OTH_VA_AMT`) Student's veterans educational benefits monthly amount.
Number of Months of Benefits - FM Student	(`RCRAPP1_OTH_VA_MTH`) Student's veterans educational benefits number of months. The allowable values are: *00-12*.
TANF - FM Student	(`RCRAPP1_RECD_TANF`) Student/Spouse received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
SSI - FM Student	(`RCRAPP1_RECD_SSI`) Student/Spouse received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Food Stamps - FM Student	(`RCRAPP1_FOOD_STAMPS`) Student/Spouse received food stamp benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Free or Reduced Lunch - FM Student	(`RCRAPP1_SCHOOL_LUNCH`) Student/Spouse received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
WIC - FM Student	(`RCRAPP1_RECD_WIC`) Student/Spouse received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
1040 Type - (FM) Comment	(`RNRACMT_TAX_FORM_IND`) 1040 type (FM) comment
Tax Return Filed - (FM) Comment	(`RNRACMT_TX_RET_FILED_IND`) Tax return filed (FM) comment
Eligible to File 1040A/EZ - (FM) Comment	(`RNRACMT_1040A_ELIG_IND`) Eligible to file 1040A/EZ (FM) comment.
Number of Exemptions - (FM) Comment	(`RNRACMT_NO_EXEMPT`) Number of exemptions (FM) comment.

Fields	Descriptions
Reported IRS Adjusted Gross Income - (FM) Comment	(RNRACMT_US_INC) Adjusted gross income (FM) comment.
US Income Tax Paid - (FM) Comment	(RNRACMT_US_INC_TAX_PD) Income tax paid (FM) comment.
Father/Student Wages - (FM) Comment	(RNRACMT_FATH_STUDNT_INC_FR_WRK) Income earned (FM) comment.
Mother/Spouse Wages - (FM) Comment	(RNRACMT_MOTH_SPS_INC_FR_WRK) Income earned by mother or spouse (FM) comment.
Worksheet A Total - (FM) Comment	(RNRACMT_OTH_UNTAX_INC) Worksheet A total (FM) comment.
Worksheet B Total - (FM) Comment	(RNRACMT_IV_INC) Worksheet B total (FM) comment.
Worksheet C Total - (FM) Comment	(RNRACMT_WORKSHEET_C) Worksheet C total (FM) comment.
Student's Veterans Benefits - (FM) Comment	(RNRACMT_OTH_VA_AMT) Student's veterans educational benefits monthly amount (FM) comment.
Number of Months of Benefits - (FM) Comment	(RNRACMT_OTH_VA_MTH) Student's veterans educational benefits number of months (FM) comment.
TANF - (FM) Comment	(RNRACMT_RECD_TANF) Comment on Temporary Assistance For Needy Families benefits.

Fields	Descriptions
SSI - (FM) Comment	(RNRACMT_RECD_SSI) Comment on Supplemental Security Income benefits.
Food Stamps - (FM) Comment	(RNRACMT_FOOD_STAMPS) Comment on Food Stamps benefits.
Free or Reduced Lunch - (FM) Comment	(RNRACMT_RCRAPP1_SCHOOL_LUNCH) Comment on School Lunch benefits.
WIC - (FM) Comment	(RNRACMT_RECD_WIC) Comment on Women, Infants, and Children Program benefits.
1040 Type - IM Parent	(RCRAPP1_PAR_TAX_FORM_IND) Indicates which federal income tax return form the student's parents filed. *1* Estimated 1040 *2* Estimated 1040A *3* Estimated 1040EZ *4* Estimated Canadian *5* Estimated Puerto Rican *6* Estimated other non-U.S. *7* Completed 1040 *8* Completed 1040A *9* Completed 1040EZ *10* Completed Canadian *11* Completed Puerto Rican *12* Completed other non-U.S. *13* Will not file None
Tax Return Filed - IM Parent	(RCRAPP4_PAR_TX_RET_FILED_IND) Indicates whether or not the applicant’s parents’ tax return has been filed.
Number of Exceptions - IM Parent	(RCRAPP1_PAR_NO_EXEMPT) The number of income tax exemptions claimed by the student's parents on their federal tax return.

Fields	Descriptions
Reported IRS Adjusted Gross Income - IM Parent	(RCRAPP1_PAR_US_INC) Amount of the AGI reported by the student's parents on their federal tax return.
Wages/Salaries/ Tips - IM Parent	(RCRAPP1_PAR_WAGES) Amount of wages, salaries, and tips, as reported by the student's parents on their federal tax return.
Interest - IM Parent	(RCRAPP1_PAR_INT_INC) Amount of interest income received in by the student's parents.
Dividends (Student Dividend and Interest) - IM Parent	(RCRAPP1_PAR_DIV_INC) Amount of income received from dividends by the student's parents.
Net Business or Farm Income (Loss) - IM Parent	(RCRAPP1_PAR_BUS_FARM_INC) The amount of income (or the loss) the student's parents received from business, farm, rents, royalties, partnerships, estates, trusts, etc.
Other Taxable Income (Loss) - IM Parent	(RCRAPP1_PAR_OTH_TAX_INC) Other taxable income reported by the student's parents from alimony, capital gains, pensions, annuities, etc.
Adjustments to Income - IM Parent	(RCRAPP1_PAR_ADJ_TO_INC) The amount that the parents reported as adjustments to income on their federal tax return.
US Income Tax Paid - IM Parent	(RCRAPP1_PAR_US_INC_TAX_PD) The amount of federal income taxes paid by the student's parents on their federal tax return.
Hope and Lifetime Learning Credit - IM Parent	(RCRIMP1_PAR_HOPE_LL_CREDIT) Hope and Lifetime Learning tax credits as reported on parents' tax return.
Itemized Deductions - IM Parent	(RCRIMP1_PAR_ITEM_DEDUCTNS) Parents' itemized deductions.

Fields	Descriptions
Father/Student Wages - IM Parent	(RCRAPP1_FATH_INC_FR_WRK) The amount of income earned from work by the student's father.
Mother/Spouse Wages - IM Parent	(RCRAPP1_MOTH_INC_FR_WRK) The mother's reported income from work.
Social Security Benefits - IM Parent	(RCRAPP1_PAR_SS_BENE) Social security benefits received in the base year by the student's parents for all household members.
Social Security Benefits Student Only - IM Parent	(RCRAPP1_PAR_SS_BENE_STU_ONLY) The portion of Social Security benefits received by the family for the student.
Welfare and TANF - IM Parent	(RCRAPP1_PAR_AFDC) Welfare or temporary assistance for needy families (TANF) received by the parent.
Child Support Received - IM Parent	(RCRAPP1_PAR_CHILD_SUPP) The amount of income received by the student's parents from child support for all children.
IRA and KEOGH Payments - IM Parent	(RCRAPP3_PAR_IRA_KEOUGH) Parents' deductible IRA/KEOGH payments.
Tax-Deferred Plans - IM Parent	(RCRAPP3_PAR_TAX_DEF_PENSION) Contains the parents' payments to tax-deferred pension and saving plans that are paid directly or withheld from earnings. Also contains the untaxed portion of 401(k) and 403(b) plans.
Tuition and Fees Deduction from 1040 - IM Parent	(RCRAPP3_PAR_TUI_FEE_DED) The tuition and fees deduction from IRS 1040 and 1040A forms.
Dependent Care and Medical Accounts - IM Parent	(RCRAPP4_PAR_DEP_CARE_AND_MED) Contains the amounts withheld from parent wages for dependent care and medical spending accounts.

Fields	Descriptions
Earned Income Credit - IM Parent	(RCRAPP3_PAR_EIC) Parents' earned income credit.
Housing and Living Allowance - IM Parent	(RCRAPP3_PAR_HOUSE_FOOD_OTH) Housing, food, and other living allowances paid by the parents to members of the military, clergy, and others.
Tax-Exempt Interest Income - IM Parent	(RCRAPP3_PAR_TE_INT_INC) Parents' tax-exempt interest income.
Foreign Income Exclusion - IM Parent	(RCRAPP3_PAR_FOR_INC_EXCL) Parents' foreign income exclusions.
Other Untaxed Income - IM Parent	(RCRAPP3_PAR_INC_BENEFITS) Parents' other untaxed income and benefits.
Means Test Benefits - IM Parent	(RCRAPP1_PAR_MEANS_TEST_BEN) Indicates whether or not the applicant's parents received benefits from any federal benefits program.
TANF Received - IM Parent	(RCRAPP1_PAR_RECD_TANF) Indicates whether or not the applicant's parents received Temporary Assistance for Needy Families (TANF).
SSI Received - IM Parent	(RCRAPP1_PAR_RECD_SSI) Indicates whether or not the applicant's parents received Supplemental Security Income (SSI).

Fields	Descriptions
1040 Type - IM Student	(RCRAPP1_TAX_FORM_IND) Indicates which federal income tax return form the student filed. *1* Estimated 1040 *2* Estimated 1040A *3* Estimated 1040EZ *4* Estimated Canadian *5* Estimated Puerto Rican *6* Estimated other non-U.S. *7* Completed 1040 *8* Completed 1040A *9* Completed 1040EZ *10* Completed Canadian *11* Completed Puerto Rican *12* Completed other non-U.S. *13* Will not file None
Tax Return Filed - IM Student	(RCRAPP4_TX_RET_FILED_IND) Indicates whether or not the student's tax return has been filed.
Number of Exceptions - IM Student	(RCRAPP1_NO_EXEMPT) Number of tax exemptions claimed by the student on their federal tax return.
Reported IRS Adjusted Gross Income - IM Student	(RCRAPP1_US_INC) Student's adjusted gross income.
Dividends (Student Dividend and Interest) - IM Student	(RCRAPP4_S_DIV_INT_INC) Student's dividend and interest income.
US Income Tax Paid - IM Student	(RCRAPP1_US_INC_TAX_PD) Amount of federal income taxes paid by the student as reported on the student's US income tax return.

Fields	Descriptions
Hope and Lifetime Learning Credit - IM Student	(RCRIMP1_HOPE_LL_CREDIT) Student's hope and lifetime learning tax credit.
Itemized Deductions - IM Student	(RCRIMP1_ITEM_DEDUCTNS) Student's itemized deductions.
Father/Student Wages - IM Student	(RCRIMP1_ITEM_DEDUCTNS) Income earned by the applicant.
Mother/Spouse Wages - IM Student	(RCRAPP1_INC_FR_WRK) Amount of income earned from work by the student's spouse.
Social Security Benefits - IM Student	(RCRAPP1_SS_BENE) Student's social security benefits.
Welfare and TANF - IM Student	(RCRAPP1_AFDC) Welfare or temporary assistance for needy families (TANF) received by the student.
Child Support Received - IM Student	(RCRAPP1_CHILD_SUPP) Child support received by student.
Earned Income Credit - IM Student	(RCRIMP1_EIC) Student's earned income credit.
Other Untaxed Income - IM Student	(RCRAPP1_OTH_UNTAX_INC) Student's other untaxed income.
Taxable Student Aid - IM Student	(RCRIMP1_TAX_STU_AID) Earnings from Federal Work-Study or other need-based work programs plus any grant and scholarship aid reported on the student U.S. income tax return.

Fields	Descriptions
Student's Veterans Benefits - IM Student	(RCRAPP1_OTH_VA_AMT) Student's veterans educational benefits monthly amount.
Number of Months of Benefits - IM Student	(RCRAPP1_OTH_VA_MTH) The duration of the veterans educational benefits. Enter the number of months (*00*-*12*).
Means Test Benefits - IM Student	(RCRAPP1_MEANS_TEST_BEN) Indicates whether or not the applicant or spouse received benefits from any federal benefits program.
1040 Type - (IM) Comment	(RNRACMT_TAX_FORM_IND) 1040 Type (IM) comment
Tax Return Filed - (IM) Comment	(RNRACMT_TX_RET_FILED_IND) An optional comment related to tax return filing status.
Number of Exemptions - (IM) Comment	(RNRACMT_NO_EXEMPT) Number of Exemptions (IM) comment.
Reported IRS Adjusted Gross Income - (IM) Comment	(RNRACMT_US_INC) Adjusted Gross Income (IM) comment.
Wages/Salaries/ Tips - (IM) Comment	(RNRACMT_PAR_WAGES) Wages, Salaries, and Tips (IM) comment.
Interest - (IM) Comment	(RNRACMT_INT_INC) Interest Income (IM) comment.
Dividends (Student Dividend and Interest) - (IM) Comment	(RNRACMT_DIV_INC) Dividend Income (IM) comment.

Fields	Descriptions
Net Business or Farm Income (Loss) - (IM) Comment	(RNRACMT_BUS_FARM_INC) Business/Farm Net Income (-Loss) (IM) comment.
Other Taxable Income (Loss) - (IM) Comment	(RNRACMT_OTH_TAX_INC) Other Taxable Income (IM) comment.
Adjustments to Income - (IM) Comment	(RNRACMT_ADJ_TO_INC) Adjustments to Income (IM) comment.
US Income Tax Paid - (IM) Comment	(RNRACMT_US_INC_TAX_PD) Income Tax Paid (IM) comment.
Hope and Lifetime Learning Credit - (IM) Comment	(RNRACMT_HOPE_LL_CREDIT) Hope and Lifetime Learning Tax Credit (IM) comment.
Itemized Deductions - (IM) Comment	(RNRACMT_ITEM_DEDUCTNS) Itemized Deductions (IM) comment.
Father/Student Wages - (IM) Comment	(RNRACMT_FATH_STUDNT_INC_FR_WRK) Income Earned by Father or Student (IM) comment.
Mother/Spouse Wages - (IM) Comment	(RNRACMT_MOTH_SPS_INC_FR_WRK) Income Earned by Mother or Spouse IM) comment.
Social Security Benefits - (IM) Comment	(RNRACMT_SS_BENE) Social Security Benefits (IM) comment.
Social Security Benefits Student Only - (IM) Comment	(RNRACMT_SS_BENE_STU_ONLY) Student-only portion of a family's social security benefits (IM) comment.

Fields	Descriptions
Welfare and TANF - (IM) Comment	(RNRACMT_AFDC) Welfare/TANF (IM) comment.
Child Support Received - (IM) Comment	(RNRACMT_CHILD_SUPP) Child Support Received (IM) comment.
IRA and KEOGH Payments - (IM) Comment	(RNRACMT_IRA_KEOUGH) Deductible IRA/KEOGH Payments (IM) comment.
Tax-Deferred Plans - (IM) Comment	(RNRACMT_TAX_DEF_PENSION) Payments to Tax-Deferred Pension Plans (401(k), 403(B)) (IM) comment.
Tuition and Fees Deduction from 1040 - (IM) Comment	(RNRACMT_TUI_FEE_DED) Tuition/Fees deduction from 1040 (IM) comment.
Dependent Care and Medical Accounts - (IM) Comment	(RNRACMT_DEP_CARE_AND_MED) Dependent Care and Medical Accounts comment.
Earned Income Credit - (IM) Comment	(RNRACMT_EIC) Earned Income Credit comment.
Housing and Living Allowance - (IM) Comment	(RNRACMT_HOUSE_FOOD_OTH) Housing, Food, Other Living Allowances comment.
Tax-Exempt Interest Income - (IM) Comment	(RNRACMT_TE_INT_INC) Tax-Exempt Interest (IM) comment.
Foreign Income Exclusion - (IM) Comment	(RNRACMT_FOR_INC_EXCL) Foreign Income Exclusions (IM) comment.

Fields	Descriptions
Other Untaxed Income - (IM) Comment	(RNRACMT_OTH_UNTAX_INC) Other Untaxed Income (IM) comment.
Taxable Student Aid - (IM) Comment	(RNRACMT_TAX_STU_AID) Taxable Student Aid (IM) comment.
Student's Veterans Benefits - (IM) Comment	(RNRACMT_OTH_VA_AMT) Veterans Educational Benefits Amount (IM) comment.
Number of Months of Benefits - (IM) Comment	(RNRACMT_OTH_VA_MTH) Veterans educational benefits number of months (IM) comment.
Means Test Benefits - (IM) Comment	(RNRACMT_MEANS_TEST_BEN) An optional comment related to benefits from any federal benefits program.
TANF - (IM) Comment	(RNRACMT_RECD_TANF) An optional comment related to Temporary Assistance for Needy Families (TANF).
SSI - (IM) Comment	(RNRACMT_RECD_SSI) An optional comment related to Supplemental Security Income (SSI).

Expenses Window

Fields	Descriptions
Child Support Paid - IM Parent	(RCRAPP3_PAR_CHILD_SUPP_PAID) Total child support payments made by the parents.
Repayment of Educational Loans - IM Parent	(RCRIMP1_PAR_ED_LN_RPAY_AMT) Educational loan repayments made by the parents.

Fields	Descriptions
Medical and Dental Expenses - IM Parent	(RCRAPP1_PAR_MED_DEN_EXP) The amount of medical and dental expenses paid by the student's parents that was not paid by insurance.
Tuition Paid Amount - IM Parent	(RCRAPP1_PAR_TUIT_PD) Elementary, Junior High School, and Senior High School tuition paid by the parents.
Tuition Paid Number Children - IM Parent	(RCRAPP1_PAR_NO_CHILD_TUIT) Number of children for whom tuition is paid by parents.
Child Support Paid - IM Student	(RCRAPP3_CHILD_SUPP_PAID) Total child support payments made by the student.
Medical and Dental Expenses - IM Student	(RCRAPP1_MED_DEN_EXP) Medical and dental expenses paid by the student.
Child Support Paid - (IM) Comment	(RNRACMT_CHILD_SUPP_PAID) Total child support payments (IM) comment.
Repayment of Educational Loans - (IM) Comment	(RNRACMT_ED_LN_RPAY_AMT) Educational loan repayments (IM) comment.
Medical and Dental Expenses - (IM) Comment	(RNRACMT_MED_DEN_EXP) Medical and dental expenses paid (IM) comment.
Tuition Paid Amount - (IM) Comment	(RNRACMT_TUIT_PD) Elementary, Junior High School, and Senior High School tuition paid amount (IM) comment.
Tuition Paid Number Children - (IM) Comment	(RNRACMT_NO_CHILD_TUIT) Number of children for whom tuition is paid (IM) comment.

Assets Window

This window displays parent and student asset information.

Fields	Descriptions
Cash/Savings/ Checking - FM Parent	(RCRAPP1_PAR_CASH_AMT) The value of cash, savings, and checking accounts reported by the student's parents.
Business and Farm Net Worth - FM Parent	(RCRAPP4_PAR_BUS_NET_WORTH) Indicates the parent's business and farm net worth. Valid values are *0 - 999999*, and blank.
Investment Net Worth - FM Parent	(RCRAPP4_PAR_INV_NET_WORTH) Parents' investment net worth. Valid values are *0 - 999999*, and blank.
Cash/Savings/ Checking - FM Student	(RCRAPP1_CASH_AMT) The value of cash, savings, and checking accounts reported by the student.
Business and Farm Net Worth - FM Student	(RCRAPP4_BUS_NET_WORTH) Indicates the student's business and farm net worth. Valid values are *0 - 999999*, and blank.
Investment Net Worth - FM Student	(RCRAPP4_INV_NET_WORTH) Student's investment net worth. Valid values are *0 - 999999*, and blank.
Cash/Savings/ Checking - (FM) Comment	(RNRACMT_CASH_AMT) Cash/Saving/Checking Account comment.
Business and Farm Net Worth - FM Comment	(RNRACMT_BUS_NET_WORTH) Business and Farm Net Worth comment.
Investment Net Worth - (FM) Comment	(RNRACMT_INV_NET_WORTH) Investment Net Worth comment.
Cash/Savings/ Checking - IM Parent	(RCRAPP1_PAR_CASH_AMT) The value of cash, savings, and checking accounts reported by the student's parents.

Fields	Descriptions
Assets in Siblings Names - IM Parent	(RCRIMP1_PAR_SIBLING_ASSETS) Identifies the amount of the parents' assets held in the name of a student's siblings.
Father IRA/ KEOGH Account Value - IM Parent	(RCRIMP1_FATH_RET_ACCT_VAL) The current value of the applicant's father's tax-deferred retirement assets.
Mother IRA/ KEOGH Account Value - IM Parent	(RCRIMP1_MOTH_RET_ACCT_VAL)The current value of the applicant's mother's tax-deferred retirement assets.
Investment Worth - IM Parent	(RCRAPP3_PAR_INVEST_VAL) Parents' investment value.
Investment Owed - IM Parent	(RCRAPP3_PAR_INVEST_DBT) Parents' investment debt.
Home Worth - IM Parent	(RCRAPP1_PAR_HME_VAL) The current market value of the parents' home.
Home Owed - IM Parent	(RCRAPP1_PAR_HME_DBT) The current outstanding debts against parents' home.
Year Purchased - IM Parent	(RCRAPP1_PAR_HME_YR_PURCH) The year in which the parents' home was purchased.
Purchase Price - IM Parent	(RCRAPP1_PAR_HME_PURCH_AMT) The amount that the student's parents paid for their home.
Monthly Mortgage Payment - IM Parent	(RCRAPP3_PAR_MTH_MORT_RENT_PAY) Parents' monthly mortgage payment.
Own Business or Self Employed - IM Parent	(RCRIMP1_PAR_SELF_EMPLOYED) Indicates whether or not either of the applicant's parents is self-employed.

Fields	Descriptions
Business Employs More Than 100 Employees - IM Parent	(`RCRIMP1_PAR_SMALL_BUSINESS`) Indicates whether or not the business that the applicant's parents own employs more than 100 full-time or full-time-equivalent employees. (Enter *Y* if the number of employees is more than 100.)
Business Worth (Student Business and Farm) - IM Parent	(`RCRAPP3_PAR_BUS_VAL`) Parents' business and farm value.
Business Owed (Student Business and Farm) - IM Parent	(`RCRAPP3_PAR_BUS_DBT`) Parents' business debt.
Farm Worth - IM Parent	(`RCRAPP3_PAR_FARM_VAL`) Parents' farm value.
Farm Owed - IM Parent	(`RCRAPP3_PAR_FARM_DBT`) Parents' farm debt.
Live on Farm - IM Parent	(`RCRAPP3_PAR_LIVE_ON_FARM`) Indicates whether or not the parents are living on a farm. *1* Yes *2* No None
Own Business or Farm - IM Parent	(`RCRIMP1_PAR_OWN_BUS_FARM`) Indicates whether the parents own all or part of a business or farm. *1* Yes *2* No None
Other Real Estate Worth - IM Parent	(`RCRAPP3_PAR_RE_VAL`) Parents' other real estate value (excluding the primary residence).

Fields	Descriptions
Other Real Estate Owed - IM Parent	(RCRAPP3_PAR_RE_DBT) Parents' other real estate debt (excluding the primary residence).
Year Purchased - IM Parent	Parents' Other Real Estate Year of Purchase.
Purchase Price - IM Parent	Parents' Other Real Estate Year of Purchase Price.
Cash/Savings/ Checking - IM Student	Student's Cash/Saving/Checking Accounts.
IRA and KEOGH Account Value - IM Student	Student's IRA/KEOGH Account Value.
Investment Worth - IM Student	Student's Investment Value.
Investment Owed - IM Student	Student's Investment Debt.
Home Worth - IM Student	Student's Home Value.
Home Owed - IM Student	Student's Remaining Debt Owed on Home.
Year Purchased - IM Student	The Year in Which Student's Home Was Purchased.
Purchase Price - IM Student	Student's Home Purchase Price.
Own Business or Self Employed - IM Student	(RCRIMP1_OWN_BUS_HM_SELF_EMP) Indicates whether or not the applicant owns all or part of a business or home or is self-employed.

Fields	Descriptions
Business Employs More Than 100 Employees - IM Student	(RCRIMP1_SMALL_BUSINESS) Indicates whether or not the business that the applicant owns employs more than 100 full-time or full-time-equivalent employees. (Enter *Y* if the number of employees is more than 100.)
Business Worth (Student Business and Farm) - IM Student	Student's Business/Farm Value.
Business Owed (Student Business and Farm) - IM Student	Business Debt - Student.
Live on Farm - IM Student	Student Live on Farm: *1* Yes *2* No (*Blank*)
Other Real Estate Worth - IM Student	Student's Other Real Estate Value (excluding primary residence).
Other Real Estate Owed - IM Student	Student's Other Real Estate Debt (excluding primary residence).
Cash/Savings/ Checking - (IM) Comment	Cash/Saving/Checking Account (IM) comment.
Assets in Siblings Names - (IM) Comment	Assets in Siblings Names (IM) comment.
Siblings Prepaid Tuition - (IM) Comment	Value of Assets in Prepaid Tuition Plan for Student's Brothers and Sisters comment.

Fields	Descriptions
Student Prepaid Tuition - (IM) Comment	Value of Assets in Prepaid Tuition Plans for the Student comment.
IRA and KEOGH Account Value - (IM) Comment	IRA/KEOGH account value (IM) comment.
Father IRA/ KEOGH Account Value - (IM) Comment	(RNRACMT_FATH_RET_ACCT_VAL) An optional comment related to the applicant's father's retirement assets.
Mother IRA/ KEOGH Account Value - (IM) Comment	(RNRACMT_MOTH_RET_ACCT_VAL) An optional comment related to the applicant's mother's retirement assets.
Investment Worth - (IM) Comment	Investment value (IM) comment.
Investment Owed - (IM) Comment	Investment debt (IM) comment.
Home Worth - (IM) Comment	Home value (IM) comment.
Home Owed - (IM) Comment	Remaining debt owed on home (IM) comment.
Year Purchased - (IM) Comment	The Year in Which the Home Was Purchased (IM) comment.
Purchase Price - (IM) Comment	Home Purchase Price (IM) comment.
Monthly Mortgage Payment - (IM) Comment	Student's Monthly Mortgage Payment (IM) comment.

Fields	Descriptions
Own Business or Self Employed - (IM) Comment	(RNRACMT_OWN_BUS_HM_SELF_EMP) An optional comment related to owning a business or home or self-employment status.
Business Employs More Than 100 Employees - (IM) Comment	(RNRACMT_SMALL_BUSINESS) An optional comment related to small business status.
Business Worth (Student Business and Farm) - (IM) Comment	Business/Farm Value (IM) comment.
Business Owed (Student Business and Farm) - (IM) Comment	Business Debt (IM) comment.
Farm Worth - (IM) Comment	Farm value (IM) comment.
Farm Owed - (IM) Comment	Farm debt (IM) comment.
Live on Farm - (IM) Comment	Live on farm (IM) comment.
Own Business or Farm - (IM) Comment	Parents own business or farm (IM) comment: *1* Yes *2* No (*Blank*)
Other Real Estate Worth - (IM) Comment	Other real estate value (excluding primary residence) (IM) comment.

Fields	Descriptions
Other Real Estate Owed - (IM) Comment	Other real estate debt (excluding primary residence) (IM) comment.
Year Purchased - (IM) Comment	Other real estate year of purchase (IM) comment.
Purchase Price - (IM) Comment	Other real estate purchase price (IM) comment.

Expected Resources and Income Window

This window displays the student's expected resources. This window is skipped if you are entering FM data.

Student's Expected Resources Block

Fields	Descriptions
Value of Student's Trusts - IM Student	Total value of student's trusts.
Trust Income or Principal Available - IM Student	Trust income or principal available to student: *1* Yes *2* No (*Blank*)
Who Established the Trusts - IM Student	Trust established by: *1* Parents *2* Other (*Blank*)
Student Summer Wages and Tips - IM Student	Student's expected summer wages and tips.
Spouse Summer Wages and Tips - IM Student	Spouse's expected summer wages and tips.

Fields	Descriptions
Other Summer Taxable Income - IM Student	Other expected summer taxable income.
Other Summer Untaxable Income and Benefits - IM Student	Other expected summer non-taxable income and benefits.
Student School Year Wages and Tips - IM Student	Student's expected school year wages and tips.
Spouse School Year Wages and Tips - IM Student	Spouse's expected school year wages and tips.
Other School Year Taxable Income - IM Student	Other expected school year wages and tips.
Other School Year Untaxable Income/Benefits - IM Student	Other expected school year non-taxable income.
Other Grants and Scholarships - IM Student	Total of other expected grants and scholarships.
Tuition Benefits from Employer - IM Student	Expected tuition benefit from employer.
Contributions from Parents - IM Student	Contributions from parents.

Fields	Descriptions
Contributions from Other Sources - (IM) Comment	Contributions from other sources.
Value of Student's Trusts - (IM) Comment	Total value of student's trusts (IM) comment.
Trust Income or Principal Available - (IM) Comment	Trust income or principal available to student (IM) comment.
Who Established the Trusts - (IM) Comment	Trust established by (IM) comment.
Student Summer Wages and Tips - (IM) Comment	Student's expected summer wages and tips (IM) comment.
Spouse Summer Wages and Tips - (IM) Comment	Spouses's expected summer wages and tips (IM) comment.
Other Summer Taxable Income - (IM) Comment	Other expected summer taxable income (IM) comment.
Other Summer Untaxable Income and Benefits - (IM) Comment	Other expected summer non-taxable Income (IM) comment.
Student School Year Wages and Tips - (IM) Comment	Student's expected school year wages and tips (IM) comment.

Fields	Descriptions
Spouse School Year Wages and Tips - (IM) Comment	Spouse's expected school year wages and tips (IM) comment.
Other School Year Taxable Income - (IM) Comment	Other expected school year wages and tips (IM) comment.
Other School Year Untaxable Income/Benefits - (IM) Comment	Other expected school year non-taxable income (IM) comment.
Other Grants and Scholarships - (IM) Comment	Total of other expected grants and scholarships (IM) comment.
Tuition Benefit from Employer - (IM) Comment	Expected tuition benefit from employer (IM) comment.
Contributions from Parents - (IM) Comment	Contributions from parents (IM) comment.
Contributions from Other Sources - (IM) Comment	Contributions from other sources (IM) comment.

Parents' Expected Income and Expenses Block

Fields	Descriptions
Father's Income - IM Parent	Father's expected wages.
Mother's Income - IM Parent	Mother's expected wages.

Fields	Descriptions
Other Taxable Income - IM Parent	Parents' expected other taxable income.
US Tax Paid - IM Parent	Parents' expected U.S. taxes to be paid.
Untaxed Income and Benefits - IM Parent	Parents' expected untaxed income and benefits.
Child Support Paid - IM Parent	Allowance for expected child support paid.
Repayment of Educational Loans - IM Parent	Allowance for expected repayment of educational loans.
Medical and Dental Expenses - IM Parent	Allowance for expected medical and dental expenses.
Tuition Paid Amount - IM Parent	Parents' expected tuition to be paid.
Tuition Number of Children - IM Parent	Number of children for whom tuition is paid.
US Tax Paid - IM Student	Student's expected U.S. taxes to be paid.
Father's Income - (IM) Comment	Father's expected wages (IM) comment.
Mother's Income - (IM) Comment	Mother's expected wages (IM) comment.
Other Taxable Income - (IM) Comment	Parents' expected other taxable income (IM) comment.

Fields	Descriptions
US Tax Paid - (IM) Comment	Parents' expected U.S. taxes to be paid (IM) comment.
Untaxed Income and Benefits - (IM) Comment	Parents' expected untaxed income and benefits (IM) comment.
Child Support Paid - (IM) Comment	Allowance for expected child support paid (IM) comment.
Repayment of Educational Loans - (IM) Comment	Allowance for expected repayment of educational loans (IM) comment.
Medical and Dental Expenses - (IM) Comment	Allowance for expected medical and dental expenses (IM) comment.
Tuition Paid Amount - (IM) Comment	Parents' expected tuition to be paid (IM) comment.
Tuition Number of Children - (IM) Comment	Number of children for whom tuition is paid (IM) comment.

Prior Year Income and Overrides Window

Parents' Prior Year Income and Benefits/Overrides Blocks

Fields	Descriptions
Medical and Dental Expenses - FM Parent	Parents' medical and dental expenses override.
Medical and Dental Expenses - FM Student	Student's medical and dental expenses override.

Fields	Descriptions
Medical and Dental Expenses - (FM) Comment	Medical and dental expenses override (FM) comment.
Prior Year Adjusted Gross Income - IM Parent	Parents' prior year adjusted gross income.
Prior Year US Income Tax Paid - IM Parent	Prior year U.S. income tax paid by parents.
Prior Year Itemized Deductions - IM Parent	Parents' prior year itemized deductions.
Prior Year Untaxed Income and Benefits - IM Parent	Parents' prior year untaxed income and benefits.
BANNER Choice Option/ Calculated Non-Custodial Contribution - IM Parent	Banner option to use: *R* Reported *C* Calculated *H* Higher (*Blank*)
State and Local Tax Amount - IM Parent	State and local taxes paid by parents.
FICA Allowance - IM Parent	FICA (Social Security) taxes paid by parents.
Medical and Dental Expenses - IM Parent	Parents' medical and dental expenses override.

Fields	Descriptions
Asset Assessment Percent - IM Parent	Parents’ percent of assets to assess: *0.00 - 1.00* (1.00 = 100%).
Reported Non-Custodial Contribution - IM Student	Student’s reported contribution from non-custodial parent.
BANNER Choice Option/ Calculated Non-Custodial Contribution - IM Student	Banner-calculated contribution from non-custodial parent.
State and Local Tax Amount - IM Student	State and local taxes paid by student.
FICA Allowance - IM Student	FICA (Social Security) taxes paid by student.
Medical and Dental Expenses - IM Student	Medical and dental expenses to be included in the student’s IM calculation.
Income Assessment Percent - IM Student	Student’s income assessment percent: *0.00 - 1.00* (1.00 = 100%).
Asset Assessment Percent - IM Student	Student’s percent of assets to assess *0.00 - 1.00* (1.00 = 100%).
Prior Year Adjusted Gross Income - (IM) Comment	Parents’ prior year adjusted gross income (IM) comment.

Fields	Descriptions
Prior Year US Income Tax Paid - (IM) Comment	Parents' prior year U.S. income tax paid (IM) comment.
Prior Year Itemized Deductions - (IM) Comment	Parents' prior year itemized deductions (IM) comment.
Prior Year Untaxed Income and Benefits - (IM) Comment	Parents' prior year untaxed income and benefits (IM) comment.
Reported Non-Custodial Contribution - (IM) Comment	Reported contribution from student's non-custodial parent (IM) comment.
BANNER Choice Option/ Calculated Non-Custodial Contribution - (IM) Comment	Banner-calculated contribution from student's non-custodial parent (IM) comment.
State and Local Tax Amount - (IM) Comment	Parents'/student's state and local taxes override (IM) comment.
Medical and Dental Expenses - (IM) Comment	Parents'/student's medical and dental expenses override (IM) comment.
Income Assessment Percent - (IM) Comment	Income assessment percent (IM) comment.
Asset Assessment Percent - (IM) Comment	Asset assessment percent (IM) comment.

Need Analysis Supplemental Form (RNASU09)

All CSS-supplemental financial aid application information is viewed, entered and maintained from the Need Analysis Supplemental Form. The information on this form is specific to the aid year and applicant, and is presented and stored in MDE independent format.

This form complements the Need Analysis Processing Form (RNAPRxx) by storing student demographic information from the CSS PROFILE application. To use this form to maintain student information, a General Person record (SPRIDEN) must exist for the applicant.

You can create or update IM records on this form. The CSS PROFILE data load program automatically populates the form data. Fields that are updated will be logged if need analysis logging is activated.

Non-custodial parent data may be created on this form. Student data should still be entered on a non-custodial parent record since INAS will use it to determine the student's dependency status and for other edits and assumptions.

In order to use this form to maintain information for a student, a General Person record (SPRIDEN) must exist for the applicant. A financial aid status record (RORSTAT) is generated for the applicant for the aid year (if one does not already exist) when you commit the data.

Note: If you manually create the IM record by entering the data on the Supplemental Form (RNASUxx), all data entered for the IM record on the Processing Form (RNAPRxx) will be logged if need analysis logging is activated.

Banner does not log data entries on records that are being inserted, though it does log data entries on records that are updated.

By using the Supplemental Form you are first inserting the IM record so no data entries are logged. When you go to the Processing Form, you are updating the record that was just inserted so all entries will be logged. Changing a field from a null value to another value is still updating the field. This is only an issue for manually created records, not data loaded records.

For RNASUxx, the need calculations are used on this form in the fields listed below that are displayed on the Applicant Status Summary Window available from the Options menu:

- Budget
- FM-EFC
- Pell Award
- IM-EFC

Main Window

Key Block

Use the Key Block to specify key values (for example, Applicant ID) which uniquely identify an applicant's IM record. The only valid IM Source Codes are *CSS* and *MANUAL*. You cannot perform need analysis simulations on this form.

If you create a MANUAL record after a record has already been created by the data load process, the data loaded record is deleted and replaced by the Manual record.

For IM records, you can choose to display and update the custodial or the non-custodial parent's data if you set the Type indicator to *C* (Custodial), which is the default, or *N* (Non-custodial).

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can use the List function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
IM Source	Application source: *Manual* *CSS*
Type	Application type: *C* Custodial *N* Non-custodial
Application Type	Indicates the type (regular or renewal) of application: *1* Profile *3* No Profile
Title	Applicant's title: *1* Mr. *2* Ms, Mrs., Miss (*Blank*)

Fields	Descriptions	
Last Name	Applicant's last name.	
First Name	Applicant's first name.	
Middle Initial	Applicant's middle initial.	
Address	Applicant's address.	
City	Applicant's city.	
State	Applicant's state.	
ZIP	Applicant's ZIP code.	
Foreign Address	Foreign address indicator.	
Postal Code	Applicant's foreign postal code.	
Country	Applicant's foreign country of origin.	
E-Mail	Student's e-mail address as reported on CSS PROFILE.	
Social Security Number	Applicant's social security number (SSN).	
Date of Birth	Applicant's date of birth in DD-MON-YYYY format.	
Home Phone	Applicant's home telephone number with area code.	
Citizenship Status	Applicant's citizenship status:	
	1	U.S. Citizen or National
	2	Eligible Non-Citizen
	3	Neither

Fields	Descriptions	
Visa Classification	Visa classification:	
	1	F1
	2	F2
	3	J1
	4	J2
	5	G1
	6	G2
	7	G3
	8	G4
	9	Other
	(None)	
Year in College	Year in college:	
	1	1st Year/No College
	2	1st Year/Some College
	3	2nd Year/Sophomore
	4	3rd Year/Junior
	5	4th Year/Senior
	6	5th Year/Oth Undergrad
	7	1st Year Grad/Prof
	8	2nd Year Grad/Prof
	9	3rd Year Grad/Prof
	10	Beyond 3rd Year Grad
	(None)	
Fee Waiver	Indicates if the PROFILE fee has been waived. Enter *1* if the fee has been waived, *2* if not.	
Parents' E-Mail	Parents' e-mail address.	
Advanced Placement	(`RCRAPP4_AP_FLAG`) Indicates whether the student has taken and passed 2 or more Advanced Placement (AP) program classes with a test grade of 3 or higher.	

Fields	Descriptions	
Financial Aid Status	Financial aid status:	
	1	1st Time, Enter
	2	Renewal, Cont
	3	1st Time, Cont
	(None)	
Born Before 01-Jan-1983 (Derived)	Born before 01-Jan-1983 (Derived):	
	1	Yes
	2	No
Veteran of U.S. Armed Forces	Veteran of U.S. Armed Forces:	
	1	Yes
	2	No
Graduate or Professional (Derived)	Graduate or professional (Derived):	
	1	Yes
	2	No
Married (Derived)	Married (Derived):	
	1	Yes
	2	No
Orphan or Ward of Court	Orphan or ward of court:	
	1	Yes
	2	No
Legal Dependents	Legal dependents other than spouse:	
	1	Yes
	2	No

Fields	Descriptions	
Expected Enrollment Status	Expected enrollment status:	
	1	Full Time
	2	3/4 Time
	3	1/2 Time
	4	< 1/2 Time
	5	Not Enrolled
Citizenship Country	Student's country of citizenship.	
Marital Status	Student's reported marital status:	
	1	Single/Divorced/Widowed
	2	Married/Remarried
	3	Separated
Parents' Marital Status	Marital status of the student's parents. Valid values are:	
	1	Single
	2	Married
	3	Remarried
	4	Separated
	5	Divorced
	6	Widowed
	Blank	
Biological/ Adoptive Parents Marital Status	Indicates whether the natural or adoptive parents of the student are separated or divorced:	
	1	Yes
	2	No
	Blank (Not Supplied)	
Divorced/ Separated Parents Data Supplied	Divorced/separated parent data supplied on PROFILE:	
	1	Yes
	2	No
	Blank (Not Supplied)	

Fields	Descriptions	
Year Separated	Year of parents' separation.	
Year Divorced	Year of parents' divorce.	
Parent Lived With Most	Parent lived with most:	
	1	Father
	2	Mother
	3	Neither parent
	(Blank)	
Parent Provided Most Support	Parent providing most support:	
	1	Father
	2	Mother
	(Blank)	
Custodial Parent	IM-calculated custodial parent:	
	1	Father
	2	Mother
	(Blank)	
Remarriage Date	Parent's remarriage date in *DD-MON-YYYY* format.	
Parent's Housing Status	(`RCRAPP1_PAR_HOUS_STAT`) The applicant's parents' housing status. The allowable values are:	
	1=Own Home	
	2=Rent	
	3=Live With Others	
	4=Housing Provided by Employer	
	(None)	

Additional Supplemental Data Window

Fields	Descriptions	
CSS College	College code to receive PROFILE data.	
Housing	Housing codes:	
	1	Campus Housing
	2	Off-Campus
	3	With Parents
	4	Relative
	None	

Institutional Housing

Fields	Descriptions	
Institutional Housing	Housing status:	
	1	Commuter with Parents
	2	On-Campus
	3	Off-Campus
	4	Commuter with Relatives
	None	

Family Members

Fields	Descriptions
Relationship	Code representing the relationship to the student applicant for the person listed on the family members matrix. (CSS source and format only) *1* Parent *2* Stepparent *3* Brother or sister *4* Husband or wife *5* Child/stepchild *6* Grandparent *7* Stepbrother or stepsister *8* Other (None)
Attend	Indicates whether or not the person listed on the family members matrix will attend college at least half-time. *0* No, will not attend *1* Yes, full time *2* Yes, half time None
Age	Age of the family member.
School	Type of school attended by this person. *1* 2 Year Public *2* 2 Year Private *3* 4 Year Public *4* 4 Year Private 5 Graduate/professional 6 Proprietary None

Parent Employment Information

Fields	Descriptions
Occupation (Parent 1)	(RCRAPP4_PAR1_OCCUPATION) The occupation of parent 1.
Employer (Parent 1)	(RCRAPP4_PAR1_EMPLOYER) The employer of parent 1.
Occupation (Parent 2)	(RCRAPP4_PAR2_OCCUPATION) The occupation of parent 2.
Employer (Parent 2)	(RCRAPP4_PAR2_EMPLOYER) The employer of parent 2.

Trust Information

Fields	Descriptions
Principal/ Income Available	Indicates whether any trust income or part of the trust principal is currently available to the student. *1* Yes *2* No (Blank)
Established by	Indicates who established the trust for the student. *1* Parents *2* Others (Blank)

Application Information

Fields	Descriptions
Received by Processor	Date the application was received by processor in *DD-MON-YYYY* format.
Processed by Processor	Date the application was processed by processor in *DD-MON-YYYY* format.

Fields	Descriptions
Last Calculation	Last calculation for the application information.
Created	Date the application information was created.
By	Name of the person who created the application information.
Updated	Date application information was updated.
By	Name of the person who last updated application information.

Need Analysis Result Form (RNARS09)

The Need Analysis Result Form (RNARSxx) displays the Official FM, Estimated FM, and IM contributions based on the student's current need analysis record. When an IM record is created (either manually on the RNAPRxx/RNASUxx forms or via CSS PROFILE data load) prior to an FM record being created, the IM record will be the student's current need analysis record.

When an FM record is created or loaded from data load after an IM record, the FM record becomes the current record and the IM record becomes a non-current record. However, the IM-SC, IM-PC and IM-EFC from the IM record are always copied to the current FM record. This way, the Results Form and any other process that needs to use IM contributions from the current record, will continue to function as usual.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	The **ID** is the applicant's identification number. Select LIST to search for existing applicants using either the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), the Alternate ID Search Form (GUIALTI), and the Need Analysis Applications Form (RNIAPPL).
Source	If the student's only record is the IM record, the system displays the Source, which would be either *CSS* or *MANUAL*.
Sequence Number	Application source number or COUNT QUERY for listing.
Current Record	Is this the current record: *Y* Yes *N* No

Primary Calculations Block

CSS PROFILE data records contain an estimated FM contribution and an IM contribution. If you only have IM data, in addition to an IM EFC, INAS will also calculate an estimated FM contribution from the IM data. The FM contributions calculated using IM data are Estimated and may not be used to pay federal financial aid but may be used to package students. On the Results Form, all FM and Pell EFC results will always be flagged as estimated when the data is from an IM record. These records can be identified by a 0 or –1 as the Sequence Number in the Key Block as well as an *E* is the Estimated fields. Typically, estimated FM contributions are the result of reject conditions that were found during the calculation of FM, either by central processing or by INAS. However, in the case of IM records, the FM results will always be estimated and no reject codes will be present in the Rejection Reasons window of this form.

Records that are not loaded from an official source (EDE is official; CSS is not official) will have an Official Source Indicator of *2* (Unofficial) and no determination of verification status will be provided. This will be true even if INAS is run. Only the Central Processing System (CPS) can determine a student's verification status. You can override this determination from the CPS or set it manually on the student-level Override Form (RNAOVxx).

Based on the Federal Need Analysis Specifications and the EDE Technical Reference, the following are the FM formula types:

Formula 1 - Dependent
Formula 2 - Independent without dependents other than a spouse
Formula 3 - Independent with dependents other than a spouse
Formula 4 - Simplified Dependent
Formula 5 - Simplified Independent without dependents other than a spouse
Formula 6 - Simplified Independent with dependents other than a spouse

When INAS is run, it determines the correct FM formula type, which is displayed on RNARSxx.

Fields	Descriptions
Estimated	The **Estimated** field displays whether an EFC is Estimated or Official. To change an Official EFC to unofficial, enter an *E* (Estimated) in the field to indicate that the calculation is not an official result. To change an unofficial *E* result to Official, enter an *O*. **Note:** The FM EFC will always be unofficial, or *E* if there are any rejects codes in the students ISIR record.

Fields	Descriptions
Value	The **Value** field displays the EFCs based on the methodology (formula) used. The FM SC, FM PC, Pell, IM SC, and IM PC values can be manually changed. However, the (FM) Total and the IM EFC amounts are calculated and cannot be manually changed
Methodology Type	The **Methodology Type** field displays the Federal Methodology and the Institutional Methodology, used to determine the EFCs. The formula type can be changed by entering the number of the formula as follows: Methodology types include: *1* Simplified *4* Regular 5 Bypass (Auto Zero) **Note:** RNARSxx only displays whether the methodology is Simplified, Regular, or Bypass (Auto Zero). The actual methodology type used is displayed on the second window of RNINAIQ.
Locks	The **Locks** field is used to lock the Estimated/Official Indicator, the EFC values, and the Formula types. You can lock these fields to prevent updating by entering a *Y* in the **Locks** field. Each EFC type can be locked separately. Once a lock is set, the values for the locked fields will not change, even if a new INAS calculation is performed. If a lock is removed by resetting it to blank or by entering an *N*, the system copies the values from the last need analysis calculation into the respective fields, and/or displays the new values if INAS is run.
Non-Custodial PC	Banner-calculated contribution from the non-custodial parent. This field is navigable, but not updateable.
Official Source Indicator	Official source indicator: *1* Official *2* Unofficial
SAR 'C' Flag	SAR 'C' Flag: *1* Yes (Blank)

Fields	Descriptions
Verification	Verification Indicator.
Subsequent Record Selected	Subsequent EDE record has been selected for verification.
Dependency Status	Dependency Status. Valid values are: *1* Independent *2* Dependent None
Verification Complete	Verification Complete Indicator: *1* Official *2* Unofficial
Verification Selection Changed	Verification selection flag: *Y* Transaction is now selected for verification (Blank) No change

Note for Clients Using Institutional Methodology

Some clients have reported situations where the IM contributions (IM-SC, IM-PC, and IM-EFC) have disappeared from the Need Analysis Result Form (RNARSxx) after loading in FM records from EDE. This is caused by the following:

The Results Form always displays information from the student's Current Record. If the IM record is the only record for the student, then the IM record is the current record. The IM contributions are stored in the IM record (sequence number = *0*). After loading an EDE record for the same student, the FM record becomes the current record and the IM record becomes a non-current record. Since the EDE record does not contain any IM contributions, no IM contributions are displayed on the Results Form. However, there is logic in the INAS program (RNEINxx) to copy the IM contributions from the non-current IM record to the current FM record so that they can be seen on the Results Form and be used elsewhere by Banner. Therefore, the solution to making sure that noncurrent IM data displays on RNARSxx is to run INAS (either in batch or online) after loading FM data.

Another consideration with this issue is when you lock IM contributions on the Results Form before loading in FM records. The lock indicators are stored in the student's RORSTAT record so they are not tied to a particular need analysis record. Another way of looking at it is that you are locking a database field, not a value. If the IM-PC is locked on RNARSxx, it tells the system to not update whatever is in that field. Therefore, if the IM-PC field is locked when the IM record is the only need analysis record present (thus the current record), the lock prevents the current value from being changed. However, if the current IM record is replaced by an FM record, (which becomes the current record) the IM-PC will display as null.

Because the lock is field specific, the lock now prevents the null value from being updated, even when running INAS. Removing the lock allow the form to change the null value to the most recently calculated INAS value. If the change doesn't happen immediately, re-run INAS. Be sure to commit the changes before leaving the form.

Rejection Reasons Window

The Rejection Reasons window shows the reasons why an application has been (or will be) rejected by the processor. These reject reasons must be corrected before the results can be considered official. Estimated or unofficial FM values displayed in the previous window are the result of the reject reasons displayed here. The rejection reasons are display-only fields.

Federal Match Indicators Window

The Federal Match Indicators show the results of various database matches performed by the CPS. Some results can cause the applicant to be ineligible for federal financial aid funds. The text that follows describes the code translation process that takes place during data load.

Fields	Descriptions	
Primary DHS Match Flag	Primary DHS match flag indicator:	
	N	Citizenship not confirmed
	Y	Citizenship confirmed
	None	
Secondary DHS Match Flag	Secondary DHS match flag indicator:	
	C	DHS has not yet confirmed
	N	DHS did not confirm
	P	Pending results
	X	Not enough information
	Y	Citizenship status confirmed
	None	
Selective Service Match Flag	Selective Service match flag indicator:	
	N	Registration status not confirmed
	T	Temporarily exempt
	Y	Registration status confirmed
	None	

Fields	Descriptions	
Selective Service Request Results	Results of the student's request to be registered by the Selective Service:	
	N	Registration not completed
	T	Temporarily exempt
	Y	Registration completed
	None	
SSN	Social security number match flag indicator:	
	1	No match on SSN
	2	SSN and name match
	3	SSN match, no match on name
	4	SSN, name, and DOB match
	5	SSN, name, DOB, match with DOD
	8	Record not sent to SSA
	None	
Father's or Stepfather's SSN	Father's or stepfather's social security number match flag indicator:	
	1	No match on SSN
	2	SSN and name match
	3	SSN match, no match on name
	4	SSN, name, and DOB match
	5	SSN, name, DOB, match with DOD
	8	Record not sent to SSA
	None	

Fields	Descriptions	
Mother's or Stepmother's SSN	Mother's or stepmother's social security number match flag indicator:	
	1	No match on SSN
	2	SSN and name match
	3	SSN match, no match on name
	4	SSN, name, and DOB match
	5	SSN, name, DOB, match with DOD
	8	Record not sent to SSA
	None	
NSLDS	National student loan data system (NSLDS) data match indicator:	
	1	Not in default or overpayment
	2	Default
	3	Overpayment
	4	Default and overpayment
	7	Match but no data provided
	8	Record not sent to NSLDS
	None	
NSLDS Override	Indicates which validation tests Packaging/Disbursement processes should override for a specific year/student.	
	A	All tests
	D	Default tests
	L	Limit tests
	O	Overpayment tests
	None	

Fields	Descriptions	
SSA Citizenship	Citizenship indicator:	
	A	U.S. citizen
	B	Legal alien, eligible to work
	C	Legal alien, not work eligible
	D	Other
	E	Alien, stu rest, work auth
	F	Conditionally legalized alien
	N	Unable to verify citizenship
	None	
VA Match Flag	Veterans Administration match flag indicator:	
	1	Veteran status confirmed
	2	Rec found, not qualify vet
	3	Record not found
	4	Record found, active duty
	8	Record not sent to VA
	None	

Applicant Override Form (RNAOV09)

The main purpose of the Applicant Override Form is to set Federal Methodology (FM) and Institutional Methodology (IM) overrides to alter the standard need analysis calculation performed by INAS. All overrides for the student are stored in the same database record (both the FM and IM overrides).

You can also use this form to change the current FM record, select a student for verification, lock either the IM or FM need analysis record from being replaced by data load and prevent manual updates on the various forms, and set EDE correction overrides.

The need calculations are used in the fields listed below that are displayed on the Applicant Status Summary Window available from the Options menu:

- Budget
- FM-EFC
- Pell Award
- IM-EFC

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in the Key Block. You can search for a Banner ID by selecting List and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Need Analysis Application Block

Fields	Descriptions
Current FM Record Source	Current FM record source.
Sequence Number	Application sequence number.
Lock Current Record	Lock current record indicator: *1* Yes *2* No
Verification Message	Verification message indicator: *1* Required *2* Not Required (Blank) Unknown
New FM Record Source	Application source.
Sequence Number	Application sequence number.
Lock IM Record	Lock IM record indicator: *1* Yes *2* No

Applicant Override Block

Fields	Descriptions
Allow Parent in College - FM Parent	FM parent number in college. *1* — Use reported number in college (Blank) — Use 1 parent in college assumption
Calculate Parent Contribution for Independent Student - FM Parent	Calculate parental contribution for independent student indicator: *Y* — Yes *N* — No (Blank)
Medical or Dental Expense - FM Parent	Parents' medical or dental expenses.
Tuition Paid - FM Parent	Tuition paid by parent.
US Tax Calculation Option - FM Parent	Parents' U.S. tax calculation indicator: *Y* — Yes *N* — No (Blank)
Other Income Allowance - FM Parent	Parents' other income allowance.
Other Assets - FM Parent	Parents' other assets.
Other Asset Allowance - FM Parent	Parents' other asset allowance.
Budget Duration - FM Student	The **Budget Duration** field is a whole number between *1* and *12*. INAS no longer supports partial months as a budget duration for the FM calculation. The IM calculation does support partial months. The IM Budget Duration is entered on the Need Analysis Processing Form (RNAPRxx).

Fields	Descriptions
Dependency - FM Student	Student's dependency status indicator: *I* Independent *D* Dependent (Blank)
Medical or Dental Expense - FM Student	Student's medical or dental expenses.
Tuition Paid - FM Student	Tuition paid by student.
US Tax Calculation Option - FM Student	Student's U.S. tax calculation indicator: *Y* Yes *N* No (Blank)
Other Income Allowance - FM Student	Student's other income allowance.
Other Assets - FM Student	Student's other assets.
Other Asset Allowance - FM Student	Student's other asset allowance.
Calculate Parent Contribution for Independent Student - IM Parent	Calculate parental contribution for independent student indicator: *Y* Yes *N* No (Blank)
Medical or Dental Expense - IM Parent	Parents' medical or dental expenses override, to be included in the IM calculation.

Fields	Descriptions
Tuition Paid - IM Parent	Tuition paid by parent.
US Tax Calculation Option - IM Parent	Parents' US tax calculator option indicator: *1* Follow CSS rules: A) If completed return, use reported tax B) If estimated return, and... 1. reported taxes paid = zero, use calculated tax 2. reported taxes paid > zero, use lower of reported or calculated tax C) If reported tax is blank, negative, or invalid, use calculated tax *2* If estimated return, use calculated tax *3* If estimated return, use reported tax *4* If completed return, use lower of reported or calculated tax **Note:** **Note:** Options *2* and *3* require an *Estimated* tax return status. Option *4* is a local override only and requires a *Completed* tax return status. If the option selected does not have the correct return status, the program logic defaults to use CSS rules.
Other Income Allowance - IM Parent	Parents' other income allowance.
Other Assets - IM Parent	Parents' other assets.
Other Assets Allowance - IM Parent	Parents' other assets allowance.
Budget Duration - IM Student	The **Budget Duration** field is a whole number between *1* and *12*. INAS no longer supports partial months as a budget duration for the FM calculation. The IM calculation does support partial months. The IM Budget Duration is entered on the Need Analysis Processing Form (RNAPRxx).

Fields	Descriptions
Dependency - IM Student	Student's dependency status indicator: *I* Independent *D* Dependent (Blank)
Medical or Dental Expense - IM Student	Student's medical or dental expenses override, to be included in the IM calculation.
US Tax Calculation Option - IM Student	Student US taxes calculation options: *1* Follow CSS rules: A) If completed return, use reported tax B) If estimated return, and... 1. reported taxes paid = zero, use calculated tax 2. reported taxes paid > zero, use lower of reported or calculated tax C) If reported tax is blank, negative, or invalid, use calculated tax *2* If estimated return, use calculated tax *3* If estimated return, use reported tax *4* If completed return, use lower of reported or calculated tax **Note:** Options *2* and *3* require an *Estimated* tax return status. Option *4* is a local override only and requires a *Completed* tax return status. If the option selected does not have the correct return status, the program logic defaults to use CSS rules.
Other Income Allowance - IM Student	Student's other income allowance.
Other Assets - IM Student	Student's other assets.
Other Assets Allowance - IM Student	Student's other assets allowance.

Additional Applicant Overrides Window

The Additional Applicant Overrides window allows you to enter values to be used in the INAS calculation for selected IM parent/student formulas. The INAS user manual contains details about the overrides and projections.

Fields	Descriptions
State and Local Tax Amount - IM Parent	Parents’ state and local taxes.
State and Local Tax Percent - IM Parent	Parents’ state and local tax rate (.99).
FICA Allowance - IM Parent	FICA (Social Security) taxes paid by parents.
Income Protection Allowance - IM Parent	Parents’ income protection allowance.
Employment Allowance - IM Parent	Parents’ employment allowance.
Expected US Tax - IM Parent	Parents’ expected US taxes.
US Income Tax Paid - IM Parent	US income tax paid by parents.
Cost of Living Percent - IM Parent	Parents’ cost of living expenses (0.00 - 9.99).

Fields	Descriptions	
Projection Residence Option – IM Parent	Projection of Parents' Residence Equity: Impute home value based on:	
	1	Use reported value
	2	Use projected value
	3	Use projected value if significant difference (exceeds tolerance)
	4	Use highest of reported or projected
	5	Use alternate home value calculation
Projected Value Cap Percent - IM Parent	Parents' projected home value cap (0.00 - 9.99).	
Impute Asset Option - IM Parent	Project parents' assets indicator:	
	I, C	Compute
	N	Cancel
Adjusted Gross Income - IM Parent	Parents' adjusted gross income.	
Untaxed Income - IM Parent	Parents' untaxed income.	
Add Back Hope and Lifelong Learning Credit - IM Parent	Option to add back the parents' hope and lifelong learning credit:	
	Y	Yes
	N	No
	(Blank)	
Number in College - IM Parent	Number of parents' family members in college (1-9, or blank). The *Number in College* local override option should not be used to include parents in the IM calculation. Instead, use the *Allow Parents in College* local override on the Applicant Override Information Window to include parents in college. The *Allow Parents in College* option does not impact the CESA calculation or the IPA value. WARNING: Using the *Number in College* option to include parents in college will produce invalid results.	

Fields	Descriptions	
Use Estimated Income - IM Parent	Option to use the parents' projected annual income.	
	Y	Yes
	N	No
	(Blank)	
Non-Custodial Parent Contribution Option - IM Parent	BANNER option for which value to use.	
	R	Reported
	C	Calculated
	H	Higher
	(Blank)	
Non-Custodial Parent Contribution (Calculated) - IM Parent	BANNER calculated contribution from non-custodial parent.	
State and Local Tax Amount - IM Student	Student's state and local taxes.	
State and Local Tax Percent - IM Student	Student's state and local tax rate (.99).	
Use Parent State and Local Tax - IM Student	Use parent state and local tax table indicator (for independent students with dependents.)	
	Y	Yes
	N	No
	(Blank)	
FICA Allowance - IM Student	FICA (Social Security) taxes paid by students.	
Employment Allowance - IM Student	Student's employment allowance.	

Fields	Descriptions
Expected US Tax - IM Student	Student's expected US tax amount.
US Income Tax Paid - IM Student	US income tax paid by student.
Income Assessment Percent - IM Student	Student's income assessment percent (0.00 - 1.00).
Percent IRA to Include - IM Student	Student's IRA percent (0.00-9.99).
Projection Residence Option – IM Student	Projection of Student's Residence Equity: Impute home value based on: *1* Use reported value *2* Use projected value *3* Use projected value if significant difference (exceeds tolerance) *4* Use highest of reported or projected *5* Use alternate home value calculation
Projected Value Cap Percent- IM Student	Student's projected home value cap (0.00-9.99).
Impute Asset Option - IM Student	Project student's assets indicator: *I, C* Compute *N* Cancel
Adjusted Gross Income - IM Student	Student's adjusted gross income.
Untaxed Income - IM Student	Student's untaxed income

Fields	Descriptions
Add Back Hope and Lifelong Learning Credit - IM Student	Option to add back the student's hope and lifelong learning credit: *Y* Yes *N* No (Blank)
Number in College - IM Student	Number of student's family members in college (1-9, or blank).
Use Estimated Income - IM Student	Option to use the student's projected annual income. *Y* Yes *N* No (Blank)

Additional Applicant Overrides II Window

The Additional Applicant Overrides II window allows you to enter additional values to be used in the INAS calculation for selected IM parent/student formulas. The INAS user manual contains details about the overrides and projections.

Fields	Descriptions
Prior Year Contribution - IM Parent	Prior year parents' contribution.
Index Value - IM Parent	Minimum of parents' contribution increase (00.0-99.9).
Ignore Business and Farm Losses - IM Parent	Ignore losses from business or farm indicator: *Y* Yes *N* No (Blank)

Fields	Descriptions
Ignore Other Losses - IM Parent	Ignore other losses indicator: *Y* Yes *N* No (Blank)
Minimum Contribution From Income - IM Parent	Parents' minimum contribution from income.
Minimum Contribution From Assets - IM Parent	Parents' minimum contribution from assets.
Use Family Assets - IM Parent	Combine parent's and student's assets indicator.
Cap Home Equity Factor - IM Parent	(`RNROVRD_PAR_CAP_EQT_FACTOR`) Cap parents' final home equity at x.x times income; enter *0.0* through *9.9*.
IM Contribution Lower than FM - IM Parent	Allow IM parents' contribution to be lower than FM parents' contribution indicator: *Y* Yes *N* No (Blank)
Asset Assessment Percent - IM Parent	Percent of parents' assets to assess, 0.00- 1.00 (1.00 =100%).
Use Projected Year Date (EFM) - IM Parent	Use projected year data (EFM) indicator: *Y* Yes *N* No (Blank)

Fields	Descriptions
Number in Family (EFM) - IM Parent	Number of parents' family members.
Number in College (EFM) -- IM Parent	The *Number in College (EFM)* local override option should not be used to include parents in the EFM calculation. Instead, use the *Allow Par in Coll (EFM)* local override on the Applicant Overrides II Window to include parents in college. WARNING: Using the *Number in College (EFM)* option to include parents in college will produce invalid results.
Prior Year Contribution - IM Student	Prior year student's contribution.
Index Value - IM Student	Minimum of student's contribution increase (00.0-99.9).
Minimum Contribution From Income - IM Student	Student's minimum contribution from income.
Minimum Contribution From Assets - IM Student	Student's minimum contribution from assets.
Cap Home Equity Factor - IM Student	(`RNROVRD_CAP_EQT_FACTOR`) Cap independent student's final home equity at x.x times income; enter *0.0* through *9.9*.
IM Contribution Lower than FM - IM Student	Allow IM student's contribution to be lower than FM student's contribution indicator: *Y* Yes *N* No (Blank)
Asset Assessment Percent - IM Student	Percent of student's assets to assess, 0.00- 1.00 (1.00 =100%).

Fields	Descriptions
Use Projected Year Data (EFM) - IM Student	Use projected year data (EFM) indicator: *Y* Yes *N* No (Blank)
Number in Family - IM Student	Number of student's family members.
Number in College (EFM) -- IM Student	The *Number in College (EFM)* local override option should not be used to include students in the EFM calculation. Instead, use the *Allow Parents in College (EFM)* local override on the Applicant Overrides II Window to include students in college. WARNING: Using the *Number in College (EFM)* option to include students in college will produce invalid results.
Minimum SC from Income Calculation	(`RNROVRD_MIN_SC_FROM_INC_CALC`) Indicates whether the minimum student contribution from income calculation should be performed. Valid values are *Y* (Yes), *N* (No), or *Blank*.

Additional Applicant Overrides III Window

The Additional Applicant Overrides III window allows you to enter additional values to be used in the INAS calculation for selected IM parent/student formulas. The INAS user manual contains details about the overrides and projections.

Fields	Descriptions
Skip Exclusion of Family Members from Household and Number in College	Skip exclusion of family members from size of household indicator: *Y* Yes *N* No (Blank)

Fields	Descriptions	
Increase Parent Contribution by Non-Custodial Parent Contribution	INAS option to add non-custodial parent contribution to custodial parent contribution indicator:	
	Y	Yes
	N	No
	(Blank)	
Limit Parent Contribution for Other Family Members by Budget	This field represents the option for overriding the global option regarding limiting family members share of PC based on sum or percentage of budget.	
	Complete valid values include:	
	1	Sum of their budgets
	2	Ratio of their budget to total budget
	3	Lowest of 1 or 2 above
	N	No
	Blank Refers to global option	
	Filer's PC will never fall below normally calculated PC.	
Which (reported or computed) Parents' Adjusted Gross Income to use	Option to select which parents' adjusted gross income to use:	
	1	CSS rule: (a) use reported AGI if completed return, else (b) use highest of reported or calculated AGI
	2	Always use reported AGI
	3	Use the highest of reported or calculated AGI
	4	Always use computed AGI
	(Blank)	
Student's Total Budget	Student's total budget (0 - 99999, or Blank).	
Cap Home Equity at two times income	Cap final home equity at two times income indicator:	
	Y	Yes
	N	No
	(Blank)	

EDE Corrections Overrides Window

This window displays EDE correction overrides.

Assumption Block

Fields	Descriptions
1	Parents in college is assumed to be 1 (Number in college greater than 6)
2	Parents' Adjusted Gross Income is assumed to be the sum of earned income
3	Student's number in College is assumed to be one
4	Student's Adjusted Gross Income, assumed to be the sum of earned income
5	Parents' income from Worksheet C is assumed to be zero
6	Student's income from Worksheet C is assumed to be zero

Reject Codes Block

Fields	Descriptions
A	Year of birth between 19xx - 19xx. If checked, Reject A override is accepted.
B	Independent status in question because of student's age.
C	Parents' or independent student's taxes paid are greater than zero and greater than or equal to a fixed percent of adjusted gross income, but not equal to or greater than adjusted gross income. If checked, Reject C override is accepted.
G	Dependent student's taxes paid are greater than zero and greater than or equal to a fixed percent of adjusted gross income, but not equal to or greater than adjusted gross income. If checked, Reject G override is accepted.

Fields	Descriptions
N	Student's first or last name blank.
W	Questionable number of family members.

EDE Verifiable Rejects Window

This window displays EDE verifiable rejects.

Fields	Descriptions
D Student's SSN match, but no name match	(RNROVRD_SSN_NO_NAME_REJ_OVRD) This override is for INAS FM only and overrides *Reject D — Student's Social Security match but no name match*. Valid values are *1 (*Suppress reject D to calculate estimated EFC*)* or *Blank (*Do not suppress reject D*)*. There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the student's first and last name is required.
E Father's SSN match, but no name match	(RNROVRD_F_SSN_NO_NAME_REJ_OVRD) This override is for INAS FM only and overrides *Reject E — Father's Social Security match but no name match*. Valid values are *1 (S**uppress reject E to calculate estimated EFC**)* or *Blank (*Do not suppress reject E). There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the father's last name and first initial is required.
F Mother's SSN match, but no name match	(RNROVRD_M_SSN_NO_NAME_REJ_OVRD) This override is for INAS FM only and overrides *Reject F — Mother's Social Security match but no name match*. Valid values are *1 (*Suppress reject F to calculate estimated EFC*)* or *Blank (*Do not suppress reject F*)*. There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the mother's last name and first initial is required.
R Student's SSN match, but no Date of Birth match	(RNROVRD_SSN_NO_DOB_REJ_OVRD) This override is for INAS FM only and overrides *Reject R — Student's Social Security match but no date of birth match*. Valid values are *1* (Suppress reject R to calculate estimated EFC) or *Blank* (Do not suppress reject R). There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the student's SSN is required.

Fields	Descriptions
S Father's SSN match, but no Date of Birth match	(RNROVRD_F_SSN_NO_DOB_REJ_OVRD) This override is for INAS FM only and overrides *Reject S — Father's Social Security match but no date of birth match*. Valid values are *1* (Suppress reject S to calculate estimated EFC) or *Blank* (Do not suppress reject S). There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the father's SSN is required.
T Mother's SSN match, but no Date of Birth match	(RNROVRD_M_SSN_NO_DOB_REJ_OVRD) This override is for INAS FM only and overrides *Reject T — Mother's Social Security match but no date of birth match*. Valid values are *1* (Suppress reject T to calculate estimated EFC) or *Blank* (Do not suppress reject T). There is no correction if you check this box. In the case of verified accurate information, a correction transaction to re-enter the mother's SSN is required.

Applicant Need Analysis Application Inquiry Form(RNIAPPL)

The Applicant Need Analysis Application Inquiry Form displays all financial aid applications in Banner for a specific aid year and applicant. Use this form to view which applications have been received, loaded, and which (if any) is the current record.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for a Banner ID by selecting LIST and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).
Application Source	Application source.

Fields	Descriptions
Sequence Number	Application sequence number.
Current Record	Application current record indicator: *Y* Current Record
SAR EFC	SAR EFC used for calculations.
Transaction Number	SAR transaction number.
Primary Pell EFC	Primary Pell expected family contribution.
Primary System EFC	Primary system expected family contribution.
Verification Indicator	Verification indicator: *1* Selected for Verification *2* Not Selected for Verification
Date Created	Date the application was created.
Date Updated	Activity date – the last date this application was updated.

The EDE data reporting service includes student data from the National Student Loan Data System (NSLDS) database. Banner captures and stores this data in Banner in the RCRLDSx tables. As with the need analysis tables, a student can have a current NSLDS record and possibly multiple non-current NSLDS records. The source and sequence number of the student's current need analysis record can be different from that on the current NSLDS record.

Applicant Student Loan Data Inquiry Form (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 Number** fields on the Student Loan Data System Form (RNASLxx). This form is similar in layout to the Applicant Need Analysis Application Form (RNIAPPL).

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).
NSLDS Source	NSLDS source code.
Sequence Number	Sequence number.
Current Record Indicator	Current record indicator: *Y* Current Record
Transaction Number	SAR transaction number.
NSLDS Match Indicator	NSLDS match indicator.
Results Flag	Results Flag.
Processed Date	Date the application was processed.
Created Date	Date the application was created.

Calculated Need Analysis Detail Inquiry Form (RNINAIQ)

The Calculated Need Analysis Detail Inquiry Form displays the results of the need analysis calculation for the different methodologies. The values displayed are the actual values from the calculations even if their values have been changed and locked on the Results Form (RNARSxx).

Main Window

Key Block

Fields	Descriptions	
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.	
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for a Banner ID by selecting LIST and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).	
FM Source	FM source code indicator:	
	CSS	CSS Tape
	EDE	EDE Record
	ISIR	ISIR Record from CPS
	Manual	Manual Entry
	SIM	For online N/A simulation only
	TRM	Transfer Monitoring Record
Sequence Number	Sequence number.	
Current Record	Current record indicator:	
	Y	Yes
	N	No
IM Source	IM source code indicator:	
	CSS	CSS Tape
	EDE	EDE Record
	ISIR	ISIR Record from CPS
	Manual	Manual Entry
	SIM	For online N/A simulation only
	TRM	Transfer Monitoring Record

Fields	Descriptions	
Type	IM record type indicator:	
	C	Custodial
	N	Non-custodial

Student/Parent Information Window

Fields	Descriptions	
FM SC Lock	Lock FM student contribution indicator:	
	Y	Locked
	Null	Not Locked
FM SC Estimated	Estimate/Official Indicator: The value displayed in this field indicates whether the EFC is Estimated or Official. An *E* means that the EFC is Estimated. A Blank means that the EFC is Official. The calculated result will be displayed even if the record is manually updated to a different value. For example, if the result calculated by INAS is *E*, and then manually updated to *O* on RNARSxx, the value that displays on RNINAIQ will be *E*.	
FM SC Value	FM student contribution.	
FM PC Lock	Lock FM parent contribution indicator:	
	Y	Locked
	Null	Not Locked
FM PC Estimated	Estimate/Official indicator. The value displayed in this field indicates whether the EFC is Estimated or Official. An *E* means that the EFC is Estimated. A Blank means that the EFC is Official. The calculated result will be displayed even if the record is manually updated to a different value. For example, if the result calculated by INAS is *E*, and then manually updated to *O* on RNARSxx, the value that displays on RNINAIQ will be *E*.	
FM PC Value	FM parent contribution.	

Fields	Descriptions
FM EFC Estimated	Estimate/Official indicator. The value displayed in this field indicates whether the EFC is Estimated or Official. An *E* means that the EFC is Estimated. A Blank means that the EFC is Official. The calculated result will be displayed even if the record is manually updated to a different value. For example, if the result calculated by INAS is *E*, and then manually updated to *O* on RNARSxx, the value that displays on RNINAIQ will be *E*.
FM EFC Value	FM expected family contribution.
Pell EFC Lock	Lock Pell expected family contribution indicator: *Y* — Locked Null — Not Locked
Pell EFC Estimated	Estimate/Official indicator. The value displayed in this field indicates whether the EFC is Estimated or Official. An *E* means that the EFC is Estimated. A Blank means that the EFC is Official. The calculated result will be displayed even if the record is manually updated to a different value. For example, if the result calculated by INAS is *E*, and then manually updated to *O*, the value that displays on RNINAIQ will be *E*.
FM EFC Value	Total FM expected family contribution: This is a calculated field, which displays the sum of the FM SC (FM Student Contribution) plus the FM PC (FM Parent Contribution). The result is the FM EFC (FM total Expected Family Contribution). The calculated result will be displayed even if the record is manually updated to different values. For example, if the SC and/or PC results calculated by INAS are manually changed, the calculated values will display on RNINAIQ, rather than the manually changed values.
IM SC Lock	Lock IM student contribution indicator: *Y* — Locked Null — Not Locked
IM SC Value	IM student contribution.
IM PC Lock	Lock IM parent contribution indicator: *Y* — Locked Null — Not Locked

Fields	Descriptions
IM PC Value	IM parent contribution.
IM EFC Value	Total IM expected family contribution: This is a calculated field, which displays the sum of the IM SC (IM Student Contribution) plus the IM PC (IM Parent Contribution). The result is the IM EFC (IM total Expected Family Contribution). The calculated result will be displayed even if the record is manually updated to different values. For example, if the SC and/or PC results calculated by INAS are manually changed, the calculated values will display on RNINAIQ, rather than the manually changed values.
Verification	Indicates whether or not the student has been selected for verification by US Department of Education edits or by the institution.
Priority	Verification tracking flag code. *0000 - 9999* Selected Null Not Selected
Calculation Date	Date the need analysis was calculated.
FM Reject Codes 1 - 7	FM reject codes 1 - 7.
FM Assumptions 1 - 10	FM assumptions 1 - 10.
IM Assumptions 1 - 10	IM assumptions 1 - 10.

Student Information Block

Fields	Descriptions
Dependency	Student’s dependency status. *I* Independent *D* Dependent

Fields	Descriptions
Age	Student's age.
Marital Status	Student's marital status.
Year in School	Student's year in school.
Family Members	Number of student's family members.
Number in College	Number of student's family members in College.
State for Tax	Parents state of residence for tax.

Parent Information Block

Fields	Descriptions
Marital Status	Parents' marital status.
Family Members	Number of parents' family members.
Number in College	Number of parents' family members in college.
Parents in College	Number of parents in college.
Others in College	Number of siblings in college - IM.
State for Tax	Parents state of residence for tax.

Available Data Block

The Available Data block lists the available information used at the time of the needs analysis calculation.

Fields	Descriptions	
Available Data	Available data indicator:	
	FM	FM Data
	IM	IM Data
	Both	
FM Formula	FM formula type: The following are the formula types used to calculate the primary EFC: (FNT = Full Needs Test SNT = Simplified Needs Test)	
	1	FNT: Dependent
	2	FNT: Independent without dependents other than spouse
	3	FNT: Independent with dependents other than spouse
	4	SNT: Dependent
	5	SNT: Independent without dependents other than a spouse
	6	SNT: Independent with dependents other than a spouse
	Blank	None Calculated (Automatic Zero EFCs will be blank)
FM Parental Data Available	Indicates if FM parental data is available for the FM calculation.	
IM Parental Data Available	Indicates if IM parental data is available for the IM calculation.	
Student a Tax Filer	Indicates if the student is a tax filer.	
Parents Tax Fliers	Indicates if the parents are tax filers.	
IM Budget Duration	Indicates the student's budget duration.	

Need Analysis Detail Window

There are six columns of data on the Need Analysis Detail window: FM Regular - Parent, IM - Parent, FM Regular - Student, IM - Student, FM Estimated - Parent and FM Estimated - Student.

The FM Regular - Parent and Student columns (columns 1 and 3) are designed for INAS calculation data from official FM records. INAS also calculates an Estimated FM contribution from the data in the IM record and those values are displayed in columns 5 and 6. Columns 2 and 4 (IM Parent and Student) contain INAS results generated from data in the IM record based on the **IM Source** and **Type** codes in the Key Block. The Estimated FM data is also from data in the IM record based on the IM Source and Type codes in the Key Information section.

Fields	Descriptions
Formula	Regular expected family contribution formula type.
AGI	Adjusted gross income.
Untaxed Income	Untaxed income.
Income Adjustment	Adjustments to income.
Total Income	Total income.
Federal Income Tax	US income tax paid.
State and Other Tax	State and other taxes paid.
FICA Tax	FICA (Social Security) tax paid.
Medical and Dental Expenses	Medical and dental expenses paid.
Elementary/ Secondary Tuition	Elementary and secondary school expenses paid.
Employment Allowance	Employment allowance.

Fields	Descriptions
AESA	Annual Education Savings Allowance.
Income Protection Allowance	Income protection allowance.
Other Allowance	Other allowance.
Total Allowance	Total allowance against income.
Calculated Available Income	Calculated available income.
Available Income	Available income.
Cash, Savings and Checking	Combined balance of cash, savings, and checking accounts.
IRA and Keogh	IRA and Keogh contributions.
Home Equity	Home equity value.
Other Real Estate/ Investment	Other real estate and investment net worth.
Business and Farm Net Worth	Business and farm net worth.
Assets in Sibling's Name	Assets held in sibling's name.
Trust Value	Student's value of trust.
Other Assets	Value of other assets.
Net Worth	Net worth.

Fields	Descriptions
Asset Protection Allowance	Asset protection allowance.
Emergency Reserve Allowance	Emergency reserve allowance.
CESA Allowance	Cumulative education savings allowance.
Low Income Allowance	Low income allowance.
Other Asset Allowance	Other asset allowance.
Discretionary Net Worth	Discretionary net worth.
Conversion Percentage	Conversion percentage.
Income Supplement	Income supplement.
Adjusted Available Income	Adjusted available income.
Total Contribution	Total contribution.
Multi-Enrollment Adjustment	Adjustment for number in college.
Student Contribution	Parents' contribution for student or student's contribution.
From Income	Contribution from income.
From Assets	Contribution from assets.

Fields	Descriptions
Custodial Parent	IM calculated custodial parent indicator: *1* Father *2* Mother (Blank)
Percent of Income	IM custodial parent percentage of income; 0-100, Blank
PC from Income	IM custodial parent contribution from income.
PC from Assets	IM custodial parent contribution from income.
Total PC	Total IM custodial parent contribution.
Total Expected Family Contribution	Total family contribution.
FISAP Total Income	Total income for FISAP reporting.

Miscellaneous Results Inquiry Form (RNIMS09)

Miscellaneous Results Tab

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for a Banner ID by selecting List and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Fields	Descriptions	
Source	Source code indicator:	
	CSS	CSS Tape
	EDE	EDE Record
	ISIR	ISIR Record from CPS
	Manual	Manual Entry
	SIM	For online N/A simulation only
	TRM	Transfer Monitoring Record
Sequence No	Sequence number.	
Current Record	Current record indicator:	
	Y	Yes
	N	No

Miscellaneous Results Block

The Miscellaneous Results block contains the miscellaneous results detail for records with a source code of EDE.

Fields	Descriptions
ETI Destination Code	TG number assigned by the Title IV WAN.

Fields	Descriptions
Application Source Site Code	(RCRESAR_AGENCY_IND) Application Data Source/Type Code. You cannot update this field. The first character represents the source of the transaction: *1* = Electronic *2* = Web Student *3* = Web FAA *4* = Paper The second character describes the Type: *A* = Application *B* = Application Spanish *E* = EZ FAFSA *F* = EZ FAFSA Spanish *G* = EZ FAFSA Renewal *H* = EZ FAFSA Renewal Spanish *J* = Correction Application *K* = Correction Application Spanish *R* = Renewal Application *T* = Spanish Renewal Application *1A* = Application *2A* = Application *2B* = Application Spanish *2R* = Renewal Application *2E* = EZ FAFSA *2F* = EZ FAFSA Spanish *2G* = EZ FAFSA Renewal Application *2H* = EZ FAFSA Renewal Spanish *2T* = Renewal Application Spanish *3A* = Application *3E* = EZ FAFSA *3G* = EZ FAFSA Renewal Application *3H* = EZ FAFSA Correction *3R* = Renewal Application *4A* = Application *4B* = Application Spanish *4J* = Correction Application *4K* = Correction Application Spanish

Fields	Descriptions
Electronic Institution	Origin code of the electronic application. Valid values are: *2* FAA entry *6* Spanish FAFSA on the Web *7* Renewal FAFSA on the Web *8* English FAFSA on the Web *9* FAA Access
Transaction Data Source	(`RCRESAR_MDE_SITE_CD`) Transaction Data Source/Type Code. You cannot update this field. The first character represents the source of the transaction: *1* = Electronic *2* = Web Student *3* = Web FAA *4* = Paper *5* = CPS *6* = FSAIC The second letter describes the Type: *A* = Application *B* = Application Spanish *C* = Correction, *D* = Drug Abuse Hold Release *E* = EZ FAFSA *F* = EZ FAFSA Spani*sh* *G* = EZ FAFSA Renewal *H* = EZ FAFSA Renewal Spanish *J* = Correction Application *K* = Correction Application Spanish *L* = NSLDS Change on Real Time Record *M* = DHS Secondary Confirmation *N* = NSLDS Postscreening *P* = Reprocessing *R* = Renewal Application *S* = Signature Page *T* = Spanish Renewal Application *V* = Verification Correction *W* = SSA Death File Match

Fields	Descriptions
Transaction Data Source (Cont'd)	*1A* = Application *1C* = Correction Full SAR *2A* = Application *2B* = Application Spanish *2R* = Renewal Application *2C* = Correction *2E* = EZ FAFSA *2F* = EZ FAFSA Spanish *2G* = EZ FAFSA Renewal Application *2H* = EZ FAFSA Renewal Spanish *2R* = Renewal Application *2T* = Renewal Application Spanish *3A* = Application *3C* = Correction *3E* = EZ FAFSA *3G* = EZ FAFSA Renewal Application *3R* = Renewal Application *3V* = Verification Correction *4A* = Application *4B* = Application Spanish *4C* = Correction *4J* = Correction Application *4K* = Correction Application Spanish *5D* = Drug Abuse Hold Release *5M* = DHS Secondary Confirmation *5N* = NSLDS Postscreening *5P* = Reprocessed Record *5S* = CPS Signature *5W* = SSA Death File Match *6C* = Correction (Student and Image Error)

Fields	Descriptions	
Electronic Transaction Indicator	ISIR Electronic Transaction Indicator (ETI):	
	0	School generated transaction and is an ISIR Daily school
	1	School did not generate transaction and is an ISIR Daily school
	2	School generated transaction and is an ISIR Request school
	3	School did not generate transaction and is an ISIR Request school
	4	School generated transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR
	5	School did not generate transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR
	6	School generated transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR
	7	School did not generate transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR
	(Blank)	No destination code or school not participating
Transaction Receipt Date	Date received by MDE or school for entry on the Web.	
Compute Batch Number	Compute batch number assigned by the Central Processor to this ISIR.	
EFC Change Flag	EFC change flag indicator:	
	1	EFC Increase
	2	EFC Decrease
	(Blank)	No Change
Last Name or SSN Change	Last name or Social Security Number change flag indicator:	
	N	Name
	S	Social Security Number
	B	Both
	(Blank)	No change

Fields	Descriptions	
Address Only Change	Address only change flag indicator:	
	1	Student's Mailing Address Corrected
	2	Student's Email Address Corrected
	3	Parent's Email Address Corrected
	4	More than one of the above corrected
	(Blank)	No Change
SAR C Change	SAR C change flag indicator:	
	1	SAR C flag changed
	(Blank)	No change
Rejected Status Change	Rejected Status Change indicator:	
	Y	Rejected Status changed
	(Blank)	No change
Verification Selection Change	Verification Selection Change indicator:	
	Y	Transaction is now selected for verification
	(Blank)	Not initially selected for verification
CPS Pushed ISIR	CPS pushed ISIR flag indicator:	
	Y	Automatically sent
	(Blank)	Transaction not sent
FAA Federal School Code	FAA federal school that requested a department override or adjusted calculated request.	
Dependency Override	Indicates if the Dependency Override was requested on the transaction.	
Professional Judgement	Indicates whether an FAA requested an EFC adjustment and if it was processed.	
Correction Applied Transaction Number	Transaction on which a history correction was applied.	

Fields	Descriptions
Source of Correction	Source of the history correction: *A* Applicant *D* CPS *S* School
Primary DHS Verification Number	Identification number provided by DHS indicating primary verification was performed.
Processed Record Type	Processed record type indicator: *C* Correct Application *H* History Correction/Duplicate (Blank) Init/Renew Application
Reprocessed Reason Code	Indicates why an ISIR was reprocessed by the CPS.
Simplified Needs Test	Simplified needs test indicator: *1* SNT Met *N* SNT Not Met or Insufficient Info (Blank)
Auto Zero Flag	Auto Zero EFC Flag: *Y* Auto Zero EFC (Blank) Not Auto Zero EFC
Pell Eligibility Flag	Pell Eligibility Flag: *Y* Determined Eligible for Pell (Blank) Determined Ineligible for Pell
Secondary EFC Type	Secondary EFC type. Values: *1* - *6*, Blank.
Duplicate SSN	Duplicate SSN Indicator: *Y* Another Filer Also Using this SSN (Blank) N/A

Fields	Descriptions
Signature Reject EFC	Calculated EFC for record rejected due to missing signatures.

Monthly Family Contributions Block

The Monthly Family Contributions block contains the contributions based on a period of attendance other than nine months.

Fields	Descriptions
Month 1 - 8, 10 - 12 (Primary)	Monthly contributions based on the period of attendance other than nine months.
Month 1 - 8, 10 - 12 (Secondary)	Monthly contributions based on the period of attendance other than nine months.

Assumptions Tab

The Parent and Student Assumptions tab contains parent/student assumption detail for records with a source code of EDE.

Fields	Descriptions
Marital Status - Parent	Assumed parent marital status: *1* Assumed Married/Remarried *2* Assumed Single
Number of Family Members - Parent	Assumed number of parents' family members.
Number of Family in College - Parent	Assumed number of parents' family members in college.
Tax Status - Parent	CPS determination of parents' tax filing status indicator: *1, 2, 3* Filer *4, 5* Non-filer (Blank)

Fields	Descriptions
Adjusted Gross Income - Parent	Assumed parents' adjusted gross income.
Taxes Paid - Parent	Assumed US Taxes paid by parents.
Wages (Father/ Student) - Parent	Assumed father's or stepfather's income.
Wages (Mother/ Spouse) - Parent	Assumed mother's or stepmother's income.
Worksheet C Total - Parent	Assumed parents' total from Worksheet C.
Marital Status - Student	Assumed student's marital status: *1* Assumed Married/Remarried *2* Assumed Single
Born Before - Student	Assumed date of birth prior to 01-Jan-19xx.
Number of Family Members - Student	Assumed number of student's family members.
Number of Family in College - Student	Assumed number of student's family members in college.
Tax Status - Student	CPS determination of student's tax filing status indicator: *1, 2, 3* Filer *4, 5* Non-filer (Blank)
Adjusted Gross Income - Student	Assumed student's adjusted gross income.

Fields	Descriptions	
Taxes Paid - Student	Assumed US Taxes paid by student.	
Wages (Father/ Student) - Student	Assumed student's income.	
Wages (Mother/ Spouse) - Student	Assumed spouse's income.	
Worksheet C Total - Student	Assumed student's total from Worksheet C.	
Father's or Stepfather's SSN	Assumed father's or stepfather's Social Security Number. Valid values are *0 - 999999999*.	
Mother's or Stepmother's SSN	Assumed mother's or stepmother's Social Security Number. Valid values are *0 - 999999999*.	
Have Children You Support	Support children indicator:	
	1	Assumed Yes
	2	Assumed No
Citizenship	Student's assumed citizenship indicator:	
	1	Assumed Citizen
	2	Assumed Eligible Noncitizen
Is Student Married or Remarried	Student married or remarried indicator:	
	1	Assumed Yes
	2	Assumed No
Legal Dependents	Student has dependents indicator:	
	1	Assumed Has Dependents
	2	Assumed Has No Dependents

Fields	Descriptions	
VA Status	Assumed veteran status indicator:	
	1	Assumed Veteran
	2	Assumed Not Veteran

Assumption Overrides Block

Fields	Descriptions
1	Parents in college assumed 1 (number in college greater than 6)
2	Parents' AGI is assumed to be the sum of earned income
3	Student's number in College is assumed to be one
4	Student's AGI is assumed to be the sum of earned income
5	Parents' income from Worksheet C is assumed to be zero
6	Student's income from Worksheet C is assumed to be zero

Reject Overrides Tab

This tab displays EDE reject code overrides.

Reject Overrides Block

Fields	Descriptions
3	Student's taxes paid > 0 and >= API
4	Student's marital status date > than date application was signed
12	Parents' taxes paid > 0 and >= API
20	Non-tax filer reporting an income above IRS filing requirements
A	Year of birth between 19xx - 19xx. (The valid date range is updated for each aid year.*)* If checked, Reject A override is accepted.

Fields	Descriptions
B	Independent status in question because of student’s age.
C	Parents’ or independent student’s taxes paid are greater than zero and greater than or equal to a fixed percent of adjusted gross income, but not equal to or greater than adjusted gross income. If checked, Reject C override is accepted.
G	Dependent student’s taxes paid are greater than zero and greater than or equal to a fixed percent of adjusted gross income, but not equal to or greater than adjusted gross income. If checked, Reject G override is accepted.
J	Father’s SSN all zeroes and reported as tax filer.
K	Mother’s SSN all zeroes and reported as tax filer.
N	Student’s first or last name blank.
W	Questionable number of family members.

School/Housing Info/Comments Tab

School and Housing Information Block

The School and Housing Information block contains Federal School Codes, Housing Plan indicators and the Electronic Transaction Indicator (ETI) Flag.

Fields	Descriptions
Federal School Code 1-10	Student's first ten college choices to receive information from the Central Processing System.
Housing Plans 1-10	Student's first ten college housing plans indicator: *1* On campus *2* Off campus *3* With parents

Fields	Descriptions	
ETI Flag 1-10	ISIR Electronic Transaction Indicator (ETI):	
	0	School generated transaction and is an ISIR Daily school
	1	School did not generate transaction and is an ISIR Daily school
	2	School generated transaction and is an ISIR Request school
	3	School did not generate transaction and is an ISIR Request school
	4	School generated transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR
	5	School did not generate transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR
	6	School generated transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR
	7	School did not generate transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR
	(Blank)	No destination code or school not participating

Comments Block

This block displays comment codes.

Comments Block

Fields	Descriptions
Comments	Comment code.
(Description)	Comment code description.

INAS Global Policy Options Rules Form (RNRGL09)

The base table for the form is the RNRGLBL table. This table has two fields (besides **Aid Year Code**, **Activity Date**, and **User ID**), with each measuring 2000 bytes. Each display field from the form reads from and is written to a particular position in one of these two database fields.

Main Window

Program Operating Options Block

Fields	Descriptions
Compare Student Data	Activate data comparison of student data indicator: *Y* Yes *N* No
Compare Parent Data	Activate data comparison of parent data indicator: *Y* Yes *N* No
Use Tolerance	Only report fields where the difference exceeds tolerance indicator: *Y* Yes| *N* All Fields
Print INAR	Print INAR Report indicator: *Y* Yes, print INAR report N No, do not print INAR report
State for Residency	State for residency purposes.

Common FM and IM Options Block

Fields	Descriptions
Budget Duration for Independent	Budget Duration for Independent Students, *1* - *12*.
Budget Duration for Dependent	Budget Duration for Dependent Students, *1* - *12*.

Fields	Descriptions
US Tax Calculation Option - Parent	Use Parent Taxes indicator. Parent US taxes paid options: *1* Follow CSS rules: A) If completed return, use reported tax B) If estimated return, and 1. reported taxes paid = zero, use calculated tax 2. reported taxes paid > zero, use lower of reported or calculated tax C) If reported tax is blank, negative, or invalid, use calculated tax *2* If estimated return, use calculated tax *3* If estimated return, use reported tax **Note:** Options *2* and *3* require an *Estimated* tax return status. If the option selected does not have the correct return status, the program logic defaults to use CSS rules.
US Tax Calculation Option - Student	Student's US tax calculation options: *1* Follow CSS rules: A) If completed return, use reported tax B) If estimated return, and 1. reported taxes paid = zero, use calculated tax 2. reported taxes paid > zero, use lower of reported or calculated tax C) If reported tax is blank, negative, or invalid, use calculated tax *2* If estimated return, use calculated tax *3* If estimated return, use reported tax **Note:** Options *2* and *3* require an *Estimated* tax return status. If the option selected does not have the correct return status, the program logic defaults to use CSS rules.
Calculate PC for Independent	Calculate PC for independent student indicator: *Y* Yes, calculate PC for Independent Student *N* No, do not calculate PC for Independent Student

Common EFM and IM Options Block

Fields	Descriptions
Use IM Imputed Asset Value - EFM Parent	Use imputed asset value for parent indicator: *Y* Yes *N* No
Use Projected Year Income - EFM Parent	Use projected year data for parent indicator: *Y* Yes *N* No
Use IM Income Overrides - EFM Parent	Use parent's IM adjusted gross income or untaxed income for indicator: *Y* Yes *N* No
Use IM Imputed Asset Value - EFM Student	Use Imputed asset value for student indicator: *Y* Yes *N* No
Use Projected Year Income - EFM Student	Use projected year income data for student indicator: *Y* Yes *N* No
Use IM Income Overrides - EFM Student	Use student's IM adjusted gross income or untaxed income for indicator: *Y* Yes *N* No
Use IM Data Assumptions - EFM Student	Use student's IM data assumptions for indicator: *Y* Yes *N* No
Use Projected Year Income - IM Parent	Use projected year income data for parent indicator: *Y* Yes *N* No

Fields	Descriptions	
Use Projected Year Income - IM Student	Use projected year income data for student indicator:	
	Y	Yes
	N	No

Additional IM Options Window

Fields	Descriptions	
Use FM State and Local Tax Table - IM Parent	Use FM parents' state and local tax table indicator:	
	Y	Use FM Table (instead of IM table)
	N	No
Employment Allowance Rate - IM Parent	Parents' employment allowance percent. Valid values: *0 - 100%*.	
Employment Allowance Maximum - IM Parent	Parents' employment allowance maximum amount. Valid values: *0 - 99999*.	
Maximum Age for Number in Household - IM Parent	Maximum age for inclusion in household size. Valid values: *0 - 99*.	
Maximum Age for Number in College - IM Parent	Maximum age for inclusion in number in college. Valid values: *0 - 99*.	
Use Parents' Reported PC - IM Parent	Use parents' reported PC if it exceeds calculated PC indicator:	
	Y	Yes
	N	No
Prior Year Index Percentage - IM Parent	Parents' prior year PC index percentage. Valid values: *00. - 99.9%*.	

Ignore Business and Farm Losses - IM Parent	Ignore parents' business or farm losses indicator:	
	Y	Yes
	N	No
Ignore Other Losses - IM Parent	Ignore parents' other losses indicator:	
	Y	Yes
	N	No
Use Family Assets - IM Parent	This one-character field indicates if a student's assets are to be combined with his parents' assets. Valid values are:	
	1	Do not invoke option
	2	Move all student assets EXCEPT value of trust fund to family assets
	3	Move all student assets to family assets
	4	Assess student assets at 5% and trust funds at 25%
	Blank	(none)
Cap Home Equity Factor - IM Parent	(`RNRGLBL_P_CAP_EQT_FACTOR`) Cap parents' final home equity at x.x times income; enter *0.0* through *9.9*.	
Minimum Contribution from Assets - IM Parent	Minimum contribution from parents' assets. Valid values: *0 - 99999*.	
Medical Allowance - IM Parent	Percent of income above which medical and dental expenses are included as allowance. Valid values: *0 - 99.9%*.	
Tuition Allowance - IM Parent	Per student allowance for elementary and secondary tuition. Valid values: *0 - 99999*.	
Add Back Hope Tax Credit - IM Parent	Add back Hope and Lifelong Learning Tax credits to amount of Taxes paid by parent indicator:	
	Y	Yes
	N	No

Percentage of Income for ASG - IM Parent	Percentage of total income for annual savings goal. *Y* 1.52% *1* 1.13% *2* 1.30%
Low Income Asset Allowance - IM Parent	Low Income Asset Allowance indicator: *Y* Allow Negative AI *N* Disallow Negative AI
Multi-Child PC Allocation - IM Parent	Multi-Child PC Allocation indicator: *S* Standard PC% *O* User-Specified%
IM Contribution Lower than FM - IM Parent	Indicates whether IM parent contribution can be lower than FM parent contribution: *Y* Yes *N* Use FM as minimum
Use FM State and Local Tax Table - IM Student	Use FM student's state and local tax table: *Y* Use FM Table (instead of IM table) *N* No
Use Parent State and Local Tax Table - IM Student	Use parents' state and local tax table for independent students with dependents indicator: *Y* Yes *N* No
Alternate Income Assessment Rate - IM Student	Alternate income assessment rate for independent students.
Employment Allowance Rate - IM Student	Student's employment allowance percent. Valid values: *0 - 100%*.
Employment Allowance Maximum - IM Student	Student's maximum employment allowance. Maximum amount: *0 - 99999*.

Available Income Assessment Percentage - IM Student	Student's available income assessment rate. Valid values: *0 - 99%*.
Percentage of IRA or Keogh - IM Student	Percentage of independent student's IRA/KEOGH to be included in net worth.
Prior Year Index Percentage - IM Student	Student's prior year PC index percentage. Valid values: *00. - 99.9%*.
Minimum Contribution from Assets - IM Student	Minimum contribution from student's assets. Valid values: *0 - 9999*.
Cap Home Equity Factor - IM Student	(`RNRGLBL_S_CAP_EQT_FACTOR`) Cap independent student's final home equity at x.x times income; enter *0.0* through *9.9*.
Medical Allowance - IM Student	Percent of income above which student's medical or dental expenses are included as allowance. Valid values: *0 - 99.9%*.
Add Back Hope Tax Credit - IM Student	Add back Hope and Lifelong Learning Tax credits to amount of taxes paid by student. *Y* — Yes *N* — No
Regional ERA Adjustment - IM Student	Regional Adjustment to student's Emergency Reserve Allowance. *P* — Parents *S* — Independent with Dependents *B* — Both *N* — Neither

Regional Adjustment of IPA - IM Student	Regional adjustment of IPA:	
	P	Parent
	S	Independent with Dependents
	B	Both
	N	Not Used
IM Contribution Lower than FM - IM Student	Indicates whether IM student contribution can be lower than FM student contribution:	
	Y	Yes
	N	Use FM as minimum

Additional IM Options II Window

Fields	Descriptions	
Increase PC by Non-Custodial PC	Increase parent contribution by non-custodial parent contribution.	
	Y	Yes
	N	No
Limit PC for Other Family Members by Budget	Limit PC for other family members by budget. Valid values: *1* - *3*, *N*.	
Minimum SC from Income Calculation	(RNRGLBL_MIN_SC_FROM_INC_CALC) Indicates how you want to perform the minimum student contribution from income calculation. Valid values are *Y* / *Blank* (Perform new minimum SC calculation) or *N* (Use prior year behavior to calculate minimum SC).	

Fields	Descriptions	
Use Computed or Reported Parent AGI	Use computed or rep[orted parent adjusted gross income indicator:	
	1	CSS rule (default - behavior modified in 0304)
		a. use reported AGI if completed return, else
		b. use highest of reported or calculated AGI
	2	Always use reported AGI
	3	Use the highest of reported or computed AGI
	4	Always use computed AGI
Use User Supplied Business and Farm Table	Use user-supplied business and farm table indicator:	
	Y	Yes
	N	No
Use User Supplied IPA Table	Use User-Supplied IPA Table?	
	Y	Yes
	N	No

Average Total Budgets Block

Fields	Descriptions
2-Year Public	Institution's average budget for in-state undergrads. Valid values: *0 - 999999*.
2-Year Private	Institution's average budget for out-of-state undergrads. Valid values: *0 - 999999*.
4-Year Public	Institution's average budget for in-state graduates. Valid values: *0 - 999999*.
4-Year Private	Institution's average budget for out-of-state graduates. Valid values: *0 - 999999*.
Graduate or Professional	Average budget for graduate or professional school. Valid values *0 - 999999*.

Fields	Descriptions
Proprietary	Average budget for proprietary school. Valid values *0 - 999999*.
Percent for Half-Time	Percent of total budget to be used for half-time attendance. Valid values *0 - 100%*.

Institutions Average Total Budgets Block

Fields	Descriptions
In-State Undergraduate	Institution's average budget for in-state undergrads. Valid values: *0 - 999999*.
Out-of-State Undergraduate	Institution's average budget for out-of-state undergrads. Valid values: *0 - 999999*.
In-State Graduate	Institution's average budget for in-state graduates. Valid values: *0 - 999999*.
Out-of-State Graduate	Institution's average budget for out-of-state graduates. Valid values: *0 - 999999*.

Asset Assessment Percentages Block

Fields	Descriptions
Parents	Parents' asset assessment percent. Valid values: *0 - 100%*.
Dependent Students	Dependent student's asset assessment percent. Valid values: *0 - 100%*.
Single Independent no Dependents	Single independent student with no dependents asset assessment percent. Valid values: *0 - 100%*.

Fields	Descriptions
Married Independent no Dependents	Married independent student with no dependents asset assessment percent. Valid values: *0 - 100%*.
Independent with Dependents	Independent student with dependents asset assessment percent. Valid values: *0 - 100%*.

Maximum PC Percentages Block

Fields	Descriptions
2 in College	Percent of PC to allocate for 2 in College. Valid values: *0 - 99.9%*.
3 in College	Percent of PC to allocate for 3 in College. Valid values: *0 - 99.9%*.
4 in College	Percent of PC to allocate for 4 in College. Valid values: *0 - 99.9%*.

Additional IM Options III Window

Home Projection Options Block

Fields	Descriptions
Choice - Parents	Impute Home Value Based on Purchase Data. Valid values: *1 - 5*.
Choice - Independent With Dependents	Impute Home Value Based on Purchase Data. Valid values: *1 - 5*.
Choice - Independent no Dependents	Impute Home Value Based on Purchase Data. Valid values: *1 - 5*.
Tolerance - Parents	Tolerance. Valid values: *0 - 99999*.

Fields	Descriptions
Tolerance - Independent With Dependents	Tolerance. Valid values: *0 - 99999*.
Tolerance - Independent no Dependents	Tolerance. Valid values: *0 - 99999*.
Cap for Home Value - Parents	Cap for Home Value. Valid values: *0 - 99999*.
Cap for Home Value - Independent With Dependents	Cap for Home Value. Valid values: *0 - 99999*.
Cap for Home Value - Independent no Dependents	Cap for Home Value. Valid values: *0 - 99999*.

Asset Projection Options Block

Fields	Descriptions	
Option - Parents	Asset Projection Option.	
	N	No Protection
	I	Individual Projection
	C	Combined Projection
Option - Independent With Dependents	Asset Projection Option.	
	N	No Protection
	I	Individual Projection
	C	Combined Projection

Fields	Descriptions
Option - Independent no Dependents	Asset Projection Option. *N* No Protection *I* Individual Projection *C* Combined Projection
Cash Yield 1 - Parents	Cash/Interest and Combined Yield. Valid values: *0 - 999*.
Cash Yield 1 - Independent With Dependents	Cash/Interest and Combined Yield. Valid values: *0 - 999*.
Cash Yield 1 - Independent no Dependents	Cash/Interest and Combined Yield. Valid values: *0 - 999*.
Cash Limit 1- Parents	Cash/Interest and Combined Limit. Valid values: *0 - 999*.
Cash Limit 1 - Independent With Dependents	Cash/Interest and Combined Limit. Valid values: *0 - 999*.
Cash Limit 1 - Independent no Dependents	Cash/Interest and Combined Limit. Valid values: *0 - 999*.
Cash Yield 2 - Parents	Cash/Interest and Combined Yield2. Valid values: *0 - 999*.
Cash Yield 2- Independent With Dependents	Cash/Interest and Combined Yield2. Valid values: *0 - 999*.
Cash Yield 2 - Independent no Dependents	Cash/Interest and Combined Yield2. Valid values: *0 - 999*.

Fields	Descriptions
Cash Tolerance - Parents	Cash/Interest and Combined Tolerance. Valid values: *0 - 999*.
Cash Tolerance - Independent With Dependents	Cash/Interest and Combined Tolerance. Valid values: *0 - 999*.
Cash Tolerance - Independent no Dependents	Cash/Interest and Combined Tolerance. Valid values: *0 - 999*.
Investment Yield 1 - Parents	Investment/Dividend Yield1. Valid values: *0 - 999*.
Investment Limit - Parents	Investment/Dividend Limit. Valid values: *0 - 99999*.
Investment Yield 2 - Parents	Investment/Dividend Yield2. Valid values: *0 - 999*.
Investment Tolerance	Investment/Dividend Tolerance. Valid values: *0 - 99999*.

Student's Minimum Standard Contribution By Year In School And Type of Applicant Block

Fields	Descriptions
Undergraduate Year 1 Never Attended - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 1 Prior Attendance - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 2 - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.

Fields	Descriptions
Undergraduate Year 3 - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 4 - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 5 - Dependent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 1 Never Attended - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 1 Prior Attendance - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 2 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 3 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 4 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Undergraduate Year 5 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Graduate Year 1 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Graduate Year 2 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.

Fields	Descriptions
Graduate Year 3 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.
Graduate Year 4 - Independent	Minimum SC Based on Year in School and Dependency Status. Valid values: *0 - 9999*.

Minimum PC by Total Income Block

Fields	Descriptions
Range 1 - 7 Total Income Up To	Minimum PC for this Range. Valid values: *0 - 99999*.
Range 1 - 7 Minimum Total PC	Minimum PC for this Range. Valid values: *0 - 99999*.

Additional IM Options IV Window

IM Adjusted Net Worth of a Business or Farm Block

Fields	Descriptions
Range 1 - 4 From Value	Adjusted Net Worth of Business/Farm From Value. Valid values: 0 - *9,999,999*.
Range 1 - 4 To Value	Adjusted Net Worth of Business/Farm To Value. Valid values: 0 - *9,999,999*.
Range 1 - 4 Base Value	Adjusted Net Worth of Business/Farm Base Value. Valid values: 0 - *9,999,999*.
Range 1 - 4 Percent on Excess	Adjusted Net Worth of Business/Farm Percent. Valid values: 0% - 100%.

User Defined Multiple Child PC Allocation Table Block

Fields	Descriptions
2 in College - Table 1	#1 Allocation for 2 in College. Valid values: *0.0%* to *99.9%*.
3 in College - Table 1	#1 Allocation for 3 in College. Valid values: *0.0%* to *99.9%*.
4 in College - Table 1	#1 Allocation for 4 in College. Valid values: *0.0%* to *99.9%*.
2 in College - Table 2	#1 Allocation for 2 in College. Valid values: *0.0%* to *99.9%*.
3 in College - Table 2	#1 Allocation for 3 in College. Valid values: *0.0%* to *99.9%*.
4 in College - Table 2	#1 Allocation for 4 in College. Valid values: *0.0%* to *99.9%*.
Year in College	Year in college at and beyond switches to Table #2. Valid values: CSS Codes *0* - *9*, Blank.

IM Income Protection Allowance (IPA) for Parents of Dependent Students Block

Fields	Descriptions
1 - 5 in College 2 - 6 in Family	Income Protection Allowance. Valid values: *0* - *99999*.

IM Adjustments to Income Protection Allowance (Plus or Minus) Block

Fields	Descriptions
Each Additional Family Member (+)	IPA Adjustment for Additional Family Members.

Fields	Descriptions
Each Additional College Student (-)	IPA Adjustment for Additional Family Members in College.

Monthly Maintenance Allowance Adjustments for Independent Students Block

Fields	Descriptions
Single Non-Enrollment Period	MMA Adjustment for Periods of Non-Enrollment for Single, Independent Students.
Married Non-Enrollment Period	MMA Adjustment for Periods of Non-Enrollment for Married, Independent Students.
Non-Enrollment Period for Child	MMA Adjustment for Child of Independent Student's Non-Enrollment Period.
Budget Duration Greater Than 9 Months	AI Adjustment for Budget Duration is greater than 9 months.

Comparison Controls for FAFSA and PROFILE Information

This window allows you to view and update INAS global options for comparing FAFSA information with PROFILE information. One set of fields, under the heading *Comparisons not using tolerances*, allows you to make yes-or-no choices (by entering *Y* or *N*) about whether specific items will be compared between the two sets of data.

Other fields, under the heading *Comparisons using tolerances*, allow you to enter a tolerance value for comparison of FAFSA and PROFILE data items. The tolerance value is included in the calculation when determining whether a discrepancy between FAFSA and PROFILE data is large enough to be reported. Small discrepancies below the threshold established by the tolerance value are ignored. A value of *00000* means that any discrepancy is reported; the maximum value of *99999* means that the comparison is not made and no discrepancies are reported.

Comparisons not using tolerances

These fields indicate whether comparisons will be made between the indicated FAFSA and PROFILE data. Valid values are *Y* (yes, compare this item) and *N* (no, do not compare this item).

Fields	Descriptions
Marital Status (Parent)	Indicates whether the parents' marital status will be checked for discrepancies between FAFSA and PROFILE.
Marital Status (Student)	Indicates whether the student's marital status will be checked for discrepancies between FAFSA and PROFILE.
State of Residence (Parent)	Indicates whether the parents' state of residence will be checked for discrepancies between FAFSA and PROFILE.
State of Residence (Student)	Indicates whether the student's state of residence will be checked for discrepancies between FAFSA and PROFILE.
1040 Type (Parent)	Indicates whether the parents' type of 1040 tax form will be checked for discrepancies between FAFSA and PROFILE.
1040 Type (Student)	Indicates whether the student's type of 1040 tax form will be checked for discrepancies between FAFSA and PROFILE.
Year in College (Student)	Indicates whether the student's year in college will be checked for discrepancies between FAFSA and PROFILE.
Ward of Court (Student)	Indicates whether the student's status as a ward of court will be checked for discrepancies between FAFSA and PROFILE.
Has Legal Dependants (Student)	Indicates whether the student's claim of having legal dependants will be checked for discrepancies between FAFSA and PROFILE.
Citizenship (Student)	Indicates whether the student's citizenship status will be checked for discrepancies between FAFSA and PROFILE.
Veteran (Student)	Indicates whether the student's veteran status will be checked for discrepancies between FAFSA and PROFILE.

Fields	Descriptions
Date of Birth (Student)	Indicates whether the student's date of birth will be checked for discrepancies between FAFSA and PROFILE.

Comparisons using tolerances

These new fields establish tolerances for comparisons between the indicated FAFSA and PROFILE data. Valid values are *00000–99999*.

Fields	Descriptions
Number in College (Parent)	Tolerance value used when comparing the parents' number of family members in college between FAFSA and PROFILE.
Number in College (Student)	Tolerance value used when comparing the student's number of family members in college between FAFSA and PROFILE.
Family Size (Parent)	Tolerance value used when comparing the parents' family size between FAFSA and PROFILE.
Family Size (Student)	Tolerance value used when comparing the student's family size between FAFSA and PROFILE.
Number of Exemptions (Parent)	Tolerance value used when comparing the parents' number of tax exemptions between FAFSA and PROFILE.
Number of Exemptions (Student)	Tolerance value used when comparing the student's number of tax exemptions between FAFSA and PROFILE.
Reported IRS Adjusted Gross Income (Parent)	Tolerance value used when comparing the parents' reported IRS adjusted gross income between FAFSA and PROFILE.
Reported IRS Adjusted Gross Income (Student)	Tolerance value used when comparing the student's reported IRS adjusted gross income between FAFSA and PROFILE.
Father/Student Wages (Parent)	Tolerance value used when comparing the father's wages between FAFSA and PROFILE.

Fields	Descriptions
Father/Student Wages (Student)	Tolerance value used when comparing the student's wages between FAFSA and PROFILE.
Mother/Spouse Wages (Parent)	Tolerance value used when comparing the mother's wages between FAFSA and PROFILE.
Mother/Spouse Wages (Student)	Tolerance value used when comparing the student's spouse's wages between FAFSA and PROFILE.
Cash/Savings/ Checking (Parent)	Tolerance value used when comparing the parents' cash between FAFSA and PROFILE.
Cash/Savings/ Checking (Student)	Tolerance value used when comparing the student's cash between FAFSA and PROFILE.
Investments Net Worth (Parent)	Tolerance value used when comparing the net worth of parents' investments between FAFSA and PROFILE.
Investments Net Worth (Student)	Tolerance value used when comparing the net worth of student's investments between FAFSA and PROFILE.
Business and Farm Value (Parent)	Tolerance value used when comparing the value of parents' business and farm between FAFSA and PROFILE.
Business and Farm Value (Student)	Tolerance value used when comparing the net worth of student's business and farm between FAFSA and PROFILE.
Age of Oldest Parent (Student)	Tolerance value used when comparing the age of the student's oldest parent between FAFSA and PROFILE.
Student's Veteran Benefits (Student)	Tolerance value used when comparing student's veteran benefits between FAFSA and PROFILE.
Number of Months of Benefits	Tolerance value used when comparing the number of months of the student's veteran benefits between FAFSA and PROFILE

Applicant Status Form (ROASTAT)

The Applicant Status Form displays information about an applicant gathered from many different modules within the Financial Aid system. Most of the data on the form is display-only and contains general financial aid status information and financial need and award data.

Information on this form is dependent upon the Financial Aid Institution Options having been established on the ROAINST form. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Main Window

Key Block

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for the Banner ID through the Name/ ID Search Form (SOAIDEN), or the Alternate ID Search Form (GIUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Applicant Status Window

Applicant Processing Status Block

Fields	Descriptions
Aid Application Received	Application Received Date (DD-MON-YYYY).
All Requirements Satisfied	All Requirements Satisfied Date (DD-MON-YYYY).

Fields	Descriptions
Package Requirements Complete	Packaging Requirements Complete Date (DD-MON-YYYY).
Disbursement Requirements Complete	Disbursement Requirements Complete Date (DD-MON-YYYY).
Packaging Complete	Packaging Complete Date (DD-MON-YYYY).
Dependency	Dependency Status.
Default	Default.
Owes Refund	Owes refund indicator.
Holds	Holds.
Comments	Indicates if comments exist.
Expected Enrollment Status	Expected Enrollment.
Tracking Group/ Lock	Tracking Group/Lock. Checked means the tracking group has been locked.
Budget Group/ Lock	Budget Group/Lock. Checked means the budget group has been locked.
Packaging Group/Lock	Packaging Group/Lock. Checked means the packaging group has been locked.
Prevent Automatic Pell Calculation	You can disable the automatic online Pell Processing calculation (RPEPELL) for a particular student by checking the **Prevent Automatic Pell Calculation** checkbox. Check this box to prevent automatic execution of the Pell process from forms for this student.

Fields	Descriptions
Selected for Verification	Select for Verification Indicator.
Verification Complete	Verification Complete Indicator. Check if Verification is Complete. Checked means the Group has been Locked.
Verified by	User ID (of the person completing verification). This form automatically updates **User ID** and **Date** when the **Verification Complete** flag is updated. This logic will set the **User ID** and **Date** to Blank if the **Verification Complete** flag is set to *N*.
Verification Completed	Activity Date (when verification was completed). This form automatically updates **User ID** and **Date** when the **Verification Complete** flag is updated. This logic will set the **User ID** and **Date** to Blank if the **Verification Complete** flag is set to *N*.
Verification Priority	Verification Priority. This field is populated by the value from the ISIR record.

Financial Need and Award Status Block

Fields	Descriptions
Budget	Budget.
EFC	Expected Family Contribution (EFC).
Resource	Resource.
Gross Need	Gross Need.
Unmet Need	Unmet Need.
Pell EFC	Pell Expected Family Contribution (EFC).
Pell Award	Pell Award.
SAR Certified Date	SAR Certification Date.

Fields	Descriptions
Need Analysis Lock	Lock Indicator.

Eligibility Status Window

The Eligibility Status window displays satisfactory academic progress data and admissions status information.

Satisfactory Academic Progress Block

Fields	Descriptions
Term	Term for which the SAP record is effective.
Calculated SAP Status	Calculated Satisfactory Academic Progress (SAP) Status.
New SAP Status	New Satisfactory Academic Progress (SAP) Status.
Lock Indicator	Lock Indicator. Locking Prevents Further Automatic Updates for this Term.
User ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can select the ID button or List to search for existing applicants with the Person Search Form (SOAIDEN).
Activity Date	Activity date (DD-MON-YYYY).
Calculation	Calculation name.
New	New name.

Admission Status Detail Block

Fields	Descriptions
Term	Term code.

Fields	Descriptions
Level	Student's level.
Decision	Admissions Decision
Significant Decision	Indicates if a Signature Appears.
Institution Acceptance	Institution acceptance indicator.
Student Acceptance	Student indicator.
Inactive Application	Inactive Indicator.

Applicant Pell Grant Form (ROAPELL)

Main Window

Key Block

Fields	Descriptions
Aid Year	Current Aid Year.
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for the Banner ID through the Name/ ID Search Form (SOAIDEN), the Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GIUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Applicant Pell Grant Status Block

Fields	Descriptions
Primary Pell EFC	Banner displays the results of the Pell Grant Calculations. same information that displays on the Need Analysis Result Form (RNARSxx).
Primary SAR EFC	Primary SAR EFC Used for Calculations.
Pell Budget	Pell Budget. This is a Display Only Field.
Pell Cost of Attendance	This calculation populates this field when determining the correct Pell award. This field is not updateable, nor navigable.
Alternate Pell COA	This calculation populates this field when the Pell award is determined by using the RORAPEL table. This field is not updateable, nor navigable. **Note:** The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.
Less Than Half Time COA	Student Pell year amount for less than half-time attendance.
Alternate Pell Schedule Used	Alternate Pell Schedule Used indicator. Valid values are checked for *Y* or unchecked for null. The RPEPELL calculation sets this flag when the Pell award is determined by using the RORAPEL table. This field is not updateable, nor navigable. **Note:** The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.
Scheduled Award	Scheduled Award Amount. This is a Display Only Field that is based on the student's budget and the full time Pell Grant Payment Schedule that the RPEPELL process uses.

Expected Disbursement	Expected Disbursement Amount which 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. This is a display-only field.
Secondary Pell EFC	Banner displays the results of the Pell Grant Calculations in this field. This is the same information that displays on the Need Analysis Result Form (RNARSxx).
Secondary SAR EFC	Secondary SAR EFC Used for Calculations.
SAR Certified Date	Date the SAR Certified as Ready for Payment (DD-MON-YYYY). This defaults from the current record. **Caution:** If you enter a certification date in the **SAR Certified Date** field after you enter a SAR EFC, the system automatically initiates the Pell Grant Calculation Process (RPEPELL) when you exit this form.
SAR ID	SAR ID/Social Security Number.
Transaction Number	Transaction Number of the Current Record.
Amount Paid to Date	This field indicates the Pell payments that have already been disbursed for the student.

Verification Block

Fields	Descriptions
Verification Message	Verification Message indicator: *1* — Selected for Verification *2* — Not Selected for Verification (Blank)

Fields	Descriptions
Status	Verification Status. *V* Verified *W* Without Documentation S Selected, Not Verified (None)
Complete	Verification Complete Indicator.
Lock Pell Disbursement	Check this box to lock the Pell Disbursement. The Pell Disbursement Lock Indicator field, a checkbox, is automatically set by the RERFI00 process when receiving disbursement reference number 91-99 or a blocked MRR record. This field will only be used for the 9900 aid year and later. If this field is checked, a disbursement acknowledgement record from RFMS has been received with a reference number 91– 99. This means that RFMS has rejected all payments on this student for the year and until the problem is resolved, there can be no further disbursements on this student. This lock is also set when the school receives an MRR record for this student where the student disbursement has been blocked by another school with an MRR Record type of PB or BC. In either case, the user can disable the lock by unchecking the box. In the case of an MRR record where the school becomes unblocked, record type of PU, the RERFI00 process automatically removes this lock.

Need Analysis Document Verification Form (RNAVR09)

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 creates a record to indicate that such a verification process took place; you can update this information at a later date.

Important Reminder:

Over the past several years, the Department of Education has made extensive changes to the method in which untaxed income and Title IV income exclusions are reported.

This form allows updates to the need analysis data by allowing you to compare detail tax return data to FAFSA data. If an update to the FAFSA data is desired, you can go directly to that data element on RNANAxx and make the change, or, you can set the **Update indicator** next to the data to be updated and set the **Update Applicant Record** field on the same window. Upon saving the data, the FAFSA data will be updated and, if applicable, logged for EDE corrections just as if it had been updated directly on the RNANAxx form.

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in the Key Block. If necessary, you can search for a Banner ID by selecting List and using the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).
Pell Correction	The **Pell Correction** indicator defaults to *Y* if the institution's option for EDE Corrections is checked on the ROAINST form and all changes to eligible fields are logged for EDE Stage 2 processing unless you set the indicator to *N* prior to making the changes. The Pell Correction Indicator defaults to *N* if the institution's option for EDE Corrections is not checked on the ROAINST form. In this event, you cannot change the Pell Correction Indicator on the RNAVRxx form to *Y* since Pell correction processing is not turned on at the institution level.

Student Information Block

Within this window, you must verify that the information in the **Tax Return Data** fields matches the information in the **Application** fields. The Student application and verification records are found in this section, while the Parent application and verification data are located on the Parent Taxed/Untaxed Verification Window. The use of this form is dependent upon the existence of an applicant status record. Without such a record, you cannot move from the Key Information section to the other windows.

Although you cannot directly update the **Application** fields, you can update an application field with information entered in the **Tax Return** verification fields with the following procedure. Check the **Update Application Record** (displayed in bold text at the bottom left of the screen) field and check the **Update** indicator for the appropriate verification record. When you select the Save function, the fields with a check in the **Update** indicator are copied to the corresponding fields in the application record; you can see these changes on the Need Analysis Form

(RNANAxx). The system refreshes the window to display the updated application data fields and unchecks the update indicators.

Note: The Student Information and Parent Information sections of the Need Analysis Document Verification Form include a **1040 A or EZ Eligible** field. The purpose of this field is to assist you in explaining any discrepancies between the type of tax return actually filed by the student or parent, versus the type of tax return reported as used on the FAFSA. According to FAFSA instructions, if the student or parent actually filed the 1040 long form but was eligible to file the 1040A or 1040EZ, they should report filing the 1040A/EZ on the FAFSA. This was necessary so that the applicant would qualify for the Simple Formula or Auto Zero EFC formula where appropriate.

However, this causes problems when verifying data. You may receive a 1040 long form but the parent reported filing a 1040A/EZ. This may not be a discrepancy. If the parent qualified for filing the 1040A/EZ, then the reported information about the type of return filed is correct. In this situation you would set the Tax Return Data column to a code *1* or *3* to match the reported value by the student or parent and check the Eligibility Indicator. A checked indicator means that a 1040 was filed, but the filer was eligible to file a 1040A/EZ. An unchecked indicator means that the filer was not eligible to file the 1040A/EZ.

Fields	Descriptions	
Household Size	The number of family members in the household. Valid values are *0-99* or blank.	
Number in College	Number of family members in college.	
Type of Tax Return	Type of tax return filed. Valid values are:	
	1	1040
	2	1040A or 1040EZ
	3	Foreign tax return
	4	Other
	None	
1040 A or EZ Eligible	Student is eligible to file a 1040A/EZ form.	
	1	Yes
	2	No
	3	Don’t Know

Fields	Descriptions
AGI	Student's adjusted gross income.
Tax Paid	Tax paid by student.
Student's Earned Income	Student's reported earned income.
Spouse's Earned Income	Spouse's reported earned income.
Verification Status Code	This field enables you to view and update the verification status for the Application Status student record. This field displays the current verification status of the student, regardless of whether a verification record has been generated. You can modify the field in either case, but updates to the Applicant Status record will only be committed to the database if a verification record already exists, or if it is created at the same time. The allowable verification status codes for this field are as follows: *S* — Selected, Not Verified *V* — Verified *W* — Without Documentation (None)
Update	Check to update the record with Verification Data.
Federal Benefits Exist	Information on U.S. federal benefits is displayed in popup windows titled Student Federal Benefits. The **Federal Benefits Exist** checkbox indicates if the student has received any of the federal benefits listed in the Student Federal Benefits window. If the box is checked, updates have already been made to at least one of the federal benefits. You can launch the window by selecting the button to the right of the checkbox.

Student Federal Benefits window

Application

Fields	Descriptions
SSI	(`RCRAPP1_RECD_SSI`) Student/Spouse received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Food Stamps	(`RCRAPP1_FOOD_STAMPS`) Student/Spouse received food stamp benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Free or Reduced Lunch	(`RCRAPP1_SCHOOL_LUNCH`) Student/Spouse received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
TANF	(`RCRAPP1_RECD_TANF`) Student/Spouse received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
WIC	(`RCRAPP1_RECD_WIC`) Student/Spouse received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Tax Return

Fields	Descriptions
SSI	(`RNRVRFY_RECD_SSI`) Student/Spouse received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Food Stamps	(`RNRVRFY_FOOD_STAMPS`) Student/Spouse received food stamp benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Free or Reduced Lunch	(`RNRVRFY_SCHOOL_LUNCH`) Student/Spouse received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
TANF	(`RNRVRFY_RECD_TANF`) Student/Spouse received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Fields	Descriptions
WIC	(RNRVRFY_RECD_WIC) Student/Spouse received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Update

Fields	Descriptions
SSI	Update to Student/Spouse supplemental security income benefits.
Food Stamps	Update to Student/Spouse food stamp benefits.
Free or Reduced Lunch	Update to Student/Spouse free or reduced price school lunch benefits.
TANF	Update to Student/Spouse benefits from Temporary Assistance for Needy Families.
WIC	Update to Student/Spouse benefits from the Women, Infants, and Children Program.

Main Window (continued)

Worksheet A Untaxed Income

Fields	Descriptions
Earned Income Credit	Taxpayer's earned income credit.
Additional Child Tax Credit	Additional child tax credit.
Welfare or TANF	Income from welfare or TANF.
Total Social Security Benefits	Total social security benefits.

Fields	Descriptions
Taxable Amount of Social Security	Taxable social security benefits.
Untaxed Social Security Benefits	Untaxed social security benefits.
Total Worksheet A	Worksheet A Total. An update indicator is included.

Worksheet B Untaxed Income

Fields	Descriptions
Payments to Tax-deferred Pensions	Refers to payments to tax-deferred pensions or savings plans.
Untaxed IRA Distributions	Untaxed portion of IRA distributions from IRS Form 1040 or 1040A. Exclude rollovers. If negative, enter zero. This field is included in the Worksheet B total.
IRA and Keogh Deductions	IRA/KEOUGH/SEP/SIMPLE deduction.
Child Support Received	Income from child support.
Tax Exempt Interest	Tax exempt interest.
Foreign Income Exclusion	Foreign income exclusion.
Untaxed Pensions	Untaxed portion of pensions.
Tax Credit on Special Fuels	Federal tax credit on special fuels.

Fields	Descriptions
Housing Allowance	Housing, food, and other living allowances received.
VA Non-educational Benefits	VA non-educational benefits.
All Other Untaxed Income	All other untaxed income.
Cash Received	Cash received or paid on student's behalf. **NOTE**: This is a Student Information window field only – it does not appear on the Parent Information window.
Total Worksheet B	Worksheet B total. An update indicator is included.

Worksheet C Title IV Income Exclusions

Fields	Descriptions
Education Credits	Hope/Lifetime Learning Tax Credits from the tax form.
Child Support Paid (Student and Spouse)	Child support paid by the student or spouse.
FWS and Other Need-Based Work Programs	Taxable earnings from FWS and other need-based work programs.
Taxable Grants, Scholarships, Fellowships	Taxable grants, scholarships, fellowships, AmeriCorps allowances reported on the tax return.
Total Student Worksheet C	Worksheet C total.

Parent Taxed and Untaxed Verification window

The Parent Taxed and Untaxed Verification window enables you to verify parent application and tax return data. Use this form to check parent-related data through the use of tax forms and other documents.

Fields	Descriptions
Household Size	The number of family members in the household. Valid values are *0-99* or blank.
Number in College	Number of family members in college.
Type of Tax Return	Type of tax return filed. Valid values are: *1* 1040 *2* 1040A or 1040EZ *3* Foreign tax return *4* Other None
1040 A or EZ Eligible	Student is eligible to file a 1040A/EZ form. *1* Yes 2 No 3 Don't Know
AGI	Student's adjusted gross income.
Tax Paid	Tax paid.
Father's Earned Income	Father's reported earned income.
Mother's Earned Income	Mother's reported earned income.
Update	Check to update the record with Verification Data.

Fields	Descriptions
Federal Benefits Exist	The **Federal Benefits Exist** checkbox indicates if the student's parents have received any of the federal benefits listed in the Parent Federal Benefits window. If the box is checked, updates have already been made to at least one of the federal benefits. You can launch the window by selecting the button to the right of the checkbox.

Parent Federal Benefits window

Application

Fields	Descriptions
SSI	(`RCRAPP1_PAR_RECD_SSI`) Parents' household received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Food Stamps	(`RCRAPP1_PAR_FOOD_STAMPS`) Parents' household received food stamp benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
Free or Reduced Lunch	(`RCRAPP1_PAR_SCHOOL_LUNCH`) Parents' household received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
TANF	(`RCRAPP1_PAR_RECD_TANF`) Parents' household received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None)*.
WIC	(`RCRAPP1_PAR_RECD_WIC`) Parents' household received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Tax Return

Fields	Descriptions
SSI	(`RNRVRFY_RECD_SSI`) Parents' household received supplemental security income benefits. The allowable values are: 1=*Yes, 2=No*, and *(None)*.

Fields	Descriptions
Food Stamps	(RNRVRFY_FOOD_STAMPS) Parents' household received food stamp benefits. The allowable values are: 1=*Yes, 2=No,* and *(None).*
Free or Reduced Lunch	(RNRVRFY_SCHOOL_LUNCH) Parents' household received free or reduced price school lunch benefits. The allowable values are: 1=*Yes, 2=No*, and *(None).*
TANF	(RNRVRFY_RECD_TANF) Parents' household received benefits from Temporary Assistance for Needy Families. The allowable values are: 1=*Yes, 2=No*, and *(None).*
WIC	(RNRVRFY_RECD_WIC) Parents' household received benefits from Women, Infant's and Children Program. The allowable values are: 1=*Yes, 2=No*, and *(None).*

Update

Fields	Descriptions
SSI	Update to parents' supplemental security income benefits.
Food Stamps	Update to parents' food stamp benefits.
Free or Reduced Lunch	Update to parents' free or reduced price school lunch benefits.
TANF	Update to parents' benefits from Temporary Assistance for Needy Families.
WIC	Update to parents' benefits from the Women, Infants, and Children Program.

Parent Taxed and Untaxed Verification window (continued)

Worksheet A Untaxed Income Block

Fields	Descriptions
Earned Income Credit	Earned income credit.

Fields	Descriptions
Additional Child Tax Credit	Additional child tax credit.
Welfare or TANF	Income from welfare or TANF.
Total Social Security Benefits	Total social security benefits.
Taxable Amount of Social Security	Taxable social security benefits.
Untaxed Social Security Benefits	Untaxed social security benefits.
Total Worksheet A	Worksheet A Total. An update indicator is included.

Worksheet B Untaxed Income

Fields	Descriptions
Payments to Tax-deferred Pensions	Refers to payments to tax-deferred pensions or savings plans.
Untaxed IRA Distributions	Untaxed portion of IRA distributions from IRS Form 1040 or 1040A. Exclude rollovers. If negative, enter zero. This field is included in the Worksheet B total.
IRA and KEOGH Deductions	IRA/KEOGH/SEP/SIMPLE deduction.
Child Support Received	Income from child support.
Tax Exempt Interest	Tax exempt interest.
Foreign Income Exclusion	Foreign income exclusion.

Fields	Descriptions
Untaxed Pensions	Untaxed portion of pensions.
Tax Credit on Special Fuels	Federal tax credit on special fuels.
Housing Allowance	Housing, food, and other living allowances received.
VA Non-educational Benefits	VA non-educational benefits.
All Other Untaxed Income	All other untaxed income.
Total Worksheet B	Worksheet B total. An update indicator is included.

Worksheet C Title IV Income Exclusions

Fields	Descriptions
Education Credits	Hope/Lifetime Learning Tax Credits from the tax form.
Child Support Paid (Father and Mother)	Child support paid by parents.
FWS and Other Need-based Work Programs	Taxable earnings from FWS and other need-based work programs.
Taxable Grants, Scholarships, Fellowships	Taxable grants, scholarships, fellowships, AmeriCorps allowances reported on the tax return.
Total Parent Worksheet C	Worksheet C total.

Verification Discrepancy Report

You can update a student application with verified data directly with the form itself, or with the batch Verification Discrepancy Report (RNRVRFY). 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 (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 Verification 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.

Application Purge Form (RNAPURG)

The Application Purge Form is used to delete need analysis application records that are flagged as non-current records. Current records cannot be deleted. After you enter the ID, press Next Item and Save (Commit) to delete all non-current application records for the selected student. The Application section displays all non-current records for the student.

Main Window

Key Block

Fields	Descriptions
Aid Year	The financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.

Purge Non-Current Application Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Application Block

Fields	Descriptions
Source	Application Source: *System* or *Manual*.
Sequence Number	Application Sequence Number.
Primary Pell EFC	Primary Pell Expected Family Contribution (EFC).
Primary System EFC	Primary System Expected Family Contribution (EFC).
Date Created	Date the application was created.
Date Updated	Last Date the application was updated.

Student Loan Data Form (RNASL09)

The Student Loan Data Form enables you to display and maintain National Student Loan Data System (NSLDS) information. You can only load NSLDS data from files received through the Electronic Data Exchange (EDE) Process or from the Applicant Data Reporting Service from the Department of Education. CSS reporting services do *not* include the NSLDS data.

NSLDS records can be created by data load (from an EDE source only) with the RCBTPxx Process, or by manual creation on this form. You cannot update those records displayed with a source of EDE, but you can update records with a source of Manual. Multiple manual records are permitted per student per year and upon creation automatically becomes the current NSLDS record (similar to RCRAPPx records on the RNANAxx forms).

A current record indicator has been placed on each record since a student will have a current NSLDS record and a current need analysis record which can come from different sources. For example, a student can have a need analysis record from CSS and an NSLDS record from EDE. The need analysis data from CSS can be current and the NSLDS data from the EDE can be current. The need analysis data from the EDE record in this example would be non-current; the source and sequence number on the current need analysis record would not be the same as the current NSLDS record.

NSLDS Summary Tab

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in this field. If necessary, you can search for the Banner ID through the Name/ ID Search Form (SOAIDEN), the Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GIUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Source	Record Source: *EDE* or *Manual*.
Sequence Number	Application Sequence Number.
Current Record	Is this the Current Record? *Y* Yes *N* No
Transaction Number	Application Transaction Number.

NSLDS Summary Window

NSLDS Record Source Block

You can import Financial Aid History NSLDS records into Banner. Whenever a new ISIR record is loaded to Banner the NSLDS data from the ISIR record can potentially load as the current record even if the data in the record is older than the data on the FAH record. This can occur when the student or another school makes an ISIR correction on the web, and the NSLDS data is not re-matched and updated on the ISIR record.

When this occurs, you can change the NSLDS current record on the RNASLxx Form back to the FAH record (or any other NSLDS record) after you have determined which record contains the most recent data. To change the current NSLDS record, enter the **New NSLDS Record Source** and **Sequence Number** and save.

Fields	Descriptions
Current NSLDS Record Source	(`RCRLDS4_INFC_CODE`) Interface Data Code. Indicates the source of the data contained in this NSLDS record.
Sequence Number	(`RCRLDS4_SEQ_NO`) The number which uniquely identifies the set of NSLDS records if multiple sets have been stored from the same processor or source.
New NSLDS Record Source	(`RCRLDS4_INFC_CODE`) Interface Data Code. Indicates the new source of the data contained in this NSLDS record. Use the List of Values function to search with the Applicant Student Loan Data Inquiry Form (RNINSLD).
Sequence Number	(`RCRLDS4_SEQ_NO`) The number which uniquely identifies the set of NSLDS records if multiple sets have been stored from the same processor or source.

Transfer Monitoring Block

Fields	Descriptions
Note: The following fields on this window indicate if a student has been added to/removed from the Transfer Monitoring List and to indicate if an Alert has been received for a student.	
Added	Transfer Monitoring Added indicator. This item displays as checked if a request for Transfer Monitoring has been sent to NSLDS for this student and aid year. It also will display as checked when an RNRTMNT record exists for this student and aid year. This field is display only – it cannot be updated, even on a manual record. Valid values: *Y* (checked), *N* (unchecked).

Fields	Descriptions
End Date	Monitoring End Date. The end date is calculated as 90 days after the enrollment start date recorded for the student. If multiple Transfer Monitoring records exist for a student and aid year, the value from the record with the most recent monitor start date will display. This field is display only – it cannot be updated, even on a manual record.
Removed	Remove Indicator. It will display as checked if a request has been entered to remove the student from Transfer Monitoring. If multiple Transfer Monitoring records exist for a student and aid year, the value from the record with the most recent monitor start date will display. This field is display only – it cannot be updated, even on a manual record. Valid values: *Y* (checked), *N* (unchecked).
Alert Received	Alert Received Indicator. It will display as checked if an Alert has been received from NSLDS for the current Transfer Monitoring record. If multiple Transfer Monitoring records exist for a student and aid year, the value from the record with the most recent monitor start date will display. This field is display only – it cannot be updated, even on a manual record. Valid values: *Y* (checked), *N* (unchecked).

Fields	Descriptions
Change Flag (Defaulted Loans)	Indicates if the defaulted loan status has changed. The allowable values for this field are: *#= One of more changes* *N=No change* *Y=Change* *(None)*
Defaulted Loans	A check in this field indicates that the student has loans in default.

Fields	Descriptions
Change Flag (Discharged Loans)	Indicates if the discharged loan status has changed. The allowable values for this field are: *#= One of more changes* *N=No change* *Y=Change* *(None)*
Discharged Loans	Discharged Loans flag. *C* Conditional *D* Death *M* Multiple *N* None *P* Permanent *R* Reaffirmed **Note:** If this field is used in any rules or population selections, the valid values have changed from *Y* or *N* to those listed above.
Change Flag (Loan Satisfied Repayment)	Indicates if the satisfactory loan repayment status has changed. The allowable values for this field are: *#= One of more changes* *N=No change* *Y=Change* *(None)*
Loan Satisfied Repayment	A check in this field indicates that the student has made satisfactory arrangements to repay the loan.
Change Flag (Active Bankruptcy)	Indicates if the bankruptcy status has changed. The allowable values for this field are: *#= One of more changes* *N=No change* *Y=Change* *(None)*

Fields	Descriptions
Active Bankruptcy	A check in this field indicates one or more active loans are currently in bankruptcy.
Change Flag (Fraud)	(`RCRLDS4_FRAUD_CHG_FLG`) This change flag indicates a change for the fraud status of a loan or overpayment.
Loan Or Overpayment Fraud	(`RCRLDS4_FRAUD_FLG`) A check in this box indicates fraud on one or more loans or overpayments.
NSLDS Post-Screening Reason Codes	These are the NSLDS Post-Screening Reason Codes. *1* Default added *2* Overpayment added *3* Default resolved *4* Overpayment resolved *5* Master Promissory Note status change *6* Loan into Discharged status *7* Loan out of Discharged status *8* Closed school *9* Exceeded Subsidized loan limit *10* Exceeded Combined loan limit *11* No longer exceeding subsidized loan status *12* No longer exceeding combined loan limit *13* Change in type of discharged loan *99* Other (Blank) Not an NSLDS Post screening transaction
DL Graduate PLUS MPN	(`RCRLDS4_DL_GR_PLUS_MPN_FLG`) Direct Loan Graduate Plus Master Promissory Note. Indicates the status of the Master Promissory Note for the graduate student who has borrowed a PLUS loan. The allowable values for this field are: *A=Active* *C=Closed* *I=Inactive* *N=No MPN on file* *(None)*

Fields	Descriptions
DL Master Promissory Note	Direct Loan MPN flag. The allowable values for this field are: *A=Active* *C=Closed* *I=Inactive* *N=No MPN on file* *(None)*
DL PLUS MPN	Direct Loan Plus MPN indicator.The allowable values for this field are: *A=Active* *C=Closed* *I=Inactive* *N=No MPN on file* *(None)*
NSLDS Results	NSLDS Database Results Flag. *1* Record Matched, Data Sent *2* SSN Match, No Nm/DOB Match, No Data Snt *3* SSN Not Found in NSLDS *4* Full Match, No Relevant Data to Send *5* Real-time Tran Not Sent to NSLDS (None)
NSLDS Match	NSLDS Data Match indicator: *1* Eligible *2* Default *3* Overpayment *4* Def and Overpmt *7* Match/No Data Sent 8 Trans Not Sent to NSLDS (None)
Process Date	The date on which NSLDS processed this student record.

Fields	Descriptions
Pell Payments Changed	Indicates a change in the Pell payment data since the previous transaction. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
ACG Payments Changed	(`RCRLDS4_ACG_PMT_CHG_FLG`) Indicates a change in the NSLDS ACG payment data since the previous transaction. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
SMART Payments Changed	(`RCRLDS4_SMART_PMT_CHG_FLG`) Indicates a change in the NSLDS SMART Grant payment data since the previous transaction. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Loans Changed	Loans Changed flag, which indicates data change to one or more loans. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*

Overpayments Block

Fields	Descriptions
Change Flag	Indicates if the overpayments status has changed. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Pell	Pell Overpayments indicator: *D=Deferred* *F=Fraud* *N=N/A* *S=Satisfactory pay arrangements* *W=Waived* *Y=Overpayment* *(None)*
(Pell) Contact	School code where the student's PELL overpayment occurred.
FSEOG	FSEOG Overpayments indicator: *D=Deferred* *F=Fraud* *N=N/A* *S=Satisfactory pay arrangements* *W=Waived* *Y=Overpayment* *(None)*
(FSEOG) Contact	School code where the student's FSEOG overpayment occurred.

Fields	Descriptions
Perkins	Perkins Overpayments indicator: *D=Deferred* *F=Fraud* *N=N/A* *S=Satisfactory pay arrangements* *W=Waived* *Y=Overpayment* *(None)*
(Perkins) Contact	School code where the student's Perkins overpayment occurred.
ACG	(`RCRLDS4_ACG_OVER_PAY_FLG`) Indicates an NSLDS ACG overpayment. The allowable values are: *D=Deferred* *F=Fraud* *N=N/A* *S=Satisfactory pay arrangements* *W=Waived* *Y=Overpayment* *(None)*
ACG Contact	(`RCRLDS4_ACG_OVER_PAY_CONTACT`) ACG Overpayment Contact. Indicates the school code or region code of the school reporting an NSLDS ACG overpayment. (ACG Contact, Number = School Code or Region code, Y= Access NSLDS for more information.)

Fields	Descriptions
SMART	(RCRLDS4_SMART_OVER_PAY_FLG) Indicates an NSLDS SMART Grant overpayment. The allowable values are: *D=Deferred* *F=Fraud* *N=N/A* *S=Satisfactory pay arrangements* *W=Waived* *Y=Overpayment* *(None)*
SMART Contact	(RCRLDS4_SMART_OVER_PAY_CONTACT) SMART Overpayment Contact. Indicates the school code or region code of the school reporting an NSLDS SMART overpayment. (SMART Contact, Number = School Code or Region code, Y= Access NSLDS for more information.)

Aggregate and Perkins Loans Tab

Fields	Descriptions
Exceeds Subsidized Limits	(RCRLDS4_AGT_OVER_LIMIT_SUB) Subsidized Loan Limit Indicator. Valid values are *C* (Close to or equal to limit), *E* (Exceeded), *N* (No problem), and *(None)*.
Exceeds Combined Limits	(RCRLDS4_AGT_OVER_LIMIT_COMB) Combined Loan Limit Indicator. Valid values are *C* (Close to or equal to limit), *E* (Exceeded), *N* (No problem), and *(None)*.
Exceeds Graduate Subsidized Limits	(RCRLDS4_GR_AGT_OVER_LIMIT_SUB)This flag indicates how close a graduate student is to exceeding the subsidized loan limit. Valid values are *C* (Close to or equal to limit), *E* (Exceeded), *N* (No problem), and (*None*).
Exceeds Graduate Combined Limits	(RCRLDS4_GR_AGT_OVER_LIMIT_COMB) This flag indicates how close a graduate student is to exceeding the combined loan limit. Valid values are *C* (Close to or equal to limit), *E* (Exceeded), *N* (No problem), and (*None*).

Note: Award and disbursement validation will be prohibited if any of the loan limit flags indicate the applicant has exceeded the Subsidized, Combined, Graduate Subsidized, or Graduate Combined loan limits.

Aggregate Amount for FFELP/Direct Loans Block

Fields	Descriptions
Change Flag	Indicates if the aggregate loan status has changed. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Subsidized - Outstanding Principal Balance	NSLDS aggregate subsidized outstanding principal balance. Valid values are *0* through *999999*.
Subsidized - Pending Disbursement	NSLDS Aggregate Subsidized Pending Disbursement. Valid values are *0* through *999999*.
Subsidized - Total	NSLDS Aggregate Subsidized Total. Valid values are *0* through *999999*.
Unsubsidized - Outstanding Principal Balance	NSLDS aggregate unsubsidized outstanding principal balance. Valid values are *0* through *999999*.
Unsubsidized - Pending Disbursement	NSLDS aggregate unsubsidized pending disbursement. Valid values are *0* through *999999*.
Unsubsidized - Total	NSLDS aggregate unsubsidized total. Valid values are *0* through *999999*.
Combined - Outstanding Principal Balance	NSLDS aggregate combined outstanding principal disbursement. Valid values are *0* through *999999*.

Fields	Descriptions
Combined - Pending Disbursement	NSLDS aggregate combined pending disbursement. Valid values are *0* through *999999*.
Combined Total	NSLDS aggregate combined Total. Valid values are *0* through *999999*.
Unallocated Consolidation - Outstanding Principal Balance	NSLDS aggregate consolidation outstanding principal balance. Valid values are *0* through *999999*.
Unallocated Consolidation - Total	NSLDS Aggregate Consolidation Total. Valid values are *0* through *999999*.
Parent PLUS - Outstanding Principal Balance	(`RCRLDS4_AGT_PLUS_OUT_PRIN_BAL`) Outstanding principal balance for Parent PLUS loan types (PL, D4, and D7) reported in the Transfer Student Monitoring Alert file. This field is populated when the borrower is the PLUS loan holder.
Parent PLUS - Total	(`RCRLDS4_AGT_PLUS_TOTAL`) Aggregate total for Parent PLUS loan types (PL, D4, and D7) reported in the Transfer Student Monitoring Alert file. This field is populated when the borrower is the PLUS loan holder.
Graduate/ Professional PLUS - Outstanding Principal Balance	(`RCRLDS4_AGT_GR_PLUS_PRIN_BAL`) Aggregate outstanding principal balance for Graduate/Professional PLUS loan types.
Graduate/ Professional PLUS - Total	(`RCRLDS4_AGT_GR_PLUS_TOTAL`) Aggregate total for Graduate/ Professional PLUS loan types.

Perkins Block

This section contains Perkins current year and cumulative amounts.

Fields	Descriptions
Perkins Loans Changed	Perkins Loans Changed flag, which indicates a change to a Perkins loan. This field displays the value exactly as stored in the database. This prevents problems caused by inconsistencies in the data sent via EDE and data received in Transfer Monitor Alerts. Valid values: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Cumulative Disbursement Amount	Perkins Cumulative Disbursement Amount. Valid values: *0 - 999999*.
Current Year Disbursement Amount	Perkins Current Year Disbursement Amount. Valid values: *0 - 999999*.

Loan History Tab

The Loan History window displays the student's loan history.

Fields	Descriptions
Loans Changed	Loan Change flag, which indicates change to one or more loans. This field displays the value of `(RCRLDS4_LOAN_CHG_FLAG)` from the Main window, exactly as stored in the database. This prevents problems caused by inconsistencies in the data sent via EDE and data received in Transfer Monitor Alerts. Valid Values: *#=One of more changes* *N=No change* *Y=Change* *(None)*

Fields	Descriptions
Change Flag	Indicates if the student loan has changed since the last NSLDS transaction number. *#=One of more changes* *N=No change* *Y=Change* *(None)*
Loan Amount	Direct/FFEL loan amount. Valid values: *0 - 999999*.
Status Code	Loan status code. Valid values are: *AL=Abandoned loan* *BC=Bankruptcy claim, discharged* *BK=Bankruptcy claim, active* *CA=Canceled* *CS=Closed school discharge* *DA=Deferred* *DB=Defaulted, bankrupt, active* *DC=Defaulted, compromise* *DD=Defaulted, then died* *DE=Death* *DF=Defaulted, unresolved* *DI=Disability* *DK=Defaulted, bankrupt, discharged* *DL=Defaulted, in Litigation* *DN=Def., Paid in Full Con. Loan* *DO=Def., bankrupt, active, other* *DP=Defaulted, then Paid in Full* *DR=Defaulted Loan in Roll-up Loan* *DS=Defaulted, then disabled*

Fields	Descriptions
	DT=Defaulted, collection terminated *DU=Defaulted, unresolved* *DW=Defaulted, write-off* *DX=Defaulted, SA, 6c payments* *DZ=Defaulted, 6c pmt, missed pmt* *FB=Forbearance* *FC=False certification discharge* *IA=Loan originated* *ID=In School or Grace Period* *IG=In grace period* *IM=In military grace* *IP=In post-deferment grace* *MO=Active duty military deferment* *OD=Def., bankrupt, disch, other* *PC=Paid in Full Con. Loan* *PF=Paid in Full* *PM=Presumed Paid in Full* *PN=NDef, Paid in Full Con. Loan* *RF=Refinanced* *RP=In repayment* *UA=TU no default claim requested* *UB=TU default claim denied* *UC=PUU no default claim requested* *UD=PUU default claim denied* *UI=Uninsured/unreinsured* *XD=Defaulted, SA, 6c payments* *(None)*
Status Date	Status date (DD-MON-YYYY).
Amount	Aggregate principal balance.
Balance Date	Outstanding Principal Balance date (DD-MON-YYYY).

Fields	Descriptions
Guaranty Agency Code	Guaranty Agency Code. Valid Values: *000 - 999*.
Lender Servicer	Lender Servicer code associated with this loan.
Program Code	Program code for the Direct/FFEL loan 1.
Type	Loan Type Code. The allowable values are: *D=Defaulted* *F=Fraud* *R=Recent* *T=Discharged* *(None)*
Begin Date	Direct/FFEL Beginning Date (DD-MON-YYYY).
End Date	Direct/FFEL End Date (DD-MON-YYYY).
Capitalized Interest	Capitalized Interest flag. *N=No* *Y=Yes* *(None)*
Contact	Loan Contact Code.

Fields	Descriptions
Contact Type	Loan contact type. The allowable values are: *DDP=Disability data provider* *DLS=Direct Loan services* *EDR=ED region* *GA=Guaranty agency* *LEN=Lender* *LNS=Lender servicer* *N/A=Not applicable* *RDS=CSB repayment servicing* *SCH=School* *(None)*
School Code	Institution Code (OPE ID).
Grade Level	Grade Level. The allowable values are: *1=Freshman/first year* *2=Sophomore/second year* *3=Junior/third year* *4=Senior/fourth year* *5=Fifth/other undergrad* *A=First year grad/prof* *B=Second year grad/prof* *C=Third year grad/prof* *G=Grad/prof year unknown* *N=Not available* *(None)*
Additional/ Unsubsidized Loan	Extra Unsubsidized Loan flag. The allowable values are: *B=Both* *H=Health professional* *N=Neither* *P=PLUS denial* *(None)*

Fields	Descriptions
Total Disbursement Amount	(RCRLDS6_TOTAL_DISB_AMT) The total amount disbursed for this loan.
Last Disbursement Amount	Amount of the last loan disbursement.
(Last Disbursement) Date	Date of the last loan disbursement.
Lender	Lender code associated with this loan.
Guaranteed/ Approved Amount	(RCRLDS6_GUAR_APPR_LOAN_AMT) Loan guaranteed/approved amount. You can only update this field for a *Manual* record type.
Guarantee/ Approval Date	(RCRLDS6_GUAR_APPR_LOAN_DATE) Loan guarantee/approval date. You can only update this field for a *Manual* record type.
Perkins Cancel Code	(RCRLDS6_PERK_CNCL_TYPE) Perkins Loan Cancellation Type Code. You can only update this field for a *Manual* record type. The allowable values are: *DT=Defense Teacher* *PB=Perkins Bankruptcy* *PD=Perkins Death* *PE=Perkins early intervention* *PI=Perkins disability* *PL=Perkins law enforcement* *PM=Perkins military service* *PN=Perkins nurse/medical tech* *PS=Perkins subject matter area* *PT=Perkins teacher service* *PV=Perkins volunteer service* *(None)*

Pell Tab

Fields	Descriptions
Pell Payments Changed	Pell Payments Changed flag, which indicates a change to one or more Pell Grants. This field displays the value exactly as stored in the database. This prevents problems caused by inconsistencies in the data sent via EDE and data received in Transfer Monitor Alerts. Valid values: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Match Number	Pell Match Number.
Changed Flag	Pell Payment Changed Flag. and indicates a change to this Pell Grant. *N=No change* *Y=Change* *(None)*
Updated	Pell Last Updated Date (DD-MON-YYYY).
School Code	Pell School Code.
Verification Flag	Pell Verification flag.
EFC	Pell EFC. Valid values: *000000 - 999999*.
Schedule Amount	Pell Schedule Amount.
Transaction Number	Pell Transaction Number in format *01 - 99*, includes zeros.
Award Amount	Pell Award Amount.
Disbursement Amount	Pell Disbursement Amount.

Fields	Descriptions
Payment Posted	Date the disbursement was posted to the Pell system (DD-MON-YYYY).
Percent Scheduled Used	Pell Percent Scheduled Award Used.

ACG Tab

The ACG tab displays information for ACG grants. You can only update the fields on this window for manually created records.

Fields	Descriptions
ACG Payments Changed	(DISPLAY_ACG_CHG_FLG) Indicates a change in the NSLDS ACG payment data since the previous transaction. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Match Number	(RCRLDSA_MATCH_NO) ACG Sequence Number. Indicates the occurrence of the ACG payment record.
Changed Flag	(RCRLDSA_PMT_CHG_FLG) Indicates a change to this ACG payment record. The allowable values are: *N=No change*, *Y=Change*, and *(None)*.
Updated	(RCRLDSA_LAST_UPDATE) Indicates the date the ACG was last updated.
School Code	(RCRLDSA_SCHOOL_CODE) ACG School Code.
Eligibility Code	(RCRLDSA_ELIG_CODE) Indicates the student's eligibility status. The allowable values are: *01 High School Program* *02 AP/IB Courses* *03 Rigorous High School Prog*

Fields	Descriptions
High School Program Code	(RCRLDSA_HS_PROG_CODE) High School Program Code that indicates the student's eligibility.
Award Year	(RCRLDSA_AWARD_YEAR) Award year for the ACG grant.
Year in College	(RCRLDSA_SCHOOL_YR) Indicates the student's year in college for this ACG record.
Scheduled Award Amount	The ACG scheduled award amount. (RCRLDSA_SCHED_AMT)
Transaction Number	(RCRLDSA_TRAN_NO) ACG Transaction Number format 01 through 99 (including zeros).
Sequence Code	(RCRLDSA_SEQ_CODE) ACG sequence code associated with this record.
Award ID	(RCRLDSA_AWARD_ID) Award ID from the grant origination process used to match data from the origination to the response and disbursement records. An Award ID to send to COD is created for all ACG and SMART originations. The Award ID is a 21-character ID that is created, based on the following data. The format is *999999999X07999999001* where: *999999999* = Current SSN *X* = Award Type (*T* = SMART, *A* = ACG) *08* = Award Year *999999* = School Pell ID *001* = Award Sequence Number (*001* for first origination) The **Award ID** sequence number only increments when a new origination record is created and not when a change to an existing origination is made.
Award Amount	(RCRLDSA_AWARD_AMT) ACG Award Amount.
Disbursement Amount	(RCRLDSA_AMT_PAID_TO_DATE) Indicates the amount of ACG paid to date.

Fields	Descriptions
Payment Posted	(RCRLDSA_PMT_POSTED_DATE) Date the disbursement was posted to the COD system.
Percent Eligibility by Scheduled Award	(RCRLDSA_PERCENT_ELIG_USED) The percent of total eligibility used by the scheduled award amount.
Percent Eligibility by Academic Year Level	(RCRLDSA_PERCENT_TOT_ELIG_USED) The percent of total eligibility used by academic year level.

SMART Window

The new SMART window displays information for SMART grants. The fields on this window are updateable only for manually created records.

Fields	Descriptions
SMART Payments Changed	(DISPLAY_SMART_CHG_FLG) Indicates a change in the NSLDS SMART payment data since the previous transaction. The allowable values are: *#=One of more changes* *N=No change* *Y=Change* *(None)*
Match Number	(RCRLDSS_MATCH_NO) SMART Sequence Number. Indicates the occurrence of the SMART payment record.
Changed Flag	(RCRLDSS_PMT_CHG_FLG) Indicates a change to this SMART payment record. The allowable values are: *N=No change*, *Y=Change*, and *(None)*.
Updated	(RCRLDSS_LAST_UPDATE) Indicates the date the SMART was last updated.
School Code	(RCRLDSS_SCHOOL_CODE) SMART School Code

Fields	Descriptions
CIP Code	(RCRLDSS_CIPC_CODE) Classification of Instructional Program Code that indicates student's eligibility for the SMART Grant.
Award Year	(RCRLDSS_AWARD_YEAR) Award year for the SMART grant.
Year in College	(RCRLDSS_SCHOOL_YR) Indicates the student's year in college for this ACG record.
Scheduled Award Amount	(RCRLDSS_SCHED_AMT) The SMART scheduled award amount.
Transaction Number	(RCRLDSS_TRAN_NO) SMART Transaction Number format 01 through 99 (including zeros)
Sequence Code	(RCRLDSS_SEQ_CODE) SMART sequence code associated with this record.
Award ID	(RCRLDSS_AWARD_ID) Award ID from the grant origination process used to match data from the origination to the response and disbursement records. An Award ID to send to COD is created for all ACG and SMART originations. The Award ID is a 21-character ID that is created, based on the following data. The format is *999999999X07999999001* where: *999999999* = Current SSN *X* = Award Type (*T* = SMART, *A* = ACG) *08* = Award Year *999999* = School Pell ID *001* = Award Sequence Number (*001* for first origination) The **Award ID** sequence number only increments when a new origination record is created and not when a change to an existing origination is made.
Award Amount	(RCRLDSS_AWARD_AMT) SMART Grant Award Amount.
Disbursement Amount	(RCRLDSS_AMT_PAID_TO_DATE) Indicates the amount of SMART paid to date.

Fields	Descriptions
Payment Posted	(RCRLDSS_PMT_POSTED_DATE) Date the disbursement was posted to the COD system.
Percent Eligibility by Scheduled Award	(RCRLDSS_PERCENT_ELIG_USED) The percent of eligibility used by the scheduled award amount.
Percent Eligibility by Academic Year Level	(RCRLDSS_PERCENT_TOT_ELIG_USED) The percent of total eligibility used by the academic year level.

NSLDS Name History Window

This window is based on the NSLDS Name History table (RCRLDS8).

Financial Aid Application Block

Fields	Descriptions
SSN	Student’s social security number from the current Financial Aid application.
First Name	Student’s first name from the current Financial Aid application.
Middle Initial	Student’s middle initial from the current Financial Aid application.
Last Name	Student’s last name from the current Financial Aid application.
Birth Date	Student’s birth date from the current Financial Aid application.

NSLDS Data Block

Fields	Descriptions
SSN	Current social security number from NSLDS. It is updateable on a manual record only.

Fields	Descriptions
First Name	Current first name from NSLDS. It is updateable on a manual record only.
Last Name	Current last name from NSLDS. It is updateable on a manual record only.
Birth Date	Current birth date from NSLDS. It is updateable on a manual record only.

NSLDS Name History Block

Fields	Descriptions
First Name	Other first name used per the NSLDS database. It is updateable on a manual record only.
Middle Initial	Other middle initial used per the NSLDS database. It is updateable on a manual record only.
NSLDS Name History Last Name	Other last name used per the NSLDS database. It is updateable on a manual record only.

NSLDS Aggregate Info Window

Use this window to view information on a loan regarding the calculation of the subsidized, unsubsidized, total amounts and amount remaining that is undetermined which are included in the aggregate total. Access this window by selecting the Aggregate Information button.

Fields	Descriptions
Subsidized Amount	Amount included in the subsidized aggregate calculation.
Unsubsidized Amount	Amount included in the unsubsidized aggregate calculation.
Combined Amount	Amount included in the combined aggregate calculation.
Remaining Amount	Amount that is not determined to be subsidized, unsubsidized, or Perkins for a combined loan.

NSLDS Transfer Monitoring Application Form (RNATMNT)

Use this form to enter the student names that you want to add or remove from the Monitoring List, or for whom you want to request Financial Aid History (FAH) records. The Transfer Monitoring Extract Process (RNRTMNE) uses the information you enter on this form to create the TSM Inform Request and/or FAH Request, which is sent to NSLDS.

Main Window

The contents of this window are display and query only. All records are displayed based on the aid year in the Key Block and sorted based on the selected sort order.

Key Block

Fields	Descriptions
Aid Year	The financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years
Sort By	This value determines the sort order of the data listed in both the Main window and the TSM/FAH Update and Acknowledgement window. Valid values are: *Monitor End Date*, *ID*, *and Name*. The default value is *Monitor End Date*.

NSLDS Transfer Monitoring Application Block

Fields	Descriptions
ID	Student ID.
SSN	Student's social security number.
Last Name	Student's last name.
First Name	Student's first name.
Birth Date	Student's date of birth.
Enrollment Begin	Enrollment begin date (only valid for TSM Inform Requests).
Alert	Alert received. When checked, it indicates an Alert has been received. Valid Values: *Y* (checked), *N* (unchecked) (only valid for TSM Inform Requests).
Request Type	(`RNVTMNT_REQUEST_TYPE`) Transfer Student Monitoring (TSM) or Financial Aid History (FAH) Request Type. Valid values are: *T* TSM Inform Request *H* FAH Request You cannot update this field.

Fields	Descriptions
School	(RNVTMNT_SCHOOL_CDE) The School/Campus (Pell ID) that is requesting Transfer Monitoring or a Financial Aid History for the student. The value is determined from the school code (Pell ID) associated with the Campus code from the student's current student base record in General student (SGBSTDN). If no school code is associated with the campus, the main school code (Pell ID) is used
Monitor Begin	Transfer monitoring begin date, as calculated by the system (only valid for TSM Inform Requests).
Monitor End	Transfer monitoring end dated. The Monitor End date is calculated as 90 days after the Enrollment Begin Date, which is entered by a user or defaulted in from the student's aid period (only valid for TSM Inform Requests).
Add/Request Batch ID	(RNVTMNT_ADD_BATCH_ID) This is the Batch ID of the extract file sent to NSLDS for School Batch Inform Requests or Financial Aid History Requests.
FAH Received	(RNVTMNT_FAH_RCVD_DATE) Financial Aid History Received Date. The date the FAH record was received for this FAH request (only valid for FAH Requests).
Remove	Valid Values: *Y* (checked), *N* (unchecked). This is the remove indicator. When checked, it indicates a request has been made to remove the student from the Transfer Monitoring List (only valid for TSM Inform Requests).
Remove Batch ID	Batch ID of the extract file (the School Inform file) which contains the names sent to NSLDS to be removed from the Transfer Monitoring List (only valid for TSM Inform Requests).

TSM/FAH Update and Acknowledgement Window

When you select the *Insert New TSM Inform Request* option from the Main window, the TSM/FAH Update and Acknowledgement Window of this form displays with the *T (TSM Inform Request)* layout as detailed in the text that follows.

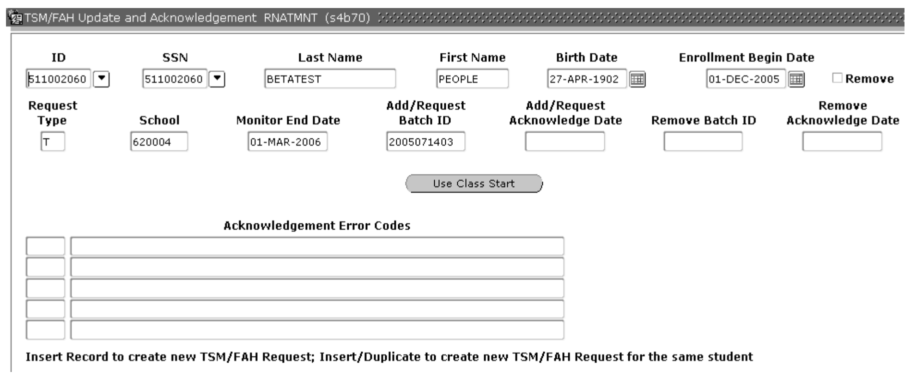
When you select the *Insert New FAH Request* option from the Main window, the TSM/FAH Update and Acknowledgement Window of this form displays with the *H (FAH Request)* layout as detailed in the text that follows.

When you first access the Main window of this form, the form is in query mode. You cannot navigate to the TSM/FAH Update and Acknowledgement Window until you perform a query. However, you can cancel the query and then use the Options Menu to navigate to the TSM/FAH Update and Acknowledgement Window and enter a new request.

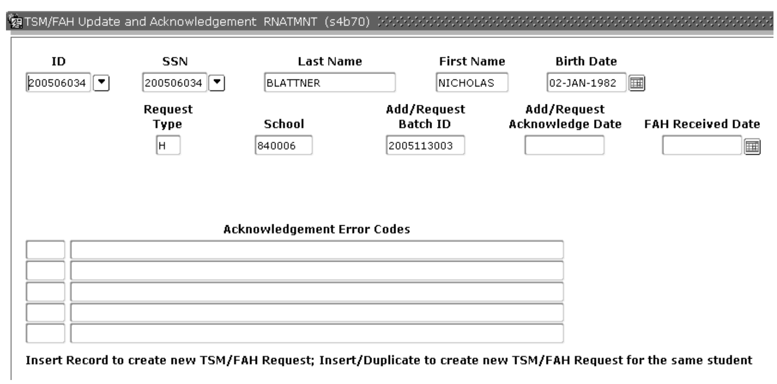
When no records are displayed on the Main window and you navigate to the TSM/FAH Update and Acknowledgement Window, the display on the TSM/FAH Update and Acknowledgement Window defaults to the display for the T (TSM Inform Requests) option. However, when records are displayed on the Main window and you navigate to the TSM/FAH Update and Acknowledgement Window, the display for the TSM/FAH Update and Acknowledgement Window is determined by the value in the **Request Type** field for the record that the cursor is on.

If the value in the **Request Type** field on the Main Window of RNATMNT is:

- *T* (TSM Inform Request) — the window displays the following fields.



- *H* (FAH Request) — the window displays the following fields.



Fields	Descriptions
ID	Student ID.
SSN	Student's social security number.

Fields	Descriptions
Last Name	Student's last name.
First Name	Student's first name.
Birth Date	Student's date of birth.
Enrollment Begin	(RNRTMNT_ENRL_START_DATE) (TSM Inform Request window only) Enrollment begin date.
Remove	(RNRTMNT_REM_IND) (TSM Inform Request window only) Remove indicator. You cannot update this field unless the request to add the student has been sent to NSLDS. Valid Values: *Y* (checked), *N* (unchecked – default). **Note:** The only time you may remove a student from the Monitoring List is if the student does not attend the school or does not receive Title IV aid. If students do not meet these two criteria, they cannot be removed from the Monitoring List. Also, because all students are automatically removed from monitoring by NSLDS after 90 days from the start of the enrollment period, there is no need to remove the student from monitoring, other than to prevent unnecessary Alert records from being sent to and processed by the school.
Request Type	(RNRTMNT_REQUEST_TYPE) Transfer Student Monitoring (TSM) or Financial Aid History (FAH) Request Type. Valid values are: *T* TSM Inform Request *H* FAH Request The value for this field defaults to a *T* when you navigate to this window from a record on the Main window when the **Request Type** Field is *T* or is blank. The value for this field defaults to an *H* when you navigate to this window from a record on the Main window when the **Request Type** Field is *H*. You cannot update this field.
School	(RNRTMNT_SCHOOL_CDE) The School/Campus (Pell ID) that is requesting Transfer Monitoring or a Financial Aid History for the student.

Fields	Descriptions
Monitor End	(RNRTMNT_MONITOR_END_DATE) (TSM Inform Request window only) Date the Transfer Monitoring will end. It is calculated by the system based on enrollment start date.
Add/Request Batch ID	(RNRTMNT_ADD_BATCH_ID) This is the Batch ID of the extract file sent to NSLDS for School Batch Inform Requests or Financial Aid History Requests. The Batch ID is generated when the Transfer Monitoring Extract Process (RNRTMNE) extracts the request.
Add/Request Acknowledge Date	(RNRTMNT_ADD_ACKN_DATE) The date the TSM Inform/FAH Request was acknowledged by NSLDS. The date is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI).
Remove Batch ID	(RNRTMNT_REM_BATCH_ID) (TSM Inform Request window only) Batch ID generated by the system when the remove request was sent to NSLDS. The Batch ID is generated when the Transfer Monitoring Extract Process (RNRTMNE) extracts the request to remove the student from Transfer Monitoring.
Remove Acknowledge Date	(RNRTMNT_REM_ACKN_DATE) (TSM Inform Request window only) Date the remove request was acknowledged by NSLDS. The date is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI).
FAH Received Date	(FAH Request window only) (RNRTMNT_FAH_RCVD_DATE) Financial Aid History Received Date. The date the FAH record was received for this FAH request.
Acknowledge-ment Error Codes 1 - 5	(RNRTMNT_ERROR_CODE_01-05) Error code contained in the acknowledgement file received from NSLDS. The error code is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI). **Note:** If more than five error and/or warning messages are received, the first five display on the form and the remainder are printed on the report generated by the import process.

Chapter 6

Requirements Tracking

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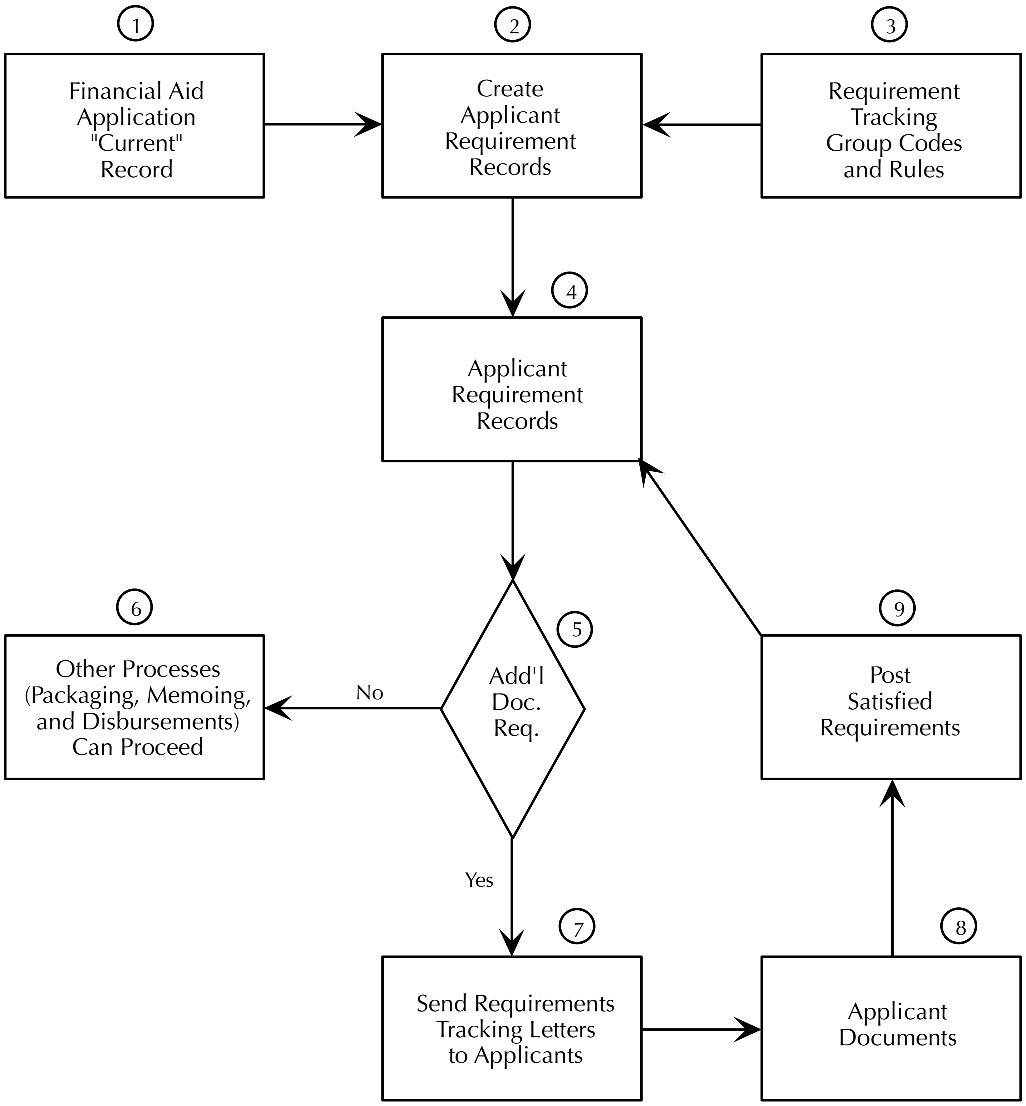
Overview

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.

Requirements Tracking Process Flow



Requirements Tracking Process Flow Narrative

1. 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. Data in the current record is used to determine whether additional documents need to be supplied by the applicant.

2. 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.

3. 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.

4. 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 to which the requirement is linked.

5. 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.

6. 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.

7. Send Requirements Tracking Letters 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.

8. Applicant Documents

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

9. Post Satisfied Requirements

   The receipt of the documents from applicants is entered online and the requirements' status is changed to satisfied, if the requirement has been properly met.

Forms

Forms in this module include:

Applicant Requirements Form	RRAAREQ
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements Mass Entry Form	RRAMASS
Applicant Comments Form	RHACOMM
Applicant Immediate Process Form	ROAIMMP
Financial Aid Selection Rules Form	RORRULE
Message Rules Form	RORMESG
Group Inquiry Form	ROIGRPI
Requirements Tracking Group/Requirements Rules Form	RRRGREQ
Requirements Tracking Validation Form	RTVTREQ
Requirements Tracking Group Validation Form	RTVTGRP
Requirements Tracking Status Validation Form	RTVTRST

Applicant Requirements Form (RRAAREQ)

Use this form to assign a set of requirements to a financial aid applicant for a specified aid year. You can define an unlimited number of requirements that a student needs to submit or complete. These requirements control whether a student is eligible to be packaged or receive a payment of aid.

You can also use the form as a checklist to review the status of the applicant's pre-assigned tracking requirements at any given time during the financial aid year.

In addition to assigning individual or group requirements on RRAAREQ, you can use one of these methods to establish applicant requirements:

- When applicants are loaded into the Financial Aid database through the data load process, they are usually also run through the Automatic Group Assignment Process (RORGRPS). This process places the applicants into requirements tracking groups according to user-defined criteria established on the Requirements Tracking Group/Requirements Rules Form (RRRGREQ). Each group has a set of requirements associated with it. These requirements are assigned to each applicant that falls into the group.
- Applicants can be individually assigned to requirements tracking groups online with the Applicant Immediate Process Form (ROAIMMP).

Key Block

Use the Key Block to define the applicable aid year and to identify the financial aid applicant. Use the Tracking Group Information Block to assign a tracking group code to an applicant. Use the Requirements Block to associate a set of tracking requirements with the applicant and to maintain tracking status information.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to assign a set of requirements to a financial aid applicant for a specified aid year.

Summary Block

Fields	Descriptions
Tracking Group	Tracking group code assigned to the applicant. Tracking groups let you categorize students with similar characteristics into the same designated groups. This enables you to set up a default set of requirements for each applicant. The default requirements for each tracking group are defined on the Requirements Tracking Group/Requirements Rules Form (RRRGREQ).
(Tracking Group Description)	Description of the tracking group code.

Fields	Descriptions
Request Letter	`(RORSTAT_TRK_LTR_IND)` Tracking letter indicator. Controls whether or not the student should receive an initial or subsequent tracking letter due to changes in the group of outstanding requirements for the student. This indicator may be used in the population selection process to select these students for the letter.
Lock Group	Identifies whether the requirements tracking group code is locked to prevent further updates. When you set this lock, the Automatic Group Assignment Process (RORGRPS) and manual updates to fields related to these locked group codes are not updated. If you check this field, you can ensure that the student remains in the current tracking group during subsequent group assignments.
Create Requirement	Button to create a new requirement.
Additional Requirements	A *Y* in this field indicates that additional requirements exist in either the Promissory Notes block or the Non-Coded Requirements block.
Holds Exist	A *Y* in this field indicates that holds exist for this applicant. Holds prevent packaging, memoing, and disbursements. Holds are maintained on the Applicant Holds Form (ROAHOLD).
Delete Requirement	Button to delete this requirement.
All Requirements Complete	Date on which all tracking requirements for this applicant were satisfied.
Packaging Requirements Complete	Date when all tracking requirements were satisfied for packaging.
Disbursement Requirements Complete	Date when all disbursement requirements were met for the applicant.

Requirements Block

Fields	Descriptions
Requirement	Code that identifies the type of tracking requirement that must be satisfied for the student to receive a certain component of their financial aid package. Choices come from the Requirements Tracking Validation Form (RTVTREQ).
(Requirement Description)	Description of the tracking requirement. This value comes from the **Short Description** field on the Requirements Tracking Validation Form (RTVTREQ).
Status	Code indicates the status of the tracking requirement. This value also determines whether the requirement has been satisfied. Choices come from the Tracking Requirements Status Validation Form (RTVTRST).
Status Date	Last date when the status of this requirement was updated.
Established Date	Date when the tracking requirement was established.
Satisfied	Field that indicates (Yes or No) whether the tracking requirement has been satisfied. Choices come from the Source/ Background Institution Validation Form (STVSBGI).
SBGI	Source background information code that designates the institution from which a financial aid transcript is required.
Perkins MPN	Indicates whether this requirement is designated as Perkins MPN. If you are using a multi-award years Perkins MPN, Expiration Date is available on the Perkins MPN Detail window.

Fields	Descriptions
Packaging	Indicator that defines whether the requirement code must be satisfied for any fund to be packaged. If the tracking requirement is necessary for packaging, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for packaging and must be satisfied for any fund to be packaged. Cleared–Tracking requirement is not necessary for packaging and does not need to be satisfied for any fund to be packaged. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ).
Memo	Indicator that defines whether the specific tracking requirement code must be satisfied in order for any fund to be memoed. If the Tracking Requirement is necessary for memoing, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for memoing and must be satisfied for any fund to be memoed. Cleared–Tracking requirement is not necessary for memoing and does not need to be satisfied for any fund to be memoed. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ).
Disbursement	Indicator that defines whether the tracking code is required and must be satisfied for disbursement. If the tracking requirement is necessary for disbursement, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for disbursement and must be satisfied for any fund to be disbursed. Cleared–Tracking requirement is not necessary for disbursement and does not need to be satisfied for any fund to be disbursed. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ)

Fields	Descriptions
Letter	(RRRAREQ_TRK_LTR_IND). Request Tracking Letter Indicator. Check this field if a tracking letter is needed for this requirement. If you check any of the **Letter** fields for any of the individual requirement records, the overall **Request Letter** field in the Summary Block of this form is also checked. If you do not check any of the individual requirement records, the **Request Letter** field is not checked. If the **Request Letter** field in the Summary Block of this form is unchecked, all the individual tracking letter indicators that were checked are updated to an unchecked status. If the **Request Letter** field in the Summary Block of this form is checked, all the individual tracking letter indicators are updated as necessary based on the **Letter Exclusion** field on the Requirements Tracking Validation Form (RTVTREQ) and the **Request Letter** field on the Requirements Tracking Status Validation Form (RTVTRST). When the Award/Tracking Letter Reset Process (RLRLETR) is run, the **Request Letter** field is unchecked and the individual tracking letter indicators are unchecked if parameter 05 (Award or Tracking Indicator) is set to *T* (Tracking) or *B* (Both).
Fund	Fund linked to the tracking requirement. If you enter a fund code, the tracking requirement only applies to this fund, rather than to all funds. In other words, if all tracking requirements except a fund-specific requirement are met, packaging, disbursement, and memoing may take place for every fund except the one with this fund-specific tracking requirement. Choices come from the Fund Code Validation list.
System	Code that indicates the source of the requirement. Values are: *B* Batch Posting *F* Fund *M* Manual *S* System *W* Web *X* Banner XtenderSolutions

Perkins MPN Detail Window

Fields	Descriptions
Fund	Code links a tracking requirement to a specific fund.
Requirement	Code associated with the tracking requirement.
Status	Status code of the most recent change to this tracking requirement.
Satisfied	Indicates the MPN requirement has been satisfied.
User ID	User’s identification number.
Expiration Date	Date Perkins MPN expires.
MPN First Disbursement Date	Date the first MPN disbursement was made.
Established Date	Date the requirement was established.
Requirement Status Date	Requirement Status Date (DD-MON-YYYY).
Signed Date	Date of Signature on MPN; for institutional use only.
Satisfied Date	Date the Satisfied Indicator was set to Y (Yes) for MPN Tracking Requirement.
Activity Date	Date information for this record in the table was entered or last updated.

Additional Requirements Window

Use this window to assign a set of non-standard requirements to a financial aid applicant and to maintain promissory note requirement information.

Use the Promissory Notes block to maintain the date that the promissory note requirement becomes effective and to indicate when this requirement is satisfied.

Use the Additional Requirements block to enter non-coded tracking requirements for unique tracking situations. Generally, use this block to track a requirement that does not need (or has not yet been assigned) a requirement code.

If you intend to use this requirement for even a small group of students, it is usually more efficient to define a tracking requirement code on the Requirements Tracking Validation Form (RTVTREQ) and enter a coded requirement in the Requirements block on this form.

Promissory Notes Block

Fields	Descriptions
Fund	Fund code that is associated with this promissory note requirement.
(Fund Description)	Fund code description that is associated with this promissory note requirement.
Term	Term code that identifies the term in which the promissory note requirement was created.
Direct Loan Sequence	Number associated with the promissory note. Since Direct Loans are not governed by term code, it is necessary to provide the Direct Loan sequence number and Direct Loan status to distinguish one promissory note from another promissory note. This number corresponds to the Loan Sequence Number on the Federal Direct Loan Origination Form (RPALORG).
Direct Loan Status	Status associated with the promissory note. Because Direct Loans are not governed by term code, it is necessary to provide the Direct Loan sequence number and Direct Loan status (must be assigned) to distinguish one promissory note from another. This value comes from the Origination Status on the Federal Direct Loan Origination Form (RPALORG).
Effective Date	Date this promissory note requirement becomes effective.
Satisfied	Checkbox that indicates whether the promissory note requirement was satisfied. Choices are: Selected–Promissory note requirement has been satisfied. Cleared (default)–Promissory note requirement has not been satisfied.
Satisfied Date	Date the promissory note requirement was satisfied.

Additional Requirements Block

Fields	Descriptions
Status	Code indicates the status of the tracking requirement. This value also determines whether the requirement has been satisfied.
Status Date	Last date the status of this requirement was updated.
Established Date	Date the tracking requirement was established.
Satisfied	Indicates whether the tracking requirement has been satisfied. (Yes or No)
SBGI	Source background information code that designates the institution from which a financial aid transcript is required. Choices come from the Source/Background Institution Validation Form (STVSBGI).
Packaging	Indicator that defines whether the tracking code is required and must be satisfied for any fund to be packaged. If the tracking requirement is necessary for packaging, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for packaging and must be satisfied for any fund to be packaged. Cleared–Tracking requirement is not necessary for packaging and does not need to be satisfied for any fund to be packaged. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ).

Fields	Descriptions
Memo	Indicator that defines whether the specific tracking requirement code must be satisfied in order for any fund to be memoed. If the Tracking Requirement is necessary for memoing, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for memoing and must be satisfied for any fund to be memoed. Cleared–Tracking requirement is not necessary for memoing and does not need to be satisfied for any fund to be memoed. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ).
Disbursement	Indicator that defines whether the tracking code is required and must be satisfied for disbursement. If the tracking requirement is necessary for disbursement, it must be defined as necessary for this tracking requirement on the Requirements Tracking Validation Form (RTVTREQ). Choices are: Selected–Tracking requirement is necessary for disbursement and must be satisfied for any fund to be disbursed. Cleared–Tracking requirement is not necessary for disbursement and does not need to be satisfied for any fund to be disbursed. **Note:** Default comes from the Requirements Tracking Validation Form (RTVTREQ)

Fields	Descriptions
Letter	(RRRAREQ_TRK_LTR_IND). Request Tracking Letter Indicator. Check this field if a tracking letter is needed for this requirement. If you check any of the **Letter** fields for any of the individual requirement records, the overall **Request Letter** field in the Summary Block of this form is also checked. If you do not check any of the individual requirement records, the **Request Letter** field is not checked. If the **Request Letter** field in the Summary Block of this form is unchecked, all the individual tracking letter indicators that were checked are updated to an unchecked status. If the **Request Letter** field in the Summary Block of this form is checked, all the individual tracking letter indicators are updated as necessary based on the **Letter Exclusion** field on the Requirements Tracking Validation Form (RTVTREQ) and the **Request Letter** field on the Requirements Tracking Status Validation Form (RTVTRST). When the Award/Tracking Letter Reset Process (RLRLETR) is run, the **Request Letter** field is unchecked and the individual tracking letter indicators are unchecked if parameter 05 (Award or Tracking Indicator) is set to *T* (Tracking) or *B* (Both).
Fund	Fund linked to the tracking requirement. If you enter a fund code, the tracking requirement only applies to this fund rather than to all funds. Packaging, disbursement, and memoing may take place for every fund except the one with this fund-specific tracking requirement if all tracking requirements except a fund-specific requirement are met. Choices come from the Fund Code Validation list.
System	Code that indicates whether the requirement was automatically created by the system, or created or changed manually. Choices are: *S*–The requirement was created automatically by the system. *M*–The requirement was created or changed manually by an individual.
Requirement Description	Description of the tracking requirement. This value comes from the **Short Description** field on the Requirements Tracking Validation Form (RTVTREQ).

Procedures

To assign a default set of tracking group requirements

1. Access the Applicant Requirements Form (RRAAREQ).
2. Enter the Aid Year.
3. Enter the student ID.
4. Go to the Summary block.
5. Enter a Tracking Group Code .
6. If you want to generate a tracking letter for the student the next time tracking letters are printed, select the **Request Letter** field.
7. Select Create Reqmt. Default values for the tracking group display in the Requirements block.
8. Save.

Note: You can select the Group Assign button to access the Applicant Immediate Process Form (ROAIMMP). This form is used with the Automatic Group Assignment Process (RORGRPS) to automatically assign applicant requirements.

To add individual tracking requirements

1. Access the Applicant Requirements Form (RRAAREQ).
2. Enter the Aid Year.
3. Enter the student ID.
4. Go to the Requirements block.
5. Enter a requirement code in the **Requirement** field.
6. Verify the status of the tracking requirement in the **Status** field, and change if necessary.
7. Verify the **Status Date**, and change if necessary.
8. You can optionally enter a Source/Background Institution Code (SBGI) in the **SBGI** field.
9. Verify the default values in the **Packaging**, **Memo**, or **Disbursement** checkboxes, and change if necessary. These checkboxes determine whether a tracking requirement is: 1) required for packaging; 2) required for disbursement; and/or 3) required for a memo.

10. Enter a value in the **Fund** field to indicate that the tracking requirement is required for a particular fund (for example, an entrance interview for a Stafford), where appropriate.

11. Save.

Note: For both successful online and batch group assignments, you only need to update the statuses of the requirements or manually add additional requirements that are not associated with the particular tracking group to which the applicant was already assigned.

To prevent the disbursement of student loan funds to students who have not signed their promissory note for the term

1. Access the Applicant Requirements Form (RRAAREQ).

2. Enter the Aid Year.

3. Enter the student ID.

4. Go to the Promissory Notes window.

5. Enter the date the promissory note requirement becomes effective in the **Established Date** field.

6. Select the **Satisfied** indicator checkbox when the promissory note requirement has been satisfied.

7. Save.

Note: Promissory note records are automatically created by the system when a fund that requires a promissory note is accepted in packaging. (The Fund Management Form (RFRMGMT) identifies those funds that require promissory notes.) Records are created for all terms in the student's aid period. All promissory note records for a fund are deleted automatically if that fund is deleted from the student's package including satisfied promissory notes.

Note: The disbursement process checks for the receipt of needed promissory notes. No money is paid or authorized for a fund that requires a promissory note unless the note has been received for the term being disbursed.

To add a requirement without a requirement code

1. Access the Applicant Requirements Form (RRAAREQ).

2. Enter the Aid Year.

3. Enter the student ID.

4. Go to the Non-Coded Requirements block

5. Verify the status in the **Status** field, and change if necessary.

6. Verify the **Status Date**, if necessary.

7. You can optionally enter a Source/Background Institution Code (SBGI) in the **SBGI** code field.

8. Change the default values for the **Packaging**, **Memo**, or **Disbursement** fields, if necessary.

9. You can optionally enter a value in the **Fund** field to indicate that the tracking requirement is required for a particular fund (for example, an entrance interview for a Stafford).

10. Save.

Financial Aid Record Maintenance Form (ROARMAN)

Use this form to review and change most of the important aspects of a student's financial aid record from one central form. This form enables you to display and update the following parts of a student's record:

- Award detail
- Applicant processing status, enrollment status, satisfactory academic progress, and admissions status detail
- Budget components
- Other resources
- Coded and non-coded tracking requirements
- Pell Grant status
- Need analysis information

Please refer to the Financial Aid Common Functions chapter for a complete description of this form.

Applicant Requirements Mass Entry Form (RRAMASS)

Use this form to enter multiple applicant tracking requirements for a specified aid year. You can use this form to create new requirements for students, or you can update the statuses of existing requirements.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Status Date	This field stores a default status date. The system automatically copies this date to each record that you enter in the Requirements Mass Entry block as the status date. This is useful if you post the receipt/satisfaction of a batch of documents received prior to the posting date. If you leave the **Status Date** field blank, the current system date defaults into the **Status Date** for each applicant requirement after you enter the status code. If you post the same document for several students, or post different documents for the same student, you can still use the Duplicate Record function for efficiency.

Main Window

Fields	Descriptions
Student ID	The ID is the applicant's identification number. All of the data for this line entry refers to this financial aid applicant ID. Choices come from the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).
Student Name	Student's name that corresponds to the identification number in the Student ID field.
Requirement Code	Code that identifies the type of tracking requirement that must be satisfied in order for the student to receive a certain component of the financial aid package. Choices come from the Requirements Tracking Validation Form (RTVTREQ).
(Requirement Description)	Description of the tracking requirement derived from the requirement code description on the Requirements Tracking Validation Form (RTVTREQ).
Fund Code	Code that designates the institution from which a financial aid transcript is required.

Fields	Descriptions
Status Code	Code that identifies the status of a tracking requirement. Status codes provide descriptive information to help you evaluate the current condition of a tracking requirement. For example, you could set up *E* to represent that a requirement was established, *S* to indicate that the requirement was satisfied, *W* to mean that the requirement was waived.
Status Date	If you leave the **Status Date** field blank in the Key Block, the current system date defaults into this field for each applicant requirement after you enter the status code in the **Status Code** field. If you do enter a value in the **Status Date** field in the Key Block, the system automatically copies this date to each record that you enter in the Requirements Mass Entry block as the status date.

Procedures

To add tracking requirements for an applicant

1. Access the Applicant Requirements Mass Entry Form (RRAMASS).
2. Enter an Aid Year.
3. (Optional) Enter a default Status Date. This date becomes the default date for the entry of each individual student record in the next block.
4. Go to the Requirements Mass Entry block.
5. Enter the Student ID.
6. Enter a Requirement Code.
7. (Optional) Enter an SBGI Code (Source/Background Institution Code).
8. Enter the status of the tracking requirement in the **Status Code** field.
9. (Optional) You can adjust the date in the **Status Date** field. (If an earlier status date displays, this requirement may have already been assigned to the student.)
10. Save.

Note: To process the same requirement for a group of students, use the Duplicate Record function and change the student ID. If you need to enter more than one requirement for the same student, you can use the Duplicate Record function to copy the record, and then change the requirement code and status.

Note: If a requirement already exists for the applicant, the status code displays when you tab to the Status Code field. You can update the information at this time.

Applicant Comments Form (RHACOMM)

Use this form to record and display specific comments about an applicant for an aid year. Use the text fields to enter your own comments about an applicant. These comments are unique to your User ID so that only you can update or delete these text fields. You can only view those comments created by another User ID. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Use the Key Block to enter the ID of the student for whom you want to enter comments. Use the Applicant Comments Information block to enter comments about the student established in the Key Block.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to enter comments for an applicant for a specified aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Category Code	(`RHRCOMM_CATEGORY_CODE`) The category code for applicant comments.
Created	Date the original comment was entered on the student's record.

Fields	Descriptions
Activity Date	Date the information for this record was entered or last updated.
User	User's identification number who entered or last updated this comment. This user is the only person who can change or delete the comment.
Comments	(RHRCOMM_COMMENT) The comments associated with the student's record. The field length is 4000 characters.

Procedures

To add comments for an applicant

1. Access the Applicant Comments Form (RHACOMM).
2. Enter the student ID.
3. Go to the Applicant Comments Information block.
4. Enter an Aid Year.
5. Enter your comments about the applicant in the **Comment** field.
6. Save.

Applicant Immediate Process Form (ROAIMMP)

Use this form to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Main Window

Use this window to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid.

Use the Key Block to specify the aid year, and to identify the person that you want to process. Use the Applicant Immediate Process block to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
ID	The **ID** is the applicant's identification number. All data on this form refers to this financial aid applicant. Choices come from the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), and the Alternate ID Search Form (GUIALTI).
Tracking Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a tracking group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Tracking Group Assignment - Term	Code for the tracking group assignment term. Choices come from the Term Code window.
Tracking Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Budgeting Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a budgeting group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Budgeting Group Assignment - Term	Code for the budgeting group assignment term. Choices come from the Term Code window.
Budgeting Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a packaging group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Packaging Group Assignment - Term Code	Term Code for the packaging group assignment. Choices come from the Term Code window.

Fields	Descriptions
Packaging Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
SAP	Satisfactory Academic Progress indicator provides you with the ability to assign a SAP status online. You 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 Assignment Process (ROPSAPR) to assign SAP status codes automatically to the student record. Choices are: Selected–perform the online SAP Assignment Process. Cleared–Do not perform the SAP Assignment Process.
Calculated From	The **Calculated From** term code points the assignment process to the term from which you want to calculate the newest SAP status. This term code is required and automatically defaults the current term code as defined on the Institution Financial Aid Options Form (ROAINST). 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.
Effective	The Effective term code, 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 post the result 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. The fall term, where the results will be posted (Effective term), would not need to belong to that year.

Fields	Descriptions
Packaging Fund Assignment - Action Indicator	Determines whether you want to perform an immediate fund assignment or a batch fund assignment for a student. Choices are: *I* (Immediate Fund Assignment)–The applicant is assigned the appropriate funds after you Save your selections for this form. The Packaging Process assigns the funds based on packaging group rules defined on the Financial Aid Selection Rules Form (RORRULE). The Immediate fund assignment process uses the Packaging (RPEPCKG) program. *B* (Batch Fund Assignment)–The applicant is selected for the next run of the Packaging (RPEPCKG) batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. The **Package Date** (`RORSTAT_PCKG_COMP_DATE`) field for the student on the RPAAWRD and RPAAPMT award forms must also be blank (null). *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Packaging Fund Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Fund Assignment - Completion Date	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Need Analysis Calculation - Action Indicator	Performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. Choices are: *L* (Long Calculation)–The long version of INAS stores the majority of the interim calculation results. These values display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. *S* (Short calculation)–The short version of INAS does not store the majority of the interim calculation results. These values typically display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. The long version does store these values. However, the short version may run a little faster. The system keeps track of the INAS version that was run last and displays a warning message if you display the RNINAIQ Form after you run a short INAS calculation since the data that displays may not be up to date. The purpose of the RNINAIQ Form is to display the results of the most recent long INAS calculation. *B* (Batch calculation)–The applicant is selected for the next run of the INAS Calculation (RNEIN05) COBOL batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Need Analysis Calculation - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Need Analysis Calculation - Completion Date	Displays the completion date of the Need Analysis calculation.
Immediate Pell Calculation	Calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL). Choices are: Selected–Perform the online Immediate Pell Calculation. Cleared–Do not perform the online Immediate Pell Calculation.

Fields	Descriptions
Disbursement Date Update	Disbursement date update indicator. Check for immediate update.
Authorize or Disburse Available Aid	Authorizes, disburses, or memos available financial aid. Choices are: Selected–Perform the online Authorize/Disburse Available Aid process. Cleared–Do not perform the online Authorize/Disburse Available Aid process.
Authorize or Disburse Available Aid - Term	Code for the disbursement, authorization, or memo term.
Authorize or Disburse Available Aid - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Authorize or Disburse Available Aid - Completion Date	Displays the completion date of the Authorize or Disburse Available Aid process. Choices come from the Letter Code Validation window.

Letter Generation Block

Use this window to request that a particular letter be printed for a student the next time you run the Letter Extract Process (GLBLSEL) for Pending Letters.

Fields	Descriptions
Letter Code	Code that identifies the pre-defined letter. Choices come from the Letter Code Validation window.
(Letter Description)	Description that defaults from the Letter code.
Term Code	Term code for the letter. Choices come from the Term Code window.
Wait Days	Optional field that enables you to define the number of days after the initiation date to process the letter.

Fields	Descriptions
Initial Code	Optional field that enables you to identify the person requesting the letter. Choices come from the Initials Code Validation window.
(Initials Description)	Description that defaults from the value entered in the Init field.

Procedures

To add an applicant to a tracking group

The Automatic Group Assignment process adds the applicant to a Requirements Tracking group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Tracking Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the Term Code for the group assignment.
3. Select Save to start the immediate or batch function.

To add an applicant to a budgeting group

The Automatic Group Assignment process adds the applicant to a Budgeting group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Budgeting Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the **Term** code for the group.
3. Select Save to start the immediate or batch function.

To add an applicant to a packaging group

The Automatic Group Assignment process adds the applicant to a Packaging group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Packaging Group Assignment Action Indicator** field to initiate a group assignment for the applicant.

2. Enter the **Term** code for the group.

3. Select Save to start the immediate or batch function.

To assign a SAP status for a student

The SAP process on the ROAIMMP form differs from the other group assignment processes 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 the SAP Assignment Process (ROPSAPR).

1. Select the **SAP** checkbox.

2. Enter **Calculated From** term code to point the assignment process to the term from which you want to calculate the newest SAP status.

3. Enter an **Effective** term code to indicate the term in which to post the results (the **SAP Status** field on the ROASTAT form).

4. Select Save to assign the SAP status.

To package funds for a student

This process assigns funds to the student's award package based on the packaging rules for the assigned packaging group.

1. Add the applicant to a packaging group.

2. Enter an *I* (Immediate) or a *B* (Batch) in the **Action Indicator** field to begin the packaging fund assignment for the applicant.

3. Select Save to perform the immediate or batch packaging fund assignment function.

To calculate Need

The Need Analysis Calculation process performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. The system then enables you to view the updated values when it automatically accesses the Need Analysis Form (RNARSxx).

1. Enter an *L* (Long Calculation) or an *S* (Short Calculation) in the **Action Indicator** field to process an online Need Analysis calculation. If you don't need an immediate calculation and want to ensure that the system includes the applicant in the next Need Analysis batch calculation, enter a *B* (Batch) in the **Action Indicator** field.

2. Select Save to perform the long or short online calculation or to perform the batch function.

This process uses the INAS Calculation (RNEIN05) program for immediate processing and when the applicant is included for need calculations in a batch.

Note: You can choose which version to run for an individual student with the Immediate Process Form. But when you call INAS through the Need Analysis Form (RNANA05), the Need Analysis Override Form (RNAOV05), or the Need Analysis Document Verification Form (RNAVR05), you always get the version that you stipulate as an institutional option on the Institutional Options Form (ROAINST). When you run the INAS calculation in batch mode, the version is selected by a parameter for the job.

To perform a Pell calculation

The Pell Calculation process performs a routine that calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL).

1. Select the **Immediate Pell Calculation** field.
2. Select Save to perform a Pell calculation for the student.

To authorize and disburse available aid

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before the system actually processes a payment or authorization. The Authorize or Disburse Available Aid process attempts to perform the following functions in this order using the Disbursement Process (RPEDISB): (1) the system processes a disbursement of financial aid; (2) if the system cannot process a payment, it authorizes payment; or (3) if the system cannot process either a payment or an authorization, the system creates a memo.

1. Select the **Authorize or Disburse Available Aid** field.
2. Enter the applicable **Term** code.
3. Select Save to start the process.

To use the Letter Generation Process to print a letter for a student

The Letter Generation Process enables you to request that a particular letter be printed for a student the next time you run the Letter Extract Process for Pending Letters.

1. Enter the **Letter Code** that identifies the letter you want to print.
2. Enter the **Term Code** for the letter.

3. (Optional) Enter the number of days after the initiation date to process the letter in the **Wait Days** field.

4. (Optional) Enter your initials in the **Initial Code** field.

5. Select Save.

Financial Aid Selection Rules Form (RORRULE)

Use this form to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, satisfactory academic progress (SAP) codes, fund awarding, fund assignment, and fund disbursement. You can also check a simulation view of those students that would be assigned to a group given the compiled selection criteria, 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 Form (ROAIMMP) for processing an individual student or you can use the appropriate batch process to use with your defined selection criteria.

Main Window

Use this window to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, SAP codes, fund awarding, fund assignment, and fund disbursement rules.

Use the Key Block to establish the rule type, aid year, group code, and fund code for the rules you want to define in the Selection Criteria Block.

The Selection Criteria Block provides you with a freeform area in which to enter selection criteria in the form of SQL statements. There are no restrictions on the type of SQL functions you can use. The system does, however, provide you with some on-screen edits that verify the existence of Financial Aid column names. You can use any SQL statement on this form in a WHERE clause such as sub-queries, exists and not exists functions, comparisons of one database field to another database field, etc. When you enter rules in this block, you must press Enter at the end of each line and perform a Next Record function (or click on the next line with your mouse) to continue to enter additional rules. Each line is a new 78-character record in the RORGSQL table. The form will not wrap to the next line when you get to the right margin. The compile process removes unnecessary spaces at the end of a line.

Fields	Descriptions
Rule Type	Type of rule for which you want to define selection criteria. Choices come from the Rule Type list. Requirements Tracking Group Assignment–Create or modify selection criteria to assign students to tracking groups. You must also enter an aid year and tracking group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the tracking group. Budget Group Assignment–Create or modify selection criteria to assign students to budget groups. You must also enter an aid year and budget group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the budgeting group. Packaging Group Assignment–Create or modify selection criteria to assign students to packaging groups. You must also enter an aid year and packaging group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the packaging group. Fund Awarding–Create or modify selection criteria to award a fund to students. The system does not package students with a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. This is a strict awarding rule used in both batch and manual awarding that is constantly checked by validation routines; for batch processes, run the Packaging Process (RPEPCKG) to award the fund.

Fields	Descriptions
	Packaging Group Fund Awarding–Create or modify selection criteria to assign funds to applicants within a specific packaging group. These rules are optional. If rules already exist for Rule Type A, they need not be reconstructed unless they differ based on the packaging group. The fund must have been associated with the group on the Packaging Group Fund Rules Form (RPRGFND) prior to these rules being defined. You must also enter an aid year, group code, and fund code with this rule type. This rule type is only used in automatic packaging (RPEPCKG). Fund Disbursement–Create or modify selection criteria to disburse awards to students. Disbursement rules may be different from fund awarding rules if rules are defined here. Students will not receive a disbursement from a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. For batch processes, run the Disbursement Process (RPEDISB) to disburse the awards. Satisfactory Academic Progress–Create or modify selection criteria to assign a SAP code to students. You must also enter an aid year and SAP code with this rule type. These rules are used by the SAP Assignment Process (ROPSAPR) to assign SAP status codes to students.
(Rule Type Description)	Default description of the Rule Type.
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
(Aid Year Description)	Default description of the Aid Year.
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
(Group Code Description)	Default description of the Group Code.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.

Fields	Descriptions
(Fund Code Description)	Default description of the fund code.
Selection Criteria Block	
'(' Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access (`ALL_TABLES`). The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Compiled Expert SQL window

Use this window to review or change the compiled SQL select statement that was originally defined in the Selection Criteria Block of the Main Window.

The Student Block contains the additional information added by the compile process to refine the SQL select statement. You can make any changes to the compiled (expert) statement, but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.

Fields	Descriptions
Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access (`ALL_TABLES`). The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.
Column Name	Table column name.
Operator	Operator
Substitution	Substitution
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Selected Student Window

The Selected Student window is accessed after you have compiled rules either by selecting the Execute button or the View button from either the Selection Criteria section or the Compiled/Expert SQL window.

After selecting the Execute button, this window displays a “simulation” view of those students you would receive for the compiled rules.

After selecting the View button, this window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form.

Use the Student Block to review those students assigned in a “simulation” view (Execute button) or to review those students assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key block of the form (View button).

Fields	Descriptions
ID	The ID of the student.
Last Name	Displays the student’s last name.
First Name	Displays the student’s first name.
Middle Name	Displays the student’s middle name.

Base SQL Example Window

The Base SQL Example window provides you with an illustration of a well-defined selection statement.

Use the Example Block to review a sample selection statement.

Fields	Descriptions
Example Line	Sample of a well-defined SQL selection statement.

Copy To Window

The Copy To window enables you to copy a set of rules from one aid year, group code/fund code combination to another aid year, group code/fund code combination, or to transfer the same rules from one aid year to another aid year, or from one fund code to another fund code. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

Use the Copy block to copy rules based on aid year/group code/fund code combinations.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.

Procedures

To create a rule with the appropriate selection criteria

1. Access the Financial Aid Selection Rules Form (RORRULE).
2. Enter the Rule Type for which you want to enter selection criteria. For example, enter a *T* (Requirements Tracking Group) to enter requirements tracking group assignment rules.
3. Enter the Aid Year.
4. Enter a Group Code and/or Fund Code (depending on the rule type value) to identify how you want to establish selection criteria.
5. Access the Selection Criteria block.
6. Enter your rules in the freeform **SQL Statement** field. Here are some general guidelines:

Note: When you construct selection statements, it's 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, the system may misinterpret the way in which you want to process the data.

Note: This form allows you to use outer joins when you construct selection rules. An outer join is a programming technique used to combine columns from different tables where a value in one table may not have a corresponding value in another table. (You can't use an outer join on a table that needs to join to RCRAPP1 to find the current record.)

To review or change compiled rules via the Compiled/Expert SQL window

1. Perform the "Create a rule with the appropriate selection criteria" procedure.

2. After you perform the compile, select the Expert button or Next Block to display the compiled data from the Selection Criteria section.

3. The compile process adds additional information to refine the SQL select statement. You can make any changes to the compiled (expert) statement; but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.

4. Save.

To review those students assigned with previously assigned selection criteria

1. Perform the "Create a rule with the appropriate selection criteria" procedure.

2. After the compile, go to the Selected Students window (accessed with the View button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form. The selected students have been assigned with previous selection criteria processed either with the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process.

3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To check a simulation view of those students assigned with compiled selection

1. Perform the "Create a rule with the appropriate selection criteria" procedure.

2. After the compile, go to the Selected Students window (accessed with the Execute button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays a "simulation" view of those students you would receive for the compiled rules. You still must run either the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process to perform the actual group assignment.

3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To see an example of an SQL statement

The Base SQL Example window provides you with an illustration of a well-defined selection statement. Access this window by selecting the Example button from either the Main window or the Compiled/Expert SQL window of this form.

To copy rules without retyping the SQL statements

The Copy To window enables you to copy a set of rules from one group code/fund code combination to another group code/fund code combination for the same aid year or to transfer the same rules from one aid year to another aid year. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

For example, to copy a set of rules to another group code without rules:

1. Enter an Aid Year and Group Code.
2. Select the Copy button or the Insert Record function to copy the rules to the other group.

Message Rules Form (RORMESG)

The Message Rules Form enables you to associate a message code with an aid year, tracking or budgeting group type, and tracking or budgeting requirement code.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Type	Group Type for message rules. The valid values for this field are: *Budgeting* *Tracking* If you select the *Budgeting* type, enter a budgeting requirement code in the **Code** field. If you select the *Tracking* type, enter a tracking requirement code in the **Code** field. The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.

Fields	Descriptions
Code	Tracking requirement code (if you selected *Tracking* for the **Type** field) or budgeting requirement code (if you selected *Budgeting* for the **Type** field). The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.

Message Code Block

Use the Message Code Block to associate a set of message codes with the aid year, group type, and requirement code specified in the Key Block.

Fields	Descriptions
Message Code	Enter the tracking or budgeting message code that you want to associated with the group type and requirement code. Choices come from the Message Validation (RTVMESG) window.
Message Description	Default message description associated with the message code.
Activity Date	The activity date for the given message code.

Group Inquiry Form (ROIGRPI)

Main Window

The purpose of the Group Inquiry form is to display Budgeting, Packaging, Tracking, or SAP group code information.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window. This field is valid when the Group Type is *Tracking, Budgeting,* or *Packaging*.
Term	SAP Effective Term. This field is valid only when the Group Type is *SAP*.
Group Type	Tracking, Budgeting, Packaging, or SAP group type.

Group Inquiry Block

The purpose of the Group Inquiry Block is to display group information for all valid group codes.

Information displayed in this block depends on the value entered in the **Group Typ**e field of the Key Block:

- When Group Type is *Packaging*

  The group and award priorities defined on the Packaging Group Validation Form (RTVPGRP) and used by the packaging and awarding processes are displayed. The **Rules Exist** field will be set to *Y*es if the group selection criteria has been defined. The **Student Count** field displays the number of students currently assigned to the specific Packaging Group for the **Aid Year** in the Key Block.

- When Group Type is *Budgeting*

  The group priorities defined on the Budget Group Validation Form (RTVBGRP) and used by the budget grouping process are displayed. The

Rules Exist field will be set to *Y*es if the Budget/Group Data Element rules have been defined for each Budget Group Code displayed. The **Student Count** field is a count of Applicants that have been assigned to each Budget Group for the **Aid Year** in the Key Block.

- When Group Type is *Tracking*

  The group priorities defined on the Requirements Tracking Group Validation Form (RTVTGRP) and used by the tracking grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Tracking/Group Data Element rules have been defined for each Tracking Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each Tracking Group for the **Aid Year** in the Key Block.

- When Group Type is *SAP*

  The group priorities defined on the Satisfactory Academic Progress Validation Form (RTVSAPR) and used by the SAP Assignment Process are displayed. The **Rules Exist** field will be set to *Y*es if the Satisfactory Academic Progress rules have been defined for each SAP Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each SAP Group for the **Term Code** in the Key Block.

Fields	Descriptions
Code	Group Code for the Group Type and Aid Year or Term Code selected in the Key Block.
(Description)	Description for the given Group Code.
Group Priority	Group Priority for the given Group Code.
Award Priority	This is the Packaging Group Award Priority. This field is *not* used for Budgeting, Tracking, or SAP.
Rules Exist	This is the Rules Exist Indicator. *Y (Yes)* means rules exist for the group.
Information Access	The Packaging Group Type Information Access Indicator for the given Packaging Group. This field checked if the **Info Access** field is checked for the group on the RTVPGRP Form. This field is not used for Budgeting, Tracking, or SAP.
Student Count	The Student Count displays the number of students currently assigned to the given group.

Fields	Descriptions
Activity Date	Activity Date for the given group.
Student Count Total	The Total Student Count for the given Group Type in the Key Block.
Student Count Query	Total Query Student Count for Group Type in the Key Block and Group Codes currently queried.

Requirements Tracking Group/Requirements Rules Form (RRRGREQ)

Use this form to identify the set of requirements that you want to assign to students in a particular tracking group for a specified aid year.

Main Window

Use this window to add student requirements to a particular tracking group for a specified aid year.

Use the Key Block to establish the aid year and tracking group for the set of tracking requirements that you want to assign in the next block. Use the Tracking Group/ Requirements Rules block to identify the set of requirements that you want to assign to students in a particular tracking group.

Use the Copy To block to copy a set of requirements from one tracking group to another tracking group for a specified aid year. You can also use this block to transfer the same requirements for a tracking group from one aid year to another aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Tracking Group	Code that identifies groups of students that require the same set of requirements. Tracking Group Codes are established on the Requirements Tracking Validation Form (RTVTREQ).
Tracking Group Requirements Rules Block	
Requirement Code	Tracking requirement code that will be assigned to those students that are included in the tracking group in the Key Block.

Fields	Descriptions
(Requirement Description)	Description of the tracking requirement.
Required for Packaging	Determines whether this requirement is typically needed for packaging to take place for a student. You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ).
Required for Memo	Determines whether this requirement is typically needed for a student to receive a deferment based on expected aid (memo). You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ).
Required for Disbursement	Determines whether this requirement is typically needed for disbursement to take place for a student. You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ).
Copy To Block	
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code.
Tracking Group	Code that defines groups of students that require the same set of requirements. Tracking Group Codes are established on the Requirements Tracking Validation Form (RTVTREQ).

Procedures

To assign a set of tracking requirements to a tracking group

1. Access the Requirements Tracking Group/Requirements Rules Form (RRRGREQ).
2. Enter an Aid Year.
3. Enter the Tracking Group code for which you want to link one or more tracking requirement codes.
4. Go to the Tracking Group/Requirements Rules block.
5. Enter a tracking Requirement Code.

6. (Optional) You can select the **Required for Packaging** field. This field determines whether this requirement is typically needed for packaging to take place for a student.

7. (Optional) You can select the **Required for Memo** field. This field determines whether this requirement is typically needed for a student to receive a deferment based on expected aid (memo).

8. (Optional) You can select the **Required for Disbursement** field. This field determines whether this requirement is typically needed for disbursement to take place for a student.

9. Save.

Note: You should not build any tracking groups without at least one requirement needed for packaging, disbursement and memoing. This applies to your default tracking group as well. Students who have a group code and no tracking requirements will have an All Requirements Completed Date, All Packaging Requirements Completed Date, All Disbursement Requirements Completed Date, and an All Memoing Requirements Completed Date because they have no outstanding tracking requirements and have gone through the tracking process. Therefore, these students will be eligible to be packaged, receive disbursements and memos. If students in your default group have at least one requirement preventing these activities, then nothing will happen until they get tracked into another group or that one requirement gets satisfied.

To copy a set of requirements from one tracking group to another tracking group for the same aid year

1. Perform the procedure to "assign a set of tracking requirements to a tracking group" or enter an aid year and tracking group for which requirement codes have already been assigned.

2. Go to the Copy To block.

3. Enter an **Aid Year**.

4. Enter the **Tracking Group** code to which you want to copy the requirements.

5. Use the **Copy** button to copy the existing list of tracking requirements from the tracking group and aid year in the key block to the tracking group and aid year combination in the Copy To block.

6. Save.

To transfer the same requirements for a tracking group from one aid year to another aid year

1. Perform the procedure to “assign a set of tracking requirements to a tracking group” or enter an aid year and tracking group for which requirement codes have already been assigned.

2. Go to the Copy To block.

3. Enter an **Aid Year** that is different from the aid year in the Key Block.

4. Enter the same tracking group code that is in the Key Block in the **Tracking Group** field.

5. Use the **Copy** button to copy the existing list of tracking requirements from the tracking group and aid year in the key block to the tracking group and new aid year combination in the Copy To block.

6. Save.

Requirements Tracking Validation Form (RTVTREQ)

Use this form to define and maintain standard requirement codes. These requirement codes represent frequently requested documents or requirements such as applications, transcripts, tax returns, verification statements, SARs, and loan applications. You can use these tracking requirement codes on a per student basis, or you can assign one or more tracking requirement codes to a tracking group in order to default recurring tracking requirements for student groups with similar needs and backgrounds.

Main Window

Use this window to define and maintain requirements tracking codes. You enter requirement codes on the Applicant Requirements Form (RRAAREQ) and the Applicant Requirements Mass Entry Form (RRAMASS). For convenience, you can establish a set of default tracking requirements for a tracking group and aid year with the Requirements Tracking Group/Requirements Rule Form (RRRGREQ).

Use the Requirements Tracking Validation block to maintain your requirements tracking codes.

Fields	Descriptions
Requirements Code	Code for the tracking requirement that you want to define (up to six characters).
Short/Long Description	Short description of the tracking requirement. The short description displays on reports and on-screen displays. Long description of the tracking requirement. The extended description displays on tracking letters to students.
Packaging	Determines whether this requirement is typically needed for packaging to take place for a student. You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ) or when establishing tracking group information on the Requirements Tracking Group/ Requirements Rules Form (RRRGREQ).
Disbursement	Determines whether this requirement is typically needed for disbursement to take place for a student. You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ) or when establishing tracking group information on the Requirements Tracking Group/ Requirements Rules Form (RRRGREQ).

Fields	Descriptions
Memo	Determines whether this requirement is typically needed for a student to receive a deferment based on expected aid (memo). You can override this value when you establish tracking requirements on the Applicant Requirements Form (RRAAREQ) or when establishing tracking group information on the Requirements Tracking Group/Requirements Rules Form (RRRGREQ).
Once	Check the **Once** checkbox if the requirement only needs to be satisfied once in a student's academic career, such as an admissions decision or a required proof of citizenship.
Update Prior Year	(`RTVTREQ_UPDATE_PRIOR_YEAR_IND`). Specifies if satisfying a required once requirement will update the requirement for a prior year. When this option is selected, the requirement is updated for aid years where the status date is prior or equal to the end date of the aid year as defined on the ROAINST Form.
Satisfy All	Identifies tracking requirements that can be updated simultaneously with the satisfaction of one record. Default is N. *Y* Yes *N* No
Perkins MPN	Indicates the requirement is designated as Perkins MPN. This flag will automatically be displayed when the requirement is added as a Fund specific requirement on RFRMGMT. Schools also need to update information on ROAINST, Financial Aid Institution Options, and RFRMGMT, Funds Management, Fund Requirement Assignment to implement the Multi-Award Years Perkins MPN option.

Fields	Descriptions
Letter Exclusion	(RTVTREQ_LTR_EXCLUDE_IND). Tracking Letter Exclusion Indicator. If this field is checked, no tracking letter is created for the requirement when the requirement is added with an unsatisfied status. Check this box for requirements that do not affect whether or not the student needs a new tracking letter. For example, you have a tracking requirement for an accepted admissions status to prevent awarding or disbursement of aid until the student is accepted for admissions. The student doesn't necessarily need a new financial aid tracking letter when this requirement is created. The admissions office usually takes care of that. In this example, you would check the **Letter Exclusion** field so that the creation of this requirement would not cause the overall **Request Letter** field in the Summary Block of the Applicant Requirements Form (RRAAREQ) to be checked.
Access Ind	Check the **Access Ind** (Access Indicator) checkbox to allow other Banner products external to Financial Aid (Student/Accounts Receivable) to display and update this requirement code on the Financial Aid Summary Form (ROASMRY).
Information Access	Defines what tracking requirements can be seen on Web. *Y* Yes *N* No (default)
URL	URL address associated with this requirement code.
Message Number	Number assigned to the recorded voice message that describes this tracking requirement code. Use this field if you license the Banner Financial Aid Voice Response product and want to use this requirement code with Voice Response.
Activity Date	Date the tracking requirement code was entered or last updated.

Procedures

To add a requirement code

1. Access the Requirements Tracking Validation Form (RTVTREQ).
2. Enter a Requirements Code for the tracking requirement that you want to define (up to 6 characters).
3. Enter a short description of the tracking requirement code in the **Requirements Short Description** field. The short description displays on reports and on-screen displays.
4. Enter a long description of the tracking requirement code in the **Requirements Long Description** field. The extended description displays on tracking letters to students.
5. If the requirement only needs to be satisfied once in a student's academic career such as an admissions decision or a required proof of citizenship, check the required **Once** field.
6. Check the required **Packaging** indicator if this requirement is typically needed for packaging to take place for a student.
7. Check the required **Disbursement** field if this requirement is typically needed for disbursement to take place for a student.
8. Check the required **Memo** field if this requirement is typically needed for a student to receive a deferment based on expected aid (memo).
9. Check the **Access Ind** field if you want to allow other Banner products external to Financial Aid (Student/Accounts Receivable) to display and update this requirement code on the Financial Aid Summary Form (ROASMRY).
10. If you license the Banner Financial Aid Voice Response product and want to use this requirement code with Voice Response, enter the **Message Number** assigned to the recorded message that describes this tracking requirement code.
11. Save.

Requirements Tracking Group Validation Form (RTVTGRP)

Use this form to define and maintain standard tracking group codes. These tracking groups allow you to categorize students with similar characteristics into the same designated groups.

Some groups of students might require a certain set of documents for financial aid processing. You might need a different set of documents for graduate and undergraduate students, independent and dependent verification groups, and those students selected for document verification. For example, you could add an "ONDPVR" tracking group code to designate those applicants that applied on time before the financial aid cut-off date. The "ONDPVR" group of students could also include those with a dependent status as computed by INAS or computed by data load record values; this group may also require verification based on a determination by the U.S. Department of Education, or by your institution.

The exact requirements for a tracking group are defined on the Financial Aid Selection Rules Form (RORRULE). This form enables you to establish rules to place students in a particular tracking group based on specific selection criteria. This ensures that the same requirements apply to all students in the same group

When you load applicants into the Financial Aid database through the data load process, they are usually also run through the Requirements Tracking Batch Group Assignment Process (the RORGRPS program). This process places the applicants into requirements tracking groups according to criteria defined on the Financial Aid Selection Rules Form. Applicants can also be individually assigned to requirements tracking groups online, either manually or automatically with the Applicant Immediate Process Form (ROAIMMP).

Each tracking group also has a set of requirements associated with it, which are then assigned to each applicant that falls into the group. The Requirements Tracking Group/Requirements Rules Form (RRRGREQ) identifies the set of requirements/ statuses to be assigned to students in a particular tracking group.

Main Window

Use this window to add and change tracking group codes.

Use the Requirements Tracking Group Validation block to maintain tracking group codes.

Fields	Descriptions
Group Code	Code that defines groups of students that require the same set of requirements.

Fields	Descriptions
Group Description	Freeform description of the group code.
Priority	When you execute either the Requirements Tracking Batch Group Assignment Process (the RORGRPS program) or the automatic group assignment feature of the Applicant Immediate Process Form (ROAIMMP), applicants are grouped into requirement tracking groups according to criteria defined on the Financial Aid Selection Rules Form. The group code priority number identifies the order in which the groups are evaluated to see if a student belongs in a tracking group. Once a student is selected based on the rules established on the Financial Aid Selection Rules Form and placed in a group, the group priority testing is complete. It is good practice to number the priority codes by fives or tens so that new codes can be easily added later if necessary. For efficiency, tracking groups that will be used most should have lower priority codes.
Activity Date	Date on which the group status code was entered or last updated.

Procedures

To create a tracking group code:

1. Access the Requirements Tracking Group Validation Form (RTVTGRP).
2. Enter a **Group Code**.
3. Enter a description of the group code in the **Group Description** field.
4. Enter a **Priority** number to identify the order in which the groups are tested to see whether a student belongs in a tracking group. (1 is the highest priority. 999 is the lowest priority.)
5. Save.

Requirements Tracking Status Validation Form (RTVTRST)

Use this form to define and maintain your own standardized tracking status codes. These status codes provide descriptive information to help you understand why a tracking requirement has either been satisfied or has not been satisfied.

You enter tracking status codes in the **Status** field on the Applicant Requirements Form (RRAAREQ) or the **Status Code** field on the Applicant Requirements Mass Entry Form (RRAMASS) to indicate the current condition of a tracking requirement.

Main Window

Use this window to maintain tracking status codes.

Fields	Descriptions
Status Code	Identifies the status of a tracking requirement. Status codes provide descriptive information to help you evaluate the current condition of a tracking requirement. For example, you could set up *E* to represent that a requirement was established, *S* to indicate that the requirement was satisfied, and *W* to mean that the requirement was waived.
Description	Description of the status code.
Satisfied Indicator	Checkbox that indicates whether you want the entry of this tracking status code on the Applicant Requirements Form (RRAAREQ) or the Applicant Requirements Mass Entry Form (RRAMASS) to mean that the student fulfilled a particular requirement. The satisfactory resolution of a student's pre-established tracking requirements determines when certain financial aid actions such as packaging and disbursement can take place.
Request Letter	(`RTVTRST_TRK_LTR_IND`). Indicates if a requirement with this status should appear on a tracking letter. **Note:** You can exclude requirements from tracking letters if you check the **Letter Exclusion** field on the Requirements Tracking Validation Form (RTVTREQ).

Fields	Descriptions
VR Message Number	Number assigned to the recorded voice message that describes the tracking status. Use this field only if you license the Banner Voice Response product.
Activity Date	Date on which the tracking status code was entered or last updated.

Procedures

To create a tracking status code

1. Access the Requirements Tracking Status Validation Form (RTVTRST).
2. Enter a **Status Code**.
3. Enter a description of the status code in the Status **Description** field.
4. Check the **Satisfied Indicator** field if you want the entry of this tracking status code to mean that the student fulfilled the requirement.
5. If you license the Banner Voice response system and want to use this code, enter the voice response message number that is assigned to the recorded message that describes the tracking status code in the **VR Message Number** field.
6. Save.

Chapter 7

Budgeting

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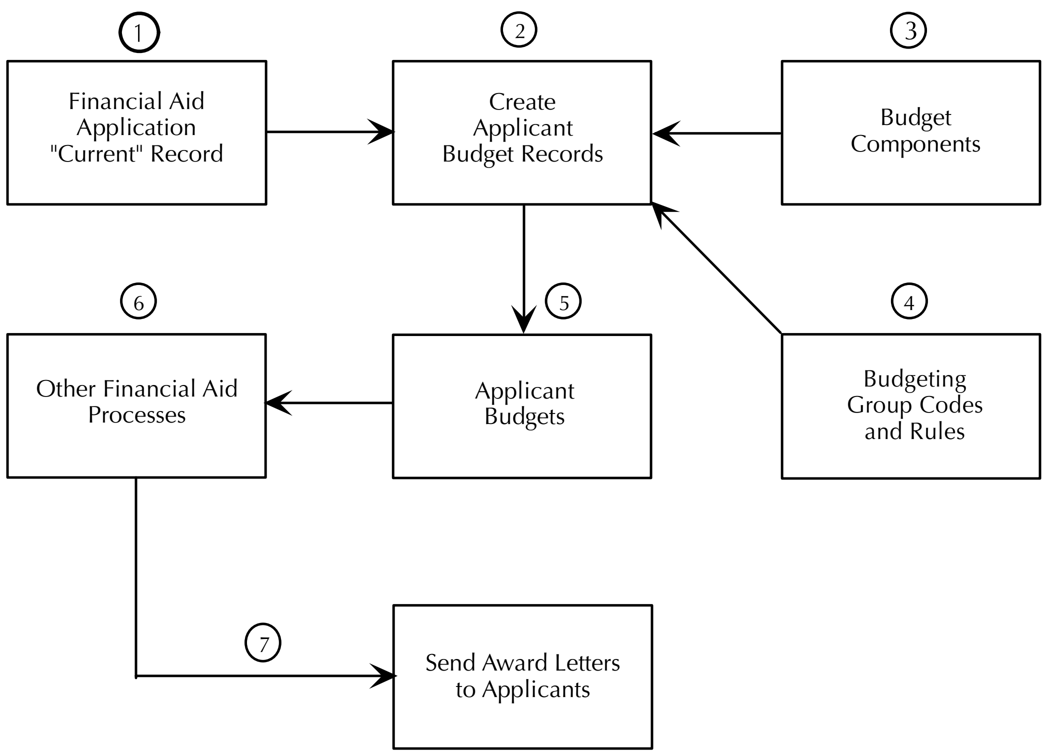
Overview

The Budgeting module calculates and assigns cost of attendance values to each applicant based on budget types in effect at the institution (for example, tuition, fees, room and board, etc.). The module features:

- Budget Component Assignment – Assigns a pre-defined set of budget categories (components) and values to students according to their budget group.
- Budget Averaging – Creates a budget which is a weighted average of two or more budgets. This is useful for a student who is on-campus for half-a-year and off-campus for the other half.
- Multiple Budgets – Based on user-defined rules, a student can be assigned a Pell Budget plus one additional budget.
- Transaction Log – Maintains an online log of all budget changes.

Budgeting Process Flow



Budgeting Process Flow Narrative

1. 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. Data in the Current record is used to determine the budget that is assigned to an applicant.

2. 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.

   This process places 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.

3. 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.

4. 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.

5. 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. An individual applicant can have at most two different budgets – one for Pell Grants and a second for non-Pell programs.

6. 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.

7. Budget Information Can be Included in Award Letters 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.

Forms

The forms segment provides you with descriptions of the forms within the Budgeting module.

Note: Some forms have online help that replaces the information normally provided in this user guide. Please see the online help in Banner for this information. More details about online help appear in the *Banner Getting Started Guide*.

Applicant Budget Form	RBAABUD
Financial Aid Record Maintenance	ROARMAN
Applicant Comments Form	RHACOMM
Applicant Immediate Process Form	ROAIMMP
Budget Component Rules Form	RBRCOMP
Financial Aid Selection Rules Form	RORRULE
Budget Group/Type Rules Form	RBRGTYP
Message Rules Form	RORMESG
Budget Inquiry Form	RBIBUDG
Group Inquiry	ROIGRPI
Budget Group Validation Form	RTVBGRP
Budget Type Validation Form	RTVBTYP
Budget Component Validation Form	RTVCOMP
Aid Period/Term Rules Form	RORTPRD
Aid Period Validation Form	RTVAPRD

Applicant Budget Form (RBAABUD)

Use this form to assign a set of budget components to a financial aid applicant for a specified aid year. You can also assign a 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.

Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

This form supports multiple Pell processing.

Note: If the Pell calculation is disabled for the institution, campus, or student, the Pell calculation will *not* be performed automatically.

The need calculations are used in the fields listed below that are displayed on the Applicant Status Summary Window available from the Options menu:

- **Budget Amount**
- **Expected Family Contribution**
- **Pell Award**

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation Window (ROIAIDY) if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Budget Group and Period Block

Use this section to assign a budget group and aid period for the aid year and ID specified in the Key Block.

Fields	Descriptions
Group	Budget group code. You can leave the **Group** field blank if you manually create budget components. However, you must enter a value in the **Group** field if you use the Insert Record function to generate a default budget type in the Budget Type section and default budget components in the Budget Component section. Select the Group button or LIST to access the Budget Group Validation (RTVBGRP) window if you need to verify a budget group.
Period	Aid Period code. Select the LIST function to access the Aid Period Validation (RTVAPRD) window to verify an aid period code. Press the Next Block function to continue.
Group Lock Indicator	Check to lock the Budget group.

Fields	Descriptions
Percent of Full Year	Percent of Full Year. Valid values: *0 - 100*.

Budget Type Block

Use this block to assign a budget type to an applicant. (Banner bypasses this block if you selected the Insert Record function to generate default values in the Budget Group/Period Block.)

Fields	Descriptions
Type	Budget type code. You can verify a budget type code if you select the List function to access the Budget Type Validation Window (RTVBTYP).
EFC Method	Expected Family Contribution (EFC) method indicator: Valid values are: *F* Federal *I* Institutional
System Indicator	System indicator: S System *M* Manual

Budget Components Block

Use this section to add, change, or delete an applicant's budget components for the specified budget type. You can also adjust the component dollar amounts associated with the component code.

Fields	Descriptions
Code	Component code. Press LIST to select from the Budget Component Validation Window (RTVCOMP)
(Description)	Description of the component code. Populated automatically after selecting a Code.

Fields	Descriptions
Budget Components Amount	Budget component dollar amount.
Activity Date	Date this record was entered or last updated.
User ID	User’s identification number.
System Indicator	System indicator: S System *M* Manual

Mixed Enrollment Window

Use this window if you need to define a mixed enrollment for an applicant. Component amounts are derived based on the group codes and percentages listed here. The components in each budget are matched and averaged together to get a single value. This process is only necessary if the student’s status changes during the year. For example, if a student moves from a dorm room to an off-campus apartment.

Fields	Descriptions
Code	Budget group code associated with the percent for the student's mixed budget definition.
Description	Budget group description.
Percent	Percent to be applied to each component in the student's budget for the associated group code when defining a mixed budget.

Financial Aid Record Maintenance Form (ROARMAN)

Use this form to review and change most of the important aspects of a student’s financial aid record from one central form. This form enables you to display and update the following parts of a student’s record:

- Award detail
- Applicant processing status, enrollment status, satisfactory academic progress, and admissions status detail
- Budget components
- Other resources
- Coded and non-coded tracking requirements
- Pell Grant status
- Need analysis information

Please refer to the Financial Aid Common Functions chapter for a complete description of this form.

Applicant Comments Form (RHACOMM)

Use this form to record and display specific comments about an applicant for an aid year. Use the text fields to enter your own comments about an applicant. These comments are unique to your User ID so that only you can update or delete these text fields. You can only view those comments created by another User ID. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Use the Key Block to enter the ID of the student for whom you want to enter comments. Use the Applicant Comments Information block to enter comments about the student established in the Key Block.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to enter comments for an applicant for a specified aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Category Code	(RHRCOMM_CATEGORY_CODE) The category code for applicant comments.
Created	Date the original comment was entered on the student's record.
Activity Date	Date the information for this record was entered or last updated.
User	User’s identification number who entered or last updated this comment. This user is the only person who can change or delete the comment.
Comments	(RHRCOMM_COMMENT) The comments associated with the student’s record. The field length is 4000 characters.

Procedures

To add comments for an applicant

1. Access the Applicant Comments Form (RHACOMM).
2. Enter the student ID.
3. Go to the Applicant Comments Information block.
4. Enter an Aid Year.
5. Enter your comments about the applicant in the **Comment** field.

Save.

Applicant Immediate Process Form (ROAIMMP)

Use this form to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Main Window

Use this window to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid.

Use the Key Block to specify the aid year, and to identify the person that you want to process. Use the Applicant Immediate Process block to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
ID	The **ID** is the applicant's identification number. All data on this form refers to this financial aid applicant. Choices come from the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), and the Alternate ID Search Form (GUIALTI).
Tracking Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a tracking group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.

Fields	Descriptions
Tracking Group Assignment - Term	Code for the tracking group assignment term. Choices come from the Term Code window.
Tracking Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Budgeting Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a budgeting group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Budgeting Group Assignment - Term	Code for the budgeting group assignment term. Choices come from the Term Code window.
Budgeting Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Packaging Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a packaging group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Packaging Group Assignment - Term Code	Term Code for the packaging group assignment. Choices come from the Term Code window.
Packaging Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
SAP	Satisfactory Academic Progress indicator provides you with the ability to assign a SAP status online. You 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 Assignment Process (ROPSAPR) to assign SAP status codes automatically to the student record. Choices are: Selected–perform the online SAP Assignment Process. Cleared–Do not perform the SAP Assignment Process.
Calculated From	The **Calculated From** term code points the assignment process to the term from which you want to calculate the newest SAP status. This term code is required and automatically defaults the current term code as defined on the Institution Financial Aid Options Form (ROAINST). 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.

Fields	Descriptions
Effective	The Effective term code, 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 post the result 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. The fall term, where the results will be posted (Effective term), would not need to belong to that year.
Packaging Fund Assignment - Action Indicator	Determines whether you want to perform an immediate fund assignment or a batch fund assignment for a student. Choices are: *I* (Immediate Fund Assignment)–The applicant is assigned the appropriate funds after you Save your selections for this form. The Packaging Process assigns the funds based on packaging group rules defined on the Financial Aid Selection Rules Form (RORRULE). The Immediate fund assignment process uses the Packaging (RPEPCKG) program. *B* (Batch Fund Assignment)–The applicant is selected for the next run of the Packaging (RPEPCKG) batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. The **Package Date** (`RORSTAT_PCKG_COMP_DATE`) field for the student on the RPAAWRD and RPAAPMT award forms must also be blank (null). *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Packaging Fund Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Fund Assignment - Completion Date	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Need Analysis Calculation - Action Indicator	Performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. Choices are: *L* (Long Calculation)–The long version of INAS stores the majority of the interim calculation results. These values display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. *S* (Short calculation)–The short version of INAS does not store the majority of the interim calculation results. These values typically display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. The long version does store these values. However, the short version may run a little faster. The system keeps track of the INAS version that was run last and displays a warning message if you display the RNINAIQ Form after you run a short INAS calculation since the data that displays may not be up to date. The purpose of the RNINAIQ Form is to display the results of the most recent long INAS calculation. *B* (Batch calculation)–The applicant is selected for the next run of the INAS Calculation (RNEINxx) COBOL batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Need Analysis Calculation - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Need Analysis Calculation - Completion Date	Displays the completion date of the Need Analysis calculation.
Immediate Pell Calculation	Calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL). Choices are: Selected–Perform the online Immediate Pell Calculation. Cleared–Do not perform the online Immediate Pell Calculation.

Fields	Descriptions
Disbursement Date Update	Disbursement date update indicator. Check for immediate update.
Authorize or Disburse Available Aid	Authorizes, disburses, or memos available financial aid. Choices are: Selected–Perform the online Authorize/Disburse Available Aid process. Cleared–Do not perform the online Authorize/Disburse Available Aid process.
Authorize or Disburse Available Aid - Term	Code for the disbursement, authorization, or memo term.
Authorize or Disburse Available Aid - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Authorize or Disburse Available Aid - Completion Date	Displays the completion date of the Authorize or Disburse Available Aid process. Choices come from the Letter Code Validation window.

Letter Generation Block
Use this window to request that a particular letter be printed for a student the next time you run the Letter Extract Process (GLBLSEL) for Pending Letters.

Letter Code	Code that identifies the pre-defined letter. Choices come from the Letter Code Validation window.
(Letter Description)	Description that defaults from the Letter code.
Term Code	Term code for the letter. Choices come from the Term Code window.
Wait Days	Optional field that enables you to define the number of days after the initiation date to process the letter.

Fields	Descriptions
Initial Code	Optional field that enables you to identify the person requesting the letter. Choices come from the Initials Code Validation window.
(Initials Description)	Description that defaults from the value entered in the Init field.

Procedures

To add an applicant to a tracking group

The Automatic Group Assignment process adds the applicant to a Requirements Tracking group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Tracking Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the Term Code for the group assignment.
3. Select Save to start the immediate or batch function.

To add an applicant to a budgeting group

The Automatic Group Assignment process adds the applicant to a Budgeting group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Budgeting Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the **Term** code for the group.
3. Select Save to start the immediate or batch function.

To add an applicant to a packaging group

The Automatic Group Assignment process adds the applicant to a Packaging group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Packaging Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the **Term** code for the group.
3. Select Save to start the immediate or batch function.

To assign a SAP status for a student

The SAP process on the ROAIMMP form differs from the other group assignment processes 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 the SAP Assignment Process (ROPSAPR).

1. Select the **SAP** checkbox.
2. Enter **Calculated From** term code to point the assignment process to the term from which you want to calculate the newest SAP status.
3. Enter an **Effective** term code to indicate the term in which to post the results (the **SAP Status** field on the ROASTAT form).
4. Select Save to assign the SAP status.

To package funds for a student

This process assigns funds to the student's award package based on the packaging rules for the assigned packaging group.

1. Add the applicant to a packaging group.
2. Enter an *I* (Immediate) or a *B* (Batch) in the **Action Indicator** field to begin the packaging fund assignment for the applicant.
3. Select Save to perform the immediate or batch packaging fund assignment function.

To Calculate Need

The Need Analysis Calculation process performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. The system then enables you to view the updated values when it automatically accesses the Need Analysis Form (RNARSxx).

1. Enter an *L* (Long Calculation) or an *S* (Short Calculation) in the **Action Indicator** field to process an online Need Analysis calculation. If you don't need an immediate calculation and want to ensure that the system includes the

applicant in the next Need Analysis batch calculation, enter a *B* (Batch) in the **Action Indicator** field.

2. Select Save to perform the long or short online calculation or to perform the batch function.

This process uses the INAS Calculation (RNEINxx) program for immediate processing and when the applicant is included for need calculations in a batch.

Note: You can choose which version to run for an individual student with the Immediate Process Form. But when you call INAS through the Need Analysis Form (RNANAxx), the Need Analysis Override Form (RNAOVxx), or the Need Analysis Document Verification Form (RNAVRxx), you always get the version that you stipulate as an institutional option on the Institutional Options Form (ROAINST). When you run the INAS calculation in batch mode, the version is selected by a parameter for the job.

To perform a Pell calculation

The Pell Calculation process performs a routine that calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL).

1. Select the **Immediate Pell Calculation** field.

2. Select Save to perform a Pell calculation for the student.

To authorize and disburse available aid

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before the system actually processes a payment or authorization. The Authorize or Disburse Available Aid process attempts to perform the following functions in this order using the Disbursement Process (RPEDISB): (1) the system processes a disbursement of financial aid; (2) if the system cannot process a payment, it authorizes payment; or (3) if the system cannot process either a payment or an authorization, the system creates a memo.

1. Select the **Authorize or Disburse Available Aid** field.

2. Enter the applicable **Term** code.

3. Select Save to start the process.

To use the Letter Generation Process to print a letter for a student

The Letter Generation Process enables you to request that a particular letter be printed for a student the next time you run the Letter Extract Process for Pending Letters.

1. Enter the **Letter Code** that identifies the letter you want to print.
2. Enter the **Term Code** for the letter.
3. (Optional) Enter the number of days after the initiation date to process the letter in the **Wait Days** field.
4. (Optional) Enter your initials in the **Initial Code** field.
5. Select Save.

Budget Component Rules Form (RBRCOMP)

Use this form to associate a set of budget components with a budget group/budget type/aid period for a specified aid year and assigns dollar amounts to the components.

Key Block

Fields	Descriptions
Aid Year	Enter the financial aid processing year for which you want to define budget components in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active
Group Code	Enter the Group code. Select the LIST function to select from the Budget Group Validation Window (RTVBGRP). The budget type code that you enter in this field must be associated with the budget group in the preceding **Group Code** field. You establish which budget types you can use for a particular budget group with the Budget Group/Type Rules Form (RBRGTYP).
Type Code	Enter the Budget Type code. Select the LIST function to select from the Budget Type Validation Window (RTVBTYP).
Period Code	Enter the Aid Period code. Select the LIST function to select from the Aid Period Validation Window (RTVAPRD).
Percent of Full Year	This field displays the percentage defined in the **Percent of Full Year** field of the Aid Period Validation Form (RTVAPRD).

Fields	Descriptions
Default Prorated Amounts	The **Default Prorated Amounts** indicator enables you to perform two functions. (1) If you check this field, you can copy pre-established budget components and prorate the amounts as indicated by the full year percent that is associated with each period code on the Aid Period Validation Form. (2) If you do not check this field, Banner defaults those budget codes and descriptions with a check in the **Default** field on the Budget Component Validation Form (RTVCOMP) to the Budget Component section of this form. • *If you check* the **Default Prorated Amounts** indicator and you have not yet established a set of budget components for the aid year, group code, type code, and period code currently in the Key Block section, you can use the Insert Record function to default budget component codes and values into the Budget Component section. However, this is dependent on the condition that you have already defined the budget components and budget component amounts for the period code representing the full academic year (with a percent of full year value of 100%). For example, if you have already defined the budget components with the Budget Component Rules Form for a full academic year as represented in the preceding illustration, you can change the value in the **Period Code** field to represent the budget values for the fall semester. In the illustration that follows, the **Percent of Full Year** field indicates that the fall semester represents only 50% of the full academic year. Check the **Default Prorated Amounts** field. Select the Insert Record function to copy the budget components and budget amounts into the Budget Component section to direct Banner to automatically prorate the full year amounts by 50%. • *If you do not check* the **Default Prorated Amounts** field and you have not yet established a set of budget components for the aid year, group code, type code, and period code currently in the Key Block section, you can use the Insert Record function to copy default budget component codes and descriptions. Banner defaults component codes to the Budget Component section from the Budget Component Validation Form (RTVCOMP) for those components with a check in the **Default** field of that form. You must manually enter the dollar amounts for each budget component in the Budget Component Block.

Budget Component Block

The Budget Component Block enables you to enter and maintain the budget components and budget amounts that you want to include for the combination of the aid year, group code, type code, and period code specified.

Fields	Descriptions
Code	Enter the Budget Component code. You can manually add and delete component codes. Select LIST to access the Budget Component Validation Window (RTVCOMP) if you need to see a list of valid component codes for the **Code** field.
Component Description	This is the Budget Component Code description and is filled in automatically when selecting a Code.
Amount	Enter budget amounts for each component in the **Amount** field. You can prorate budget component codes and amounts from similar pre-established budget component rules, and you can also default budget component codes and assign amounts to these codes. Refer to the preceding **Default Prorated Amounts** field description in the Key Block section for more information.
Adjustment Percent	Use this optional field to increase or decrease the budget component percent. For example, if you enter 10 in the **Adjustment Percent** field and press Tab or Return, the budget component increases by 10%.
Adjustment Amount	Use this optional field to increase or decrease the budget component amount. For example, if you enter 40 in the **Adjustment Amount** field and press Tab or Return, the budget component amount increases by 40. (Enter a negative (-) sign before the value if you want to decrease the amount by a percentage or an amount.)
Activity Date	Date the record was created or last updated.

Copy To Block

Use this block to copy a set of budget components from one group to another, or to transfer the same budget components from one aid year to another aid year. In order to access this block, there must be a valid set of rules in the previous Budget Components Block.

To copy a set of budget components to another group code without components, enter a valid aid year code in the **Aid Year** field, a valid group code in the **Group** field, a valid type code in the **Type** field, and a valid period code in the **Period** field. Select the Copy button or Insert Record to copy the components to the other budget group.

Fields	Descriptions
Aid Year	Financial Aid processing year code. Key field used, with Budget Group, Budget Type, and Aid Period, to identify a particular set of Budget Component records in the next block. EXAMPLES: 9091, 9192, 9293, etc.
Group	Budget group code. Key field used, with Aid Year Code, Budget Type, and Aid Period Code, to identify a particular set of Budget Component records in the next block. EXAMPLES: (UGINON = Undergrad, In-State, On-Campus) (DEF = Default Group)
Type	Budget type code. Key field used, with Aid Year Code, Budget Group Code, and Aid Period Code, to identify a particular set of Budget Component records in the next block. EXAMPLES: (INST = Institutional Budget) (PELL = PELL Budget)
Period	Aid period code. Key field used, with Aid Year Code, Budget Group Code, and Budget Type Code, to identify a particu set of Budget Component records in the next block. The next field below Aid Period Code displays the percentage of the Full Year Aid Period that is represented by the Aid Period entered. EXAMPLES: (FALL = Fall Quarter) (FULL = Full Academic Year)

Financial Aid Selection Rules Form (RORRULE)

Use this form to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, satisfactory academic progress (SAP) codes, fund awarding, fund assignment, and fund disbursement. You can also check a simulation view of those students that would be assigned to a group given the compiled selection criteria, 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 Form (ROAIMMP) for processing an individual student or you can use the appropriate batch process to use with your defined selection criteria.

Main Window

Use this window to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, SAP codes, fund awarding, fund assignment, and fund disbursement rules.

Use the Key Block to establish the rule type, aid year, group code, and fund code for the rules you want to define in the Selection Criteria Block.

The Selection Criteria Block provides you with a free-form area in which to enter selection criteria in the form of SQL statements. There are no restrictions on the type of SQL functions you can use. The system does, however, provide you with some on-screen edits that verify the existence of Financial Aid column names. You can use any SQL statement on this form in a WHERE clause such as sub-queries, exists and not exists functions, comparisons of one database field to another database field, etc. When you enter rules in this block, you must press Enter at the end of each line and perform a Next Record function (or click on the next line with your mouse) to continue to enter additional rules. Each line is a new 78-character record in the RORGSQL table. The form will not wrap to the next line when you get to the right margin. The compile process removes unnecessary spaces at the end of a line.

Fields	Descriptions
Rule Type	Type of rule for which you want to define selection criteria. Choices come from the Rule Type list. Requirements Tracking Group Assignment–Create or modify selection criteria to assign students to tracking groups. You must also enter an aid year and tracking group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the tracking group. Budget Group Assignment–Create or modify selection criteria to assign students to budget groups. You must also enter an aid year and budget group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the budgeting group. Packaging Group Assignment–Create or modify selection criteria to assign students to packaging groups. You must also enter an aid year and packaging group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the packaging group. Fund Awarding–Create or modify selection criteria to award a fund to students. The system does not package students with a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. This is a strict awarding rule used in both batch and manual awarding that is constantly checked by validation routines; for batch processes, run the Packaging Process (RPEPCKG) to award the fund.

Fields	Descriptions
	Packaging Group Fund Awarding–Create or modify selection criteria to assign funds to applicants within a specific packaging group. These rules are optional. If rules already exist for Rule Type A, they need not be reconstructed unless they differ based on the packaging group. The fund must have been associated with the group on the Packaging Group Fund Rules Form (RPRGFND) prior to these rules being defined. You must also enter an aid year, group code, and fund code with this rule type. This rule type is only used in automatic packaging (RPEPCKG). Fund Disbursement–Create or modify selection criteria to disburse awards to students. Disbursement rules may be different from fund awarding rules if rules are defined here. Students will not receive a disbursement from a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. For batch processes, run the Disbursement Process (RPEDISB) to disburse the awards. Satisfactory Academic Progress–Create or modify selection criteria to assign a SAP code to students. You must also enter an aid year and SAP code with this rule type. These rules are used by the SAP Assignment Process (ROPSAPR) to assign SAP status codes to students.
(Rule Type Description)	Default description of the Rule Type.
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
(Aid Year Description)	Default description of the Aid Year.
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
(Group Code Description)	Default description of the Group Code.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.

Fields	Descriptions
(Fund Code Description)	Default description of the fund code.
Selection Criteria Block	
'(' Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access (`ALL_TABLES`). The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Compiled Expert SQL window

Use this window to review or change the compiled SQL select statement that was originally defined in the Selection Criteria Block of the Main Window.

The Student Block contains the additional information added by the compile process to refine the SQL select statement. You can make any changes to the compiled (expert) statement, but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.

Fields	Descriptions
Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access (`ALL_TABLES`). The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.
Column Name	Name of an column that exists within a table.
Operator	Operator such as =, <>, or `IS NOT NULL`. See the list of allowable values.
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Selected Student Window

The Selected Student window is accessed after you have compiled rules either by selecting the Execute button or the View button from either the Selection Criteria section or the Compiled/Expert SQL window.

After selecting the Execute button, this window displays a “simulation” view of those students you would receive for the compiled rules.

After selecting the View button, this window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form.

Use the Student Block to review those students assigned in a “simulation” view (Execute button) or to review those students assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key block of the form (View button).

Fields	Descriptions
ID	The ID of the student.
Last Name	Displays the student’s last name.
First Name	Displays the student’s first name.
Middle Name	Displays the student’s middle name.

Base SQL Example Window

The Base SQL Example window provides you with an illustration of a well-defined selection statement.

Use the Example Block to review a sample selection statement.

Fields	Descriptions
Example Line	Sample of a well-defined SQL selection statement.

Copy To Window

The Copy To window enables you to copy a set of rules from one aid year, group code/fund code combination to another aid year, group code/fund code combination, or to transfer the same rules from one aid year to another aid year, or from one fund code to another fund code. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

Use the Copy block to copy rules based on aid year/group code/fund code combinations.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.

Procedures

To create a rule with the appropriate selection criteria

1. Access the Financial Aid Selection Rules Form (RORRULE).

2. Enter the Rule Type for which you want to enter selection criteria. For example, enter a *T* (Requirements Tracking Group) to enter requirements tracking group assignment rules.

3. Enter the Aid Year.

4. Enter a Group Code and/or Fund Code (depending on the rule type value) to identify how you want to establish selection criteria.

5. Access the Selection Criteria block.

6. Enter your rules in the free-form **SQL Statement** field. Here are some general guidelines:

Note: When you construct selection statements, it's 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, the system may misinterpret the way in which you want to process the data.

Note: This form allows you to use outer joins when you construct selection rules. An outer join is a programming technique used to combine columns from different tables where a value in one table may not have a corresponding value in another table. (You can't use an outer join on a table that needs to join to RCRAPP1 to find the current record.)

To review or change compiled rules via the Compiled/Expert SQL window

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After you perform the compile, select the Expert button or Next Block to display the compiled data from the Selection Criteria section.
3. The compile process adds additional information to refine the SQL select statement. You can make any changes to the compiled (expert) statement; but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.
4. Save.

To review those students assigned with previously assigned selection criteria

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After the compile, go to the Selected Students window (accessed with the View button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form. The selected students have been assigned with previous selection criteria processed either with the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process.
3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To check a simulation view of those students assigned with compiled selection

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After the compile, go to the Selected Students window (accessed with the Execute button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays a "simulation" view of those students you would receive for the compiled rules. You still must run either the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process to perform the actual group assignment.
3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To see an example of an SQL statement

The Base SQL Example window provides you with an illustration of a well-defined selection statement. Access this window by selecting the Example button from either the Main window or the Compiled/Expert SQL window of this form.

To copy rules without retyping the SQL statements

The Copy To window enables you to copy a set of rules from one group code/fund code combination to another group code/fund code combination for the same aid year or to transfer the same rules from one aid year to another aid year. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

For example, to copy a set of rules to another group code without rules:

1. Enter an Aid Year and Group Code.
2. Select the Copy button or the Insert Record function to copy the rules to the other group.

Budget Group/Type Rules Form (RBRGTYP)

Use this form to identify which budget types you can use for students in a particular budget group. This allows you to determine which budget types are valid for each budget group.

Key Block

Fields	Descriptions
Group Code	Enter the budget group code in the **Group Code** field. Select List to access the Budget Group Validation Window (RTVBGRP) to verify a group code.

Type Code

Fields	Descriptions
Type	Type code you want to identify as valid for this group code. You can select the LIST function to access the Budget Type Validation Window (RTVBTYP) if you need to verify a type code.

Fields	Descriptions
Description	Description field is automatically populated when Type is selected.
Default	Default indicator. Valid values are: *Y* Yes *N* No *A* All You can only specify one budget type per budget group as the default. **Note:** Banner always creates a Pell budget when you enter a Pell budget type for a group. You do not need to enter a default budget type flag. The form displays an A (Automatic) in the Default field only for Pell type codes.
Activity Date	Date this record was created or last updated. Display only.

Message Rules Form (RORMESG)

The Message Rules Form enables you to associate a message code with an aid year, tracking or budgeting group type, and tracking or budgeting requirement code.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Type	Group Type for message rules. The valid values for this field are: *Budgeting* *Tracking* If you select the *Budgeting* type, enter a budgeting requirement code in the **Code** field. If you select the *Tracking* type, enter a tracking requirement code in the **Code** field. The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.

Fields	Descriptions
Code	Tracking requirement code (if you selected *Tracking* for the **Type** field) or budgeting requirement code (if you selected *Budgeting* for the **Type** field). The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.

Message Code Block

Use the Message Code Block to associate a set of message codes with the aid year, group type, and requirement code specified in the Key Block.

Fields	Descriptions
Message Code	Enter the tracking or budgeting message code that you want to associated with the group type and requirement code. Choices come from the Message Validation (RTVMESG) window.
Message Description	Default message description associated with the message code.
Activity Date	The activity date for the given message code.

Budget Inquiry Form (RBIBUDG)

Each budget that you define on the Budget Component Rules Form (RBRCOMP) is based on a combination of budget group, budget type, and aid period. This form lists those combinations that already exist for a specified aid year. You can use this information to easily determine which combinations you still need to define on the Budget Component Rules Form.

Key Block

Fields	Descriptions
Aid Year	Valid aid year. Defaults to the current aid year.

Main Window

Fields	Descriptions
Group Code	Budget group code. Select LIST to select from the Budget Group Validation Window (RTVBGRP).
(Description)	Description field is automatically populated when Group Code is selected.
Type Code	Type code. Select LIST to select from the Budget Type Validation Window (RTVBTYP).
Period Code	Aid Period code. Select LIST to select from the Aid Period Validation Woman (RTVAPRD).
Full Year Percent	Percent of the Full Year represented by the Aid Period.

Group Inquiry Form (ROIGRPI)

Main Window

The purpose of the Group Inquiry form is to display Budgeting, Packaging, Tracking, or SAP group code information.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window. This field is valid when the Group Type is *Tracking*, *Budgeting*, or *Packaging*.

Fields	Descriptions
Term	SAP Effective Term. This field is valid only when the Group Type is *SAP*.
Group Type	Tracking, Budgeting, Packaging, or SAP group type.

Group Inquiry Block

The purpose of the Group Inquiry Block is to display group information for all valid group codes.

Information displayed in this block depends on the value entered in the **Group Typ**e field of the Key Block:

- When Group Type is *Packaging*

  The group and award priorities defined on the Packaging Group Validation Form (RTVPGRP) and used by the packaging and awarding processes are displayed. The **Rules Exist** field will be set to *Y*es if the group selection criteria has been defined. The **Student Count** field displays the number of students currently assigned to the specific Packaging Group for the **Aid Year** in the Key Block.

- When Group Type is *Budgeting*

  The group priorities defined on the Budget Group Validation Form (RTVBGRP) and used by the budget grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Budget/Group Data Element rules have been defined for each Budget Group Code displayed. The **Student Count** field is a count of Applicants that have been assigned to each Budget Group for the **Aid Year** in the Key Block.

- When Group Type is *Tracking*

  The group priorities defined on the Requirements Tracking Group Validation Form (RTVTGRP) and used by the tracking grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Tracking/Group Data Element rules have been defined for each Tracking Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each Tracking Group for the **Aid Year** in the Key Block.

- When Group Type is *SAP*

  The group priorities defined on the Satisfactory Academic Progress Validation Form (RTVSAPR) and used by the SAP Assignment Process are displayed. The **Rules Exist** field will be set to *Y*es if the Satisfactory Academic Progress rules have been defined for each SAP Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each SAP Group for the **Term Code** in the Key Block.

Fields	Descriptions
Code	Group Code for the Group Type and Aid Year or Term Code selected in the Key Block.
(Description)	Description for the given Group Code.
Group Priority	Group Priority for the given Group Code.
Award Priority	This is the Packaging Group Award Priority. This field is *not* used for Budgeting, Tracking, or SAP.
Rules Exist	This is the Rules Exist Indicator. *Y (Yes)* means rules exist for the group.
Information Access	The Packaging Group Type Information Access Indicator for the given Packaging Group. This field checked if the **Info Access** field is checked for the group on the RTVPGRP Form. This field is not used for Budgeting, Tracking, or SAP.
Student Count	The Student Count displays the number of students currently assigned to the given group.
Activity Date	Activity Date for the given group.
Student Count Total	The Total Student Count for the given Group Type in the Key Block.
Student Count Query	Total Query Student Count for Group Type in the Key Block and Group Codes currently queried.

Budget Group Validation Form (RTVBGRP)

Use this form to create and maintain standard budget group codes. These budgeting groups allow you to categorize students with similar budgeting considerations into the same designated groups.

For example, you might need a different set of budgets for graduate and undergraduate students, in-state and out of state students, and those students that reside either at home or on campus. You might define a budget group code called UGINON to designate those in-state undergraduate students that reside on campus.

The exact requirements for a budgeting group are defined on the Financial Aid Selection Rules Form (RORRULE). This form enables you to establish rules to place students in a particular budgeting group based on specific selection criteria. This ensures that the same requirements apply to all students in the same group.

When you load applicants into Banner through data load process, they are usually also run through the Budgeting Batch Group Assignment Process (the RORGRPS program). This process places the applicants into budgeting groups according to criteria defined on the Financial Aid Selection Rules Form (RORRULE). Applicants can also be individually assigned to budgeting groups online, either manually or automatically with the Immediate Process (ROAIMMP) Form.

Fields	Descriptions
Group Code	Budget Group code. Each budgeting group so has a set of budgeting components (tuition, room and board, books and supplies, etc.) associated with it, which are then assigned to each applicant that falls into the group. The Budget Component Rules Form (RBRCOMP) identifies the set of components to be assigned to students in a particular budgeting group.
Group Description	Description associated with the Budget Group Code.
Priority	Identifies the order in which the groups are tested to see if a student belongs in a budgeting group. The lower the number, the higher the priority. Assign the priorities so that the most populated budget group has the highest priority in order to improve the efficiency of the grouping process. Once a student is selected based on the rules established on the Financial Aid Selection Rules Form and placed in a group, the group priority testing is complete.
Activity Date	Date this record was created or last updated. Display only.

Budget Type Validation Form (RTVBTYP)

Use this form to define and maintain standard budget type codes.

You can identify which budget types are permissible for a students that belong to a particular budget group on the Budget Group/Type Rules Form (RBRGTYP). You also use budget types on the Budget Component Rules Form (RBRCOMP) when you associate a set of budget components with a budget group/aid period for a specified aid year, and assign dollar amounts to these components.

Fields	Descriptions
Type Code	Budget type code.
Description	Description field is automatically populated when Budget Type is selected.
Default EFC	Select the default Expected Family Contribution (EFC) methodology. Valid values are: *F* Federal *I* Institutional
Campus Pell Institutional State Other	Check the appropriate default checkbox to define the default budget type for each code. Indicates whether the budget type is Campus, Institutional, Pell, State, or another type of budget.
Activity Date	Date this record was created or last updated. Display only.

Budget Component Validation Form (RTVCOMP)

Use this form to define and maintain standard budget component codes. These budget component codes represent items that you frequently encounter when you estimate a student's cost of education (cost of attendance).

You assign budget amounts to these components in the Budget Component Block of the Budget Component Rules Form (RBRCOMP). The budget amounts that you specify for each component are unique to the aid year, group code, type code, and period code in the Key Block section of this form. Use the Applicant Budget Form (RBAABUD) to assign a set of budget components to a financial aid applicant for a specified aid year.

Fields	Descriptions
Component Code	Component code for each budget component that you use in budget development.
Description	Description field is automatically populated when Component Code is selected.
Default	Default indicator. If you label a component as a default, Banner can automatically copy it into each budget that you define.
Print Order	Defines the order in which the components print on reports and on letters to students, not the order in which the components display on forms. (Banner displays components on forms alphabetically by component code.)
Used for Alt Pell	When this indicator is checked, this selects the value of this component for the calculation of Low Tuition and Fees. The default value is null.
Used for < ½ Pell	You can have the Pell Calculation Process (RPEPELL) and Disbursement Process (RPEDISB) handle less-than-half-time Pell by clicking this indicator. Check this checkbox to select the component to be included in the calculation of Pell less-than-half-time Cost of Attendance (COA).
Activity Date	Date this record was created or last updated. Display only.

Aid Period/Term Rules Form (RORTPRD)

The Aid Period/Term Rules Form enables you to specify the terms that you want to associate with an aid period.

Key Block

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Aid Period	Enter an aid period in the **Aid Period** field.

Aid Period Base Information Block

All fields in this block are view-only fields.

Fields	Descriptions
EFC Percent	The **EFC Percent** field contains the percentage of the expected family contribution that you want to apply to this aid period.
EFC Proration	The **EFC Proration** field indicates whether you chose to use expected family contribution proration; this indicator is set to *Y* (Yes) or *N* (No) on the Institution Financial Aid Options (ROAINST) Form.
Percentage of Full-Year	The percent of the full academic year that this aid period represents appears in the **Percentage of Full-Year** field.
Pell Percentage of Full-Year	The Pell percent of the full academic year that this aid period represents appears in the **Pell Percentage of Full-Year** field.

Aid Period/Term Code Rules Block

Fields	Descriptions
Term Code	Enter the term code(s) in the **Term Code** field to represent the terms that you want to associate with the aid period in the Key Information section. If you need to verify a term code, you can select the Code button or the LIST function to access the Term Code window to see a list of valid term codes for the aid year.
Term Description	This is the Term Code Description. Display Only.
Start Date	This is the Start Date of the Aid Period. Display Only.
End Date	This is the End Date of the Aid Period. Display Only.
Activity Date	This is the most recent activity date. Display Only.

Aid Period Validation Form (RTVAPRD)

Use the Aid Period Validation Form to maintain valid aid periods, descriptions of each period, the percent of full academic year that this aid period represents, the Expected Family Contribution (EFC) percentage for the period, and the activity date of the maintenance.

Fields	Descriptions
Code	Aid period **Code** represents the full academic year, or any other terms within the year, that you expect students to attend.
Description	Description for the period code.

Fields	Descriptions
Budget Full Year Percent	Percent of the standard academic year for the aid period code. You need to define one aid period that represents 100% of your aid year. (You can only define one period code as 100% of a full year). 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 less than or greater than 100% should use this one as its reference point. For example, a semester-based school should use the aid period which represents the Fall and Spring semesters as its 100% of year aid period (rather than one that represents Fall, Spring, and Summer). If the standard academic year is for the Fall and Spring semesters (100%), then a student that attends Fall, Spring and Summer might be in attendance for 133.333% of a standard academic year.
Pell Full Year Percent	Use this field to calculate the maximum percentage of the Full Aid Year/Full Time Pell award that a student is eligible to receive for the aid period based on the EFC. Unlike the **Budget Full Year Percent** field, **Pell Full Year Percent** allows for multiple values of 100%. The **Pell Full Year Percent** value is used by the Pell Award Calculation (RPEPELL) and the Disbursement (RPEDISB) processes to determine the Pell award and disbursement amounts respectively, when combined with the student EFC and the award percentage on either the Default Award & Disbursement Schedule (RFRDEFA) or Fund Award & Disbursement Schedule Rules (RFRASCH) forms. For example, if the highest percentage any student can receive in a particular aid period is 100% of the Full Year/Full Time Pell award, 100% appears in this field. However, if the highest percentage any student can receive in the aid period is 50% of the Full Year/Full Time Pell award, 50% appears in this field.

Fields	Descriptions
EFC Percent	Use this field to prorate the expected family contribution for students who will not attend the full nine-month school year. Banner uses this field for INAS calculations, rather than budgeting calculations. You must check the **Use EFC Proration** field on the Institution Financial Aid Options Form (ROAINST) in order to perform this proration. Banner multiplies the EFC percent by the student and parent contributions to arrive at a contribution adjusted for the student's period of enrollment. **Note:** It is possible to adjust the EFC if you change the number of months in the Budget Duration field of the Applicant Override Form (RNAOVxx) and run an INAS calculation. INAS creates a contribution that is adjusted for the length of enrollment.
Activity Date	Date this record was created or last updated. Display only.

Chapter 8

Packaging and Disbursement

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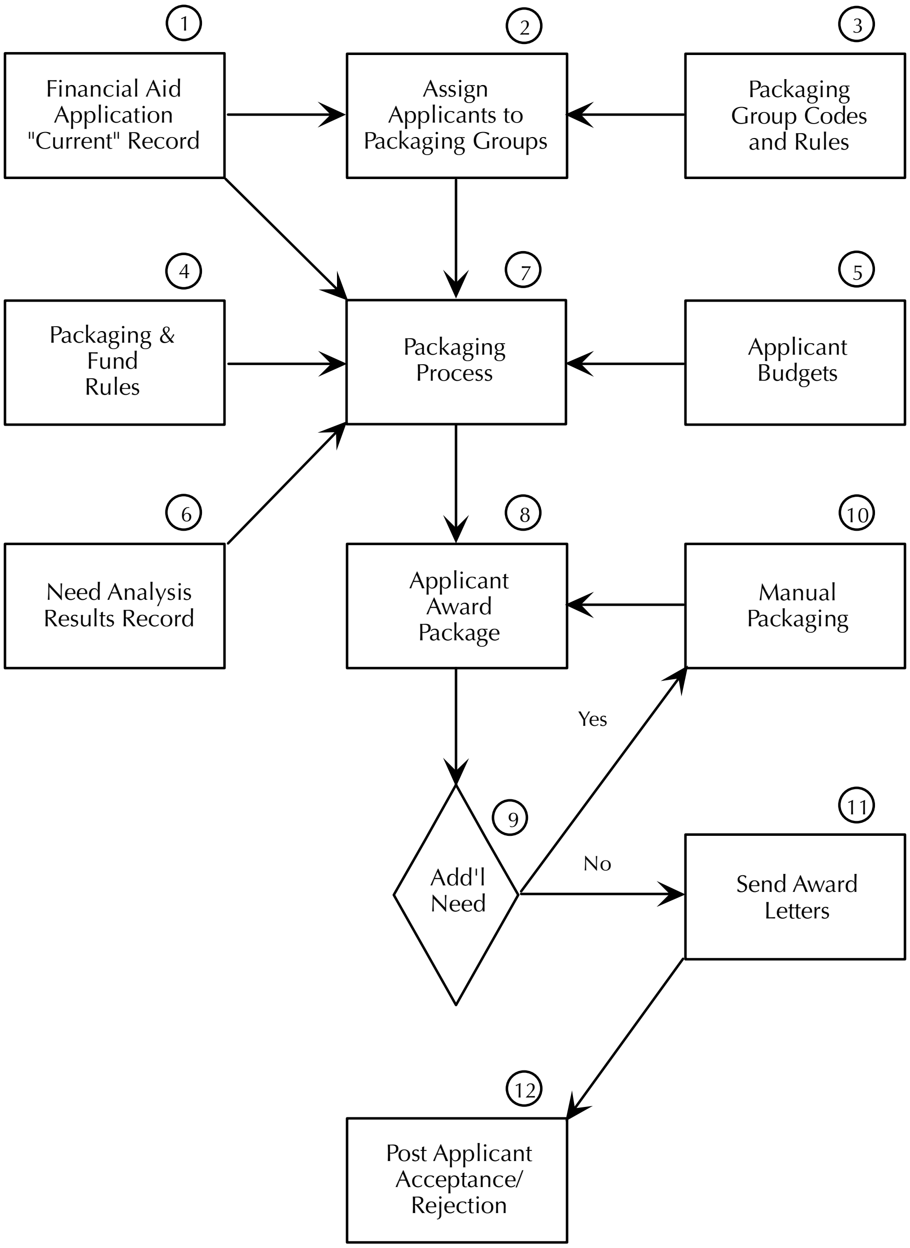
Overview

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 module features:

- 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.
- 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.

Packaging Process Flow



Packaging Process Flow Narrative

Packaging Process Flow Narrative

1. 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. Data in the Current Record can be used to determine the budget that is assigned to an applicant.

2. 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. 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.

3. 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.

4. Packaging & Fund Rules

   Packaging & 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, and exemption and third-party contract rules.

5. 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.

6. 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.

7. 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.

8. Applicant Award Package

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

9. 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.

10. Manual Packaging

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

11. Send Award Letters

    Send Award Letters 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.

12. Post Applicant Acceptance/Rejection

    Applicant responses to award letters are updated manually online.

Forms

This section provides descriptions of each form within the Packaging and Disbursement module.

Packaging Maintenance Form	RPAAPMT
Award Form	RPAAWRD
Financial Aid Record Maintenance	ROARMAN
Award Acceptance Mass Entry Form	RPAMACC
Award Offer Mass Entry Form	RPAMOFF
Resource Form	RPAARSC
Applicant High School Data	ROAHSDT
Applicant Comments Form	RHACOMM
Applicant Immediate Process Form	ROAIMMP
Contracts and Exemptions Payment Inquiry Form	RPIARPY
Applicant Award by Term Form	RPIATRM
Disbursement Results Form	ROIDISB
Financial Aid Selection Rules Form	RORRULE
Financial Aid CIP Code Rules Form	RPICIPC
State Advanced/Honors Program Codes Form	RPISAHP
Packaging Group Fund Rules Form	RPRGFND
Default Packaging Rules Form	RPRDEFR
Packaging Rules Form	RPRPCKR
Exemption Rules Form	RPREXPT

Third Party Contract Rules Form	RPRCONT
Packaging Options Form	RPROPTS
Audit Grading Mode Form	RPRAUDT
Packaging Group Fund Source Maximum Rules Form	RPRFSRC
Group Inquiry Form	ROIGRPI
Award Status Validation Form	RTVAWST
Packaging Group Validation Form	RTVPGRP
Resource Code Validation Form	RTVARSC

Package Maintenance Form (RPAAPMT)

The Package Maintenance Form displays and maintains packaging information for an applicant. Banner awards and disburses funds according to schedules defined within Banner Financial Aid. Use this form to update schedules, dollar amounts, and dates associated with funds. You process information for one fund at a time with this form.

Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can select List to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). You can then search using either form.

Award Maintenance

The Award Maintenance window enables you to display and maintain an applicant's award information. You can use the Assign Packaging Group option or the Count Query Hits function to access the Applicant Immediate Process Form (ROAIMMP) to automatically assign an applicant to a packaging group, or automatically package the student funds. You can also select the Auto Package option or Duplicate Field to initiate the automatic packaging process.

Fields	Descriptions
Fund	(RPRAWRD_FUND_CODE) The fund code that represents the fund award. You can select the LIST function to access the Fund Code Validation window to see a list of valid fund codes and their descriptions for this aid year.
(Description)	This display-only field is the fund description, such as Alternative Loan.
Status	(RPRAWRD_AWST_CODE) This field contains a valid award status code that represents the current status of the award. You can verify a status code if you select the LIST function in order to access the Award Status Validation Form (RTVAWST).
(Description)	This display-only field is the status description, such as Accepted.
Status Date	(RPRAWRD_AWST_DATE) This field displays the date that the status was last changed, in format DD-MON-YYYY.
Original Offer Amount	(RPRAWRD_ORIG_OFFER_AMT) Original offer that was entered for this fund for this applicant. Banner displays the amount of the most recent award offer in the **Offered** field. If you want to add or change an offer, enter the dollar amount in the **Offered** field.
Original Offer Date	(RPRAWRD_ORIG_OFFER_DATE) This is the original offer date in format DD-MON-YYYY.
Offered Amount	(RPRAWRD_OFFER_AMT) Banner displays the amount of the award offer in the **Offered** field. If you want to add or change an offer, enter the dollar amount in the **Offered** field.
Offered Date	(RPRAWRD_OFFER_DATE) The offered date in format DD-MON-YYYY.

Fields	Descriptions
Accepted Amount	(RPRAWRD_ACCEPT_AMT) Banner displays the accepted amount of the award offer in the **Accepted** field. If you want to add or change an acceptance, enter the dollar amount in the **Accepted** field.
Accepted Date	(RPRAWRD_ACCEPT_DATE) The accepted date.
Declined Amount	(RPRAWRD_DECLINE_AMT) The dollar amount of the declined award for this applicant.
Declined Date	(RPRAWRD_DECLINE_DATE) The declined date.
Cancelled Amount	(RPRAWRD_CANCEL_AMT) The dollar amount of the cancelled award for this applicant.
Cancelled Date	(RPRAWRD_CANCEL_DATE) The cancelled date.
Memoed Amount	(RPRAWRD_MEMO_AMT) The amount of the award that was memoed.
Memoed Date	(RPRAWRD_MEMO_DATE) The memoed date.
Authorized Amount	(RPRAWRD_AUTHORIZE_AMT) The amount of the award that was authorized.
Authorized Date	(RPRAWRD_AUTHORIZE_DATE) The authorized date.
Paid Amount	(RPRAWRD_PAID_AMT) The paid dollar amount of the award.
Paid Date	(RPRAWRD_PAID_AMT) The paid date.

Fields	Descriptions
Reschedule	(RPRAWRD_RESCHEDULE_IND) Check this indicator and save the record to reschedule the funds you want to reflect the new term/ disbursement schedule of the student's aid period. The **Reschedule** indicator is not used for Pell; you will need to run the Pell Calculation Process for Pell updates. When rescheduling awards due to an aid period change on the Award Maintenance tab, the rules defined on RFRASCH and RFRDEFA will be used causing the Offered and/or Accepted amounts for the terms to be rescheduled based on the new aid period. Review/update the term amounts to ensure the term amounts are what are intended. If you have changed the student's aid period to now include a summer term and are increasing the award to specifically add the summer amount, the new term and amount may be added to the Fund Award by Term tab and the fund will be repackaged for the increased amount. Also, when an award is rescheduled to add an additional term, the memo expiration date of the new term will be populated based on the date defined on RFRASCH/ RFRDEFA. When adjusting term amounts without an increase/decrease to an award, an error may be received when the term increased is processed first causing the award to fail validation. To avoid this error, process and save the decreased term amount first. This can happen when adjusting the terms from 50/50 split to 100/0 split without a decrease in the award amount. When you reschedule an award due to an aid period change, the disbursement schedule will be updated to reflect the schedule for the new aid period even when the new aid period exists with the exact terms of the old aid period. The disbursement schedule will also be updated if an accepted award is increased or you move an award from cancelled/declined to an accepted status. Only terms which are not memoed, authorized, or paid will be updated.
Expiration Date	(RPRAWRD_OFFER_EXP_DATE) This field displays the offer expiration date in format DD-MON-YYYY.

Fields	Descriptions
Lock	(RPRAWRD_LOCK_IND) You can lock awards, funds, and term schedules with a *Y* in the **Lock** field. The valid values for the lock indicator are *Y* (lock and always pay the locked amount), *E* (adjust for lower enrollment status, and *N* (do not lock). The *E* value is only used for Pell Grant processing and means Banner should pay the amount awarded unless the student's enrollment drops at the time of disbursement. If the enrollment drops, the amount calculated at the time of disbursement should pay. When you lock a fund: • All term records for the fund are also locked • The cursor can be moved from field to field, but all fields are protected from update (award or term blocks) If you want to change the award term schedule when a fund is locked: (1) set the lock indicator to *N*; (2) commit the change; (3) change the distribution of the award (use the term record on the Fund Award by Term window); (4) commit that change; (5) return to the Award Maintenance window to relock the fund and new term schedule. You can use the *E* value to adjust for enrollment decreases only. If you need to update an award and also want to lock the award, you need to make any updates prior to locking the award. For example, if an award status is changing from *offered* to *accepted* and you want to lock the award, first update the status and save the record. Once the record is successfully saved, update the lock indicator to lock the award.

Fields	Descriptions
System	(`RPRAWRD_SYS_IND`) You can package awards manually, by Banner through automatic packaging, or through the batch posting process. The **System** field, or system/manual indicator, identifies how each fund was packaged. Awards packaged manually have a system/manual indicator of *M*, automatically packaged awards have a system/manual indicator of *S*, and batch posted awards have a system/manual indicator of *B*. This system/manual indicator also controls whether you can automatically repackage an award. The **System** field value does not change as its status or amount changes. For example, if you cancel a system assigned award, the system/manual indicator retains an *S* value. (This is different from the way in which the system/manual indicator functions on the Budget Form and the Requirements Tracking Form.) If the **System** indicator on a fund is set to *S*, the fund is eligible to be automatically re-packaged. For example, suppose a student was automatically packaged with a Perkins Loan of $1000 (**System** value of *S*). After the student is packaged, his packaging group changes and students in the new packaging group do not qualify for Perkins Loans. If the student is automatically repackaged, the Perkins award is deleted from the package. However, if the Perkins Loan had been manually packaged (**System** value of *M*) or batch posted (**System** value of *B*), the Perkins award would not have been deleted from the package. Locking a fund in the student's package has the same effect as a system/manual indicator of *M* or *B*. That is, locked funds will not be re-packaged. If a student declines a system generated award offer and you do not want that award to be re-packaged for the student, you should lock the declined award.

Fields	Descriptions
Unmet Need	(RPRAWRD_UNMET_NEED_OVRDE_IND) Allows you to award a fund that will exceed unmet need. The *L - Loan* override is no longer used; it is only listed as a value for historical purposes. This override was previously used to override the Exceeds Unmet Need and Exceeds Allowable Maximum edits when awarding a Stafford Subsidized loan for a student receiving VA Chapter 30 or Americorps benefits. The award validation for a Stafford Subsidized loan now 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. An override is no longer necessary. 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.
Replace EFC	(RPRAWRD_REPLACE_TFC_OVRDE_IND) Allows you to award a fund that will exceed unmet need and EFC.
Tracking Requirement	(RPRAWRD_TREQ_OVRDE_IND) Allows you to override tracking requirements established on the Applicant Requirements Form (RRAAREQ).
Federal Limit	(RPRAWRD_FED_LIMIT_OVRDE_IND) Allows you to override the federal fund ID limits that you can review on the Federal Rules Inquiry Form (RPIFEDR).
Fund Limit	(RPRAWRD_FUND_LIMIT_OVRDE_IND) Allows you to override fund award maximum and award minimum limits established on RFRMGMT.

Fields	Descriptions
Year in College	(RPRAWRD_OVERRIDE_YR_IN_COLL) The following 4 overrides allow you to override the **Banner Year in College** value from the RNANAxx Form and enter the academic year of the student for the awarding of the ACG or SMART Grant. For example, a student may be considered a Freshman for Federal loans having 24 credit hours but may be considered in his 2nd academic year of the program. In this case, awarding of the second year ACG will fail year in college validation. You would then enter *3-2nd yr/ Sophomore* as an override for the ACG and the award would then pass year in college validation. *1-1st* — Overrides **Banner Year in College** value to *1* (1st year/no college). *3-2nd* — Overrides **Banner Year in College** value to *3* (2nd year/sophomore). *4-3rd* — Overrides **Banner Year in College** value to *4* (3rd year/junior). *5-4th* — Overrides **Banner Year in College** value to *5* (4th year/senior).
No Pell	(RPRAWRD_OVERRIDE_NO_PELL) Set this field to *Yes* to allow ACG and SMART processing even if there is no Pell award. The regulations published by the Department of Education indicate that a student only needs to receive Pell during the *aid year* in order for the student to receive ACG or SMART—rather than during the same *payment period*. This validation checks for a Pell **Total Paid Amount** (RPRAWRD_PAID_AMT) > 0 for the aid year, rather than the term, in order to allow an ACG or SMART award to disburse. Also, a student may have received all of their Pell grant funds at another institution or have been required to return all of their Pell funds due to Return of Title IV. Therefore, a **No Pell** award override allows an ACG or SMART grant fund to be awarded and disbursed even when there is no Pell award in Banner for the aid year.

Summary tab

Fields	Descriptions
Budget	(RNVANDO_BUDGET_AMOUNT) The total amount it will cost the student to attend school for the aid year. This field is derived from the sum of budget components for the budget type (other than the Pell budget type) that apply to this applicant's cost of education.
Resource	(RNVANDO_RESOURCE_AMOUNT) This field displays available resources and includes contract and exemption resources from Banner Student if your institution has elected to interface exemptions and third party contracts on the Packaging Options Form (RPROPTS), and other resources from the Resource Form (RPAARSC). These additional resources reduce an applicant's gross need.
Offered	(RNVANDO_OFFER_AMOUNT) This field displays the sum of the current offers in the student's package. This amount includes both those funds that reduce need and EFC replacement funds.
Group	(RORSTAT_BGRP_CODE) This field is the student’s budget group.
Pell EFC	(RCRAPP2_PELL_AGI) This field displays the Pell Expected Family Contribution (EFC).
Aid Period	(RORSTAT_APRD_CODE) This field displays the aid period that is assigned to the student. Valid aid periods are defined on the Aid Period Validation Form (RTVAPRD). Valid budget groups are defined on the Budget Group Validation Form (RTVBGRP).
EFC - FM	(RNVANDO_EFC_AMT) This field provides you with the expected family contribution based on the Federal Methodology (FM). The expected family contribution is an indication of how much of the family's financial resources should be available to meet the student's cost of education.
EFC - IM	(RNVANDO_IM_EFC_AMT) This field provides you with the expected family contribution based on the Institutional Methodology (IM). The expected family contribution is an indication of how much of the family's financial resources should be available to meet the student's cost of education.

Fields	Descriptions
Gross Need- FM	(`RNVANDO_GROSS_NEED`) The Federal Methodology **Gross Need** field represents the **Budget** minus the **EFC** amount minus the **Resource** amount. This amount is never less than zero. You can direct Banner to calculate resources from contracts and exemptions in one of two ways. Banner uses the estimated amount of the contract and exemption if the **Always Use Estimated** field is checked on the Packaging Options Form (RPROPTS). Banner uses the actual amount (if available) if this field is not checked.
Gross Need- IM	(`RNVANDO_IM_GROSS_NEED`) The Institutional Methodology **Gross Need** field represents the **Budget** minus the **EFC** amount minus the **Resource** amount. This amount is never less than zero. You can direct Banner to calculate resources from contracts and exemptions in one of two ways. Banner uses the estimated amount of the contract and exemption if the **Always Use Estimated** field is checked on the Packaging Options Form (RPROPTS). Banner uses the actual amount (if available) if this field is not checked.
Unmet Need- FM/IM	(`RNVANDO_UNMET_NEED/RNVANDO_IM_UNMET_NEED`) The Federal Methodology and Institutional Methodology Unmet Need fields represent the difference between **Gross Need** field and the offered aid that reduces need in the **Offered** field. A negative unmet need may indicate an overaward situation.

Note: The **Unmet Need** field is not always computed by directly subtracting the offered amount from gross need. When you include a fund in the student's package that does not reduce unmet need, such as a PLUS loan, Banner only reduces unmet need by the difference between the loan and the EFC.

Pell	2350.00		2350.00
PLUS	926.00		8.00
SEOG	100.00		100.00
STFD	300.00	Award Applied	300.00
Off Amt	3676.00	to Unmet Need	2758.00

For example, suppose the amount in the **Gross Need** field is $16,207 and the amount in the **Offered** field is $3,676. A PLUS loan for $926 is included in the Offered Award total. If the **EFC** field contains $918, Banner only reduces unmet need for the PLUS fund by $8 ($926 minus $918). Banner first replaces the EFC, then reduces need if the **Replace EFC** field is set to *Y* for the fund on the Fund Management Form (RFRMGMT).

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. A provision of the 1998 reauthorization of Title IV financial aid was the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision required 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. 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 at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.

IM/FM Packaging Note

When you package federal funds, the awarded amount cannot exceed the student's need as calculated by using the student's FM EFC. For schools that use an IM for awarding institutional funds, the awarding of federal funds is made more difficult. Banner Financial Aid provides you with the following FM/IM Packaging features.

- The Summary Information Block displays both the FM and IM **EFC**, **Gross Need**, and **Unmet Need**.
- Award validation always uses the FM EFC when it calculates need for processing federal funds
- The student's EFC, Gross Need and Unmet Need for both the Federal and Institutional Methodologies are determined by the RNVAND0 view and will always determine the current values.
- The Loan Certification Process on the loan application form (RPALAPP/ RPAELAP) and the Electronic Loan Application Process (RPRELAP) always use the FM EFC when it processes federal loans.

Award validation always calculates unmet need by using the FM EFC when you process any fund that is associated with a Federal Fund ID on the RFRBASE table.

This is done regardless of the methodology selected for the student on the Budget Form.

Caution: A student's Institutional Methodology EFC can be lower than his Federal Methodology EFC and his IM Unmet Need can be greater than his FM Unmet Need. This causes problems when packaging Institutional funds (funds that use IM Unmet Need) after you have packaged federal Title IV funds. This problem exists in automatic packaging as well as in manual packaging. Each fund is validated at the time it is packaged. Since the federal funds are always validated against the FM Need, they may be perfectly fine at the time. However, packaging a fund using a higher IM need after packaging a federal fund using a lower need can put the federal fund into an overaward situation.

For example, suppose a student has an FM Unmet Need of 3000 and an IM Unmet Need of 5000. After packaging a Stafford Loan for 3000, the student's FM Unmet Need is 0 and the IM Unmet Need is 2000. If you now package an institutional fund using the IM Unmet Need, he could get an award of 2000 which would pass the award validation test. However, the student's FM Unmet Need is now -2000, an overaward situation. During automatic packaging you would not receive any warning. During manual packaging, the FM Unmet Need, as displayed in the Summary Block on one of the packaging forms, would show -2000 and you would be informed as to what had happened. No other warning would be given.

Be aware of this possibility when you package IM funds after packaging FM funds for students whose IM EFC is less than their FM EFC.

Packaging Group tab

Use this block to assign a packaging group to an applicant - either manually or automatically - optionally lock the award package, and determine whether you want to flag the applicant for an award letter.

Fields	Descriptions
Group	(`RORSTAT_PGRP_CODE`) This field contains the student's packaging group. If a packaging group has not yet been assigned to the student, you can manually enter the packaging group code. You can also select the Assign Packaging Group or Count Query Hits to access the Applicant Immediate Process Form (ROAIMMP) to automatically assign an applicant to a packaging group.

Fields	Descriptions
Award Letter	(RORSTAT_AWD_LTR_IND) This field allows you to determine whether you want the student to receive a new or revised award letter (which can be set manually or automatically when a fund is added or changed). 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 leave the indicator unchecked 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, check the indicator. Banner now selects the student for a new letter even though there were no changes to his award package. If you want to automatically check the indicator when a fund changes, you check the **Award Letter Indicator** field on the Fund Management Form (RFRMGMT). If you do not want changes to a particular fund to check the award letter indicator, do not check the option on the Fund Management Form.
Package Date	(RORSTAT_PCKG_COMP_DATE) The packaging date for this student. The Packaging program (RPEPCKG) automatically generates this date. It can be updated by manual packaging or through batch packaging. **Note:** Banner automatically generates a value for the **Package Date** field to indicate that the student has been through the Packaging process. The field is populated regardless of whether the student satisfied all of the required award and disbursement validation conditions.
Additional Stafford	(RORSTAT_ADDL_STFD_ELIG_IND) When this indicator is checked on the Packaging Options Form (RPROPTS), all independent students will be eligible to receive the higher level of unsubsidized Stafford Loans. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loans by setting the **Additional Stafford (eligibility** indicator) field to *Y* (Yes).
Pell Origination	(RORSTAT_PELL_ORIG_IND) Indicates whether an updated Pell Origination record is to be created automatically.

Fields	Descriptions
Packaging Lock	(RORSTAT_PGRP_LOCK_IND) Use this checkbox to lock the student's entire award package. A check in this field prevents changes to the student's award package from online or batch processing. Pell Grants are an exception. Changes calculated by the Pell Calculation Process (RPEPELL) will still update the student's package. This field also locks the student's packaging group. Locking the entire package has the same effect as locking each individual fund in the student's award package. If the package is locked, the cursor can be moved from field to field and you appear to be able to change values, but all fields are protected from update at commit time (award or term blocks). Schools that auto-package, do so with packaging rules based on the student's Packaging Group code. By locking the student's package you are preserving the results of that process. Since the Packaging Group code is part of that process, it should be preserved along with the locked package. Changing the student's Packaging Group code while locking the package itself may cause confusion because the two areas may no longer match. The Packaging Group code may still be changed after removing the Packaging Lock.
Borrower Based	(RORSTAT_BORROWER_BASED_CDE) To edit borrower-based loan limits, COD requires the reporting of the student's academic year start date and academic year end date. These dates are different from the Loan Period Start/End Dates and are different from the aid period start and end dates. The academic year start/end dates refer to the time period that a student will be in a single class year (freshman, sophomore, junior, senior, and so on). Students can borrow one annual loan limit for each academic year. This academic year may span two different award years. The loan code indicates that the student's loans should be processed using a borrower-based academic year. The field is free format, one-character long, and the valid values are *0-9*, *A-Z*. This field is available to help you identify those students who you are processing borrower based loans. Banner is not able to validate borrower-based loan awards in packaging.
Post Bachelor's Degree Pell Override	(RORSTAT_POST_BA_PELL_OVRD) The flag allows the Pell award and disbursement process to permit students to receive Pell grant funds even though they are Post Bachelor degree students.

Fields	Descriptions
Information Access	(RORSTAT_INFO_ACCESS_IND) This field is a student-level information access indicator that controls the display of an individual student's information on the Web. The initial value for the **Information Access** indicator is a checked value — meaning display the award information for this student via the Web.
Dependency	The **Dependency** (status) field indicates whether the student is dependent (*D*) or independent (*I*). Dependent students will not normally be eligible for an additional Stafford loan.
HPPA	(RORSTAT_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.
Group Lock	(RORSTAT_PGRP_CODE_LOCK_IND) Use this checkbox to lock the Packaging Group code. When you check this field to make the packaging lock active, the Packaging Group code cannot be changed manually, by the Automatic Group Assignment Process (RORGRPS), or by using the Packaging Group Assignment feature on the Applicant Immediate Process Form (ROAIMMP). This group lock field only affects the Group code; the package itself is not affected.
Preparatory or Teacher Certification	(RORSTAT_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *G = Pre-Graduate Coursework, N = No, T = Teacher Certification,* or *U = Pre-Undergraduate Coursework.* You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *1st year/no college* or *1st year/some college.* If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *5th year/oth undergrad.* If the values do not match the previously mentioned criteria, the change is saved, but a warning message displays to indicate that the indicator value does not match the student's class level.

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. 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 required 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. **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.

Fund Awards By Term Window

The Fund Awards By Term Window displays the total amount of the student awards from a fund for the student's aid period, scheduled by term. You can also use this form to change the award schedule for each term.

You may use the Fund Awards by Term window to update the offered and accepted amounts for a fund. If the total of all terms is then different than the total for the fund in the Award Maintenance window, the fund award will also be updated. If the total for the award is being increased, the award will go through award validation to ensure the student's eligibility.

If the **Automatic Scheduling** field is checked on the Fund Management Form (RFRMGMT) when you first offer an award (or change the offer amount), Banner schedules the award into terms according to the award schedule rules defined in the Award and Disbursement Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA). If the **Automatic Scheduling** field is not checked, this window does not contain fund term information; you must manually schedule the award into terms.

The only time you can manually add a new term to a student's award schedule is when that new term 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 term record to the award schedule, Banner does not change the way the other terms were scheduled.

Instead, Banner sums up all the terms 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 on the Fund Awards of this form.

The function to add a new term record is used, for example when a student who was originally in one aid period later decides to also attend a summer term. If the summer is the last term for the aid year, the student's aid period can be changed to include that term. To give the student an award for the new summer term, insert a new term record into the student's award schedule in this window with the new summer award amount.

This will not change the way other terms have been scheduled (and possibly already paid). Banner will automatically add up all term amounts and will package the new total. If the total in the Fund Awards Block is changed first, Banner might change the way other term amounts have been scheduled.

Fields	Descriptions
Term Code	(`RPRATRM_TERM_CODE`) Term code associated with the award schedule.
Term Lock	(`RPRATRM_LOCK_IND`) Indicates if the award has been locked for the term. *Y* Always Pay *E* Adjust for Lower Enrollment Status *N* or Blank Not Locked For example, suppose a student is an undergraduate one term and is paid Pell. The next term the student is a graduate student. Pell can be paid (and locked) for the first term. The student can be reflected correctly in Banner as a graduate student without worrying about the first term payment being reversed. **Note:** You may use **Term Lock** for non-Pell funds to prevent changes to an award through automatic packaging or manual modifications. For non-Pell funds, the term lock works the same as the fund lock. Disbursement will continue to work as previously for non-Pell funds. You cannot have a term lock and a fund lock simultaneously. You can, however, lock all terms in an aid period or remove the locks and place a fund lock on an award. If any award has a **Term Lock** indicator set to *Y* or *E*, the award cannot be updated in the Award Maintenance window. Instead, you must unlock the term award prior to making updates.

Fields	Descriptions
Disbursement Finalized	(`RPRATRM_DISB_FINAL_IND`) Indicates if all disbursements have been made within the term indicated. *Y* Yes *N* No
Memo Expiration Date	(`RPRATRM_MEMO_EXP_DATE`) The date the memo of this award for this term will be cancelled.
NSLDS Override	(`RPRATRM_NSLDS_OVRD_IND`) The **NSLDS Override** indicates which validation tests Packaging/Disbursement processes should be overridden for a specific year, student, fund or term: *L* (Limit Tests – aggregate); *D* (Default tests); *O (*Overpayment tests), or *A* (All).
CIP Code Override	(`RPRATRM_CIP_OVERRIDE_CODE`) This Disbursement Process override allows you to enter an eligible CIP code for a student receiving a SMART Grant who intends to enter into that program, but has not yet declared his major in that program. The CIP Code represents the program in which the student intends to major. The CIP code is validated against RPICIPC and STVMAJR. The associated fund code must have a Federal Fund ID of *SMRT.* **Note:** You should only use this override if you do not require a student to declare their major prior to the third year. The student must show documented intent to declare the eligible program and take course work leading towards that program.
Packaging Load	(`RPRATRM_PCKG_LOAD_IND`) The enrollment status for this term. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* < 1/2 Time *5* Not Enrolled

Fields	Descriptions	
Pell Enrollment Option	(RPRATRM_PELL_AWRD_LOAD_OPT) The enrollment option used when packaging the Pell award. The valid values correspond to the values on the Packaging Options Form (RPROPTS).	
	A	Adjusted Hours
	B	Billing Hours
	D	Defaults
	E	Expected Enrollment
	I	ISIR/FAFSA Enrollment
	M	Manual
	1	Full time
	2	3/4 time
	3	1/2 time
	4	Less than 1/2 time
	None	
Original Offer Amount	(RPRATRM_ORIG_OFFER_AMT) The original offered dollar amount of this award for this term.	
Original Offer Date	(RPRATRM_ORIG_OFFER_DATE) The date the award was originally offered for this term.	
Offered Amount	(RPRATRM_OFFER_AMT) The offered dollar amount of the award for the term.	
Offered Date	(RPRATRM_OFFER_DATE) The date the award was offered for the term.	
Accepted Amount	(RPRATRM_ACCEPT_AMT) The accepted dollar amount of the award for this term.	
Accepted Date	(RPRATRM_ACCEPT_DATE) The date the award was accepted for this term.	
Declined Amount	(RPRATRM_DECLINE_AMT) The declined dollar amount of the award for this term.	
Declined Date	(RPRATRM_DECLINE_DATE) The date the award was declined for this term.	

Fields	Descriptions
Cancelled Amount	(RPRATRM_CANCEL_AMT) The cancelled dollar amount of the award for this term.
Cancelled Date	(RPRATRM_CANCEL_DATE) The date the award was cancelled for this term.
Memoed Amount	(RPRATRM_MEMO_AMT) The memo dollar amount of the award for this term.
Memoed Date	(RPRATRM_MEMO_DATE) The date of the memo of the award for this term.
Authorized Amount	(RPRATRM_AUTHORIZE_AMT) The authorized dollar amount of the award for this term.
Authorized Date	(RPRATRM_AUTHORIZE_DATE) The date the award was authorized for this term.
Paid Amount	(RPRATRM_PAID_AMT) The paid dollar amount of the award for this term.
Paid Date	(RPRATRM_PAID_DATE) The date the award was paid for this term.

Award Block

Fields	Descriptions
Lock	(RPRAWRD_LOCK_IND) Indicates if the award has been locked. No changes can occur to a locked fund.
Fund Code	(RPRAWRD_FUND_CODE) Fund code associated with the award.
Status	(RPRAWRD_AWST_CODE) This field contains a valid award status code that represents the current status of the award.
Offered Amount	(RPRAWRD_OFFER_AMT) The offered dollar amount of the award.
Accepted	(RPRAWRD_ACCEPT_AMT) This field is the amount accepted by the applicant.

Fields	Descriptions
Overall NSLDS Override Indicator	(RORSTAT_NSLDS_OVRD) This field displays the **NSLDS Override** indicator setting from the Need Analysis Result Form (RNARSxx). The **NSLDS Override** field determines which validation tests Packaging/Disbursement processes should override for a specific year/student. *A* All tests *D* Default tests *L* Limit tests *O* Overpayment tests None

Disbursements Window

The Disbursement Window enables you to display an applicant's disbursement schedule and displays a record of payments made to the student's account. You can also change disbursement schedules for those portions of the fund that have not yet been disbursed.

Banner creates a disbursement schedule for an award provided: (1) you enter an applicant's acceptance of an award; (2) the **Disburse** radio group option for the fund is set to *System* on the Fund Management Form (RFRMGMT); and (3) you establish a disbursement schedule for the fund on the Award and Disbursement Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA). You can also manually enter a disbursement schedule when Banner does not automatically create a disbursement schedule if the **Disburse** radio group option is set to *Manual* on the Fund Management Form.

However, if the **Disburse** radio group option is set to *None* on the Fund Management Form, you cannot maintain a disbursement schedule for the award.

Note: The **Disburse** field is always set to *None* for those funds which have the **Loan Process** indicator checked on the Fund Management Form.

Fields	Descriptions
Term (Code)	(RPRADSB_TERM_CODE) Term associated with the disbursement information for this record.
Schedule Date	(RPRADSB_SCHEDULE_DATE) Date the disbursement is scheduled to be paid. (DD-MON-YYYY).

Fields	Descriptions
Schedule Percent	(RPRADSB_DISBURSE_PCT) Percentage of the fund term award that this scheduled disbursement represents. (maximum 100%).
Schedule Amount	The scheduled amount of the disbursement.
Disbursement Amount	(RPRADSB_DISBURSE_AMT) Actual dollar amount disbursed to the student for this record.
Transaction Number	(RPRADSB_TRAN_NUMBER) The **Transaction Number** field provides you with the A/R transaction number from the Accounts Receivable module of the Student system following the scheduled payment.
Disbursement Date	(RPRADSB_DISBURSE_DATE) Actual date that the funds in this record were disbursed to the student.
Load	(RPRADSB_DISBURSE_LOAD) Enrollment load of the student at the time of this disbursement. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time *5* Not Enrolled None
Enrollment Option	(RPRADSB_DISBURSE_LOAD_OPT) Disbursement enrollment option used when this disbursement was paid. *A* Adjusted Hours *B* Billing Hours *D* Defaults *E* Expected Enrollment *I* Est ISIR/FAFSA Enrl *M* Manual *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time None
Total	The **Total** reflects the total of all aid, or if performing a query, the total amount returned for the query.

Fields	Descriptions
Disbursement Amount	(RPRADSB_PELL_CALC_DISB_AMT) Amount of Pell the RPEDISB process calculated for the student on the last run of RPEDISB. This amount reflects the amount of Pell calculated given the load and enrollment option on the last disbursement record in the Disbursement Schedule window.
Alternate Pell	(RPRADSB_ALTERNATE_PELL_IND) If checked, the Alternate Federal Pell Grant Schedules were used to calculate the disbursement amount on this record. Otherwise, Federal Pell Grant Program Regular Payment Schedules were used to calculate the disbursement amount. **Note:** The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field on the ROAINST Form has been disabled for 2007-2008 and beyond.
Calculated Pell Load	(RPRADSB_PELLC_DISB_LOAD) The calculated enrollment load for the applicant's Pell award, as a result of the disbursement process, before the disbursement options are considered. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time *5* Not Enrolled None
Calculated Pell Enrollment Option	(RPRADSB_PELLC_DISB_LOAD_OPT) The source of the calculated enrollment load for the applicant's Pell award, as a result of the disbursement process, before the disbursement options are considered. *A* Adjusted Hours *B* Billing Hours *E* Expected Enrollment *I* Est ISIR/FAFSA Enrl *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time None
Fund Code	(RPRAWRD_FUND_CODE) Fund code associated with the award.

Fields	Descriptions
Status	(RPRAWRD_AWST_CODE) This field contains a valid award status code that represents the current status of the award.
Offered Amount	(RPRAWRD_OFFER_AMT) The offered dollar amount of the award.
Accepted	(RPRAWRD_ACCEPT_AMT) This field is the amount accepted by the applicant.

Award Form (RPAAWRD)

The Award Form displays and maintains packaging information for an applicant. Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can select List to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). You can then search using either form. To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned

Award Maintenance window

The Award Maintenance window enables you to display and maintain an applicant's award information. You can use the Assign Packaging Group option or Count Query Hits function to access the Applicant Immediate Process Form (ROAIMMP) to automatically assign an applicant to a packaging group, or automatically package the student funds. You can select the Automatic Packaging option to initiate the automatic packaging process.

Fields	Descriptions
Fund	(`RPRAWRD_FUND_CODE`) The fund code that represents the fund award. You can select the LIST function to access the Fund Code Validation window to see a list of valid fund codes and their descriptions for this aid year.
Description	Description associated with the Fund Code.

Fields	Descriptions
Status	(RPRAWRD_AWST_CODE) This field contains a valid award status code that represents the current status of the award. You can verify a status code if you select the LIST function in order to access the Award Status Validation Form (RTVAWST).

Amounts tab

The Amounts tab displays fields related to currency amounts.

Fields	Descriptions
Offered	(RPRAWRD_OFFER_AMT) Banner displays the amount of the award offer in the **Offered** field. If you want to add or change an offer, enter the dollar amount in the **Offered** field.
Accepted	(RPRAWRD_ACCEPT_AMT) Banner displays the accepted amount of the award offer in the **Accepted** field. If you want to add or change an acceptance, enter the dollar amount in the **Accepted** field.
Declined or Cancelled	(RPRAWRD_DECLINE_AMT or RPRAWRD_CANCEL_AMT) The **Declined or Cancelled** field displays the dollar amounts of those awards that were declined or cancelled
Memoed or Authorized	(RPRAWRD_MEMO_AMT or RPRAWRD_AUTHORIZE_AMT) The **Memoed or Authorized** field provides information on those awards that were memoed or authorized.
Paid	(RPRAWRD_PAID_AMT) The paid dollar amount of the award.

Fields	Descriptions
Reschedule	(RPRAWRD_RESCHEDULE_IND) Check this indicator and save the record to reschedule the funds you want to reflect the new term/ disbursement schedule of the student's aid period. The **Reschedule** indicator is not used for Pell; you will need to run the Pell Calculation Process for Pell updates. When rescheduling awards due to an aid period change on the Award Maintenance tab, the rules defined on RFRASCH and RFRDEFA will be used causing the Offered and/or Accepted amounts for the terms to be rescheduled based on the new aid period. Review/update the term amounts to ensure the term amounts are what are intended. If you have changed the student's aid period to now include a summer term and are increasing the award to specifically add the summer amount, the new term and amount may be added to the Fund Award by Term tab and the fund will be repackaged for the increased amount. Also, when an award is rescheduled to add an additional term, the memo expiration date of the new term will be populated based on the date defined on RFRASCH/ RFRDEFA. When adjusting term amounts without an increase/decrease to an award, an error may be received when the term increased is processed first causing the award to fail validation. To avoid this error, process and save the decreased term amount first. This can happen when adjusting the terms from 50/50 split to 100/0 split without a decrease in the award amount. When you reschedule an award due to an aid period change, the disbursement schedule will be updated to reflect the schedule for the new aid period even when the new aid period exists with the exact terms of the old aid period. The disbursement schedule will also be updated if an accepted award is increased or you move an award from cancelled/declined to an accepted status. Only terms which are not memoed, authorized, or paid will be updated.

Overrides tab

The Overrides tab displays fields related to various award overrides.

Fields	Descriptions
Unmet Need	(RPRAWRD_UNMET_NEED_OVRDE_IND) Allows you to award a fund that will exceed unmet need. The *L - Loan* override is no longer used; it is only listed as a value for historical purposes. This override was previously used to override the Exceeds Unmet Need and Exceeds Allowable Maximum edits when awarding a Stafford Subsidized loan for a student receiving VA Chapter 30 or Americorps benefits. The award validation for a Stafford Subsidized loan now 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. An override is no longer necessary. 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.
Replace EFC	(RPRAWRD_REPLACE_TFC_OVRDE_IND) Allows you to award a fund that will exceed unmet need and EFC.
Tracking Requirement	(RPRAWRD_TREQ_OVRDE_IND) Allows you to override tracking requirements established on the Applicant Requirements Form (RRAAREQ).
Federal Limit	(RPRAWRD_FED_LIMIT_OVRDE_IND) Allows you to override the federal fund ID limits that you can review on the Federal Rules Inquiry Form (RPIFEDR).
Fund Limit	(RPRAWRD_FUND_LIMIT_OVRDE_IND) Allows you to override fund award maximum and award minimum limits established on RFRMGMT.

Fields	Descriptions
Year in College	(RPRAWRD_OVERRIDE_YR_IN_COLL) The following 4 overrides allow you to override the **Banner Year in College** value from the RNANAxx Form and enter the academic year of the student for the awarding of the ACG or SMART Grant. For example, a student may be considered a Freshman for Federal loans having 24 credit hours but may be considered in his 2nd academic year of the program. In this case, awarding of the second year ACG will fail year in college validation. You would then enter *3-2nd yr/ Sophomore* as an override for the ACG and the award would then pass year in college validation. *1-1st* — Overrides **Banner Year in College** value to *1* (1st year/no college). *3-2nd* — Overrides **Banner Year in College** value to *3* (2nd year/sophomore). *4-3rd* — Overrides **Banner Year in College** value to *4* (3rd year/junior). *5-4th* — Overrides **Banner Year in College** value to *5* (4th year/senior).
No Pell	(RPRAWRD_OVERRIDE_NO_PELL). Set this field to *Yes* to allow ACG and SMART processing even if there is no Pell award. The regulations published by the Department of Education indicate that a student only needs to receive Pell during the *aid year* in order for the student to receive ACG or SMART—rather than during the same *payment period*. This validation checks for a Pell **Total Paid Amount** (RPRAWRD_PAID_AMT) > 0 for the aid year, rather than the term, in order to allow an ACG or SMART award to disburse. Also, a student may have received all of their Pell grant funds at another institution or have been required to return all of their Pell funds due to Return of Title IV. Therefore, a **No Pell** award override allows an ACG or SMART grant fund to be awarded and disbursed even when there is no Pell award in Banner for the aid year.

Locks/Indicators tab

The Locks/Indicators tab displays fields related to locks, web access and system indicators.

Fields	Descriptions
Lock	(RPRAWRD_LOCK_IND) You can lock awards, funds, and term schedules with a *Y* in the **Lock** field. The valid values for the lock indicator are *Y* (lock and always pay the locked amount), *E* (adjust for lower enrollment status, and *N* (do not lock). The *E* value is only used for Pell Grant processing and means Banner should pay the amount awarded unless the student's enrollment drops at the time of disbursement. If the enrollment drops, the amount calculated at the time of disbursement should pay. When you lock a fund: • All term records for the fund are also locked • The cursor can be moved from field to field, but all fields are protected from update (award or term blocks) If you want to change the award term schedule when a fund is locked: (1) set the lock indicator to *N*; (2) commit the change; (3) change the distribution of the award (use the term record on the Fund Award by Term window); (4) commit that change; (5) return to the Award Maintenance window to relock the fund and new term schedule. You can use the *E* value to adjust for enrollment decreases only. If you need to update an award and also want to lock the award, you need to make any updates prior to locking the award. For example, if an award status is changing from *offered* to *accepted* and you want to lock the award, first update the status and save the record. Once the record is successfully saved, update the lock indicator to lock the award.
Information Access	(RPRAWRD_INFO_ACCESS_IND) Indicates if the award may be accessed via web processing and similar methods.

Fields	Descriptions
System	(RPRAWRD_SYS_IND) You can package awards manually, by Banner through automatic packaging, or through the batch posting process. The **System** field, or system/manual indicator, identifies how each fund was packaged. Awards packaged manually have a system/manual indicator of *M*, automatically packaged awards have a system/manual indicator of *S*, and batch posted awards have a system/manual indicator of *B*. This system/manual indicator also controls whether you can automatically repackage an award. The **System** field value does not change as its status or amount changes. For example, if you cancel a system assigned award, the system/manual indicator retains an *S* value. (This is different from the way in which the system/manual indicator functions on the Budget Form and the Requirements Tracking Form.) If the **System** indicator on a fund is set to *S*, the fund is eligible to be automatically re-packaged. For example, suppose a student was automatically packaged with a Perkins Loan of $1000 (**System** value of *S*). After the student is packaged, his packaging group changes and students in the new packaging group do not qualify for Perkins Loans. If the student is automatically repackaged, the Perkins award is deleted from the package. However, if the Perkins Loan had been manually packaged (**System** value of *M*) or batch posted (**System** value of *B*), the Perkins award would not have been deleted from the package. Locking a fund in the student's package has the same effect as a system/manual indicator of *M* or *B*. That is, locked funds will not be re-packaged. If a student declines a system generated award offer and you do not want that award to be re-packaged for the student, you should lock the declined award.

Summary Information tab

Fields	Descriptions
Budget	(RNVANDO_BUDGET_AMOUNT) The total amount it will cost the student to attend school for the aid year. This field is derived from the sum of budget components for the budget type (other than the Pell budget type) that apply to this applicant's cost of education.

Fields	Descriptions
Resource	(RNVANDO_RESOURCE_AMOUNT) This field displays available resources and includes contract and exemption resources from Banner Student if your institution has elected to interface exemptions and third party contracts on the Packaging Options Form (RPROPTS), and other resources from the Resource Form (RPAARSC). These additional resources reduce an applicant's gross need.
Offered	(RNVANDO_OFFER_AMOUNT) This field displays the sum of the current offers in the student's package. This amount includes both those funds that reduce need and EFC replacement funds.
Group	(RORSTAT_BGRP_CODE) This field is the student's budget group.
Pell EFC	(RCRAPP2_PELL_AGI) This field displays the Pell Expected Family Contribution (EFC).
Aid Period	(RORSTAT_APRD_CODE) This field displays the aid period that is assigned to the student. Valid aid periods are defined on the Aid Period Validation Form (RTVAPRD). Valid budget groups are defined on the Budget Group Validation Form (RTVBGRP).
EFC - FM	(RNVANDO_EFC_AMT) This field provides you with the expected family contribution based on the Federal Methodology (FM). The expected family contribution is an indication of how much of the family's financial resources should be available to meet the student's cost of education.
EFC - IM	(RNVANDO_IM_EFC_AMT) This field provides you with the expected family contribution based on the Institutional Methodology (IM). The expected family contribution is an indication of how much of the family's financial resources should be available to meet the student's cost of education.
Gross Need- FM	(RNVANDO_GROSS_NEED) The Federal Methodology **Gross Need** field represents the **Budget** minus the **EFC** amount minus the **Resource** amount. This amount is never less than zero. You can direct Banner to calculate resources from contracts and exemptions in one of two ways. Banner uses the estimated amount of the contract and exemption if the **Always Use Estimated** field is checked on the Packaging Options Form (RPROPTS). Banner uses the actual amount (if available) if this field is not checked.

Fields	Descriptions
Gross Need- IM	(RNVANDO_IM_GROSS_NEED) The Institutional Methodology **Gross Need** field represents the **Budget** minus the **EFC** amount minus the **Resource** amount. This amount is never less than zero. You can direct Banner to calculate resources from contracts and exemptions in one of two ways. Banner uses the estimated amount of the contract and exemption if the **Always Use Estimated** field is checked on the Packaging Options Form (RPROPTS). Banner uses the actual amount (if available) if this field is not checked.
Unmet Need- FM/IM	(RNVANDO_UNMET_NEED/RNVANDO_IM_UNMET_NEED) The Federal Methodology and Institutional Methodology Unmet Need fields represent the difference between **Gross Need** field and the offered aid that reduces need in the **Offered** field. A negative unmet need may indicate an overaward situation.

Note: The **Unmet Need** field is not always computed by directly subtracting the offered amount from gross need. When you include a fund in the student's package that does not reduce unmet need, such as a PLUS loan, Banner only reduces unmet need by the difference between the loan and the EFC.

Pell	2350.00		2350.00
PLUS	926.00		8.00
SEOG	100.00		100.00
STFD	300.00	Award Applied	300.00
Off Amt	3676.00	to Unmet Need	2758.00

For example, suppose the amount in the **Gross Need** field is $16,207 and the amount in the **Offered** field is $3,676. A PLUS loan for $926 is included in the Offered Award total. If the **EFC** field contains $918, Banner only reduces unmet need for the PLUS fund by $8 ($926 minus $918). Banner first replaces the EFC, then reduces need if the **Replace EFC** field is set to *Y* for the fund on the Fund Management Form (RFRMGMT).

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. A provision of the 1998 reauthorization of Title IV financial aid was the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision required 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. 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 at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.

IM/FM Packaging Note

When you package federal funds, the awarded amount cannot exceed the student's need as calculated by using the student's FM EFC. For schools that use an IM for awarding institutional funds, the awarding of federal funds is made more difficult. Banner Financial Aid provides you with the following FM/IM Packaging features.

- The Summary Information Block displays both the FM and IM **EFC**, **Gross Need**, and **Unmet Need**.
- Award validation always uses the FM EFC when it calculates need for processing federal funds
- The student's EFC, Gross Need and Unmet Need for both the Federal and Institutional Methodologies are determined by the RNVAND0 view and will always determine the current values.
- The Loan Certification Process on the loan application form (RPALAPP/RPAELAP) and the Electronic Loan Application Process (RPRELAP) always use the FM EFC when it processes federal loans.

Award validation always calculates unmet need by using the FM EFC when you process any fund that is associated with a Federal Fund ID on the RFRBASE table.

This is done regardless of the methodology selected for the student on the Budget Form.

Caution: A student's Institutional Methodology EFC can be lower than his Federal Methodology EFC and his IM Unmet Need can be greater than his FM Unmet Need. This causes problems when packaging Institutional funds (funds that use IM Unmet Need) after you have packaged federal Title IV funds. This problem exists in automatic packaging as well as in manual packaging. Each fund is validated at the time it is packaged. Since the federal funds are always validated against the FM Need, they may be perfectly fine at the time. However, packaging a fund using a higher IM need after packaging a federal fund using a lower need can put the federal fund into an overaward situation.

For example, suppose a student has an FM Unmet Need of 3000 and an IM Unmet Need of 5000. After packaging a Stafford Loan for 3000, the student's FM Unmet Need is 0 and the IM Unmet Need is 2000. If you now package an institutional fund using the IM Unmet Need, he could get an award of 2000 which would pass the award validation test. However, the student's FM Unmet Need is now -2000, an overaward situation. During automatic packaging you would not receive any warning. During manual packaging, the FM Unmet Need, as displayed in the Summary Block on one of the packaging forms, would show -2000 and you would be informed as to what had happened. No other warning would be given.

Be aware of this possibility when you package IM funds after packaging FM funds for students whose IM EFC is less than their FM EFC.

Packaging Group tab

Use this block to assign a packaging group to an applicant - either manually or automatically - optionally lock the award package, and determine whether you want to flag the applicant for an award letter.

Fields	Descriptions
Group	(RORSTAT_PGRP_CODE) This field contains the student's packaging group. If a packaging group has not yet been assigned to the student, you can manually enter the packaging group code. You can also select the Assign Packaging Group or Count Query Hits to access the Applicant Immediate Process Form (ROAIMMP) to automatically assign an applicant to a packaging group.

Fields	Descriptions
Award Letter	(RORSTAT_AWD_LTR_IND) This field allows you to determine whether you want the student to receive a new or revised award letter (which can be set manually or automatically when a fund is added or changed). 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 leave the indicator unchecked 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, check the indicator. Banner now selects the student for a new letter even though there were no changes to his award package. If you want to automatically check the indicator when a fund changes, you check the **Award Letter Indicator** field on the Fund Management Form (RFRMGMT). If you do not want changes to a particular fund to check the award letter indicator, do not check the option on the Fund Management Form.
Package Date	(RORSTAT_PCKG_COMP_DATE) The packaging date for this student. The Packaging program (RPEPCKG) automatically generates this date. It can be updated by manual packaging or through batch packaging. **Note:** Banner automatically generates a value for the **Package Date** field to indicate that the student has been through the Packaging process. The field is populated regardless of whether the student satisfied all of the required award and disbursement validation conditions.
Additional Stafford	(RORSTAT_ADDL_STFD_ELIG_IND) When this indicator is checked on the Packaging Options Form (RPROPTS), all independent students will be eligible to receive the higher level of unsubsidized Stafford Loans. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loans by setting the **Additional Stafford (eligibility** indicator) field to *Y* (Yes).
Pell Origination	(RORSTAT_PELL_ORIG_IND) Indicates whether an updated Pell Origination record is to be created automatically.

Fields	Descriptions
Packaging Lock	(RORSTAT_PGRP_LOCK_IND) Use this checkbox to lock the student's entire award package. A check in this field prevents changes to the student's award package from online or batch processing. Pell Grants are an exception. Changes calculated by the Pell Calculation Process (RPEPELL) will still update the student's package. This field also locks the student's packaging group. Locking the entire package has the same effect as locking each individual fund in the student's award package. If the package is locked, the cursor can be moved from field to field and you appear to be able to change values, but all fields are protected from update at commit time (award or term blocks). Schools that auto-package, do so with packaging rules based on the student's Packaging Group code. By locking the student's package you are preserving the results of that process. Since the Packaging Group code is part of that process, it should be preserved along with the locked package. Changing the student's Packaging Group code while locking the package itself may cause confusion because the two areas may no longer match. The Packaging Group code may still be changed after removing the Packaging Lock.
Borrower Based	(RORSTAT_BORROWER_BASED_CDE) To edit borrower-based loan limits, COD requires the reporting of the student's academic year start date and academic year end date. These dates are different from the Loan Period Start/End Dates and are different from the aid period start and end dates. The academic year start/end dates refer to the time period that a student will be in a single class year (freshman, sophomore, junior, senior, and so on). Students can borrow one annual loan limit for each academic year. This academic year may span two different award years. The loan code indicates that the student's loans should be processed using a borrower-based academic year. The field is free format, one-character long, and the valid values are *0-9*, *A-Z*. This field is available to help you identify those students who you are processing borrower based loans. Banner is not able to validate borrower-based loan awards in packaging.
Post Bachelor's Degree Pell Override	(RORSTAT_POST_BA_PELL_OVRD) The flag allows the Pell award and disbursement process to permit students to receive Pell grant funds even though they are Post Bachelor degree students.

Fields	Descriptions
Information Access	(RORSTAT_INFO_ACCESS_IND) This field is a student-level information access indicator that controls the display of an individual student's information on the Web. The initial value for the **Information Access** indicator is a checked value — meaning display the award information for this student via the Web.
Dependency	The **Dependency** (status) field indicates whether the student is dependent (*D*) or independent (*I*). Dependent students will not normally be eligible for an additional Stafford loan.
HPPA	(RORSTAT_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.
Group Lock	(RORSTAT_PGRP_CODE_LOCK_IND) Use this checkbox to lock the Packaging Group code. When you check this field to make the packaging lock active, the Packaging Group code cannot be changed manually, by the Automatic Group Assignment Process (RORGRPS), or by using the Packaging Group Assignment feature on the Applicant Immediate Process Form (ROAIMMP). This group lock field only affects the Group code; the package itself is not affected.
Preparatory or Teacher Certification	(RORSTAT_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *G = Pre-Graduate Coursework, N = No, T = Teacher Certification,* or *U = Pre-Undergraduate Coursework*. You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *1st year/no college* or *1st year/some college*. If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *5th year/oth undergrad*. If the values do not match the previously mentioned criteria, the change is saved, but a warning message displays to indicate that the indicator value does not match the student's class level.

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. 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 required 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. **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.

Fund Awards By Term Window

The Fund Awards By Term Window displays the total amount of the student awards from a fund for the student's aid period, scheduled by term. You can also use this form to change the award schedule for each term.

You may use the Fund Awards by Term window to update the offered and accepted amounts for a fund. If the total of all terms is then different than the total for the fund in the Award Maintenance window, the fund award will also be updated. If the total for the award is being increased, the award will go through award validation to ensure the student's eligibility.

If the **Automatic Scheduling** field is checked on the Fund Management Form (RFRMGMT) when you first offer an award (or change the offer amount), Banner schedules the award into terms according to the award schedule rules defined in the Award and Disbursement Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA). If the **Automatic Scheduling** field is not checked, this window does not contain fund term information; you must manually schedule the award into terms.

The only time you can manually add a new term to a student's award schedule is when that new term 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 term record to the award schedule, Banner does not change the way the other terms were scheduled.

Instead, Banner sums up all the terms 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 on the Fund Awards of this form.

The function to add a new term record is used, for example when a student who was originally in one aid period later decides to also attend a summer term. If the summer is the last term for the aid year, the student's aid period can be changed to include that term. To give the student an award for the new summer term, insert a new term record into the student's award schedule in this window with the new summer award amount.

This will not change the way other terms have been scheduled (and possibly already paid). Banner will automatically add up all term amounts and will package the new total. If the total in the Fund Awards Block is changed first, Banner might change the way other term amounts have been scheduled.

Note: To ensure the correct order of processing when changes are made on the Fund Awards by Term window of RPAAWRD and prevent the Oracle error, *Record has been updated by another user*, the Query function has been intentionally removed from this window.

Fields	Descriptions
Award Lock	(RPRAWRD_LOCK_IND) Indicates if the award has been locked. No changes can occur to a locked fund.
Fund	(RPRATRM_FUND_CODE) Fund code associated with the award schedule.
Status	(RPRATRM_AWST_CODE) Status of the award.
Term	(RPRATRM_TERM_CODE) Term code associated with the award schedule.

Fields	Descriptions
Overall NSLDS Override Indicator	(RORSTAT_NSLDS_OVRD) This field displays the **NSLDS Override** indicator setting from the Need Analysis Result Form (RNARSxx). The **NSLDS Override** field determines which validation tests Packaging/Disbursement processes should override for a specific year/student. *A* All tests *D* Default tests *L* Limit tests *O* Overpayment tests None

Amounts tab

Fields	Descriptions
Offered	(RPRATRM_OFFER_AMT) The offered dollar amount of the award for the term.
Accepted	(RPRATRM_ACCEPT_AMT) The accepted dollar amount of the award for this term.
Declined or Cancelled	(The sum of RPRATRM_DECLINE_AMT and RPRATRM_CANCEL_AMT) Amount declined or cancelled for the specified fund and term.
Memoed or Authorized	(The sum of RPRATRM_MEMO_AMT and RPRATRM_AUTHORIZE_AMT) Amount memoed or authorized for the specified fund and term.
Paid	(RPRATRM_PAID_AMT) Amount paid for the specified fund and term.
Total	Total of all aid; or if performing a query, the total amount returned for the query.
Fund Total	Total award amount for the fund code your cursor is on.

Options tab

Fields	Descriptions
Term Lock	(RPRATRM_LOCK_IND) Indicates if the award has been locked for the term. *Y* Always Pay *E* Adjust for Lower Enrollment Status *N* or Blank Not Locked For example, suppose a student is an undergraduate one term and is paid Pell. The next term the student is a graduate student. Pell can be paid (and locked) for the first term. The student can be reflected correctly in Banner as a graduate student without worrying about the first term payment being reversed. **Note:** You may use **Term Lock** for non-Pell funds to prevent changes to an award through automatic packaging or manual modifications. For non-Pell funds, the term lock works the same as the fund lock. Disbursement will continue to work as previously for non-Pell funds. You cannot have a term lock and a fund lock simultaneously. You can, however, lock all terms in an aid period or remove the locks and place a fund lock on an award. If any award has a **Term Lock** indicator set to *Y* or *E*, the award cannot be updated in the Award Maintenance window. Instead, you must unlock the term award prior to making updates.
Finalized	(RPRATRM_DISB_FINAL_IND) Indicates if all disbursements have been made within the indicated term. *Y* Yes *N* No
Load	(RPRATRM_PCKG_LOAD_IND) The enrollment status for this term. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time *5* Not Enrolled

Fields	Descriptions
CIP Code Override	(`RPRATRM_CIP_OVERRIDE_CODE`) This override allows you to enter an eligible CIP code for a student receiving a SMART Grant who intends to enter into that program, but has not yet declared his major in that program. The CIP Code represents the program in which the student intends to major. The CIP code is validated against RPICIPC and STVMAJR. The associated fund code must have a Federal Fund ID of *SMRT*. **Note:** You should only use this override if you do not require a student to declare their major prior to the third year. The student must show documented intent to declare the eligible program and take course work leading towards that program.
Pell Enroll Option	(`RPRATRM_PELL_AWRD_LOAD_OPT`) The enrollment option used when the Pell award was packaged for the term. *A* Adjusted Hours *B* Billing Hours *D* Defaults *E* Expected Enrl *I* ISIR/FAFSA Enrl *M* Manual *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time None
NSLDS Override	(`RPRATRM_NSLDS_OVRD_IND`) The **NSLDS Override** indicates which validation tests Packaging/Disbursement processes should be overridden for a specific year, student, fund or term: *L* (Limit Tests – aggregate); *D* (Default tests); *O* (Overpayment tests), or *A* (All).

Disbursement Schedule Window

The Disbursement Schedule Window enables you to display an applicant's disbursement schedule and displays a record of payments made to the student's account. You can also change disbursement schedules for those portions of the fund that have not yet been disbursed.

Banner creates a disbursement schedule for an award provided: (1) you enter an applicant's acceptance of an award; (2) the **Disburse** radio group option for the fund is set to *System* on the Fund Management Form (RFRMGMT); and (3) you establish a disbursement schedule for the fund on the Award and Disbursement

Schedule Rules Form (RFRASCH) or the Default Award and Disbursement Schedule Rules Form (RFRDEFA). You can also manually enter a disbursement schedule when Banner does not automatically create a disbursement schedule if the **Disburse** radio group option is set to *Manual* on the Fund Management Form.

However, if the **Disburse** radio group option is set to *None* on the Fund Management Form, you cannot maintain a disbursement schedule for the award.

Note: The **Disburse** field is always set to *None* for those funds which have the **Loan Process** indicator checked on the Fund Management Form.

Fields	Descriptions
Fund	(RPRADSB_FUND_CODE) Fund code associated with the disbursement information for this record.
Term Code	(RPRADSB_TERM_CODE) Term associated with the disbursement information for this record.
Schedule Date	(RPRADSB_SCHEDULE_DATE) Date the disbursement is scheduled to be paid. (DD-MON-YYYY).
Schedule Percent	(RPRADSB_DISBURSE_PCT) Percentage of the fund term award that this scheduled disbursement represents. (maximum 100%).
Schedule Amount	The scheduled amount of the disbursement.
Disbursement Amount	(RPRADSB_DISBURSE_AMT) Actual dollar amount disbursed to the student for this record.
Transaction Number	(RPRADSB_TRAN_NUMBER) The **Transaction Number** field provides you with the A/R transaction number from the Accounts Receivable module of the Student system following the scheduled payment.
Disbursement Date	(RPRADSB_DISBURSE_DATE) Actual date that the funds in this record were disbursed to the student.

Fields	Descriptions
Load	(`RPRADSB_DISBURSE_LOAD`) Enrollment load of the student at the time of this disbursement. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time *5* Not Enrolled None
Enrollment Option	(`RPRADSB_DISBURSE_LOAD_OPT`) Disbursement enrollment option used when this disbursement was paid. *A* Adjusted Hours *B* Billing Hours *D* Defaults *E* Expected Enrollment *I* Est ISIR/FAFSA Enrl *M* Manual *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time None
Total	The **Total** reflects the total of all aid, or if performing a query, the total amount returned for the query.
Fund Total	The **Fund Total** reflects the total award amount for the fund code your cursor is on.
Disbursement Amount	(`RPRADSB_PELL_CALC_DISB_AMT`) Amount of Pell the RPEDISB process calculated for the student on the last run of RPEDISB. This amount reflects the amount of Pell calculated given the load and enrollment option on the last disbursement record in the Disbursement Schedule window.
Alternate Pell Indicator	(`RPRADSB_ALTERNATE_PELL_IND`) If checked, the Alternate Federal Pell Grant Schedules were used to calculate the disbursement amount on this record. Otherwise, Federal Pell Grant Program Regular Payment Schedules were used to calculate the disbursement amount.

Fields	Descriptions
Calculated Pell Load	(RPRADSB_PELLC_DISB_LOAD) The calculated enrollment load for the applicant's Pell award, as a result of the disbursement process, before the disbursement options are considered. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time *5* Not Enrolled None
Calculated Pell Enrollment Option	(RPRADSB_PELLC_DISB_LOAD_OPT) The source of the calculated enrollment load for the applicant's Pell award, as a result of the disbursement process, before the disbursement options are considered. *A* Adjusted Hours *B* Billing Hours *E* Expected Enrollment *I* Est ISIR/FAFSA Enrl *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* <1/2 Time None

Financial Aid Record Maintenance Form (ROARMAN)

Use this form to review and change most of the important aspects of a student's financial aid record from one central form. This form enables you to display and update the following parts of a student's record:

- Award detail
- Applicant processing status, enrollment status, satisfactory academic progress, and admissions status detail
- Budget components
- Other resources
- Coded and non-coded tracking requirements
- Pell Grant status
- Need analysis information

Please refer to the Financial Aid Common Functions chapter for a complete description of this form.

Award Acceptance Mass Entry Form (RPAMACC)

Use this form when you want to process the same award acceptance/rejection for a group of students, or enter more than one award acceptance/rejection for the same student.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Award Acceptance Mass Entry Block

Fields	Descriptions
Student ID	Enter a student ID in the **Student ID** field. If necessary, you can select LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Student Name	This is the student name associated with the **Student ID**.
Accept Award	Check this indicator to accept the award. Uncheck to reject. If you accept an award, Banner uses the default value from the **Accept Status** field of the Fund Management Form (RFRMGMT). If you reject an award, it uses the default value from the **Decline Status** field of the RFRMGMT Form.
Fund	Enter the fund code in the **Fund** field for the fund associated with the award acceptance or rejection. If necessary, you can select the LIST function to access the Fund Code Validation window in order to see a list of valid fund codes.

Fields	Descriptions
Accepted Amount	Enter the dollar amount of the award acceptance or rejection in the **Accepted Amount** field. (If you want to accept the entire amount of the fund for the student, no accepted amount is necessary). Do not enter an amount in the **Accepted Amount** field for an award rejection.

Award Offer Mass Entry Form (RPAMOFF)

The Award Offer Mass Entry Form facilitates the entry of a large number of applicant award offers. This form is useful when you want to process the same award for a group of students, or enter more than one award offer for the same student. You can also determine as you enter the award whether you want to enter the award as (1) *O*ffered or (2) *O*ffered and *A*ccepted.

Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Note: When an award for a student has failed award validation, an error message is provided. Once you acknowledge the error message, any records which were successfully processed will be removed from the form, while records not yet processed will remain. Your cursor will be on the record in error. At that point you should note the record in error, remove the record, and save; then the remaining records will be processed.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Award Offer Mass Entry Block

Fields	Descriptions
Student ID	Enter a student ID in the **Student ID** field. If necessary, you can select LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Student Name	This is the student name associated with the **Student ID**.
Fund	Enter the code in the **Fund** field for the fund that you want to offer an award. If necessary, you can select the LIST function to access the Fund Code Validation window in order to see a list of valid fund codes.
Offered Amount	Enter the dollar amount of the award offer in the **Offered Amount** field.
Accept Award	Checking or unchecking the **Accept Award** field indicator determines how the award status is set as you add the award. • If you check this field, Banner offers and accepts the award and uses the fund code default status from the **Accept Status** field on the Fund Management Form (RFRMGMT). • If you do *not* check this field, Banner offers the award and uses the fund code default status from the **Offer Status** field on the Fund Management Form (RFRMGMT).

Fields	Descriptions
Unmet Need	(RPRAWRD_UNMET_NEED_OVRDE_IND) Allows you to award a fund that will exceed unmet need. The *L - Loan* override is no longer used; it is only listed as a value for historical purposes. This override was previously used to override the Exceeds Unmet Need and Exceeds Allowable Maximum edits when awarding a Stafford Subsidized loan for a student receiving VA Chapter 30 or Americorps benefits. The award validation for a Stafford Subsidized loan now 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. An override is no longer necessary. 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.
Replace EFC	(RPRAWRD_REPLACE_TFC_OVRDE_IND) Allows you to award a fund that will exceed unmet need and EFC.
Tracking Requirement	(RPRAWRD_TREQ_OVRDE_IND) Allows you to override tracking requirements established on the Applicant Requirements Form (RRAAREQ).
Federal Limit	(RPRAWRD_FED_LIMIT_OVRDE_IND) Allows you to override the federal fund ID limits that you can review on the Federal Rules Inquiry Form (RPIFEDR).
Fund Limit	(RPRAWRD_FUND_LIMIT_OVRDE_IND) Allows you to override fund award maximum and award minimum limits established on RFRMGMT.

Fields	Descriptions
Year in College	(`RPRAWRD_OVERRIDE_YR_IN_COLL`) The following 4 overrides allow you to override the **Banner Year in College** value from the RNANAxx Form and enter the academic year of the student for the awarding of the ACG or SMART Grant. For example, a student may be considered a Freshman for Federal loans having 24 credit hours but may be considered in his 2nd academic year of the program. In this case, awarding of the second year ACG will fail year in college validation. You would then enter *3-2nd yr/Sophomore* as an override for the ACG and the award would then pass year in college validation. *1-1st* — Overrides **Banner Year in College** value to *1* (1st year/no college). *3-2nd* — Overrides **Banner Year in College** value to *3* (2nd year/sophomore). *4-3rd* — Overrides **Banner Year in College** value to *4* (3rd year/junior). *5-4th* — Overrides **Banner Year in College** value to *5* (4th year/senior).
No Pell	(`RPRAWRD_OVERRIDE_NO_PELL`). Set this field to *Yes* to allow ACG and SMART processing even if there is no Pell award. The regulations published by the Department of Education indicate that a student only needs to receive Pell during the *aid year* in order for the student to receive ACG or SMART—rather than during the same *payment period*. This validation checks for a Pell **Total Paid Amount** (`RPRAWRD_PAID_AMT`) > 0 for the aid year, rather than the term, in order to allow an ACG or SMART award to disburse. Also, a student may have received all of their Pell grant funds at another institution or have been required to return all of their Pell funds due to Return of Title IV. Therefore, a **No Pell** award override allows an ACG or SMART grant fund to be awarded and disbursed even when there is no Pell award in Banner for the aid year.

You can use the Fund Award Block of the Package Maintenance Form (RPAAPMT) whenever necessary to check the funds that are currently assigned to an applicant.

Resource Form (RPAARSC)

Use this form to enter other resources for an applicant (that is, resources other than contract and exemption resources which are defined in Banner Student) for each aid year and term. The second window of this form allows you to view contract and exemption resource information directly from Banner Student if the **Interface Exemptions** or the **Interface Third Party Contracts** field on the Packaging Options Form (RPROPTS) is checked.

You can use resources in the Banner Financial Aid to reduce an applicant's gross need. Banner calculates other resources to reduce gross need by first checking for an actual amount to use. If an actual amount is not available, Banner uses the estimated amount.

Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can select LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). You can then search using either form. To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned. After you enter the necessary information, press Next Block to access the Other Resources section.

Other Resources Block

Use the Other Resources Block to enter those resources for a student that are neither exemptions nor contracts. For example, a student might receive a scholarship from a local business or charitable organization.

Fields	Descriptions
Resource	The **Resource** field is an optional field. If you enter a resource code that has been established on the Resource Type Validation Form (RTVARSC), the description associated with the resource code on the RTVARSC Form defaults into the Description field on the RPAARSC Form. Since the descriptions for the two forms are stored in different database fields (RPRARSC_RESOURCE_DESC for the Resource Form and RTVARSC_ARSC_DESC for the Resource Type Validation Form), it is possible to maintain two different descriptions on the forms.
(Description)	This is the resource description associated with the resource field. If a default description does not exist in the Description field, enter a description of the resource.
Term	You can optionally enter the term code for this resource in the **Term** field. If necessary, you can press the LIST function to access the Term Code window for a list of term codes and descriptions.
Type	The **Type** field always defaults to Other Resource.
Number	This is the number which is updated automatically.
Estimated Amounts	Enter an estimated amount in this field.
Actual Amounts	Enter the actual amount in this field. **Note:** The estimated and actual fields can be used as a tracking mechanism to specify if the other resource was a notification (enter the estimated amount), or the actual check or dollars had been received (enter the actual amount).

Fields	Descriptions
Other Resources Calculated Total	The **Other Resources Calculated Total** amount is the sum of the Other Resources using the **Actual Amount**, if it is present, or the **Estimated Amount**, if the **Actual Amount** is not present. The **Always Use Estimated Amount** option on the Packaging Options Form (RPROPTS) refers only to contracts and exemptions. Also, proration for part-time status on Other Resources is never performed. (It's also not performed on Payment Amounts for Contracts and Exemptions.) **Note:** When you enter the actual amount, Banner uses this amount in the calculation of Resources. You can then retain the estimated amount for tracking purposes.

Summary Window

Select the Summary window to review the student's need information.

Fields	Descriptions
Budget	This is the Budget field.
EFC	This is the student's expected family contribution (EFC).
Resources	This is the student's resources.
Gross Need	This is the student's gross need.
Offered	This is the student's offered amount.
Unmet Need	This is the student's unmet need.

Exemptions and Contracts Window

Use this window to view a student's exemptions and third-party contracts for an aid year. You can only access this window if the **Interface Exemptions** or the **Interface Third Party Contracts** field on the Packaging Options Form (RPROPTS) is checked.

Banner always uses exemption and contract estimated amounts when it calculates the total resources for the computation of gross need if the **Always Use Estimated** field is checked on the Packaging Options Form (RPROPTS). If this indicator is unchecked, Banner uses the payment amounts (if available). If the payment amounts are not available, Banner uses the estimated amount. That total is then added to the total other resources, which is used to reduce gross need.

Fields	Descriptions
Type Code	Resource type code. Valid values are *C* (Contract) and *E* (Exemption).
Term Code	Term Code.
Number	Contract or exemption code and description.
Activity Date	The **Activity Date** field reflects a certain date based on the following information. If a payment amount exists for the record then the activity date is the date that the payment took place. If multiple payments took place, the activity date is the most recent payment date. If a payment does not exist, the activity date is the date the student became authorized to receive the contract or exemption. **Note:** The date that is displayed on the Account Detail Review Inquiry Form (RSIAREV) is the effective date of the transaction, not the activity date. If a student had been authorized for a contract or exemption and received payment for it and then subsequently became ineligible, a delete indicator must be set on the authorization record. This causes the student billing process to cancel the payment by creating a reversing entry. When the delete indicator is set on the authorization form, the Financial Aid Resource Form will not display any information for that resource. It will no longer be counted as a financial aid resource.
Contract ID	Contract identification number and description.
Estimated Amounts	Estimated Amount.
Payment Amounts	Payment Amount.
Exemptions and Contracts Calculated Total	The **Exemptions and Contracts Calculated Total** field represents the sum of the amounts from all the student's Exemption and Contract resources adjusted for part-time enrollment (if your rule says to do so) and based on the **Always Use Estimated** option on the Packaging Options Form (RPROPTS).

Fields	Descriptions
Calculated Grand Total of All Resources	The **Calculated Grand Total of All Resources** is the sum of the **Other Resources Calculated Total** (from the Other Resources Block on the previous window) and the **Exemptions and Contracts Calculated Total**. This figure should match the **Resources** amount in the Summary Block section.

Applicant High School Data Form (ROAHSDT)

Use this form to enter the information necessary to establish high school eligibility for the Academic Competitiveness Grant (ACG). To qualify for an ACG, students must have graduated from high school after a specific date - depending on whether the student is in the first or second year of their degree program. For a first or second year ACG, students must have graduated High School after January 1, 2006 and January 1, 2005 respectively. The student must have also completed a rigorous high school program. There are several ways that students may satisfy this requirement. All the information that you need to prove student ACG eligibility for a rigorous high school program is on this form.

The Department has also indicated that if a student has been identified as a potentially eligible student, that a school must review the student and determine whether or not they are eligible, and to document the results. This form allows you to document this review even if the student is not eligible.

Key Block

Fields	Descriptions
ID	(`SPRIDEN_ID`) Student's identification number. All of the data on this form refers to the ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Applicant High School Data Block

Fields	Descriptions
Advanced Placement/ International Baccalaureate Courses	(RORHSDT_AP_IB_COURSES) Indicates that the student completed the required number of Advanced Placement or International Baccalaureate courses and test scores. The allowable values are *Y* (Yes), *N* (No), or *X* (Not Reviewed).
Required Courses Similar to State Scholars Initiative	(RORHSDT_REQ_COURSES) Indicates that the student completed and passed the required number of courses similar to the *State Scholars Initiative* program. The allowable values are *Y* (Yes), *N* (No), or *X* (Not Reviewed).
State Recognized Program of Study	(RORHSDT_ADV_HONORS_PROG_CODE) The code indicating which state-specific advanced or honors program the student completed in high school. If a student is eligible based on the *State Scholars Initiative* program, that eligibility should be indicated in this field, which captures information for the *State Scholars Initiative* program as well as for Advanced or Honors programs. This List of Values for this field is derived from the State Advanced Honors Program Form (RPISAHP) which contains the valid programs as published by the Department. When you enter this code, the **State of Student's High School Graduation** field is populated with the corresponding state code.
State of Student's High School Graduation	(RORHSDT_HS_GRAD_STATE_CODE) The state in which the student graduated from high school. This List of Values for this field is derived from the COD State Code Rules Form (RTVCDST) or the State Recognized Programs Form (RPISAHP).
Student's High School Graduation Date	(RORHSDT_HS_GRAD_DATE) The date that the student completed his/her high school studies.

Applicant Comments Form (RHACOMM)

Use this form to record and display specific comments about an applicant for an aid year. Use the text fields to enter your own comments about an applicant. These comments are unique to your User ID so that only you can update or delete these text fields. You can only view those comments created by another User ID. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Use the Key Block to enter the ID of the student for whom you want to enter comments. Use the Applicant Comments Information block to enter comments about the student established in the Key Block.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to enter comments for an applicant for a specified aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Category Code	(`RHRCOMM_CATEGORY_CODE`) The category code for applicant comments.
Created	Date the original comment was entered on the student's record.
Activity Date	Date the information for this record was entered or last updated.
User	User's identification number who entered or last updated this comment. This user is the only person who can change or delete the comment.
Comments	(`RHRCOMM_COMMENT`) The comments associated with the student's record. The field length is 4000 characters.

Procedures

To add comments for an applicant

1. Access the Applicant Comments Form (RHACOMM).
2. Enter the student ID.
3. Go to the Applicant Comments Information block.
4. Enter an Aid Year.
5. Enter your comments about the applicant in the **Comment** field.
6. Save

.Applicant Immediate Process Form (ROAIMMP)

Use this form to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Main Window

Use this window to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid.

Use the Key Block to specify the aid year, and to identify the person that you want to process. Use the Applicant Immediate Process block to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
ID	The **ID** is the applicant's identification number. All data on this form refers to this financial aid applicant. Choices come from the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), and the Alternate ID Search Form (GUIALTI).
Tracking Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a tracking group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Tracking Group Assignment - Term	Code for the tracking group assignment term. Choices come from the Term Code window.
Tracking Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Budgeting Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a budgeting group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Budgeting Group Assignment - Term	Code for the budgeting group assignment term. Choices come from the Term Code window.
Budgeting Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a packaging group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Packaging Group Assignment - Term Code	Term Code for the packaging group assignment. Choices come from the Term Code window.

Fields	Descriptions
Packaging Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
SAP	Satisfactory Academic Progress indicator provides you with the ability to assign a SAP status online. You 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 Assignment Process (ROPSAPR) to assign SAP status codes automatically to the student record. Choices are: Selected–perform the online SAP Assignment Process. Cleared–Do not perform the SAP Assignment Process.
Calculated From	The **Calculated From** term code points the assignment process to the term from which you want to calculate the newest SAP status. This term code is required and automatically defaults the current term code as defined on the Institution Financial Aid Options Form (ROAINST). 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.
Effective	The Effective term code, 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 post the result 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. The fall term, where the results will be posted (Effective term), would not need to belong to that year.

Fields	Descriptions
Packaging Fund Assignment - Action Indicator	Determines whether you want to perform an immediate fund assignment or a batch fund assignment for a student. Choices are: *I* (Immediate Fund Assignment)–The applicant is assigned the appropriate funds after you Save your selections for this form. The Packaging Process assigns the funds based on packaging group rules defined on the Financial Aid Selection Rules Form (RORRULE). The Immediate fund assignment process uses the Packaging (RPEPCKG) program. *B* (Batch Fund Assignment)–The applicant is selected for the next run of the Packaging (RPEPCKG) batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. The **Package Date** (RORSTAT_PCKG_COMP_DATE) field for the student on the RPAAWRD and RPAAPMT award forms must also be blank (null). *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Packaging Fund Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Fund Assignment - Completion Date	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Need Analysis Calculation - Action Indicator	Performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. Choices are: *L* (Long Calculation)–The long version of INAS stores the majority of the interim calculation results. These values display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. *S* (Short calculation)–The short version of INAS does not store the majority of the interim calculation results. These values typically display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. The long version does store these values. However, the short version may run a little faster. The system keeps track of the INAS version that was run last and displays a warning message if you display the RNINAIQ Form after you run a short INAS calculation since the data that displays may not be up to date. The purpose of the RNINAIQ Form is to display the results of the most recent long INAS calculation. *B* (Batch calculation)–The applicant is selected for the next run of the INAS Calculation (RNEIN05) COBOL batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Need Analysis Calculation - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Need Analysis Calculation - Completion Date	Displays the completion date of the Need Analysis calculation.
Immediate Pell Calculation	Calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL). Choices are: Selected–Perform the online Immediate Pell Calculation. Cleared–Do not perform the online Immediate Pell Calculation.

Fields	Descriptions
Disbursement Date Update	Disbursement date update indicator. Check for immediate update.
Authorize or Disburse Available Aid	Authorizes, disburses, or memos available financial aid. Choices are: Selected–Perform the online Authorize/Disburse Available Aid process. Cleared–Do not perform the online Authorize/Disburse Available Aid process.
Authorize or Disburse Available Aid - Term	Code for the disbursement, authorization, or memo term.
Authorize or Disburse Available Aid - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Authorize or Disburse Available Aid - Completion Date	Displays the completion date of the Authorize or Disburse Available Aid process. Choices come from the Letter Code Validation window.

Letter Generation Block

Use this window to request that a particular letter be printed for a student the next time you run the Letter Extract Process (GLBLSEL) for Pending Letters.

Fields	Descriptions
Letter Code	Code that identifies the pre-defined letter. Choices come from the Letter Code Validation window.
(Letter Description)	Description that defaults from the Letter code.
Term Code	Term code for the letter. Choices come from the Term Code window.
Wait Days	Optional field that enables you to define the number of days after the initiation date to process the letter.

Fields	Descriptions
Initial Code	Optional field that enables you to identify the person requesting the letter. Choices come from the Initials Code Validation window.
(Initials Description)	Description that defaults from the value entered in the Init field.

Procedures

To add an applicant to a tracking group

The Automatic Group Assignment process adds the applicant to a Requirements Tracking group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Tracking Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the Term Code for the group assignment.
3. Select Save to start the immediate or batch function.

To add an applicant to a budgeting group

The Automatic Group Assignment process adds the applicant to a Budgeting group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Budgeting Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the **Term** code for the group.
3. Select Save to start the immediate or batch function.

To add an applicant to a packaging group

The Automatic Group Assignment process adds the applicant to a Packaging group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Packaging Group Assignment Action Indicator** field to initiate a group assignment for the applicant.

2. Enter the **Term** code for the group.

3. Select Save to start the immediate or batch function.

To assign a SAP status for a student

The SAP process on the ROAIMMP form differs from the other group assignment processes 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 the SAP Assignment Process (ROPSAPR).

1. Select the **SAP** checkbox.

2. Enter **Calculated From** term code to point the assignment process to the term from which you want to calculate the newest SAP status.

3. Enter an **Effective** term code to indicate the term in which to post the results (the **SAP Status** field on the ROASTAT form).

4. Select Save to assign the SAP status.

To package funds for a student

This process assigns funds to the student's award package based on the packaging rules for the assigned packaging group.

1. Add the applicant to a packaging group.

2. Enter an *I* (Immediate) or a *B* (Batch) in the **Action Indicator** field to begin the packaging fund assignment for the applicant.

3. Select Save to perform the immediate or batch packaging fund assignment function.

To calculate Need

The Need Analysis Calculation process performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. The system then enables you to view the updated values when it automatically accesses the Need Analysis Form (RNARSxx).

1. Enter an *L* (Long Calculation) or an *S* (Short Calculation) in the **Action Indicator** field to process an online Need Analysis calculation. If you don't need an immediate calculation and want to ensure that the system includes the

applicant in the next Need Analysis batch calculation, enter a *B* (Batch) in the **Action Indicator** field.

2. Select Save to perform the long or short online calculation or to perform the batch function.

This process uses the INAS Calculation (RNEIN05) program for immediate processing and when the applicant is included for need calculations in a batch.

Note: You can choose which version to run for an individual student with the Immediate Process Form. But when you call INAS through the Need Analysis Form (RNANAxx), the Need Analysis Override Form (RNAOVxx), or the Need Analysis Document Verification Form (RNAVRxx), you always get the version that you stipulate as an institutional option on the Institutional Options Form (ROAINST). When you run the INAS calculation in batch mode, the version is selected by a parameter for the job.

To perform a Pell calculation

The Pell Calculation process performs a routine that calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL).

1. Select the **Immediate Pell Calculation** field.

2. Select Save to perform a Pell calculation for the student.

To authorize and disburse available aid

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before the system actually processes a payment or authorization. The Authorize or Disburse Available Aid process attempts to perform the following functions in this order using the Disbursement Process (RPEDISB): (1) the system processes a disbursement of financial aid; (2) if the system cannot process a payment, it authorizes payment; or (3) if the system cannot process either a payment or an authorization, the system creates a memo.

1. Select the **Authorize or Disburse Available Aid** field.

2. Enter the applicable **Term** code.

3. Select Save to start the process.

To use the Letter Generation Process to print a letter for a student

The Letter Generation Process enables you to request that a particular letter be printed for a student the next time you run the Letter Extract Process for Pending Letters.

1. Enter the **Letter Code** that identifies the letter you want to print.
2. Enter the **Term Code** for the letter.
3. (Optional) Enter the number of days after the initiation date to process the letter in the **Wait Days** field.
4. (Optional) Enter your initials in the **Initial Code** field.
5. Select Save.

Contracts and Exemptions Payment Inquiry Form (RPIARPY)

The Contracts and Exemptions Payment Inquiry Form displays applicant resource payment information by aid year. This allows you to view third-party contracts and exemptions that have been applied to a student's account. Exemption or third-party contract resource information does not exist within Banner Financial Aid; you perform Exemption/Contract creation and applicant authorization within Banner Student.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation Window if you need to verify an aid year and its description, or to check whether the aid year is still active.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can press the LIST function to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned

Contracts and Exemptions Payment Inquiry Block

The Contracts and Exemptions Payment Inquiry Block displays third-party contract and exemption data from Banner Student that may affect the student's gross need.

This information includes the detail code, payment amount, and payment date for the resource.

Fields	Descriptions
Type Code	Enter the Type Code in this field.
Contract ID	Enter the Contract ID in this field.
Resource Number	Enter the Resource Number in this field.
Term Code	Enter the Term Code in this field.
Detail Code	Enter the Detail Code in this field.
Payment Amount	Enter the Payment Amount in this field.
Payment Date	Enter the Payment Date in this field.

Applicant Award by Term Form (RPIATRM)

The Applicant Award by Term Form displays award offered amounts by fund and term codes for a given aid year and applicant ID. This form summarizes the offered amounts from the Award by Term window of the Package Maintenance Form (RPAAPMT) and provides you with a representation of the information that you would include in the applicant's award letter. This form is an inquiry form; you cannot change the existing data with this form.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can select LIST to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Award by Term information.

Applicant Award by Term Window

Fields	Descriptions
Fund	The **Fund** field identifies the funds offered for the aid year. Press LIST for valid values.
Status	The **Status** field provides the current status of the fund, indicated by the status code. Press LIST for valid values.
Current Offer	The **Current Offer** fields list the amounts offered for each fund on a term-by-term basis.
Totals	The **Totals** column contains the total number of all funds offered for the aid year, the total amounts offered for each term, and the grand total for all of the terms.

Disbursement Results Form (ROIDISB)

The disbursement validation process checks user-defined, hardcoded, and federal rules before Banner actually processes a disbursement or memo. The Disbursement Results Form enables you to review those funds which were not disbursed or memoed to a student for a specified term and aid year. The form also displays the initial reason for the rejection that occurred during the disbursement or memo validation check of the Disbursement Process (RPEDISB).

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
Term	Enter a term code in the **Term** field. You can verify a term code if you select the LIST function to access the Term Code window.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in this section. If necessary, you can press LIST to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Disbursement Results Block

The Disbursement Results Block contains the first reject reason encountered for each fund processed. If the disbursement process also tries to memo a fund, the first memo reject reason is also displayed. This block displays the rejects encountered during the last time a fund was processed by the disbursement program.

If no rejects are found for a fund, any existing records for that fund/term /pidm combination are deleted. When you run disbursements from the Immediate Process Form (ROAIMMP) or the Student Payment Form (TSASPAY), all reject records for the student for the term are deleted and new reject records may or may not be created based on the new processing. If disbursements are run in batch mode, only records for those funds being processed are first deleted. Therefore, if a student already has a reject record for fund SEOG and batch disbursements are run only for Pell, the Disbursement Results Form will still display the latest reject reason for SEOG.

The fields in this block indicate the fund code that was rejected, the date of the last run of the Disbursement Process, the reject type (that is, disbursement or memo), and the reject code from the Rejection Code Validation Form (RTVRJCT).

Fields	Descriptions
Fund	Fund code and description.

Fields	Descriptions
Reject Type	Reject type code, Disbursement (DISB) or Memo (MEMO).
Code	Reject code and description.
Activity Date	Date of the last disbursement run for this code.

Financial Aid Selection Rules Form (RORRULE)

Use this form to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, satisfactory academic progress (SAP) codes, fund awarding, fund assignment, and fund disbursement. You can also check a simulation view of those students that would be assigned to a group given the compiled selection criteria, 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 Form (ROAIMMP) for processing an individual student or you can use the appropriate batch process to use with your defined selection criteria.

Main Window

Use this window to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, SAP codes, fund awarding, fund assignment, and fund disbursement rules.

Use the Key Block to establish the rule type, aid year, group code, and fund code for the rules you want to define in the Selection Criteria Block.

The Selection Criteria Block provides you with a free-form area in which to enter selection criteria in the form of SQL statements. There are no restrictions on the type of SQL functions you can use. The system does, however, provide you with some on-screen edits that verify the existence of Financial Aid column names. You can use any SQL statement on this form in a WHERE clause such as sub-queries, exists and not exists functions, comparisons of one database field to another database field, etc. When you enter rules in this block, you must press Enter at the end of each line and perform a Next Record function (or click on the next line with your mouse) to continue to enter additional rules. Each line is a new 78-character record in the RORGSQL table. The form will not wrap to the next line when you get to the right margin. The compile process removes unnecessary spaces at the end of a line.

Fields	Descriptions
Rule Type	Type of rule for which you want to define selection criteria. Choices come from the Rule Type list. Requirements Tracking Group Assignment–Create or modify selection criteria to assign students to tracking groups. You must also enter an aid year and tracking group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the tracking group. Budget Group Assignment–Create or modify selection criteria to assign students to budget groups. You must also enter an aid year and budget group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the budgeting group. Packaging Group Assignment–Create or modify selection criteria to assign students to packaging groups. You must also enter an aid year and packaging group code with this rule type. For batch processes, run the Automatic Group Assignment Process (RORGRPS) to assign the group of students to the packaging group. Fund Awarding–Create or modify selection criteria to award a fund to students. The system does not package students with a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. This is a strict awarding rule used in both batch and manual awarding that is constantly checked by validation routines; for batch processes, run the Packaging Process (RPEPCKG) to award the fund. Packaging Group Fund Awarding–Create or modify selection criteria to assign funds to applicants within a specific packaging group. These rules are optional. If rules already exist for Rule Type A, they need not be reconstructed unless they differ based on the packaging group. The fund must have been associated with the group on the Packaging Group Fund Rules Form (RPRGFND) prior to these rules being defined. You must also enter an aid year, group code, and fund code with this rule type. This rule type is only used in automatic packaging (RPEPCKG). Fund Disbursement–Create or modify selection criteria to disburse awards to students. Disbursement rules may be different from fund awarding rules if rules are defined here. Students will not receive a disbursement from a fund unless they meet the criteria defined on this form. You must also enter an aid year and fund code with this rule type. For batch processes, run the Disbursement Process (RPEDISB) to disburse the awards.

Fields	Descriptions
Rule Type (continued)	Satisfactory Academic Progress–Create or modify selection criteria to assign a SAP code to students. You must also enter an aid year and SAP code with this rule type. These rules are used by the SAP Assignment Process (ROPSAPR) to assign SAP status codes to students.
(Rule Type Description)	Default description of the Rule Type.
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
(Aid Year Description)	Default description of the Aid Year.
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
(Group Code Description)	Default description of the Group Code.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.
(Fund Code Description)	Default description of the fund code.
Selection Criteria Block	
'(' Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access (`ALL_TABLES`). The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.

Fields	Descriptions
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Compiled Expert SQL window

Use this window to review or change the compiled SQL select statement that was originally defined in the Selection Criteria Block of the Main Window.

The Student Block contains the additional information added by the compile process to refine the SQL select statement. You can make any changes to the compiled (expert) statement, but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.

Fields	Descriptions
Table Name	Data element to which you want to assign a rule. The Table Name List of Values allows you to view a list of tables to which you have access `(ALL_TABLES)`. The List of Values (LOV) for the Column Name button and field uses the `ALL_TAB_COLUMNS` Table. You cannot execute a Column Name listing without entering a table name. This improves performance during the execution of the Column Name LOV query.

Fields	Descriptions
Column Name	Column Name
Operator	Operator
Substitution	Substitution
SQL Statement	Enter an SQL statement in the following format in this field: an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, etc.), followed by another database column name or value, or a sub-query 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. You should enter the rules in such a way that they can be easily read and understood by another user. The '(' indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. Enter the data element to which you want to assign a rule. Enter an operator. Enter a selection value that corresponds to the data element name. The ')' indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an or an and if you want to continue with the selection statement or add additional statements.

Selected Student Window

The Selected Student window is accessed after you have compiled rules either by selecting the Execute button or the View button from either the Selection Criteria section or the Compiled/Expert SQL window.

After selecting the Execute button, this window displays a “simulation” view of those students you would receive for the compiled rules.

After selecting the View button, this window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form.

Use the Student Block to review those students assigned in a “simulation” view (Execute button) or to review those students assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key block of the form (View button).

Fields	Descriptions
ID	The ID of the student.
Last Name	Displays the student's last name.
First Name	Displays the student's first name.
Middle Name	Displays the student's middle name.

Base SQL Example Window

The Base SQL Example window provides you with an illustration of a well-defined selection statement.

Use the Example Block to review a sample selection statement.

Fields	Descriptions
Example Line	Sample of a well-defined SQL selection statement.

Copy To Window

The Copy To window enables you to copy a set of rules from one aid year, group code/fund code combination to another aid year, group code/fund code combination, or to transfer the same rules from one aid year to another aid year, or from one fund code to another fund code. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

Use the Copy block to copy rules based on aid year/group code/fund code combinations.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.

Fields	Descriptions
Group Code	Group code based on the value entered in the **Rule Type** field. Choices come from the Group Code window.
Fund Code	Fund code based on the value in the **Rule Type** field. Choices come from the Fund Code window.

Procedures

To create a rule with the appropriate selection criteria

1. Access the Financial Aid Selection Rules Form (RORRULE).
2. Enter the Rule Type for which you want to enter selection criteria. For example, enter a *T* (Requirements Tracking Group) to enter requirements tracking group assignment rules.
3. Enter the Aid Year.
4. Enter a Group Code and/or Fund Code (depending on the rule type value) to identify how you want to establish selection criteria.
5. Access the Selection Criteria block.
6. Enter your rules in the free-form **SQL Statement** field. Here are some general guidelines:

Note: When you construct selection statements, it's 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, the system may misinterpret the way in which you want to process the data.

Note: This form allows you to use outer joins when you construct selection rules. An outer join is a programming technique used to combine columns from different tables where a value in one table may not have a corresponding value in another table. (You can't use an outer join on a table that needs to join to RCRAPP1 to find the current record.)

To review or change compiled rules via the Compiled/Expert SQL window

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After you perform the compile, select the Expert button or Next Block to display the compiled data from the Selection Criteria section.
3. The compile process adds additional information to refine the SQL select statement. You can make any changes to the compiled (expert) statement; but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.
4. Save.

To review those students assigned with previously assigned selection criteria

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After the compile, go to the Selected Students window (accessed with the View button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Block of the form. The selected students have been assigned with previous selection criteria processed either with the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process.
3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To check a simulation view of those students assigned with compiled selection

1. Perform the "Create a rule with the appropriate selection criteria" procedure.
2. After the compile, go to the Selected Students window (accessed with the Execute button from either the Selection Criteria section or the Compiled/Expert SQL window). This window displays a "simulation" view of those students you would receive for the compiled rules. You still must run either the Immediate Process Form (ROAIMMP) or the Batch Group Assignment COBOL process to perform the actual group assignment.
3. (Optional) You can select the Detail button to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

To see an example of an SQL statement

The Base SQL Example window provides you with an illustration of a well-defined selection statement. Access this window by selecting the Example button from either the Main window or the Compiled/Expert SQL window of this form.

To copy rules without retyping the SQL statements

The Copy To window enables you to copy a set of rules from one group code/fund code combination to another group code/fund code combination for the same aid year or to transfer the same rules from one aid year to another aid year. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window.

For example, to copy a set of rules to another group code without rules:

1. Enter an Aid Year and Group Code.
2. Select the Copy button or the Insert Record function to copy the rules to the other group.

Financial Aid CIP Code Rules Form (RPICIPC)

The Financial Aid CIP Code Rules Form (RPICIPC) contains the list of eligible programs of study for the SMART Grant. The Department of Education published the list of eligible codes for the 2006-2007 award year in the *Dear Colleague Letter GEN-06-06* dated May 2, 2006. SunGard Higher Education maintains this list of eligible codes as required data. This form will be maintained each year with updates to this list of eligible CIP codes.

Fields	Descriptions
CIP Code	(`RPRCIPC_CODE`) Classification of Instructional Program Code eligible for National SMART Grants.
Description	(`RPRCIPC_DESC`) The description of the CIP code from the National Center for Education Statistics (NCES).
Effective From Year	(`RPRCIPC_EFF_FROM_YR`) The aid year end year indicating when this code became active.
Effective To Year	(`RPRCIPC_EFF_TO_YR`) The aid year end year indicating when this code became inactive.

State Advanced/Honors Program Codes Form (RPISAHP)

This form lists the programs defined by the Department of Education as meeting the criteria for a rigorous high school program. SunGard Higher Education maintains this list as required data. The approved Advanced or Honors Programs which have been published in *GEN-06-08* are included in this release.

Fields	Descriptions
State	(`RPRSAHP_STATE_CODE`) The state code of the honor or advanced program.
Program Code	(`RPRSAHP_CODE`) Code to define the state's honor or advanced program which has been approved by the Department of Education.

Fields	Descriptions
Description	(RPRSAHP_DESC) The description of the state's honor or advanced program.
COD Program Code	(RPRSAHP_SAHP_COD_CODE) Code defined by COD for reporting the state's advanced or honors program. **Note:** At this time, the value of the **Program Code** is used for the COD Program Code. These values will be updated accordingly in a future release when the values for reporting of the state's advanced or honors program codes have been established by COD.
Effective From Year	(RPRSAHP_EFF_FROM_YR) The aid year end year indicating when this code became active.
Effective To Year	(RPRSAHP_EFF_TO_YR) The aid year end year indicating when this code became inactive.

Packaging Group Fund Rules Form (RPRGFND)

Use the Packaging Group Fund Rules Form to identify the set of funds that you want to assign to students in a particular packaging group for a specified aid year. This enables you to assign funds to packaging groups in order to link those students with similar fund characteristics into the same designated groups. You can also use this form to prioritize the order in which Banner checks each fund code for packaging, restrict award minimums and maximums to a range within pre-established fund limits, and determine how much of the fund distribution that you want to apply to unmet need.

Set **Award Maximums** and **Award Minimums** on the Fund Management Form (RFRMGMT) prior to establishing fund rules on RPRGFND. If a minimum or maximum is modified on RFRMGMT after RPRGFND packaging group fund rules are established, you may need to modify RPRGFND data accordingly.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Fields	Descriptions
Packaging Group	Enter the packaging group that you want to associate with a group of funds in the **Packaging Group** field. If necessary, select the LIST function to access the Packaging Group Validation window to view a list of valid packaging group codes.

Packaging Group Fund Rules Block

Fields	Descriptions
Fund	Enter each fund that you want to include in this packaging group. Enter the fund code in the **Fund** field; if necessary, you can select the LIST function to access the Fund Code Validation window.
Priority Code	Enter a priority for the fund code to control the sequence in which Banner examines funds during the packaging process.
Minimum Award Amount	Use this field to adjust the defaulted award amounts, and further restrict the defaulted boundaries as needed for this packaging group, if you enter an amount in the **Minimum Award Amount** field on this form.
Maximum Award Amount	Use this field to adjust the defaulted award amounts, and further restrict the defaulted boundaries as needed for this packaging group, if you enter an amount in the **Maximum Award Amount** field on this form.
Percent of Unmet Need	Enter a percentage (other than the default percentage of 100%) in the **Percent of Unmet Need** field if you want to change the portion of the fund that is applied to unmet need.
EFC Method	Identify the expected family contribution methodology that you want to use for the awarding of that fund within the group (*F*ederal or *I*nstitutional) in the **EFC Method** field.
Activity Date	Enter the activity date.

Note: You cannot associate any fund with a Federal Fund ID of *Pell* with a packaging group. The Pell awarding process is a separate process from the fund awarding process.

You cannot associate any fund with the **Auto Package** field set to *N* on the Funds Management Form (RFRMGMT) with a packaging group.

You can include the same fund more than one time in the same packaging group if you assign different priorities.

Copy To Block

Use the Copy to Block to create a set of fund rules from one packaging group to another packaging group, or to transfer the same fund rules for a packaging group from one aid year to another aid year. To copy a set of fund rules to another group code without fund rules, enter a valid aid year code in the **Aid Year** field and a valid group code in the **Packaging Group** field. Select the Copy button or Insert Record to copy the fund rules to the other packaging group.

Fields	Descriptions
Aid Year	Enter a valid aid year code in the **Aid Year** field.
Packaging Group	Enter a valid group code in the **Packaging Group** field
Copy	Click the Copy button to copy the fund rules to the other packaging group.

Default Packaging Rules Form (RPRDEFR)

Use this form to establish default gap packaging rules, equity packaging rules, and self-help packaging rules for an aid year. You can use this default information on the Packaging Rules Form (RPRPCKR) when you select the **Insert Record** or **Count Query Hits** function while in the Gap Packaging, Equity Packaging, and Self-Help Packaging sections.

The **Count Query Hits** function enables you to view the default information on the Default Packaging Rules Form. You can default information from the Default Packaging Rules Form into the Gap Packaging, Equity Packaging, or Self-Help Packaging Block of the Packaging Rules Form if you select Create Record with your cursor in the appropriate block of that form.

Gap Packaging Block

Fields	Descriptions
Percent of Gross Need	Enter the Gap Packaging Percent of Gross Need.
Gap Amount	Enter the Gap Packaging Gap Amount.
Activity Date	Enter the Gap Packaging Activity Date.

Equity Packaging Block

Fields	Descriptions
Percent of Gross Need	Enter the Equity Packaging Percent of Gross Need.
Percent of Budget	Enter the Equity Packaging Percent of Budget.
Equity Amount	Enter the Equity Packaging Equity Amount.
Maximum Award Amount	Enter the Equity Packaging Maximum Award Amount.
Activity Date	Enter the Equity Packaging Activity Date.

Self-Help Packaging Block

Fields	Descriptions
Percent of Gross Need	Enter the Self-Help Packaging Percent of Gross Need.
Percent of Budget	Enter the Self-Help Packaging Percent of Budget.
Self-Help Amount	Enter the Self-Help Packaging Self-Help Amount.
Minimum Award Amount	Enter the Self-Help Packaging Minimum Award Amount.
Maximum Award Amount	Enter the Self-Help Packaging Maximum Award Amount.
Activity Date	Enter the Self-Help Packaging Activity Date.

See the Packaging Rules Form (RPRPCKR) for details on Gap, Equity, and Self-Help Packaging.

Packaging Rules Form (RPRPCKR)

Use the Packaging Rules Form to optionally assign Gap packaging rules, equity packaging rules, and self-help packaging rules to a packaging group. The award process performs the types of packaging specified on this form before it performs the standard awarding process. You can define Gap packaging in combination with either Equity or Self-Help rules, but you cannot define both Equity and Self-Help packaging rules for the same packaging group.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
Packaging Group	Enter a group code in the **Packaging Group** field to represent the packaging group for which you want to maintain packaging rules. If necessary, select the LIST function to access the Packaging Group Validation window to view a list of valid packaging group codes. Press Next Block to advance to Gap packaging.

Note: You can use the Create Record and Count Query Hits functions while in Gap Packaging, Equity Packaging, and Self-Help Packaging. The **Count Query Hits** function enables you to view the default information on the Default Packaging Rules Form (RPRDEFR). You can default information from Default Packaging Rules Form into the Gap packaging, Equity packaging, or Self-Help packaging if you select the **Create Record** function with your cursor in the appropriate section.

Gap Packaging Block

Use this block to specify the gap packaging rules that you want to use for the awarding process to reduce an applicant's unmet need.

Fields	Descriptions
Percent of Gross Need	You can reduce an applicant's unmet need by a specified percentage if you enter a percentage in the **Percent of Gross Need** field.

Fields	Descriptions
Amount	You can enter a dollar amount in the **Amount** field if you want to reduce the applicant's unmet need by the gap amount. This ensures that every applicant within the packaging group has an unmet need equal to or greater than the gap amount, or the specified percentage of gross need, after the awarding process is complete.
Activity Date	This is the Activity date.

Equity Packaging Section

Equity packaging involves the packaging of grant and scholarship funds. If you want to use equity rules to package a group (rather than self-help rules), use the Equity Packaging Block to specify the equity packaging rules that you want to use during the award process.

Fields	Descriptions
Percent of Gross Need	You can define the equity level as a percentage of gross need.
Percent of Budget	You can define the equity level as a percentage of budget.
Amount	You can define the equity level as an equity dollar amount.
Maximum Award	You can set an equity maximum value with the **Maximum Award** field if you enter a value in either the **Percent of Gross Need** field or the **Percent of Budget** field.
Activity Date	This is the Activity Date.

The funds associated with the packaging group on the Packaging Group Fund Rules Form (RPRGFND) determine the award priority sequence during processing. If you use equity rules to package a group, the Banner only awards equity funds until the process reaches the equity level. Banner checks each fund in the list of funds that you want to package to determine if the fund is defined as an equity fund (those funds with the **Equity Fund** field checked on the Funds Management Form (RFRMGMT). If it is not an equity fund, it is skipped and the next fund is checked. If it is an equity fund, it is packaged according to your rules. If the equity level hasn't been reached, then the process tries to award the next equity fund until the equity level has been reached or there are no more equity funds in the list.

Once Equity packaging is complete for an applicant (or there are no more equity funds in the list), Banner processes funds associated with the packaging group on the Packaging Group Fund Rules Form in award priority sequence. The process returns to the top of the list and only awards the non-equity funds (loans and college work-study programs) until the student's need has been met or there are no more funds to award.

Self-Help Packaging Section

Self-Help packaging involves the packaging of loans and college work-study programs. Banner identifies self-help funds as those funds with a fund type code that designates an aid type of *loan* or *work*; you associate a fund with a fund type in the **Fund Type** field of the Fund Base Data Form (RFRBASE). If you want to use self-help rules to package a group (rather than equity rules), use this block to specify the self-help packaging rules that you want to use during the award process for the packaging group.

Fields	Descriptions
Percent of Gross Need	You can define the self-help level as a percentage of gross need.
Percent of Budget	You can define the self-help level as a percentage of budget.
Amount	You can define the self-help level as a self-help dollar amount.
Minimum Award	You can optionally enter a self-help minimum amount in the **Minimum Award** field.
Maximum Award	If you enter a value in either the **Percent of Gross Need** field or the **Percent of Budget** field, you can set a self-help maximum value with the **Maximum Award** field.
Activity Date	This is the Activity Date.

The funds associated with the packaging group on the Packaging Group Fund Rules Form (RPRGFND) determine the award priority sequence during processing. If you use self-help rules, Banner only packages self-help funds during the first pass through the list of funds. Once the process reaches the self-help limit, the packaging process returns to the top of the list and awards both equity and self-help funds. Unlike the equity packaging process, the self-help process enables you to package the same fund twice, even though it is only listed once on the Packaging Group Fund Rules Form. You can package a self-help fund when you build up to the self-help level, and again if the process reaches that fund after Banner reaches the self-help level and the student still has remaining need.

The self-help level that you define on the Packaging Rules Form is a self-help level minimum, rather than a maximum level. Students can receive more funds from self-help sources than you define as your self-help level. One way to restrict the amount of self-help funds a student receives after the self-help level is met is to list all of your grant and scholarship funds before your self-help funds.

When you run the packaging process, Banner skips the grant/scholarship funds until it reaches the self-help funds. The process awards the self-help funds until the self-help level is reached. At this time, the process returns to the top of the list. Banner awards the grant/scholarship funds from the top of the list until the student's need is exhausted. The self-help funds are only utilized if the student still has a remaining need after the grant/scholarship funds have been awarded.

Exemption Rules Form (RPREXPT)

The Exemption Rules Form lists the exemption codes for a term code and estimates the amount of an exemption that may affect a student's financial support. For example, if one of the parents of a student is an employee of a college or university, the student may be exempt from the cost of tuition.

If the **Interface Exemptions** indicator is checked for the correct aid year on the Packaging Options Form (RPROPTS), you may use this form to interface exemption information directly from the Accounts Receivable module of Banner Student. Banner Financial Aid processes an interfaced exemption as a resource. (You must establish the necessary exemption code information in Banner Student before you can use this form).

Exemption Rules Block

Fields	Descriptions
Term	Enter a term code in the **Term** field. Use this field to apply an estimated amount to a specific term. Select the LIST function to access the Term Code Validation Form (STVTERM) to verify a term code.
Exemption	Enter the exemption code for the exemption in the **Exemption** field. In order to interface exemptions, you must authorize the exemption on the Exemption Authorization Form (TSAEXPT) in the Banner Student Accounts Receivable Control Menu. The Person Authorization window of the this form ties the authorization of an exemption with the specific students that benefit from the exemption.

Fields	Descriptions
(Description)	This is the Exemption description. Display only.
Estimated Amount	Estimate a standard amount for each exemption within the defined terms and enter the amount in the **Estimated Amount** field. The **Always Use Estimated** and **Assume Full Time** fields on the Exemptions/Contracts Options block of the Packaging Options Form (RPROPTS) define how Banner applies the estimated amount. The effect of these fields is explained in the paragraphs that follow. • Banner always uses the estimated amount as a resource for students authorized for the exemption if the **Always Use Estimated** field is checked. It uses the estimated amount until the actual amount is available from the Banner Accounts Receivable Module if you do not check the **Always Use Estimated** box. • You can prorate the estimated amount based on estimated enrollment. If you check the **Assume Full Time** field, Banner always uses the full estimated amount regardless of the estimated enrollment. If you do not check the **Assume Full Time** box, Banner uses the specified percentage to prorate the estimated exemption amount. **Note:** You can use the Contracts and Exemptions Payment Inquiry Form (RPIARPY) to view the exemptions that have been applied to the student's account. You can also use the Exemptions and Contracts window of the Resource Form (RPAARSC) to view a student's exemptions on an aid-year basis.
Exclude as Resource	(`RPREXPT_EXCLUDE_RESOURCE`) Check to exclude this exemption from the Financial Aid resources calculation for the term specified. If a Third Party Contract or Exemption is excluded as a resource, it will not be visible on the Applicant Resource form (RPAARSC). 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 form (RPIARPY).
Roll Exemption	(`RPREXPT_ROLL_IND`) Check to allow this exemption to be rolled by the Financial Aid Term Roll Process.

Third Party Contract Rules Form (RPRCONT)

Use this form to define third-party contracts for a specified term code and estimates the amount of the third-party contract that may affect a student's need. For example, a student's employer might have a tuition reimbursement agreement with the student in which the employer might pay some portion of the student's tuition with certain restrictions or conditions.

If the **Interface Third Party Contracts** indicator is checked for the correct aid year on the Packaging Options Form (RPROPTS), you may use this form to interface third-party contract information directly from the Accounts Receivable Module of Banner Student. Banner Financial Aid processes an interfaced third-party contract as a resource. (You must establish the necessary third party contract information in Banner Student before you can use this form).

Third-Party Contract Rules Block

Fields	Descriptions
Contract ID	Enter the contract identification number for the third-party contract in the **Contract ID** field. In order to interface contracts, the contract must exist as a non-person record; you can verify the existence of an ID with the Non-Person Name/ID Search Form (RPQCOMP) if you select the **Count Query Hits** function. You must also ensure that the contract is authorized for the interface on the Contract Authorization Form (TSACONT) in the Banner Student Accounts Receivable Control Menu. The Person Authorization window of the this form ties the authorization of a contract with the specific students that benefit from the contract.
Name	This is the Contract Name, which is filled in automatically.
Contract Number	Enter the contract number for the Contract ID in the **Contract Number** field; this field enables you to select a specific contract if more than one contract exists for the Contract ID. Select the LIST function to access the Third Party Contracts window in order to verify a contract number.
Term Code	Enter a term code in the **Term Code** field. Use this field to apply an estimated amount to a specific term. Select the LIST function to access the Term Code window to verify a term code.

Fields	Descriptions
Estimated Amount	Estimate a standard amount for each contract within the defined terms and enter the amount in the **Estimated Amount** field. The **Always Use Estimated** and **Assume Full Time** fields on the Exemptions/Contracts Options block of the Packaging Options Form (RPROPTS) define how Banner applies the estimated amount. The effect of these fields is explained in the paragraphs that follow. • Banner always uses the estimated amount as a resource for students authorized for the contract if the **Always Use Estimated** field is checked. It uses the estimated amount until the actual amount is available from the Banner Accounts Receivable Module if you do not check the **Always Use Estimated** checkbox. • If you check the **Assume Full Time** checkbox, Banner always uses the full estimated amount regardless of the estimated enrollment. If you do not check the **Assume Full Time** checkbox, it uses the specified percentage to prorate the estimated contract amount.
Exclude as Resource	(`RPRCONT_EXCLUDE_RESOURCE`) Check to exclude this contract from the Financial Aid resources calculation for the term specified.
Roll Contract	(`RPRCONT_ROLL_IND`) Check to allow this contract to be rolled by the Financial Aid Term Roll Process.

You can use the Contracts and Exemptions Payment Inquiry Form (RPIARPY) to view the third-party contracts that have been applied to the student's account. You can also use the Exemptions and Contracts window of the Resource Form (RPAARSC) to view a student's third-party contracts on an aid year basis.

Packaging Options Form (RPROPTS)

Use the Packaging Options Form to select options that control how certain functions in the Banner Financial Aid perform. This form also enables you to enter information that pertains strictly to packaging.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Packaging Options Block

Fields	Descriptions
Use Estimated Enrollment	Check the **Use Estimated Enrollment** checkbox if you want to use the student's reported expected enrollment for various packaging functions. Banner uses the default estimated enrollment value if you do not check this field (or if the student did not report an expected enrollment). Estimated enrollment is used in packaging, exemptions & contracts, Pell awarding, and so on.
Default Estimated Enrollment	To package a student not reporting an expected enrollment or if you choose not to use the student's expected enrollment in the **Use Estimated Enrollment** field, use the **Default Estimated Enrollment** field. This field indicates the estimated enrollment default option. The allowable values for this field are as follows: *1* Full Time *2* 3/4 Time *3* Half Time *4* < Half Time
Package Using Estimated EFC	To package a student if the student's EFC is an estimate, do not check the **Package Using Estimated EFC** field. The student will not be packaged if the EFC is estimated for the current Need Analysis record.

Fields	Descriptions
Package if SAR C-Flag Exists	The **SAR 'C' Flag** indicator displays on the Need Analysis Form (RNARSxx). You can prevent the awarding of federal financial aid funds if the applicant has a **SAR 'C' Flag** indicator of *1* - indicating that SAR 'C' Flags exist for this student. You can perform this edit with the *Package if SAR C-Flag Exists* option. Both the batch and online packaging process reference this option. The Award Validation Process includes an *Award not packaged for SAR C-Flags exist* error message that prints on the Packaging Awards Report (RPBAWRD). The following information describes the check box setting: *Check* Yes, package even if SAR 'C' Flags exist *Unchecked* No, do not package if SAR 'C' Flags exist
Additional Stafford Eligibility Default	When the **Additional Stafford Eligibility Default** indicator is checked, all independent students will be eligible to receive the higher level of unsubsidized Stafford Loans. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loans by setting an additional Stafford eligibility indicator to *Y*es on one of the following forms: the Award Form (RPAAWRD) or the Package Maintenance Form (RPAAPMT).
Source of Award History	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. Banner uses a procedure to test cumulative loan limits (for Perkins and Stafford loans). The checking process for defaults and refunds will always include NSLDS data, so this option does not apply to this test.
Allow Award Mass Acceptance	Use the **Allow Award Mass Acceptance** field to indicate whether or not you want to allow the mass acceptance of an entire applicant package. If you check this option, you can use the Award Acceptance Mass Entry Form (RPAMACC) to accept the entire aid package for the applicant.

Fields	Descriptions
Offer Expiration Days	Enter the number of days that you want to use as a default value to indicate when the offer for an award expires in the **Offer Expiration Days** field. You can use the offer expiration date with the Award Cancellation Process Report (RPRCNCL) to report and/or cancel those awards which have not been accepted.
Tracking Requirement Status	Enter a default tracking requirement status code in the **Tracking Requirement Status** field. Banner uses this code in packaging when tracking requirements associated with the packaged fund on the Fund Management Form (RFRMGMT) are posted to the applicant's tracking record. If necessary, you can select the LIST function to access the Tracking Requirements Status Validation window to verify a status code.

Exemptions/Contracts Options Block

Fields	Descriptions
Interface Exemptions	Use the **Interface Exemptions** field to determine whether or not 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 This exemption may affect a student's financial support. For example, if one of the parents of a student is an employee of a college or university, the student may be exempt from the cost of tuition. Check this field if you want to utilize this information in Banner Financial Aid. **Note:** You define the estimated amounts for each exemption on the Exemption Rules Form (RPREXPT). You authorize students for the exemptions on the Exemption Authorization Form (TSAEXPT).

Fields	Descriptions
Interface Third Party Contracts	The **Interface Third Party Contracts** field allows you to decide whether you want to include 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. This resource may affect a student's need. For example, a student's employer might have a tuition reimbursement agreement with the student in which the employer might pay some portion of the student's tuition with certain restrictions or conditions. Check this field if you want to utilize this information in Banner Financial Aid. **Note:** You define the estimated amounts for each third party contract on the Third Party Contract Rules Form (RPRCONT). You authorize students for the contracts on the Contract Authorization Form (TSACONT).
Always Use Estimated	If you choose to interface exemptions and/or contracts, the **Always Use Estimated** field determines whether you want to always use the estimated amount of the exemption or contract as a resource in the student's aid package. Banner always uses the estimated amount as a resource for students authorized for the exemption/contract packaging if the **Always Use Estimated** field is checked. If this field is not checked, it uses the estimated amount as a resource until the actual amount is paid. When paid, Banner uses the actual amount.
Assume Full Time	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? If the **Assume Full Time** field is not checked, 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 on the RPREXPT or RPRCONT Form.

Fields	Descriptions
Three Quarter Time Percentage Half Time Percentage Less Than Half Time Percentage	If you decided in the **Assume Full Time** option to not assume full-time for the purposes of estimating the amount of the exemption/contract, these three fields determine how you want to prorate the estimated amount based on the student's expected load. You must specify percentages to prorate the estimated exemption/contract amount if you do not check the **Assume Full Time** field. Enter the percentages in the **Three Quarter Time Percentage**, **Half Time Percentage**, and **Less Than Half Time Percentage** fields. 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 **Use Estimated Enrollment**). However, if the reported data does not indicate an estimated enrollment status, or if the **Use Estimated Enrollment** field is unchecked, the default enrollment status is used.

Disbursement Options

Fields	Descriptions
Disburse If Charges Not Accepted	The **Disburse If Charges Not Accepted** field enables you to decide how you want to allow the student to receive the financial aid credit on their account if the student has not accepted their charges for the term in which the disbursement is run. If you check this box, the disbursement process can post payments directly to the student's account whether or not the student's charges have been accepted. For an unchecked box - if the student's charges for the term have not been accepted - the disbursement process will not process any payments directly to the student's account for the term in which you run disbursements. You can process authorizations and memos.
Disburse if SAR C-Flag Exists	Check this field to allow disbursement.
Allow Memos When Disbursement is Backed Out	**Allow Memos When Disbursement is Backed Out** simply allows the fund to be memoed when the disbursement is backed out.

Fields	Descriptions
Enrollment Option for Disbursement	Enter one of the following codes in the **Enrollment Option for Disbursement** field to indicate how you want Banner to calculate a student's course load at the point of disbursement. *A* Adjusted Hours The adjusted enrollment option can exclude dropped or canceled courses and may not count audited courses. This calculation does count non-credit remedial courses even though these courses do not carry real credit hours. Banner calculates the student's adjusted enrollment as the student billing hours for the term minus any courses listed on the Audit Grading Mode Form (RPRAUDT). Banner then subtracts any courses in the student's schedule where the course registration status indicates that the course should not count in enrollment. Banner only counts the billing hours for a course with the adjusted hours option if: (1) the course registration code designates that you want to count the course in enrollment, and (2) the grading mode or course registration status code does not indicate that this is an audited course. (The Audit Grading Mode Form (RPRAUDT) identifies those grading mode and course registration status codes for audited courses.) Banner uses adjusted financial aid hours if this information exists, or else it uses current adjusted hours. The adjusted hours are converted to load based on the credit hour rules specified on the Institution Financial Aid Options Form (ROAINST). *B* Billing Hours This option is based on the number of billing hours in a student's schedule and includes non-credit remedial courses which can be counted for financial aid purposes, but do not have real credit hours. Banner uses the student's financial aid billing hours for the term of disbursement if it exists, or else it uses the current billing hours. The billing hours are converted to load based on the credit hour rules found on the Institution Financial Aid Options Form (ROAINST). *E* Expected Enrollment Banner uses the student load from the student reported expected enrollment from the current Need Analysis record, (if you set the **Use Estimated Enrollment** field to *Y*es. If this information does not exist, or if you set the **Use Estimated Enrollment** field to *N*o, it uses the default estimated enrollment.

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Enrollment Cut Off Date Rules Window

The Enrollment Cut Off Date Rules window enables you to define the enrollment cut-off date for a specified term code. Banner uses these cut-off dates in the Aid Year Specific Data - Disbursement Options window of the Funds Management Form (RFRMGMT) to allow you to define the appropriate action if the student becomes ineligible for a fund disbursement (both before and after this cut-off date). Banner also defaults these cut-off date values into the Disbursements window and the Enrollment window of both the Package Maintenance Form (RPAAPMT) and the Award Form (RPAAWRD) when you select the Insert Record function.

Fields	Descriptions
Term Code	Enter the term code in the **Term Code** field. If necessary, you can select the **List** function to access the Term Code window for a list of term codes and descriptions.
Disbursement Enrollment Option	Select the Disbursement Enrollment Option. *A* Adjusted Hours *B* Billing Hours *E* Expected Enrollment None
Cut Off Date	Enter the enrollment cut-off date in DD-MMM-YYYY format for the term code in the **Cut Off Date** field.
Activity Date	Enter the activity date.

Pell Options Window

The Pell Options Window includes a **Pay Pell if Disbursement Amount Differs from Award Amount** field. Because 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.

An example may be if a student's enrollment changed from the time the student was awarded the Pell grant and when the disbursement process was run. When the award amount and the calculated disbursement amount are equal the disbursement process will automatically disburse this amount. However when these two amounts are not equal, you now have an 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. For purposes of the Pell calculation, the award amount is the amount of Pell that the RPEPELL process calculates for the Pell grant at the time of awarding. The calculated disbursement amount is the amount the RPEDISB process calculates at the time of disbursement. The disbursement amount is the amount of Pell grant the RPEDISB process disburses based on the disbursement option selected.

The **Default Less Than Half Time Pell COA** (Cost of Attendance) field may be optionally populated 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 for 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 left blank, the Pell process will use the Full-time Pell COA as it has in the past. The only exception is when the Less than Half Time option on ROAPELL is used for an individual student.

In addition to supporting multiple Pell fund codes, we provide the option to have Pell award records physically deleted from Banner if the award amount for a fund is reduced to $0 by RPEPELL, and no Pell origination records, award locks, memo, authorization, or paid amounts exist for the fund code for the student.

This is accomplished through the **Delete Pell Award If Zero** `(RPBOPTS_ZERO_PELL_AWRD_DEL_IND)` checkbox on this window. Check to have RPEPELL delete award records with a zero offer amount.

Note: There is one exception to the **Delete Pell Award If Zero** checkbox. Even when this new indicator is set to *Y* (delete $0 Pell awards) if a $0 Pell award is created as a result of an NSLDS default, then the $0 Pell award will remain on the student's award. This allows you to override on a term-by-term basis the NSLDS default, if appropriate.

Fields	Descriptions
Pay Pell if Disbursement Amount Differs from Award Amount	Indicates if disbursement amount, award amount or a zero amount should be used for PELL disbursement when award and disbursement amounts are not equal. *N* Never disburse *A* Always disburse the calculated disbursement amount *L* Disburse the Lesser of the award amount and calculated disbursement amount
Default Less Than Half Time Pell COA	PELL Cost of Attendance for students who are enrolled for less than half time.
Pay Pell if System EFC and SAR EFC are in Same Pell Payment Cell	Indicates whether to disburse Pell when System EFC and SAR EFC are not equal but are within the same PELL payment cell.

Fields	Descriptions
Delete Pell Award if Zero	Indicates that Pell awards will be physically deleted from the database if the award is reduced to 0 by the Pell calculation, if no locks, originations, memo, authorization, or paid amounts exist. Check for Yes.
Use NSLDS for Pell	Indicates that NSLDS Pell award information will be used in the calculation of Pell awards. The Pell award received at this school will be reduced by any Pell award amounts received at other schools. Check for Yes.

Enrollment Options Block

You can enter an unlimited number of term records in the **Term Code** field. The **Pell Award Enrollment Option** allows you to select which type of enrollment you would like the Pell Calculation Process (RPEPELL) to use when running for the term in column one. The allowable values for this field are: *A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Est. ISIR/FAFSA Enrl, 1=Full Time, 2=3/4 Time, 3=1/2 Time, 4=Less Than 1/2 Time,* (None).

Note: For the Adjusted Hours and Billing Hours, the process searches for Financial Aid Adjusted and Billing Hours (`RORENRL_FINAID_ADJ_HR` and `RORENRL_FINAID_BILL_HR`) first. If the Financial Aid Adjusted and Billing Hours do not exist, the process advances to Student fields (`SFRSTCR_ADJ_HR` and `SFRSTCR_BILL_HR`) for these values.

Note: The Expected Enrollment for the year is the `RCRAPPP1_EXP_ENROLL_STATUS` on RNANA05. This field is initially populated during data load with the value the student indicated on the FAFSA for the Fall enrollment. This is derived from `RCRAPP1_RQST_FA_FALL_THIS_YR` on RNANA05. Updates should be made directly to `RCRAPP1_EXP_ENROLL_STATUS` on RNANA05.

The **Pell Disbursement Enrollment Option** field enables you to select which type of enrollment you would like the Disbursement Process (RPEDISB) to use for the term code. The allowable values for this field are: *A* = Adjusted Hours, *B* = Billing Hours, *E* = Expected Enrollment, *I* = Est. ISIR/FAFSA Enrl, *1* = Full Time, *2* = 3/4 Time, *3* =1/2 Time, *4* = Less Than 1/2 Time, (None). (Refer to the previous Note regarding the Adjusted Hours, Billing Hours, and Expected Enrollment option.)

The **Pell ISIR Term** field is an optional field. If you choose to use the estimated enrollment from the ISIR/FAFSA in the second or third columns, indicate in this field which ISIR/FAFSA terms correspond with the term code. The allowable values for the ISIR/FAFSA terms in the **Pell ISIR Term** field are: *S2* = Summer Term (pre Fall), *F* = Fall Semester/Qtr., *W* = Winter quarter, *S* = Spring Semester/Qtr., and *S1* = Summer Term (post Spring) and None.

The Pell Options Window requires the ISIR/FAFSA that the terms be populated if the Award or Disbursement enrollment option is Estimated ISIR/FAFSA. Regardless of the values in the Pell ISIR/FAFSA terms, these values will not be used unless the Award or the Disbursement option has selected ISIR/FAFSA enrollment in the second and third columns.

Warning: The Pell awarding options on the first window of the RPROPTS form must be completed. The Estimated Enrollment, if checked, or the Default Enrollment option will be used if the selected enrollment option is null or not defined for a term. The Disbursement Enrollment option on the first window of the RPROPTS Form should also be populated. This field is used by other funds and will be used by the Pell process if the disbursement enrollment options are not populated on the Pell Options Window, or are null for any term.

Fields	Descriptions
Term Code	Code defining the term associated with the financial aid cut-off date
Pell Award Enrollment Option	Pell Calculation Process indicator: *A* Adjusted Hours *B* Billing Hours *E* Expected Enrollment *I* Est. ISIR/FAFSA Enrl *1* Full Time *2* 3/4 Time, *3* 1/2 Time *4* Less Than 1/2 Time (None)
Pell Disbursement Enrollment Option	Disbursement Process indicator: *A* Adjusted Hours *B* Billing Hours *E* Expected Enrollment *I* Est. ISIR/FAFSA Enrl *1* Full Time *2* 3/4 Time, *3* 1/2 Time *4* Less Than 1/2 Time (None)

Fields	Descriptions
Pell ISIR Term	Pell ISIR Term associated with the Term Code: *S2* Summer Term (pre Fall) *F* Fall Semester/Qtr. *W* Winter quarter *S* Spring Semester/Qtr. *S1* Summer Term (post Spring) (None)

Audit Grading Mode Form (RPRAUDT)

The Audit Grading Mode Form (RPRAUDT) identifies all grading mode and course registration status codes that you use for audited courses. If the grading mode or course registration status code for a course in the student's schedule is included in this list of audit codes, the billing hours for that course will not be counted in the financial aid adjusted hours. You must set the **Enrollment Option for Disbursement** field on the Packaging Options Form (RPROPTS) to *A*djusted Hours in order to use the adjusted hours calculation in disbursements.

The adjusted enrollment is an optional disbursement process that displays on all financial aid enrollment windows. The adjusted enrollment option can exclude dropped or canceled courses and may not count audited courses. This calculation may count non-credit remedial courses even though these courses do not carry real credit hours. Banner only counts the billing hours for a course with the adjusted hours option if: (1) the course registration code designates that you want to count the course in enrollment and (2) the grading mode or course registration status codes does not indicate that this is an audited course.

When calculating the Adjusted Enrollment, financial aid uses the Course Registration Status and Grading Mode codes to control whether or not to include the billing hours associated with the course in the student's schedule. If the course registration status code for the course means that the course should count in enrollment, the billing hours for the course will be counted in financial aid adjusted hours. If the course registration status code means that it should not count in enrollment, the billing hours for the course will **not** be counted in financial aid adjusted hours. All the courses in the student's schedule will be interrogated.

In summary, the billing hours for a course will only be counted in financial aid adjusted hours if the course registration status code means count in enrollment and the Grading Mode or Registration Status code for the course does not exist in the list codes that means the course is being audited.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Audit Grading Mode Codes

Fields	Descriptions
Grading Mode	This is the Grading Mode. Press LIST for valid values.
Registration Status	Enter the course registration status.
Description	This is the registration status description.
Activity Date	This is the activity date.

Copy To Block

The Copy To Block enables you to copy a set of grading mode and course registration status codes from one aid year to another aid year. To copy this information to another aid year, enter a valid aid year code in the **Aid Year** field. Select the Copy button or Insert Record function to copy the grading mode and course registration status codes to the new aid year.

Fields	Descriptions
Aid Year	This is the Aid Year. Press LIST for valid values.

Packaging Group Fund Source Maximums Rules Form (RPRFSRC)

Use this form to limit the amount of aid received by a student from a particular fund source through the automatic packaging process. For example, you can create a packaging rule to limit the amount of aid a student receives from all institutional sources. You establish these rules by packaging group.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Packaging Group Fund Source Maximums Block

Enter the packaging group code, fund source code, and maximum amount for that source code. Only one fund source code can have a maximum for each packaging group. The automatic packaging process sums all the awards for the student from that fund source code (both manually awarded prior to auto packaging and packaged by auto packaging) and either reduces or rejects awards that cause the total to exceed your maximum amount. If possible, the process will reduce the amount of an award being auto packaged to an amount which will not exceed the limit for the fund source. If the maximum for the fund source has already been reached, then the new fund would not be packaged. In this case, Banner prints a *Fund Source Maximum Reached* reject message on the Packaging Award Report.

This feature is only available in automatic packaging and is supported by both actual and simulated packaging. This is true for all rules that use packaging group codes. Since manual packaging does not require the existence of a packaging group code, rules associated with a packaging group are not used in manual packaging.

Fields	Descriptions
Packaging Group	Enter the Packaging Group Code. Press LIST for valid values.
Fund Source	Enter the Fund Source Code. Press LIST for valid values.

Fields	Descriptions
Maximum Amount	Enter the Fund Source Maximum Amount.
Activity Date	Enter the Fund Source Activity Date.

Copy To Block

The form includes a Copy To Block to allow you to duplicate rules from one aid year to another aid year.

Fields	Descriptions
Aid Year	This is the Aid Year. Press LIST for valid values.

Group Inquiry Form (ROIGRPI)

Main Window

The purpose of the Group Inquiry form is to display Budgeting, Packaging, Tracking, or SAP group code information.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window. This field is valid when the Group Type is *Tracking*, *Budgeting*, or *Packaging*.
Term	SAP Effective Term. This field is valid only when the Group Type is *SAP*.
Group Type	Tracking, Budgeting, Packaging, or SAP group type.

Group Inquiry Block

The purpose of the Group Inquiry Block is to display group information for all valid group codes.

Information displayed in this block depends on the value entered in the **Group Type** field of the Key Block:

- When Group Type is *Packaging*

  The group and award priorities defined on the Packaging Group Validation Form (RTVPGRP) and used by the packaging and awarding processes are displayed. The **Rules Exist** field will be set to *Y*es if the group selection criteria has been defined. The **Student Count** field displays the number of students currently assigned to the specific Packaging Group for the **Aid Year** in the Key Block.

- When Group Type is *Budgeting*

  The group priorities defined on the Budget Group Validation Form (RTVBGRP) and used by the budget grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Budget/Group Data Element rules have been defined for each Budget Group Code displayed. The **Student Count** field is a count of Applicants that have been assigned to each Budget Group for the **Aid Year** in the Key Block.

- When Group Type is *Tracking*

  The group priorities defined on the Requirements Tracking Group Validation Form (RTVTGRP) and used by the tracking grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Tracking/Group Data Element rules have been defined for each Tracking Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each Tracking Group for the **Aid Year** in the Key Block.

- When Group Type is *SAP*

  The group priorities defined on the Satisfactory Academic Progress Validation Form (RTVSAPR) and used by the SAP Assignment Process are displayed. The **Rules Exist** field will be set to *Y*es if the Satisfactory Academic Progress rules have been defined for each SAP Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each SAP Group for the **Term Code** in the Key Block.

Fields	Descriptions
Code	Group Code for the Group Type and Aid Year or Term Code selected in the Key Block.
(Description)	Description for the given Group Code.

Fields	Descriptions
Group Priority	Group Priority for the given Group Code.
Award Priority	This is the Packaging Group Award Priority. This field is *not* used for Budgeting, Tracking, or SAP.
Rules Exist	This is the Rules Exist Indicator. *Y (Yes)* means rules exist for the group.
Information Access	The Packaging Group Type Information Access Indicator for the given Packaging Group. This field checked if the **Info Access** field is checked for the group on the RTVPGRP Form. This field is not used for Budgeting, Tracking, or SAP.
Student Count	The Student Count displays the number of students currently assigned to the given group.
Activity Date	Activity Date for the given group.
Student Count Total	The Total Student Count for the given Group Type in the Key Block.
Student Count Query	Total Query Student Count for Group Type in the Key Block and Group Codes currently queried.

Financial Aid Degree Rules Form (RPRDEGR)

The Federal Regulations require that a recipient of an ACG Grant must be in an eligible 2 or 4 year program and that a recipient of a SMART Grant must be in an eligible 4 year program. The Financial Aid Degree Rules Form (RPRDEGR) enables you to define the degree award codes specific to Financial Aid processing. Use this form to indicate which degree codes are eligible for ACG and SMART Grants. The disbursement validation process uses the RPRDEGR rules and the eligibility indicators to determine if the fund should be disbursed to the student. It also provides you with the ability to create custom degree codes, such as a degree code representing a six-year doctorate program, where the student never receives a Bachelors degree, as eligible for an ACG and SMART Grant for the first four years of the student's undergraduate study.

Note: You should review the values in RPRDEGR for any necessary updates based on your institution's definition of Degree Award and to add any institution-specific values you have determined as eligible for ACG and/or SMART Grants.

Key Block

Fields	Descriptions
Aid Year	The four-digit aid year code, for example, *0607*. Since the ACG and SMART inception was in 0607, use *0607* or later.

Main Window

Fields	Descriptions
Degree Code	(`RPRDEGR_DEGC_CODE`) The code for a specific degree granted by your institution. You may select degrees defined by your institution on the Degree Code Validation Form (STVDEGC).
Description	A description of the Degree Code that is automatically populated when a **Degree Code** is selected.
ACG Eligible	(`RPRDEGR_ACG_ELIGIBLE_IND`) Check this box to indicate that the **Degree Code** is eligible for an Academic Competitiveness Grant (ACG) for the award year in context.
SMART Eligible	(`RPRDEGR_SMART_ELIGIBLE_IND`) Check this box to indicate that the **Degree Code** is eligible for a National Science and Mathematics Access to Retain Talent (SMART) Grant for the award year in context.

Fields	Descriptions
Comment	(RPRDEGR_DEGC_CODE_COMMENT) This is a text field where you can enter any comment you may have regarding a specific Degree Code.

Award Status Validation Form (RTVAWST)

Use the Award Status Validation Form to define the award status codes that describe the standing of an applicant's award. Packaging forms such as the Award Form (RPAAWRD), the Package Maintenance Form (RPAAPMT), and the Loan Options Form (RPRLOPT) utilize these codes to help you identify a student's award status.

Fields	Descriptions
Status	This is the Award Status Code.
Description	This is the Award Status Description. Display Only.
Offer	This is the Offered indicator. Check for offered.
Accept	This is the Accepted indicator. Check for accepted.
Cancel	This is the Cancelled indicator. Check for cancelled.
Decl	This is the Declined indicator. Check for declined.
Info Access	Check the **Info Access** field if you want the information for this status code to be accessed via Information Access products such as Voice Response, Banner Web for Students, and Kiosk.
Activity Date	This is the Activity Date.

Note: For the awards in each of the defined statuses, the indicators: (1) determine which category of money the dollars should be assigned to in Funds Management, and (2) determine which records should exist when the award is packaged (that is, if *O*ffered term award records will be created (if the Auto Schedule indicator is checked on the Fund Management Form), and if *A*ccepted whether the fund disbursement schedule will be created).

Packaging Group Validation Form (RTVPGRP)

The Packaging Group Validation Form enables you to create and maintain standard packaging group codes. These packaging groups allow you to categorize students with similar packaging considerations into the same designated groups. For example, you might need a different set of packaging requirements for graduate and undergraduate students, on-time and late students, and those students with work preferences.

You can also use this form to define the order in which Banner tests the packaging groups to determine if a student belongs in a group, and to establish the order in which it processes the packaging groups in batch packaging.

The exact conditions for a packaging group are defined on the Financial Aid Selection Rules Form (RORRULE). The RORRULE Form enables you to establish rules to place students in a particular packaging group based on specific selection criteria. This ensures that the same requirements apply to all students in the same group.

When you load applicants into the Financial Aid database through the data load process, they are usually also run through the Packaging Batch Group Assignment Process (the RORGRPS program). This process places the applicants into packaging groups according to criteria defined on the RORRULE Form. Applicants can also be individually assigned to packaging groups online, either manually or automatically with the Immediate Process (ROAIMMP) Form.

Fields	Descriptions
Packaging Group	Enter a group code in the **Packaging Group** field of the Packaging Group Validation Form to represent a particular packaging group.
Description	Enter a description for the Packaging Group.
Group Priority	The **Group Priority** field identifies the order in which the groups are tested to see if a student belongs in a packaging group. The lower the number, the higher the priority. Assign the priorities so that the most populated packaging group has the highest priority in order to improve the efficiency of the grouping process. Once a student is selected based on the rules established on the RORRULE Form and placed in a group, the group priority testing is complete.

Fields	Descriptions
Award Priority	The packaging process utilizes the value in the **Award Priority** field to select the order in which Banner awards funds to packaging groups. It processes the students within the groups in the order of descending gross need.
Info Access	Check the **Info Access** field if you want the information for this packaging group to be accessed via Information Access products such as Voice Response, Banner Web for Students, and Kiosk.
Activity Date	This is the Packaging Group Validation Activity Date.

Resource Code Validation Form (RTVARSC)

The Resource Code Validation Form enables you to define resource codes for “other resources” (that is, resources other than contract and exemption resources which are defined in the Banner Student). These resource codes are used by the Resource Form (RPAARSC).

Fields	Descriptions
Resource Code	Enter the Resource Code.
Resource Description	Enter the Resource Code Description.
Information Access	A check in the **Information Access** field indicates that the information for this resource code may be accessed via Information Access products such as Voice Response, Student Self-Service, and Kiosk.
Activity Date	This is the Resource Code Validation Activity Date.

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Chapter 9

Funds Management

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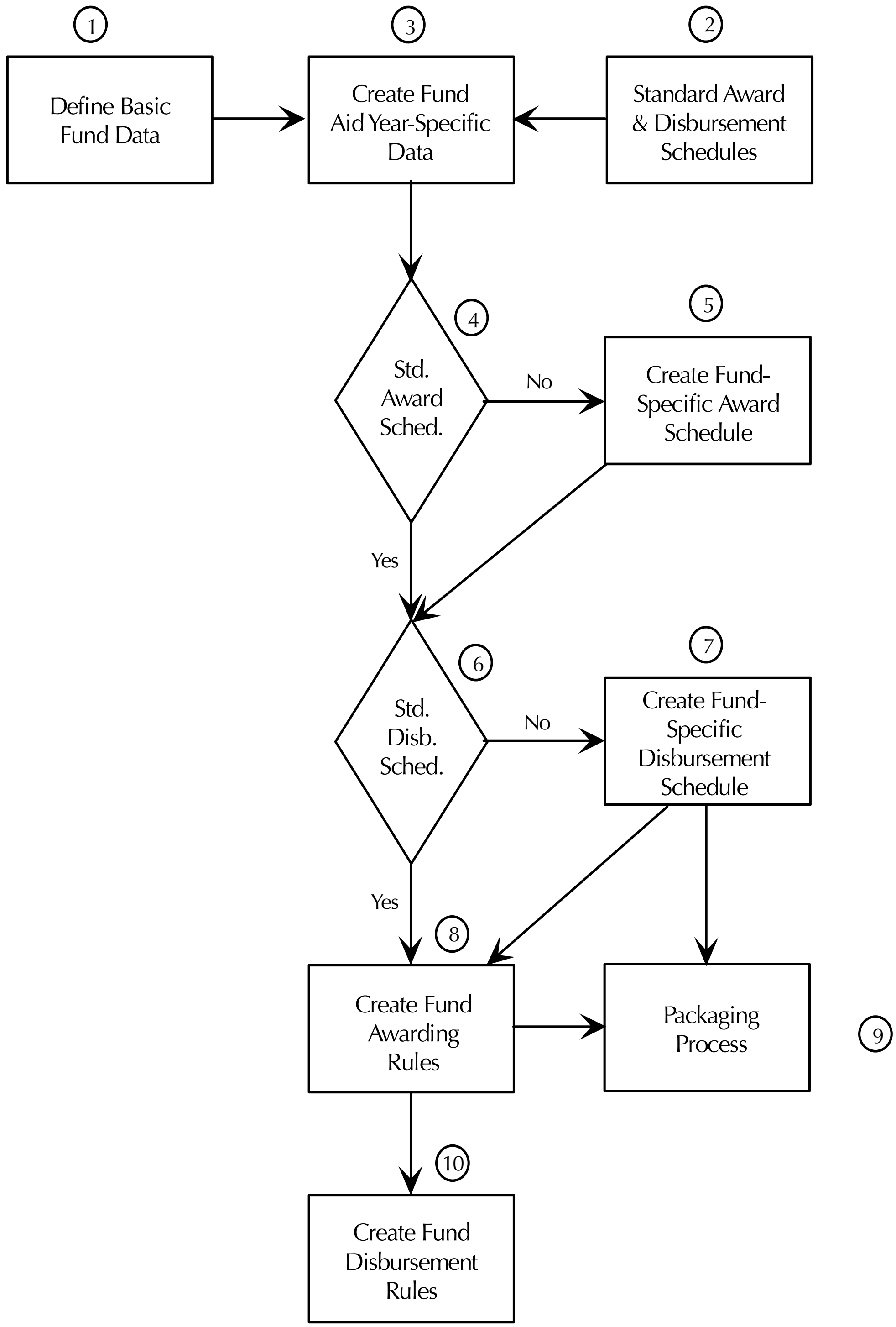
Overview

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. The module features:

- 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.

Funds Management Process Flow



Funds Management Process Flow Narrative

1. 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 Form (RTVFTYP), the Fund Source Code Validation Form (RTVFSRC), and the Fund Source Data Form (RFRBASE).

2. Standard Award & Disbursement Schedules

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

3. 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 Base Data Form (RFRBASE).

4. Standard Award Schedule

   The Financial Aid Office ascertains whether the standard award schedule is applicable to the fund for any aid period.

5. Create Fund-Specific Award Schedule

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

6. Standard Disbursement Schedule

   The Financial Aid Office ascertains whether the standard disbursement schedule is applicable to the fund and aid period.

7. Create Fund-Specific Disbursement Schedule

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

8. Create Fund Awarding Rules (optional)

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

9. Packaging Process

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

10. Create Fund Disbursement Rules (optional)

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

Forms

The forms segment provides you with examples and descriptions for each form within the Funds Management module.

Fund Management	RFRMGMT
Manage Funds	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 Source Code Validation	RTVFSRC
Financial Aid Fund Type Validation	RTVFTYP

Fund Management Form (RFRMGMT)

This form displays and maintains the various attributes of a fund for a given aid year. Use this form to allocate a budget, define packaging and disbursement options, declare budget and detail code components, maintain disbursement locks, define tracking requirements, require a signed promissory note for funds, and assign messages and comments.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in this field. The default for this field is the current aid year. Select the Aid Year button or the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Fields	Descriptions
Fund Code	Enter the fund code in this field for the fund for which you want to maintain fund options. If necessary, you can select the Fund Code button or LIST to access the Fund Base Data Form (RFRBASE) in order to see a list of valid fund codes. Press the Next Block function to display the Base Fund Information and Aid Year Specific Information.

Fund Window

Base Fund Block

The Fund window displays the fund source, the fund type, and the Federal Fund ID. You establish this information on the Fund Base Data Form (RFRBASE) for each fund.

Fields	Descriptions
Fund Source	This is the Fund Source.
(Description)	This is the Fund Source Description. Display Only.
Fund Type	This is the Fund Type.
(Description)	This is the Fund Type Description. Display Only.
Federal Fund ID	This is the Federal Fund ID.

Aid Year Specific Block

Fields	Descriptions
Prior Balance	This is the Prior Balance Amount.
Transferred	This is the Transfer Amount.
Budget Allocated	This is the Budget Allocated Amount.

Fields	Descriptions
Total Allocated	The sum of the **Prior Balance**, **Transferred**, and **Budget Allocated** fields for the fund determine the total amount allocated for the fund in the **Total Allocated** field.
Available to Offer	The **Available to Offer** field contains the fund amount, including optional over-commitment dollars, that are available to commit.
Over-Commitment Percent	This field is the **Available to Offer** field divided by the **Total Allocated** field.

Packaging Window

Fields	Descriptions
Award Maximum	The maximum dollar amount that you want to award to a student is defined in this field. The fund maximum amount that may be awarded to a student for all terms within an aid year may exceed the annual federal maximum if a school is using borrower-based loan processing. Since the class code defines the maximum annual limit for many federal funds, use the maximum award limit for the largest class code. Banner does not validate this field if entries do not exist on the Federal Rules Inquiry Form for the Federal Fund ID.
Award Minimum	The minimum dollar amount that you want to award to a student is defined in this field. Award minimums should be set to $0 on this form to allow cancellation of awards. Minimum award amounts for autopackaging may be set to $0 on the RPRGFND form.
Offer Status	Enter an award status code in this field for Banner to use as the default. When the packaging program offers the fund, Banner uses this award status code for the specific fund. You must check the **Offer** field on the Award Status Validation Form (RTVAWST) for this status code.

Fields	Descriptions
Accept Status	Enter an award status code in this field to use as the default when you check the **Automatic Acceptance** field on this form. Banner also uses this status when you accept the fund through the Award Acceptance Mass Entry Form (RPAMACC). You must check the **Accept** field on the Award Status Validation Form (RTVAWST) for this status code. It also uses this status, if you check the **Accept Award** field on the Award Offer Mass Entry Form (RPAMOFF), when offering an award to a student.
Decline Status	Enter an award status code in this field. Banner uses this status when you decline the award with the Award Acceptance Mass Entry Form (RPAMACC). You must check the **Declined** field on the Award Status Validation Form (RTVAWST) for this status code.
Automatic Packaging	Check this indicator if you want to automatically package this fund through batch or online processing.
Automatic Scheduling	Check this indicator if you want Banner to create a disbursement schedule when the fund is added to the student's package. You must check this indicator if you select the *O* (Offered) or *A* (Accepted) option in the **Memo Credit** radio group, or if you select the *System* option in the **Disburse** radio group.
Automatic Acceptance	If you check the **Automatic Acceptance** indicator, Banner automatically changes an Offered status for a fund to an Accepted status. Use this feature to bypass the manual or batch award acceptance process if you do not need a formal acceptance by the student. Since you create disbursement schedules when a student accepts the award, this indicator also causes Banner to create a disbursement schedule when you add the fund to the student's package (assuming the fund is set for disbursement).
Award Using Estimated EFC	(`RFRASPC_AWRD_USING_EST_EFC_IND`) Indicates if the fund can be awarded with an estimated EFC. When the **Award Using Estimated EFC** checkbox is unchecked *(No)* and the student has an estimated EFC, the award will fail validation when manually entered on the award form. Prior to the 7.8 release, when an award was manually entered on the award form, the validation would allow an award to be made with an estimated EFC. The default value for **Award Using Estimated EFC** is checked *(Yes)* to provide consistency with pre-7.8 functionality. This option should be unchecked for those funds you wish to prohibit from being awarded with an estimated EFC.

Override Indicators

Frequently, institutional funds are awarded to students based on factors other than need. Selected student recipients are eligible to receive their award whether they have applied for need-based financial aid or not. However, if these institutional award recipients later apply for need-based financial aid, their awards must reduce their need for other aid. Because of this, these funds must be defined as need-reducing funds in Funds Management.

Banner Financial Aid provides for the awarding of funds to non-applicants by use of the award override indicators. The award validation process initially rejects the award because the student does not have sufficient need. It may also be rejected because the student has outstanding tracking requirements needed for packaging. If you set the override indicator to *Y* after the reject, the award validation process will bypass the checking for unmet need or outstanding tracking requirements the second time around. The validation process still performs all other tests.

To make the awarding of these funds easier, Banner can bypass the checking for unmet need and/or outstanding tracking requirements needed for packaging on an automatic basis if you identify the fund as such on this form. This permits you to package no need funds on the Award Form (RPAAWRD), the Package Maintenance Form (RPAAPMT), Financial Aid Record Maintenance Form (ROARMAN) or Award Mass Offer Form (RPAMOFF) without the need to manually set the override indicator because Banner automatically performs the override.

When the Award Validation routine is called to validate a fund where the **Override Need** field is checked, the test for unmet need is skipped if the student doesn't already have any funds in the package which have the **Override Need** field checked. Once a student has a fund which doesn't override need (such as SEOG), all funds will be put through the need test regardless of how the **Override Need** indicator is set.

Note: Pell Grants should be set up with its *Override Need* option checked so it will not affect the later awarding of no need funds. This is also appropriate because Pell is packaged regardless of a student's need.

Since Banner performs a check for need-based funds in the package every time a fund is packaged or modified, the unmet need test may be skipped one time and performed the next depending on the other funds in the student's package. For example, assume that Fund A does override need. Today we package Fund A for a student who has not yet applied for need based aid. The award validation process will skip the checking for unmet need. Later that day we receive a Financial Aid Application and, based on the student's need, we award the student a $500 SEOG award (a fund that does not override need). Now we decide that the student should get an increase in Fund A. This time the unmet need test will not be skipped because the student now has a fund that requires need.

When you place a Satisfactory Academic Progress code in the student's record on the Applicant Status Form (ROASTAT), the code can prevent packaging, disbursement, or both. You can even determine which funds utilize this capability (that is, all funds, all federal funds, or all Title IV funds). However, you may come across a particular fund that you would like to treat as an exception to the rule.

Fields	Descriptions
Override Need	Indicates whether to override the validation of unmet needs. Check for Yes.
Override Need to Cost of Attendance	Check the **Override Need to Cost of Attendance** indicator to override need but not to exceed the Cost of Attendance. Valid values are checked (*Y*) and null. 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). **Caution:** 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.
Override Satisfactory Academic Progress	The **Override Satisfactory Academic Progress** indicator allows you, on a fund-by-fund basis, to package or disburse a fund to a student without regard to his/her academic standing. You may, for example, want a particular institutional scholarship to be packaged or disbursed to a student not making satisfactory academic progress, despite the fact that the student is not eligible for any other institutional or federal aid. If you check this option, the award and disbursement validation routines skip the academic progress check.
Override Requirement	If the **Override Requirement** field is checked for the fund, the process skips the test for outstanding tracking requirements needed for packaging.
Replace EFC	Check the **Replace EFC** indicator for Expected Family Contribution replacement funds such as PLUS and Alternative Loans.
Reduce Need	Use the **Reduce Need** field to automatically reduce any remaining unmet need. **Note:** The Replace EFC and Reduce Need fields are mutually exclusive. You can leave both indicators unchecked, but you can only check one of these fields at one time.

Fields	Descriptions
Loan Process	The **Loan Process** field determines whether you want to include this fund with the loan processing function. If you check this field, you must set the value in the **Disburse** radio group to *None*.
Need Analysis	Check the **Need Analysis** indicator if you want to require a need analysis before you package the award or for loan processing to occur.
Award Letter	Check the **Award Letter** indicator if you want a change to the offered amount of a student's award from this fund to reset the 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.
Equity Fund	Select the **Equity Fund** field to reduce the student's equity level when you use equity packaging. Banner packages the equity funds first to reduce the equity level (Banner packages non-equity funds after the equity funds).
Eligible to Roll	(`RFRASPC_ROLL_IND`) Indicates if the fund is eligible for the award roll process. The default value for the indicator is unchecked (No).
Rebate Fee Percentage	Enter the Rebate Fee Percentage.
Loan Fee Percentage	Enter a loan processing percentage in the **Loan Fee Percent** field if you checked the **Loan Process** indicator. Banner automatically deducts this percentage from the loan amount to create net memo and expected loan amounts.
Interest Rate	Enter the Direct Loan interest rate in the **Interest Rate** field. This is an optional field.

Fields	Descriptions
Direct Loan Indicator	(RFRASPC_DIRECT_LOAN_IND) Enter an appropriate loan value in the **Direct Loan Indicator** field. The allowable values for this field indicate whether the loan is *S* (Subsidized), *U* (Unsubsidized), *P* (Parent PLUS), or *G* (Graduate/Professional PLUS). An *O (*Other) allows you to treat a non-Direct Loan fund as a Direct Loan fund for Banner processing purposes. **Note:** When the Direct Loan Indicator is populated, the Loan Process Indicator must be checked on the form. When the Direct Loan Indicator is *S*, the Reduce Need Indicator must be checked on the form. When the Direct Loan Indicator is *U*, the Replace EFC Indicator must be checked on the form.
Electronic Loan Indicator	(RFRASPC_EL_IND) The type of electronic loan assigned to the fund. The allowable values are as follows. *(None)* *S* Subsidized *U* Unsubsidized *P* Parent PLUS *G* Graduate/Professional PLUS *A* Alternative *O* Other **Note:** When the Electronic Loan Indicator is populated, the Loan Process Indicator must be checked on the form. When the Electronic Loan Indicator is *S*, the Reduce Need Indicator must be checked on the form. When the Electronic Loan Indicator is *U*, the Replace EFC Indicator must be checked on the form.

Fields	Descriptions
Manual Loan Indicator	(RFRASPC_MANUAL_LOAN_IND) The type of manual loan assigned to the fund. The allowable values are as follows. *(None)* *S* — Subsidized *U* — Unsubsidized *P* — Parent PLUS *G* — Graduate/Professional PLUS *A* — Alternative *O* — Other **Note:** When the Manual Loan Indicator is populated, the Loan Process Indicator must be checked on the form. When the Manual Loan Indicator is *S*, the Reduce Need Indicator must be checked on the form. When the Manual Loan Indicator is *U*, the Replace EFC Indicator must be checked on the form.
Self Help Reduction Percentage	**Self Help Reduction Percentage** is used when the institution wishes to count a non-self help fund as meeting all or part of the self-help packaging rules established on the Packaging Form (RPRPCKR). This percentage cannot be negative, but can be zero. The self-help percent can only be maintained for funds whose fund type is on the Fund Base Data Table (RFRBASE) and has an aid type of *G*rant or *S*cholarship associated with it in the Fund type Validation Table (RTVFTYP).
LMS Loan Fund	The **LMS Loan Fund** field is intended strictly for those who use the IA-Plus Loan Management System (LMS) interface to Banner. Enter a value in this field for all funds for which a disbursement feed to LMS is required. The value is composed of the LMS four-character Fund ID and the LMS 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 LMS feed transaction unless the **LMS Loan Fund** value has been entered. Refer to the *IA-Plus Loan Management System User Reference Manual* for more information concerning the LMS and the LMS Loan Fund number. The Interfaces chapter of this manual also contains additional information concerning the LMS/Banner interface.

Fields	Descriptions
Alternative Loan Program Type	The **Alternative Loan Program Type** field controls the method in which RPRELAX, RPRELAP, and RPRELRU process alternative loans. An alternative loan exists if this column is populated with a three-character code which indicates the fund is an alternative loan defined by NCHELP.
ACG Grade Level	(`RFRASPC_ACG_YEAR`) Indicates the ACG Grant year funding level. The allowable values for this field are: *1 = 1st Year* *2 = 2nd Year* *(None)*
SMART Grade Level	(`RFRASPC_SMART_YEAR`) Indicates the SMART Grant year funding level. The allowable values for this field are: *3 = 3rd Year* *4 = 4th Year* *(None)*
Round Award	The **Round Award** field enables you to specify how you want to round the award. The automatic packaging process (RPEPCKG) is the only process that uses this option. Use one of the following codes in this field: *001* (to the nearest dollar), *010* (to the nearest ten dollars), *025* (to the nearest 25 dollars), *050 (*to the nearest 50 dollars), or *100* (to the nearest $100 dollars). Note that Banner rounds down all awards to the nearest specified dollar amount to prevent an overaward.
Round Schedule	The **Round Schedule** field allows you to specify how you want to round the disbursement schedule. Use one of the following codes in this field: *RC* (Round Cents), *RD* (Round Dollars), *TC* (Truncate Cents), or *TD* (Truncate Dollars).

Fields	Descriptions
Memo Credit	(`RFRASPC_APPL_MEMO_IND`) The values associated with the **Memo Credit** field define when and if the fund can be carried as a credit memo based on the fund award status: *A=Accepted* Those monies that have been accepted are applied as a memo credit on the student's account for this fund. *N=No memo* No monies are applied as a memo credit on the student's account for this fund. *O=Offered* Only those monies that have been offered are applied as a memo credit on the student's account for this fund. *None* If you set this indicator to either *Offered* or *Accepted*, you must associate a Detail Code on the Fund Base Data Form (RFRBASE) with the Fund Code.
Disburse	(`RFRASPC_DISBURSE_IND`) The values associated with the **Disburse** field enable you to determine how you want to disburse the fund to the student's account. *M=Manual* If you choose the *Manual* option, you create manual disbursements by inserting new disbursement schedule entries after you finalize the disbursement for the term, fund, student, and aid year. You can direct manual disbursements directly to the student's account without validation (you can make the disbursements either positive or negative) *N=No disbursement*No disbursement takes place. *S=System* If you choose the *System* option, you allow Banner to disburse the fund (you must check the **Automatic Scheduling** box in order to use this option). *None* If you set this indicator to either *Manual* or *System,* you must associate a detail code on the Fund Base Data Form (RFRBASE) with the fund code.

Fields	Descriptions
Count for NCAA	The **Count for NCAA** indicator identifies whether the fund is countable 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.
Web Accept Flag	Check this indicator to allow students to accept/decline this fund on the Web.

Disbursement Window

Use this window to define the disbursement options for the fund.

Fields	Descriptions
If Disbursement Load Code greater than Package Load Code	The **If Disbursement Load Code greater than Package Load Code** field controls the disbursement process if the code for the student's course load *1* (full time), 2 (3/4 time), *3* (1/2 time), *4* (Less than 1/2 time), and *5* (No enrollment) at the time of disbursement is greater than the code for the student's course load at packaging time. In other words, 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? The allowable values for this field are as follows: *P= Prorate Disb Amt* Prorate Disbursement Amount. The amount of the award in the student's package is prorated based on the payment percentages for the student's load. (The load is determined based on the **Enrollment Option for Disbursement** field on the Packaging Options Form) *D=Disburse 100%* Do not prorate the disbursement amount. Disburse the amount of the award in the student's package despite the load. *N=No Disbursement* No disbursement. 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 **If Ineligible After Cut-Off Date** fields, because the Disbursement Load Code greater than Package Load Code is a disbursement error/ reject

The following three fields apply if you set the **If Disbursement Load Code greater than Package Load Code** field is set to *P= Prorate Disb Amt.* If you enter a value in one of these fields, you must enter payment percentages in all three of these fields. You can enter percentages in the range of *0* through *100*, but you cannot enter a negative percentage.

Fields	Descriptions
Payment Percent for Three Quarter Load	The **Payment Percent for Three Quarter Load** field maintains the percentage of the fund that you want to disburse for three quarter time enrollment.

Fields	Descriptions
Payment Percent for Half Load	The **Payment Percent for Half Load** field controls the percentage of the fund that you want to disburse for half-time enrollment.
Payment Percent for less than Half Load	The **Payment Percent for less than Half Load** field provides the percentage of the fund that you want to disburse for less than half-time enrollment.
Change Load During Term	The **Change Load During Term** field determines how Banner calculates the amount of the subsequent disbursement when an award is scheduled for disbursement in multiple payments within a term and the student's load changes between scheduled disbursements. If the **If Disbursement Load Code greater than Package Load Code** field is either *D* or *P*, this indicator calculates the disbursement amount. The allowable values for this field are as follows: *A* Award Prorated. If this field is set to *A*, the scheduled award for the term is multiplied by the payment percentages based on the student's load and the result is paid. S Scheduled Disbursement Prorated. If this field is set to *S*, the scheduled disbursement is multiplied by the payment percentages based on the student's load and the result is paid.
Use Attending Hours	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. 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.
Use Disbursement Enrollment Edits for Memo	**Use Disbursement Enrollment Edits for Memo** allows the application of the disbursement enrollment edits to be applied to funds in memo status.

Fields	Descriptions
Recoup When Award Reduced	The **Recoup When Award Reduced** field controls whether or not you want to reverse the difference between the paid award and the new award amount on the student's account if the student has received a payment for financial aid and subsequently the aid office reduces the amount of the student's award. 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 **Note:** If an award is cancelled, declined, or reduced to a zero award amount, the *D* (Disregard) setting will be ignored and the previous payment will be backed out. The *D* (Disregard) setting will only affect awards which have been partially reduced.
If Ineligible Before Cut-off Date If Ineligible After Cut-off Date	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 term and the student becomes ineligible for the award after it is paid. The allowable values for these fields are as follows *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. *B* Back out the disbursements. The disbursement process backs out the entire amount of the payment for the term. 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. *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.

Fields	Descriptions
If Selected for Verification but is Not Complete	The **If Selected for Verification but is Not Complete** indicator designates whether you want to disburse aid to a student if the student has been selected for verification and the student's verification has not yet been completed. This option may be checked for non-federal funds so that the verification process does not hold up these funds. If this field is unchecked, Banner does not disburse aid to the student.
Override General Tracking Requirements	The **Override General Tracking Requirements** field allows you to disburse a non-federal fund regardless of any unsatisfied tracking requirements necessary for general disbursements. For example, if you check this field for a fund and the student has not satisfied a tracking requirement for a verification worksheet (which is set to prevent the disbursement of all funds), the disbursement process still disburses this fund. You can check this option if the fund is associated with a federal Fund ID on the Fund Base Data Form (RFRBASE).
Create Promissory Note Requirements When Accepted	If this field is checked, this option creates promissory note requirements for all terms 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. This field should be checked for the funds which require the school to collect a new promissory note or advancement schedule for each term. Typically, you check this field for Perkins and Nursing Loans. This field is not used for Stafford, Direct, or PLUS loans (unless you are the lender) because you are not responsible for collecting the promissory note.

Disbursement Locks Window

Use this window to maintain the disbursement locks by the terms of the aid year specified in the Key Block.

Fields	Descriptions
Term	Enter a term code in the **Term** field if you want to prevent the disbursement of the fund for all students for this term. If necessary, you can select the Term button or press the LIST function to access the Term Code window to verify a term code.

Fields	Descriptions
Lock Disbursement for All Students	Check the **Lock Disbursement for All Students** field if you want to prevent the disbursement of the fund for this term code. **Note:** Loan funds with a check in the **Loan Process** field of the Packaging window of the RFRMGMT Form will still disburse even if the term disbursements are locked on the Disbursement Locks window of the RFRMGMT Form.
Activity Date	This is the latest activity date.

Fund Comments Window

Use this window to enter descriptive text about the fund (a maximum of 50 characters per line).

Fields	Descriptions
Comments	Enter a comment regarding this fund (a maximum of 50 characters per line).
User ID	This is the User ID. This field is updated when you select the Save button or the **Commit** function for this form.
Activity Date	This is the Activity Date. This field is updated when you select the Save button or the **Commit** function for this form.

Budget Window

This window enables you to apply budget components and percentages to the fund. Banner cannot award a fund in excess of the percentage of the amount of the budget components indicated.

Fields	Descriptions
Component	Enter the budget component code in the **Component** field. The amount of the award packaged from this fund cannot exceed the sum of the values for the listed components in the student's budget.
Description	This is a description of the component. Display Only.

Fields	Descriptions
Percent	The **Percent** field controls the portion of the listed student's budget component that you can use as the maximum packaging amount. For example, if you define two budget components - one for tuition (50%) and one for books (50%) – Banner does not package a student's award for an amount greater than 50% of the amount budgeted for tuition plus 50% of the amount budgeted for books.

Detail Code Rules Window

Use this window to specify the detail charge codes and percentages that you want to apply to the fund. This is useful if the fund has a limit on the amount you can disburse to the student based on the actual tuition and fees, and so on. When you disburse the fund, Banner only pays an amount up to the sum of the defined detail codes for the term. These rules only specify the maximum amount you can pay to the account and in no way determines how to apply the payment to specific charges. This function occurs in the A/R Application of Payments Process.

Fields	Descriptions
Detail Code	Enter a detail charge code in the **Detail Code** field. Banner does not pay an amount from this fund during the disbursement process that is greater than the sum of the values for the listed detail codes on the student's account for the term.
Description	This is a description of the detail code. Display only.

Fields	Descriptions
Percent	The **Percent** field controls the portion of the value of the detail code that you want to use when you determine the maximum that you want Banner to pay from the fund for the term. For example, suppose you enter a detail charge code of 0100 in the **Detail Code** field (tuition for an undergraduate) and 100 in the **Percent** field. The disbursement process will authorize or disburse an amount from this fund that is equal to or less than the value of detail code 0100 charge on the student's account for this term. If the student does not have the listed detail code charge on his account, no payment is posted to the student's account from the fund. **Note:** When memoing a fund that is associated with a charge detail code on RFRMGMT, the memoed amount is contingent upon whether the detail code is present on TSAAREV. That is, if the charge detail code on RFRMGMT is not present on TSAAREV, the amount that is memoed will be the awarded amount for the term. Alternatively, if the detail code charge is present on TSAAREV, the fund will memo for the amount of the charge on TSAAREV, or for the awarded amount for the term, whichever is less.

Tracking Window

Use the Tracking window to identify the set of requirements that you want to associate with this fund. Banner posts this set of tracking requirement codes for student records packaged with this particular fund.

Fields	Descriptions
Tracking Code	Enter the requirement code that you want to associate with the tracking group in the **Tracking Code** field. If you enter a tracking code, the tracking code must be required for disbursements or memoing, but the tracking code cannot be required for packaging. If necessary, you can select the Tracking Code button or press the LIST function to access the Requirements Tracking Validation Form (RTVTREQ) to verify a tracking code.
Description	This is a description of the tracking code. Display Only.

Fields	Descriptions
Create on Accept	This indicator, when checked, indicates the requirement will be created on acceptance of the award. The default (unchecked) is to create the requirement when the award is offered.
Perkins MPN	This indicator, when checked, indicates the requirement is designated as a Perkins MPN. Schools also need to update information on the Financial Aid Institution Options Form (ROAINST) to implement the Multi-Award Years Perkins MPN option.
Activity Date	This is the latest Activity Date.

Messages Window

Use this window to associate message codes with this fund. This allows you to print explanatory messages on letters to further describe the requirement for the fund that the student must satisfy.

Fields	Descriptions
Message Code	The message codes that you enter in the **Message Code** field refer to text messages that you can print on letters to students. Select the Message Code button or press the LIST function to access the Message Validation window to view a list of valid message codes.
Description	This is the description of the message. Display only.
Activity Date	This is the latest Activity Date.

Copy Window

Use this window to copy Fund Management rules from one aid year to the next for a given Fund Code, therefore reducing overall setup procedures.

Fields	Descriptions
Aid Year	Enter the **Aid Year** to which you would like the rules copied. Press LIST for the Aid Year Validation Form (ROIAIDY).

Fields	Descriptions
Fund Code	Enter the Fund Code you will use for these rules. Press LIST for the Fund Base Data Form (RFRBASE) to verify a Fund Code. Select the Copy to icon to perform this operation.

Manage Funds Form (ROAMGMT)

The Manage Funds Form uses the basic segments of the Funds Management module to provide you with a convenient means to create, update, and monitor financial aid fund activity.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

You can customize the Main window to view the funds by fund source or fund type. The default is to view all of the funds by source. Fund sources (Federal, State, Institution, or Other) are initially established on the Fund Source Validation Form (RTVFSRC), while fund types (Loan, Grant, Work, or Scholarship) are created on the Fund Type Validation Form (RTVFTYP).

Viewing Funds by Source Type

When you select the Sources button to view the funds by source type, the All Funds, Federal, State, Institutional, and Other buttons display. The All Funds button displays all funds regardless of source type, while the Federal, State, Institutional, and Other buttons only display that respective source type.

Viewing Funds by Fund Type

When you select the **Types** button to view the funds by fund type, the All Funds, Grants, Loans, Work, and Scholarships buttons display. The All Funds button displays all funds regardless of fund type, while the **Grants**, **Loans**, **Work**, and **Scholarships** buttons only display that respective fund type.

Viewing Aid Year Specific Fund Information

The headings and information that display in the four columns to the right of the fund name are fully customizable. You can select the Custom Display button to access the Customized Display Selection window and choose the four columns that you want to show in the window.

The Reconcile Fund and Reconcile All buttons updates fund totals and counts for all funds for the aid year.

The Create Fund and Maintain buttons allow you to create a fund on RFRBASE and then perform the necessary setup on RFRMGMT.

Term Summary Block

The Term Summary Block launches when you double-click a fund code from the Fund column. This window displays award summary information for the fund, arranged by term code.

Fields	Descriptions
Term	This is the Term Code.
Offered	This is the Offered Amount.
Accepted	This is the Accepted Amount.
Rejected	This is the Rejected Amount.
Memoed	This is the Memoed Amount.
Authorized	This is the Authorized Amount.
Paid	This is the Paid Amount.

Fund Information by Aid Year

If you select the All Funds button, a window similar to the customizable main Manage Funds window displays for the selected fund.

Fund Allocations

If you double click a specific fund code in the **Fund** column from the Main Window, the Allocation button launches the Fund Allocation Window. This window contains detailed information about awards made to all students from this fund for the aid year. You can view the information on a term-by-term basis. This form also displays the amount of money currently available to award or to pay. The Base Information section displays the fund source, the fund type, and the Federal Fund ID. You establish this information on this form or on the Fund Base Data Form (RFRBASE) for each fund. Use the Aid Year Specific Information section to check the progress of the budget for the fund. Banner derives the budget allocations in the first portion of this block from the Aid Year Specific Information section of the Funds Management Form (RFRMGMT).

Detailed Aid Year Specific Information

This window provides award and dollar amount counts for original award offers, offered awards currently outstanding, zero offered awards already accepted, declined awards, canceled awards, memoed awards, authorized awards, and paid awards. Banner also maintains the dollar amounts remaining, and the percentage of these amounts remaining, for current offered, accepted, and paid awards.

Note: For packaging and disbursement purposes, Banner determines whether there are enough funds remaining to make additional offers or payments to students with the following calculations:

Packaging:	Banner adds the **Current Offer** amount plus the **Declined** amount plus the **Canceled** amount and compares the sum to the **Available To Offer** amount for the fund. You can offer additional awards if the **Available To Offer -** (**Current Offered** + **Declined** + **Cancelled**) is greater than zero.
Disbursement:	Banner determines whether there is enough money remaining to pay students by adding the **Memoed** amount plus the **Authorized** amount plus the **Paid** amount and compares the total to the **Total Allocated** amount. You can make additional payments if the **Total Allocated** - **(Memoed** + **Authorized** + **Paid)** is greater than the amount to be paid.

The amounts and percentages for the **Current Offer**, **Accepted**, and **Paid** amounts under the **Remaining Amount, Remaining Percent,** and **Actual Remaining Amount** headings are calculated in the following manner:

Amount Remaining

Current Offer	Available To Offer - (Curr Offer Amount + Declined Amount + Cancelled Amount)
Accepted	Curr Offer Amount - Accepted Amount
Paid	Accepted Amount - Paid Amount

Percent Remaining

Current Offer	Available To Offer - (Curr Offer Amount + Declined Amount + Cancelled Amount) / Available To Offer
Accepted	(Current Offer Amount - Accepted Amount) / Current Offer Amount
Paid	(Accepted Amount - Paid Amount) / Accepted Amount

Actual Remaining Amount

Current Offer	Total Allocated - Curr Offer Amount

Term Detail Information

This window displays detailed award information for one term code in the format of that in the Aid Year Specific Information window. Use the Next Record or Previous Record function in the **Term Code** field to move from one term code to another.

Creating or Maintaining a Fund

To create or maintain a fund, select the Create Fund or the Maintain Fund button from the Main window. The principle information is similar for both actions, with the Create Fund option inserting a blank line for the entry of new fund information.

Maintain Base Fund Data

Use this window to establish fund codes and define the basic characteristics of the fund. You can associate the fund with an accounts receivable detail code, and indicate other base data such as the fund source, fund type, and federal fund ID.

Fields	Descriptions
Fund Code	Enter a fund code in the **Fund Code** field.
Description	Assign a description to the fund code in the **Description** field.

Fields	Descriptions
Accounts Receivable	Enter an accounts receivable detail code for the fund in the Accounts Receivable field in order to disburse the fund to a student account (you must use an Accounts Receivable detail code with a Detail Code Type Indicator of *P*ayment). Although it is not required when you define the fund on this form, you must have a detail code in order to disburse the fund. You can select the Detail button or the LIST function if you need to view a list of detail codes. You must establish a one-to-one relationship between fund codes and Accounts Receivable detail codes (you cannot use the same Accounts Receivable detail code for more than one fund code). The reason for the one-to-one relationship is that if the student receives aid from more than one fund, you may need to revise a fund amount or delete an amount from a cancelled fund; this requires separate detail codes for each fund in order to make the adjustments.
Source	Enter the source of the fund in the **Fund Source** field; if necessary, you can select the Source button or LIST to access the Fund Source Validation window to check a source code.
Type	Enter the type of fund in the **Fund Type** field. Press the Type button or LIST to access the Fund Type Validation window if you need to verify a fund type.
Federal Fund ID	Enter a Federal Fund ID in the **Federal Fund ID** field in order to link a federal fund code to a Federal Fund ID to apply hard-coded federal fund regulations to the fund code during processing.
Print Order	Determine the print order of the funds with the **Print Order** field. The print order determines the order of the funds for letter generation printing purposes. **Note:** You can use the GTIV (General Title IV Rules) code to assign the hard-coded federal rules to any non-federal funds to which you want the same rules to apply.
Message Number	The Voice Response message number assigned to the recorded message that describes the fund code.

Allocation Window

The Fund Allocation window displays when you select the Allocation button on the Create and Maintain Funds window.

The Base Information Block displays the fund source, the fund type, and the Federal Fund ID. You establish this information on the Fund Base Data Form (RFRBASE) for each fund.

Fields	Descriptions
Fund Source	This is the Fund Source.
(Description)	This is the Fund Source description. Display only.
Fund Type	This is the Fund Type.
(Description)	This is the Fund Type description. Display only.
Federal Fund ID	This is the Federal Fund ID.

The Aid Year Specific Information Block

Fields	Descriptions
Prior Balance	This is the Prior Balance Amount.
Transferred	This is the Transfer Amount.
Budget Allocated	This is the Budget Allocated Amount.
Total Allocated	The sum of the **Prior Balance**, **Transferred** and **Budget Allocated** fields for the fund determine the total amount allocated for the fund in the **Total Allocated** field.
Available to Offer	The **Available to Offer** field contains the fund amount, including optional over-commitment dollars, that available to commit.
Over-Commitment Percent	The **Over-Commitment Percent** field is the **Available to Offer** field divided by the **Total Allocated** field.

Packaging Options

The Packaging Options window displays when you select the Package Options button on the Create and Maintain Funds window.

Award Maximum	The maximum dollar amount that you want to award to a student is defined in the **Award Maximum** field. The award minimum should be set to $0 on this form to allow award cancellations. Minimum award amounts for auto packaging may be set to an amount above $0 on RPRGFND. Since the class code defines the maximum annual limit for many federal funds, use the maximum award limit for the largest class code. Banner does not validate this field if entries do not exist on the Federal Rules Inquiry Form for the Federal Fund ID.
Award Minimum	The **Award Minimum field** contains the minimum dollar amount that you want to award to the student.
Offer Status	Enter an award status code in the **Offer Status** field for Banner to use as the default. When the packaging program offers the fund, Banner uses this award status code for the specific fund. You must check the **Offer** field on the Award Status Validation Form (RTVAWST) for this status code.
Accept Status	Enter an award status code in the **Accept Status** field to use as the default when you check the **Auto Accept** field on this form. Banner also uses this status when you accept the fund through the Award Acceptance Mass Entry Form (RPAMACC). You must check the **Accept** field on the Award Status Validation Form (RTVAWST) for this status code. It also uses this status, if you check the **Accept Award** field on the Award Offer Mass Entry Form (RPAMOFF), when offering an award to a student.
Decline Status	Enter an award status code in the **Decline Status** field. Banner uses this status when you decline the award with the Award Acceptance Mass Entry Form (RPAMACC). You must check the **Declined** field on the Award Status Validation Form (RTVAWST) for this status code.
Auto Package	Check the **Auto Package** field if you want to automatically package this fund through batch or online processing.

Auto Schedule	Check the **Auto Schedule** field if you want Banner to create a disbursement schedule when the fund is added to the student's package. You must check this indicator if you select the *O* (Offered) or *A* (Accepted) option in the **Memo Credit** radio group, or if you select the *System* option in the **Disburse** radio group.
Award Using Estimated EFC	(`RFRASPC_AWRD_USING_EST_EFC_IND`) Indicates if the fund can be awarded with an estimated EFC. When the **Award Using Estimated EFC** checkbox is unchecked *(No)* and the student has an estimated EFC, the award will fail validation when manually entered on the award form. Prior to the 7.8 release, when an award was manually entered on the award form, the validation would allow an award to be made with an estimated EFC. The default value for **Award Using Estimated EFC** is checked *(Yes)* to provide consistency with pre-7.8 functionality. This option should be unchecked for those funds you wish to prohibit from being awarded with an estimated EFC.
Auto Accept	If you check the **Auto Accept** indicator, Banner automatically changes an Offered status for a fund to an Accepted status. Use this feature to bypass the manual or batch award acceptance process if you do not need a formal acceptance by the student. Since you create disbursement schedules when a student accepts the award, this indicator also causes Banner to create a disbursement schedule when you add the fund to the student's package (assuming the fund is set for disbursement).
Override Need	Check this indicator to override unmet need.
Override Need to COA	Check the **Override Need to COA** indicator to override need but not to exceed the Cost of Attendance. Valid values: Checked (*Y*) and null. This allows you to add an additional packaging override to allow 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 COA** simultaneously, as they cannot co-exist on the same fund. If you attempt to do so, an error message will appear.
Override Satisfactory Academic Progress	Check to override satisfactory academic progress.

Override Requirement	If the **Override Requirement** field is checked for the fund, the process skips the test for outstanding tracking requirements needed for packaging.
Replace EFC	Check the **Replace EFC** indicator for Expected Family Contribution replacement funds such as PLUS or alternative loans and uncheck the **Reduce Need** field. (Banner automatically uses the amount of the award that exceeds the EFC to reduce the remaining unmet need regardless of how the **Reduce Need** indicator is set.)
Reduce Need	Use this field to automatically reduce any remaining unmet need. **Note:** The **Replace EFC** field and the **Reduce Need** field are mutually exclusive. You can leave both indicators unchecked, but you can only check one of these fields at one time.
Loan Process	This field determines whether you want to include this fund with the loan processing function.
Need Analysis	Check this indicator if you want to require a need analysis before you package the award or for loan processing to occur.
Award Letter	Check this indicator if you want a change to the offered amount of a student's award from this fund to reset the 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. (Refer to the Identifying Students that Need New or Revised Award Letters portion in the Processing chapter for more information about generating award letters).
Equity Fund	Check this indicator to reduce the student's equity level when you use equity packaging. Banner packages the equity funds first to reduce the equity level (Banner packages non-equity funds after the equity funds).
Eligible to Roll	(`RFRASPC_ROLL_IND`) Indicates if the fund is eligible for the award roll process. The default value for the indicator is unchecked (No).
Web Accept Flag	Check this indicator to allow students to accept/decline this fund on the Web.

Self-Help Reduction Percentage	This field is used when the institution wishes to count a non-self help fund as meeting all or part of the self-help packaging rules established on the Packaging Form (RPRPCKR). This percentage cannot be negative but can be zero. The self-help percent can only be maintained for funds whose fund type is on the Fund Base Data Table (RFRBASE) and has an aid type of *G*rant or *S*cholarship associated with it in the Fund type Validation Table (RTVFTYP).
Count for NCAA	Check this indicator whether the fund is countable 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.
ACG Grade Level	(`RFRASPC_ACG_YEAR`) Indicates the ACG Grant year funding level. The allowable values for this field are: *1 = 1st Year* *2 = 2nd Year* *(None)*
SMART Grade Level	(`RFRASPC_SMART_YEAR`) Indicates the SMART Grant year funding level. The allowable values for this field are: *3 = 3rd Year* *4 = 4th Year* *(None)*
Round Award	This field enables you to specify how you want to round the award. The automatic packaging process (RPEPCKG) is the only process that uses this option. Use one of the following codes in this field: *001* (to the nearest dollar), *010* (to the nearest ten dollars), *025* (to the nearest 25 dollars), *050* (to the nearest 50 dollars), or *100* (to the nearest $100 dollars). Note that Banner rounds down all awards to the nearest specified dollar amount to prevent an overaward.
Round Schedule	This field allows you to specify how you want to round the disbursement schedule. Use one of the following codes in this field: *RC* - round cents, *RD* - round dollars, *TC* - truncate cents, or *TD* - truncate dollars.

Fund Budget Inquiry Form (RFIBUDG)

The Fund Budget Inquiry Form displays detailed information about awards made to all students from a specific fund for a particular aid year. You can view the information on an annual basis or term by term. This form also displays the amount of money currently available to award or to pay.

Key Block

Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active. Enter the fund code in the **Fund** field for the fund for which you want to view student award information. If necessary, you can select the Fund button or List to access the Fund Base Data Form (RFRBASE) in order to see a list of valid fund codes. Press the Next Block function to display the Base Fund Information and Aid Year Specific Information.

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Fund	Fund code.
(Description)	Description associated with the fund code.

Base Fund Information Block

The Base Information Block displays the fund source, the fund type, and the federal fund ID. You establish this information on the Fund Base Data Form (RFRBASE) for each fund.

Fields	Descriptions
Source	This is the Fund Source.
(Description)	This is the Fund Source description. Display only.

Fields	Descriptions
Type	This is the Fund Type.
(Description)	This is the Fund Type description. Display only.
Federal ID	This is the Federal Fund ID.

Aid Year Specific Information Block

Use this section to check the progress of the budget for the fund. Banner derives the budget allocations in the first portion of this block from the Aid Year Specific Information section of the Funds Management Form (RFRMGMT).

Fields	Descriptions
Prior Balance	This is the Prior Balance Amount.
Transferred	This is the Transfer Amount.
Budget Allocated	This is the Budget Allocated Amount.
Total Allocated	The sum of the **Prior Balance**, **Transferred** and **Budget Allocated** fields for the fund determine the total amount allocated for the fund in the **Total Allocated** field.
Available to Offer	The **Available to Offer** field contains the fund amount, including optional over-commitment dollars, that available to commit.
Over-Commitment Percent	The **Over-Commitment Percent** field is the **Available to Offer** field divided by the **Total Allocated** field.

Aid Year Specific Block

This window provides award and dollar amount counts for original award offers, offered awards currently outstanding, zero offered awards already accepted, declined awards, canceled awards, memoed awards, authorized awards, and paid awards. Banner also maintains the dollar amounts remaining, and the percentage of these amounts remaining, for current offered, accepted, and paid awards.

Note: For packaging and disbursement purposes, Banner determines whether there are enough funds remaining to make additional offers or payments to students with the following calculations:

Packaging:	Banner adds the **Current Offer** amount plus the **Declined** amount plus the **Canceled** amount and compares the sum to the **Available To Offer** amount for the fund. You can offer additional awards if the **Available To Offer -** (**Current Offered** + **Declined** + **Cancelled**) is greater than zero.
Disbursement:	Banner determines whether there is enough money remaining to pay students by adding the **Memoed** amount plus the **Authorized** amount plus the **Paid** amount and compares the total to the **Total Allocated** amount. You can make additional payments if the **Total Allocated** - **(Memoed** + **Authorized** + **Paid)** is greater than the amount to be paid.

The amounts and percentages for the **Current Offer**, **Accepted**, and **Paid** amounts under the **Remaining Amount, Remaining Percent,** and **Actual Remaining Amount** headings are calculated in the following manner:

Remaining Amount

Current Offer	Available To Offer - (Curr Offer Amount + Declined Amount + Cancelled Amount)
Accepted	Curr Offer Amount - Accepted Amount
Paid	Accepted Amount - Paid Amount

Remaining Percent

Current Offer	Available To Offer - (Curr Offer Amount + Declined Amount + Cancelled Amount) / Available To Offer
Accepted	(Current Offer Amount - Accepted Amount) / Current Offer Amount
Paid	(Accepted Amount - Paid Amount) / Accepted Amount

Actual Remaining Amount

Current Offer	Total Allocated - Curr Offer Amount

Term Details Window

This window displays term summary award and term detail information.

Term Summary Award Block

The Term Summary Award block displays award summary information for the fund, arranged by term code. Press the Next Block function to advance to the Term Detail Information window.

Term Detail Information

The Term Detail Information block displays detailed award information for one term code in the format of that in the Aid Year Specific Information window. Use the Next Record or Previous Record function in the Term Code field to move from one term code to another.

Federal Fund ID Inquiry Form (RFIFFID)

This form displays a list of the valid federal fund IDs, and indicates if the fund is a Title IV fund. SunGard Higher Education updates the information on this form; you cannot change this data.

Fields	Descriptions
Fund ID	This is the Federal Fund Identifier.
(Description)	This is the Federal Fund Identifier Description.
Title IV	This is the Title IV Indicator.

Federal Rules Inquiry Form (RPIFEDR)

The Federal Rules Inquiry Form displays valid federal fund IDs and a set of rules for the major student financial aid programs. Processes in the Financial Aid System use these hardcoded rules to validate some federal awards and disbursements. SunGard Higher Education updates the information on this form for each aid year; you cannot update this data.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Federal Rules Block

Fields	Descriptions
Federal Fund ID	The form lists the name of the federal fund in the **Federal Fund ID** field. You can exit this form and access the Federal Fund ID Inquiry Form (RFIFFID) if you need to see a description of a Federal Fund ID.
Class Code	The value in the **Class Code field** is the financial aid class code. The Class Code Translation Form (RPRCLSS) associates level and class code combinations within the Student System to a Financial Aid System class code. For example, the first entry in the preceding illustration lists a Pell Grant with a class code of 1. A Financial Aid class code value of *1* indicates a freshman on the Class Code Translation Form.
Minimum Load	The **Minimum Load** field describes the student's eligibility for the grant or loan in terms of the minimum course load required by the source of federal aid. The possible values for the **Minimum Load** field are listed in the table that follows. *1* Full Time *2* 3/4 Time *3* 1/2 Time *4* < 1/2 Time
HEAL Indicator	The **HEAL Indicator** field indicates if the increased loan limits for institutions formerly eligible for HEAL will be used to determine annual eligibility.

Fields	Descriptions
Additional Stafford	The **Additional Stafford** field determines whether or not the packaging process uses the increased annual and cumulative maximum amounts for a student that is eligible for an additional unsubsidized Stafford loan.
Maximum Annual	The **Maximum Annual** field displays the maximum amount per year permissible for each federal fund and financial aid class code. For example, assume that the maximum award that a student can receive for a Pell Grant is $3750 per academic year.
Maximum Cumulative	The **Maximum Cumulative** field displays the maximum cumulative amount permissible for each federal fund and financial aid class code.

For students who are actually eligible for the extra amount, you can use the override feature when manually packaging the fund on the Award Form (RPAAWRD) or the Package Maintenance Form (RPAAPMT) after the award is rejected for exceeding the Federal Fund limit. Since the processing of students studying abroad is the exception rather than the rule, SunGard Higher Education feels that validating the Maximum Annual Limits without regard to the additional amounts for study abroad and using the override feature when necessary is more appropriate.

Default Award and Disbursement Schedule Rules Form(RFRDEFA)

Use this form to create default award and disbursement schedules unique to the aid year and aid period. If you do not create the appropriate fund schedules on the Award and Disbursement Schedule Rules Form (RFRASCH), Banner uses the default award and disbursement schedules that you create on this form.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Fields	Descriptions
Aid Period	Enter a valid aid period code in the **Aid Period** field. If necessary, you can select the Aid Period button or LIST to access the Aid Period Validation window to view a list of the defined aid period codes.

Award Schedule Block

If you press Create Record (Insert Record) when you first access the Award Schedule section of the form, you can default the term code information from the Aid Period/Term Rules Form (RORTPRD) for the aid year and aid period. If you do not want to use these default values, you can manually enter the necessary values for each field.

Fields	Descriptions
Term Code	Enter a term code in the **Term Code** field. If you use the Create Record (Insert Record) function, Banner defaults the term codes associated with the aid period into this block based on the terms that you established on the Aid Period/Term Rules Form (RORTPRD). If necessary, you can select the Term Code button or List to access the Aid Period/Term Rules Form (RORTPRD) for a list of term codes and descriptions.
Award Percent	Enter the award percentage for the term code in the **Award Percent** field. The total of all term code award percentages for the period must equal 100. You cannot enter a negative percentage in this field.
Pell Award Percent	Enter the Pell award percentage in this field.
Memo Expiration Date	Enter the date that memoed items expire for the term in the **Memo Expiration Date** field. **Note:** If the **Memo Credit** radio group option on the Fund Management Form (RFRMGMT) is set to *A*ccepted or *O*ffered, Banner requires that you enter the **Memo Expiration Date**.
Activity Date	This is the most recent activity date.

Disbursement Schedule

If you press the Create Record function when you first access the Disbursement Schedule section of the form, you can default the term code information from the Aid Period/Term Rules Form (RORTPRD) for the aid year and aid period. If you do not want to use these default values, you can manually enter the necessary values for each field.

When you create the disbursement schedule, at least one disbursement entry must exist for every term in the Award Schedule Block. You do not need to create a disbursement schedule if the **Disburse** radio group option on the Fund Management Form (RFRMGMT) is set to *None*.

Fields	Descriptions
Term Code	Enter a term code in the **Term Code** field. If you use the Create Record function, Banner defaults the term codes associated with the aid period into this block based on the terms that you established on the Aid Period/Term Rules Form (RORTPRD). If necessary, you can select the Term Code button or LIST to access the Aid Period/Term Rules Form (RORTPRD) for a list of term codes and descriptions.
Disbursement Percent	Enter the disbursement percentage for the term code in the **Disbursement Percent**. field. The total of all term code disbursement percentages for the period must equal 100. You cannot enter a negative percentage.
Disbursement Date	Enter the date that you want to disburse the fund in the **Disbursement Date** field. The disbursement dates default from the Enrollment Cut Off Date Rules window of the Packaging Options Form (RPROPTS) percentage in this field.
+/- Days	Enter the number of days prior to or after the student's earliest course start date to schedule disbursement.
Activity Date	This is the most recent activity date.

Tracking Requirements

The Tracking Requirements window displays when you select the Add Tracking Req's button in the Packaging Options window.

Use the Tracking Requirements window to identify the set of requirements that you want to associate with this fund. This system posts this set of tracking requirement codes for student records packaged with this particular fund. Enter the requirement code that you want to associate with the tracking group in the **Tracking Code** field. If you enter a tracking code, the tracking code must be required for disbursements or memoing, but the tracking code cannot be required for packaging. If necessary, you can select the Tracking Code button or press the LIST function to access the Requirements Tracking Validation Form (RTVTREQ) to verify a tracking code.

Fields	Descriptions
Create on Accept	**Create on Accept**, which when checked, indicates the requirement will be created on acceptance of the award.
Perkins MPN	**Perkins MPN**, when checked, indicates the requirement is designated as a Perkins MPN. Schools also need to update information on the Financial Aid Institution Options Form (ROAINST) to implement the Multi-Award Years Perkins MPN option.

Fund Award and Disbursement Schedule Rules Form(RFRASCH)

The Fund Award and Disbursement Schedule Rules Form enables you to create award and disbursement schedules unique to the aid year, aid period, and fund. Banner uses the schedules on this form for the award process and the disbursement process. If you do not create the appropriate fund schedules on this form, Banner defaults award and disbursement schedule information from the Default Award and Disbursement Schedule Rules Form (RFRDEFA).

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active
Aid Period	Enter a valid aid period code in the **Aid Period** field. If necessary, you can select the Aid Period button or LIST to access the Aid Period Validation window to view a list of the defined aid period codes.

Fields	Descriptions
Fund Code	Enter the fund code in the **Fund Code** field for the fund that you want to establish award and disbursement schedules. If necessary, you can select the Fund Code button or LIST to access the Fund Code Validation window in order to see a list of valid fund codes.

Award Schedule Block

If you press the Create Record (Insert Record) function when you first access the Award Schedule section of the form, you can default the award schedule values from the Default Award and Disbursement Schedule Rules Form (RFRDEFA) for the aid year and aid period. If you do not want to use these default values, you can manually enter the necessary values for each field.

Fields	Descriptions
Term Code	Enter a term code in the **Term Code** field. If you use the Create Record (Insert Record) function, Banner defaults the term codes associated with the aid period into this block based on the terms that you established on the Aid Period/Term Rules Form (RORTPRD). If necessary, you can select the Term Code button or LIST to access the Term Code Validation window for a list of term codes and descriptions.
Award Percent	Enter the award percentage for the term code in the **Award Percent** field. The total of all term code award percentages for an aid period must equal 100. You cannot enter a negative percentage in this field.
Pell Award Percent	Enter the Pell award percentage in this field.
Memo Expiration Date	Enter the date that memoed items expire for the term in the **Memo Expiration Date** field.
Activity Date	This is the most recent activity date.

Disbursement Schedule

If you press the Create Record (Insert Record) function when you first access the Disbursement Schedule section of the form, you can default the disbursement schedule values from the Default Award and Disbursement Schedule Rules Form

(RFRDEFA) for the aid year and aid period. If you do not want to use these default values, you can manually enter the necessary values for each field.

When you create the disbursement schedule, at least one disbursement entry must exist for every term in the Award Schedule Block. You do not need to create a disbursement schedule if the **Disburse** radio group option on the Fund Management Form (RFRMGMT) is set to *None*.

Fields	Descriptions
Term Code	Enter a term code in the **Term Code** field. If you use the Create Record (Insert Record) function, Banner defaults the term codes associated with the aid period into this block based on the terms that you established on the Aid Period/Term Rules Form (RORTPRD). If necessary, you can select the Term Code button or LIST to access the Term Code Validation window for a list of term codes and descriptions.
Disbursement Percent	Enter the disbursement percentage for the term code in the **Disbursement Percent** field. The total of all disbursement percentages for each term code must equal 100. You cannot enter a negative percentage in this field.
Disbursement Date	Enter the date that you want to disburse the fund in the **Disbursement Date** field. The disbursement dates default from the Enrollment Cut Off Date Rules window on the Packaging Options Form (RPROPTS).
+/- Days	Enter the number of days prior to or after the student's earliest course start date to schedule disbursement.
Activity Date	This is the most recent activity date.

Financial Aid Selection Rules Form(RORRULE)

Fund-specific rules are defined on this form as described below:

Rule Type	*Description*
Requirements Tracking Group Assignment	Create and modify selection criteria to assign students to tracking groups.

Rule Type	*Description*
Budget Group Assignment	Create and modify selection criteria to assign students to budget groups.
Packaging Group Assignment	Create and modify selection criteria to assign students to packaging groups.
Fund Awarding	Create and modify selection criteria to award a fund to students. Banner does not package students with a fund unless they meet the criteria defined on this form.
Packaging Group Fund Awarding	Create and modify selection criteria to assign funds to applicants within a specific packaging group. These rules are optional. If rules already exist for Rule Type *F*, they need not be reconstructed unless they differ based on the packaging group. The fund must have been associated with the group on the Packaging Group Fund Rules Form (RPRGFND) prior to these rules being defined.
Fund Disbursement	Create and modify selection criteria to disburse awards to students. Disbursement rules may be different from fund awarding rules. Students will not receive a disbursement from a fund unless they meet the criteria defined on this form.
Satisfactory Academic Progress	SAP Rule Type.

Banner retains the rules that you enter on this form in the database. You can use the Immediate Process Form (ROAIMMP) to assign students to groups one at a time. Or, you can use the Batch Group Assignment Process to assign a group of applicants to a particular group based on these selection criteria.

Key Block

Fields	**Descriptions**
Rule Type	Enter the rule type for which you want to enter selection criteria in the **Rule Type** field. For example, to enter requirements tracking group assignment rules, select *T* (Requirements Tracking Group) from the drop-down list in the **Rule Type** field.

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or LIST to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
Group Code/ Fund Code	Enter a group code and/or fund code (depending on the rule type value) in the respective **Group Code** or **Fund Code** field to identify how you want to establish selection criteria. If necessary, you can select the Group Code button, Fund Code button, or LIST to access the appropriate validation window in order to see a list of valid codes.

Selection Criteria Block

The Selection Criteria Block provides you with a free-form area in which there are no restrictions as to what SQL functions you can use. Banner does, however, provide you with some on-screen edits that verify the existence of Financial Aid column names. You can use any SQL statement on this form in a WHERE clause (sub-queries, exists and not exists functions, comparing one database field to another database field, and so on). When you enter rules in this block, you must press Return/Enter at the end of each line and perform a Next Record function (or click on the next line with your mouse) to continue to enter additional rules. Each line is a new 78 character record in the RORGSQL table. The form will not wrap to the next line when you get to the right margin. The compile process compresses out unnecessary spaces at the end of a line.

The information that is entered in this section is 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, or a sub-query 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.

The **'('** indicator serves as a reminder that you may optionally enclose a group selection statement in a parenthesis. 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. For efficiency, the **Column Name** List of Values only displays entries from the RORDATA Table. You may add any frequently utilized data elements to this list using the RORDATA Form. For example, in the preceding screen sample the `RORSTAT_APPL_RCVD_DATE` data element is a column name from the Applicant Status Table (RORSTAT). This data element indicates the date on which the applicant's financial aid application was received, processed, or created - depending on the institutional option. Enter an operator; the Operator List of Values list the most common operators. Enter a selection value that corresponds to the data element name. To continue with the preceding example, `RORSTAT_APPL_RCVD_DATE` <= *02MAY-04* indicates that one of the selection criteria for this group code demands that the date on which the applicant's financial aid application was received, processed, or created must be before or equal to (<=) the date of May 2, 2004. The **')'** indicator reminds you that you can optionally close a group selection statement in a parenthesis. Enter either an *OR* or an *AND* if you want to continue with the selection statement or add additional statements. Select the Save button or Save function key to save the information. Select the Compile button or Next Block to compile the selection statement. Any saved changes are automatically compiled when you leave this section.

Note: When you construct selection statements, it's 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 misinterpret the way in which you want to process the data.

Note: This form allows you to use outer joins when you construct selection rules. An outer join is a programming technique used to combine columns from different tables where a value in one table may not have a corresponding value in another table. (You cannot use an outer join on a table that needs to join to RCRAPP1 to find the current record.)

Compiled/Expert SQL

After you perform the compile, select the Expert button or Next Block to display the compiled data from the Selection Criteria section. The compile process adds additional information to refine the SQL select statement. You can make any changes to the compiled (expert) statement, but if you do so and save the information, the original non-expert rules in the Selection Criteria section are deleted for the purpose of synchronization. Also note that you must select Remove Record (Delete Record) to remove compiled information in Expert mode before you can change non-expert mode data. On-screen editing is not performed in Expert mode.

Selected Students (Accessed via the View button)

The Selected Students window (accessed with the View button from either the Selection Criteria section or the Compiled and Expert SQL window) displays those students currently assigned to the Rule Type, Aid Year, Fund Code, and Group Code combination in the Key Information section of the form. The selected students have been assigned with previous selection criteria processed with the Immediate Process Form (ROAIMMP), SAP Assignment Process (ROPSAPR) or the Batch Group Assignment Process.

Selected Students (Accessed via the Execute button)

The Selected Students window (accessed with the Execute button from either the Selection Criteria section or the Compiled and Expert SQL window) displays a simulation view of those students you would receive for the compiled rules. You still must run either the Immediate Process Form (ROAIMMP) or the Batch Group Assignment Process to perform the actual group assignment. You can select the Detail option to access the Applicant Status Form (ROASTAT) in order to review additional information for the selected student.

Base SQL Example

The Base SQL Example window provides you with an illustration of a well-defined selection statement. Access this window by selecting the Base SQL Example button.

Note: Once expert rules exist, the Expert SQL Example option displays.

Copy To

The Copy To window enables you to copy a set of rules from one aid year, group code/fund code combination to another aid year, group code/fund code combination, SAP code, or to transfer the same rules from one aid year to another aid year, or from one fund code to another fund code. In order to access this window, there must be a valid set of rule criteria in the previous Selection Criteria section or in the Compiled/Expert SQL window. For example, to copy a set of rules to another group code without rules, enter a valid aid year code in the **Aid Year** field and a valid group code in the **Group Code** field. Select the Copy button or the Insert Record function to copy the rules to the other group.

Fund Base Data Form (RFRBASE)

Use this form to establish fund codes and define the basic characteristics of a fund. You can associate the fund with an accounts receivable detail code, and indicate other base data such as the fund source, fund type, and federal fund ID.

This form supports multiple Pell processing.

Fields	Descriptions
Fund Code	Enter a fund code in the **Fund Code** field.
Description	This is the fund title.

Fields	Descriptions
Accounts Receivable Detail	Enter an Accounts Receivable detail code for the fund in the **Accounts Receivable Detail** field in order to disburse the fund to a student account (you must use an Accounts Receivable detail code with a Detail Code Type Indicator of *P* (Payment). Although it is not required when you define the fund on this form, you must have a detail code in order to disburse the fund. You can select the Detail button or the List function if you need to view a list of detail codes. You must establish a one-to-one relationship between fund codes and Accounts Receivable detail codes (you cannot use the same Accounts Receivable detail code for more than one fund code). The reason for the one-to-one relationship is that if the student receives aid from more than one fund, you may need to revise a fund amount or delete an amount from a cancelled fund; this requires separate detail codes for each fund in order to make the adjustments.
Fund Source	Enter the source of the fund in the **Fund Source** field; if necessary, you can select the Source button or LIST to access the Fund Source Validation window to check a source code.
Fund Type	Enter the type of fund in the **Fund Type** field. Press the Type button or LIST to access the Fund Type Validation window if you need to verify a fund type.
Federal Fund ID	Enter a federal fund ID in the **Federal Fund ID** field in order to link a federal fund code to a federal fund ID in order to apply hard-coded federal fund regulations to the fund code during processing.
Print Order	Determine the print order of the funds with the **Print Order** field. The print order determines the order of the funds for letter generation printing purposes.
Message Number	The **Message Number** field contains the Voice Response Message number assigned to the recorded message.

Fund Source Validation Form (RTVFSRC)

Use the Fund Source Validation Form to define all of the valid fund source codes that you use and to categorize these codes by source type. You must define these source types before you can use the Fund Base Data Form (RFRBASE) to establish fund codes and define the basic characteristics of the fund.

Fields	Descriptions
Code	Enter a source code in the **Code** field.
Description	Assign a description to the source code in the **Description** field.
Source Type	Enter one of the valid source types that describe the fund source in the **Source Type** field. The allowable values for the **Source Type** field are as follows: *F* Federal S State *I* Institution *O* Other
Activity Date	This is the latest Activity Date.

Financial Aid Fund Type Validation Form (RTVFTYP)

Use the Financial Aid Fund Type Validation Form to define all of the available fund type codes that you use and to categorize these codes by aid type. You use fund type codes in the Base Information section of the Funds Management Form (RFRMGMT) and the Fund Budget Inquiry Form (RFIBUDG).

Fields	Descriptions
Code	Enter a fund type code in the **Code** field.
Description	Assign a description to the fund type code in the **Description** field.

Fields	Descriptions
Aid Type	Enter one of the valid aid types that describe the fund in the **Aid Type** field. The allowable values for the **Aid Type** field are as follows: *L* Loan *G* Grant *W* Work *S* Scholarship
Activity Date	This is the latest activity date.

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Chapter 10

Electronic Data Exchange

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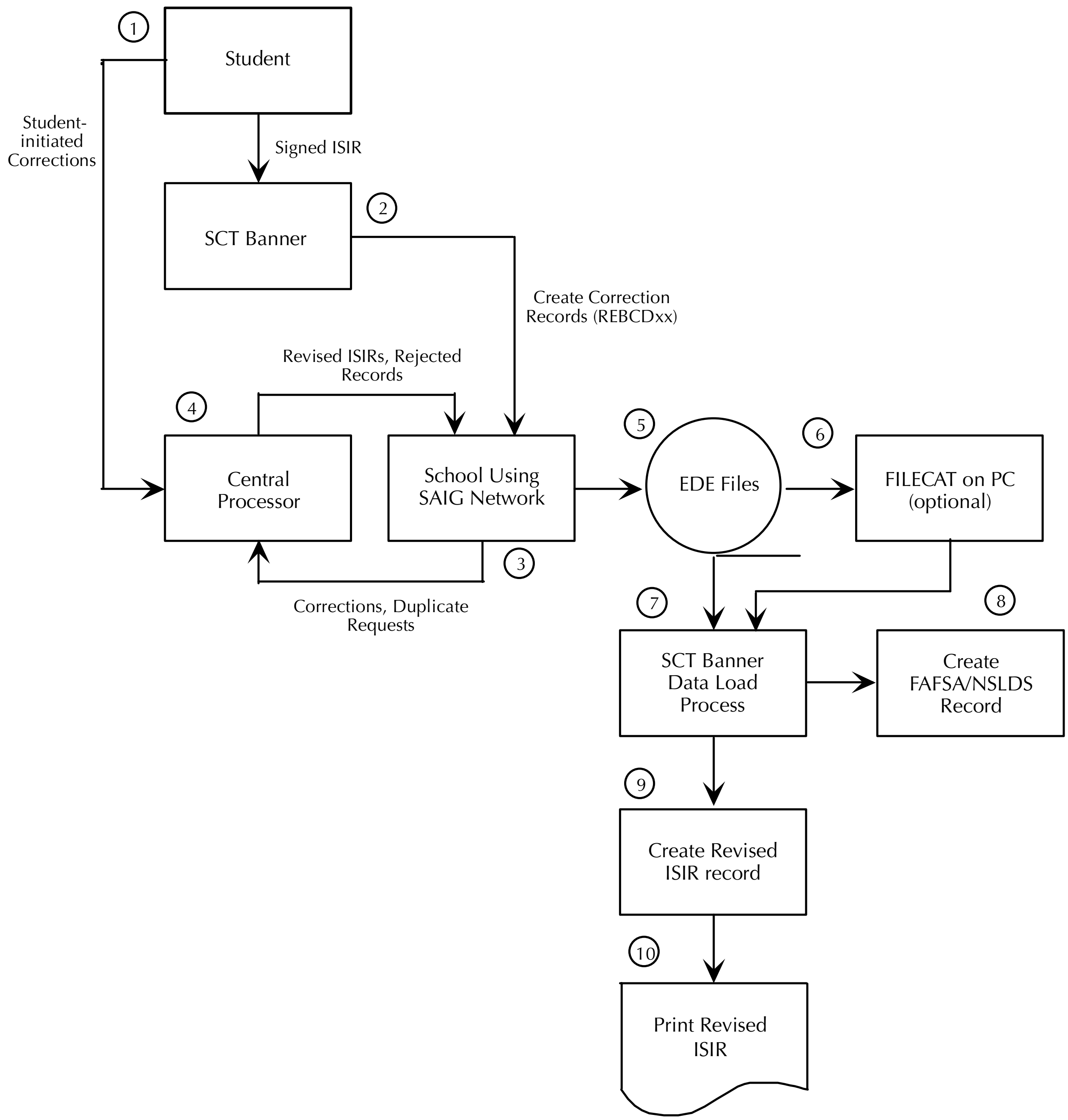
Overview

Banner Financial Aid supports the SAR Receipt and SAR Data Correction portions of the Department of Education's Electronic Data Exchange (EDE). Through EDE and its communication software, you can receive ISIRs and send Pell corrections. Banner Financial Aid provides a system in which you can load ISIRs into Banner and automatically collect Pell corrections for subsequent processing. Banner eliminates the need to enter information twice for data that you must transmit to the central processor (CPS).

The module features:

- Applicant Record Creation – You can load ISIRs into the Banner Financial Aid System through the normal data load process.
- Online Need Analysis – Use online need analysis verification forms to log data changes to an applicant's record.
- Run the Banner ISIR Correction/Request Process to create a data file for transfer to the Central Processor.
- COD Processing – Banner creates data files for transfer to COD using information from the Banner Financial Aid database.
- Data File Generation – You can send data files generated by Banner Financial Aid to the EDE Central Processor.

Electronic Data Exchange Process Flow



Electronic Data Exchange Process Flow Narrative

1. 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.

2. Process the ISIR through Banner and Create a Corrections Batch

   (a) Ensure that rules for EDE Correction logging are established.

   (b) Make the necessary data changes on the RNANAxx form.

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

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

   (e) 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.

3. School using Federal SAIG Network

   The school uses the SAIG Network to load revised ISIRs.

4. 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.

5. 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 in the Financial Aid database.

6. FILECAT on PC (optional)

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

7. Banner Data Load Process

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

8. Create FAFSA/NSLDS Record

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

9. Create Revised 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.

10. Print Revised ISIR (optional)

   You can print valid ISIR records directly from Banner.

Forms

The forms segment provides you with examples and descriptions for each form within the Electronic Data Exchange module.

ISIR Correction/Request Form	REACORR
Batch Control Form	RPIBATC
COD Document Control Form	REICODD
Miscellaneous Results Inquiry Form	RNIMSxx
Grant Origination/Acknowledgement Form	REAORxx
Grant Disbursement/Acknowledgement Form	READIxx
Rejection Code Validation Form	RTVRJCT
Summary Statement of Account Inquiry Form	REISSOA
Detail Statement of Account Inquiry Form	REIDSOA
Data Request Record Form	RERRDRQ
Multiple Reporting Record Inquiry Form	REIRMRR
COD Year to Date Grant Summary Form	REIYTDS
COD Year to Date Grant Origination Form	REIYTDO
COD Year to Date Grant Disbursement Form	REIYTDD
COD Grant Reconciliation Form	REIRECN
NSLDS Transfer Monitoring Application Form	RNATMNT
COD Identifier Form	REASTID
COD Entity ID Rules	RORCODI
Financial Aid CIP Code Rules Form	RPICIPC
State Advanced/Honors Program Codes	RPISAHP

ISIR Correction/Request Form (REACORR)

The REACORR Form displays logged changes to EDE records. This information is stored in the ROBALOG Table. Use this form to review and/or exclude Institutional Student Information Record (ISIR) corrections awaiting electronic transmission to the Central Processing System (CPS). The form also allows you to request electronic transmissions of ISIRs from the CPS and make institutional and housing changes for individual students.

Technical Note Concerning ISIR Processing within Banner

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. It is an electronic version of the Student Aid Report (SAR). This electronic record can be delivered to your school through the Electronic Data Exchange (EDE). You need to maintain these original ISIRs 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 version of the ISIR is only valid if the information matches the data at the CPS for a given transaction number. The need analysis record stored in Banner and maintained on the Need Analysis Form (RNANAxx) can be updated, so once it is changed, it is no longer a valid ISIR.

In order to maintain a true ISIR database, you have the option to load EDE records to RCRAPP1-4 and RCRESAR tables with an INFC Code (source code) of *ISIR* and *EDE*. The ISIR records are maintained as frozen ISIR transactions. This option is controlled by the *ISIR Creation Option* for the Financial Aid Data Load, Part 3 Process (RCRTPxx). ISIR records are only created if the value for this parameter is *Y*, otherwise the data load process functions as usual.

The Current Record Indicator on ISIR records is always 'N'.

To create correction records for EDE, you must check the **Logging EDE Correction** Field on the Institutional Options Form (ROAINST) or set the **EDE Corr.** Field in the Key Block on the Need Analysis Form (RNANAxx) equal to Y. By checking the **Logging EDE Correction** Field on ROAINST, the EDE Corr. Field will default to 'Y'. To complete the logging process for need analysis changes, you also need to run the RLRLOGG Process. EDE corrections pending submission to the CPS are displayed on the REACORR Form. Unnecessary corrections can be deleted, and missing or incorrect SAR IDs can be changed. The actual data that you send to the CPS cannot be changed on this form.

Key Block

This form displays information based on the financial aid processing year.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

ISIR Corrections Block

The ISIR Corrections Block enables you to review pending ISIR transmissions, adjust SAR IDs, and exclude those EDE corrections that you do not wish to send. When you run the ISIR Correction Request Process (REBCDxx), you create a flat file of these EDE corrections for transmission to the CPS.

Fields	Descriptions
Source	The data source of the ISIR/Correction request. The only possible sources are *EDE* and *MANUAL*.
Sequence	The source sequence number, in conjunction with the value in the **Source** field, uniquely identifies the correction data for the SAR ID.
CPS Correction Number	Identifies the CPS Correction number from the *EDE Technical Reference Manual* for the aid year.
SAR ID	The student's social security number, the first 2 characters of the student's last name, and the transaction number of the SAR. You can add missing SAR IDs and edit incorrect SAR IDs. The transaction number portion of the SAR ID must be present in order for the correction to be extracted and sent to the CPS.
Delete Indicator	A checked **Delete Indicator** field indicates that you want to exclude the transmission of this correction data. The record is not deleted from the corresponding ROBALOG table, but it is no longer displayed on this form or included in a batch to be transmitted to the CPS.
Data Element	The Banner table and field for which a change was logged.
Correction Data	This field identifies the value of the changed data.

ISIR Request Window

ISIR Request Block

This block is no longer used, as ISIR duplicate requests must be made online through the ISIR Datamart starting with 2004-2005. You can access the ISIR Datamart through FAA Access Online through the following link: `http://www.fafsa.ed.gov/FOTWWebApp/faa/faa.jsp`.

Institution Change Block

The Institution Change Block provides for the entry of changes to a student's list of College Choice codes. You can add your college code if it does not currently exist as one of the six institutions on the SAR. You must enter a valid SAR ID and associated Data Release Number (DRN), along with an Institution Change code.

Fields	Descriptions
ID	Displays the SPRIDEN ID corresponding to the **SAR ID** field information. If you enter a SAR ID, the SPRIDEN ID displays, if it exists.
SAR ID	The student's social security number, the first 2 characters of the student's last name, and the transaction number of the SAR.
Data Release Number	The Data Release Number is the security number provided by the student to access their financial aid application data.
Institution Change	The Institution Change is the number of the institution that the student wishes to change. If your institution is not currently one of the six listed on the SAR, it should be entered as one of the six possible institutions, by entering your number choice in this field. It can be any of the six numbered choices. You may need to replace one of the institutions currently on the SAR.
Send Indicator	(`ROBALOG_EXCEPTION_IND`). A check in this field indicates that the Institution and/or Housing Code change will be processed immediately. If you check this field, potential financial aid applicants without a SPRIDEN ID and financial aid applicants without a SSN on RORSTAT or SPBPERS, and others will be processed even if these students were not originally selected through a population selection. By default, this field is checked for students without a PIDM.
Student Name	The student's name displays if the SAR ID exists in the RORSTAT table.

Housing Code Change Window

You can use the fields in the Housing Code Change window to report housing code changes.

Fields	Descriptions
ID	Displays the SPRIDEN ID corresponding to the **SAR ID** field information. If you enter a SAR ID, the SPRIDEN ID displays, if it exists.
SAR ID	The student's social security number, the first 2 characters of the student's last name, and the transaction number of the SAR.
Del?	A checked **Del?** field indicates that you want to exclude the transmission of this Housing Code Change request record.
Housing Code	This field contains the institutional housing plans for the student. The allowable values are as follows: *1* With Parent *2* On Campus *3* Off Campus *(None)*
Choice	The numbered institution choice for the institution of which the student wishes to change the housing code
Send Indicator	(`ROBALOG_EXCEPTION_IND`). A check in this field indicates that the Institution and/or Housing Code change will be processed immediately. If you check this field, potential financial aid applicants without a SPRIDEN ID and financial aid applicants without a SSN on RORSTAT or SPBPERS, and others will be processed even if these students were not originally selected through a population selection. By default, this field is checked for students without a PIDM.
Student Name	The student's name displays if the SAR ID exists in the RORSTAT table.

Batch Control Form (RPIBATC)

The Batch Control Form monitors the status of Data Request records sent to and acknowledged by COD. You can display these records on the RPIBATCH Form if you enter *P=Grant* in the **Main Type** field and *R=Grant Data Requests* in the **Submission Type** field.

These are the only records that you can monitor on this form for the 2007-2008 aid year.

The COD Document Control Form (REICODD) tracks all XML export and import files for COD processing.

Key Block

The **Aid Year** code, **Main Type** field, and the **Sub Type** field are all required. The form queries the records based on these three entries in the Key Block.

The default for the **Aid Year** field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

The database values and descriptions for the **Main Type** drop-down list are:

L	Elec Loan
D	Direct Loan
C	EDE (default)
P	Grant
T	Transfer Monitoring

The database values and descriptions for the **Sub Type** drop-down list are:

+	PLUS Origination
A	DL Promissory Note Manifests
C	PLUS Cr/EDE Corr (default)
D	STFD Orig/EDE Dup/Pell Disb
E	DL/EL Change Transactions
H	DL Disbursements
L	DL Recon/Disbursement Match
@	Electronic Loan Application
O	Pell Origination/Acknowledge
R	Grant Data Requests
S	Pell Special Disbursements
T	TM Inform File

Main Type and Sub Type Entry Combinations

You can only enter certain combinations of Main Type and Sub Type entries. The following lists show the possible combinations.

For a **Main Type** entry of *D (Direct Loan)*, the allowable **Sub Type** entries are:

+	PLUS Originations
A	DL Promissory Note Manifests
C	PLUS Cr/EDE Corr
D	STFD Orig/EDE Dup/Pell Disb
E	DL/EL Change Transactions
H	DL Disbursements
L	DL Recon/Disbursement Match

For a **Main Type** entry of *L (Elec Loan)*, the only allowable **Sub Type** entry is:

@	Electronic Loan Application
E	DL/EL Change Transactions

For a **Main Type** entry of *C (EDE)*, the allowable **Sub Type** entries are:

C	PLUS Cr Dec/EDE Corr
D	STFD Orig to/EDE Dup/Pell Disb

For a **Main Type** entry of *P (Grant)*, the allowable **Sub Type** entries are:

D	STFD Orig/EDE Dup/Pell Disb
O	Pell Origination/Acknowledge
R	Grant Data Requests
S	Pell Special Disbursements

For a **Main Type** entry of *T (Transfer Monitoring)*, the allowable **Sub Type** entries are:

T	TM Inform and FAH Requests

Whenever you create a batch of student records within Banner, a unique Batch ID is created to identify the type of data included in the batch, the school creating the batch, and the date the batch was created. Banner also inserts a record into the REBDRCT Table with that same information as well as a count of the number of records included in that batch. When the receipt of that batch is acknowledged, Banner updates that directory record with the confirmation date. Banner also updates the status for each individual student record within that batch.

Fields	Descriptions
Batch ID	All batch files, both sent and received, use a Batch ID in the header and trailer records.
Creation Date	This is the date that the batch was created.

Fields	Descriptions
Records Processed	This field indicates the total number of records received in this batch.
Records Accepted	This field displays the total number of records accepted in this batch.
Records Rejected	This field lists the total number of records rejected in this batch.
Records Pending	This field indicates the total number of records pending in this batch.
Confirmation Date	This is the date that the batch was received and confirmed by the ED.

COD Document Control Form (REICODD)

The COD Document Control Form is an inquiry form that tracks the import and export of XML Document files. The base table for the form is the RERCODD table. The records display in Document ID order.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
Attending ID	(RORCODI_ATTENDING_ID) Attending School Entity ID. The Routing ID of the school or campus where the student attends class for the records in this document. If you enter an **Attending ID** in this Key Block field, only those records in the Main window where the **Attending ID** equals this value are displayed. If you leave this field blank, records for all **Attending ID**s are displayed.
Document Type	(RERCODD_DOCUMENT_TYPE) Based on the value you select, this field limits the display by **Document Type** (Booking Notification, Credit Override, etc.). If you select *All Documents*, all documents display. The valid values are: *All Documents* *BN=Booking Notification* *CO=Credit Override* *Null=Extracted Documents* *ND=Negative Disbursement* *PS=Payment to Servicer* *PN=Promissory Note Acknowledgements* *PM=Promissory Note Manifest* *RC=Receipt* *RS=Response*

Main Window

Fields	Descriptions
Document ID	COD Document ID for the award or disbursement record. This Document ID is the number associated with the student's award or disbursement record. The Document ID is used to track the import and export of XML files. No processing can occur without a Document ID.
Resent As	When a document is resent, this field is populated with the new Document ID. This is true for both XML documents created by the REREX08 Process and for Manifest documents created by the RPRDLPM Process.
Extract File	This field displays the XML document file that was created by the COD Extract Process (REREX08). This file name includes the message class, job sequence number and the .xml file extension.
Receipt Date	Document ID Receipt Received Date. The date the Document ID receipt file was processed by COD. When the receipt file is imported, the **Receipt Date** and **Receipt Status** for the matching **Document ID** are added to the appropriate fields on this form.
Receipt Status	Document ID Receipt Status. The status of the Document ID receipt file from COD. When the receipt file is imported, the **Receipt Date** and **Receipt Status** for the matching **Document ID** are added to the appropriate fields on this form. The valid values for this field are: *A* - Accepted *R* - Rejected *D* - Duplicate *Blank*
Extract Date	Document ID Create Date. The date the file was extracted.
Response Date	Document ID Response Received Date. The date the Document ID Response file was processed. The format for this field is DD-MON-YYYY.

Fields	Descriptions
Response Status	Document ID Response Status. The status of the Document ID response file from COD. The valid values for this field are: *A* - Accepted *R* - Rejected *D* - Duplicate *Blank*
Document Type	The Document Type for this Document ID. Valid values are: *BN* (Response – Booking Notification — Direct Loan Only) *CO* (Response – Credit Decision Override — Direct Loan Only) *ND* (Response – Negative Disbursement - Pell, ACG, or SMART) *PS* (Response – Payment to Servicer — Direct Loan Only) *PN* (Response – Promissory Note — Direct Loan Only) *RC* (Receipt) *RS* (Response) *PM* (Promissory Note Manifest - Direct Loan Only) *(Blank)* (Extracted — Not Yet Responded To)
Attending ID	(`RERCODD_ATTENDING_ID`) Attending School Entity ID. The Routing ID of the school or campus where the student attends class for the records in this document.
Reporting ID	(`RERCODD_REPORTING_ID`) Reporting School Entity ID. The Routing ID of the school that reports the Common Record data for the Attending IDs in this document.
Source ID	(`RERCODD_SOURCE_ID`) Source Entity ID. The Routing ID of the school/organization that physically sends or transmits the Common Record document.

Miscellaneous Results Inquiry Form (RNIMS08)

The Miscellaneous Results Inquiry Form provides a query-only view of additional ISIR information for the student.

Key Block

Fields	Descriptions
ID	Enter the applicant's identification number. Select List to search for existing applicants on the ROAIDEN, SOAIDEN, or GUIALTI forms. The applicant's ID number and name are displayed.
Source	The **Source** field identifies the source of the application that supplies the need analysis information (a manual entry or data source).
Sequence No	The **Sequence No** field provides the sequence number for the application source.
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, which are performed by the College Scholarship Service (CSS) Institutional Need Analysis System (INAS).

Monthly Family Contributions

The monthly family contribution data is populated and recalculated when you run INAS.

Fields	Descriptions
Months 1-12 Primary	INAS contributions calculated using the primary formula.
Months 1-12 Secondary	INAS contributions calculated using the secondary formula.

Miscellaneous Results

The Miscellaneous Results window contains additional ISIR information.

Fields	Descriptions
ETI Dest Code	The ETI Destination Code indicates the TG number for the destination code of the transaction.
Application Source Site Code	The Application Source Site Code indicates the origin of the initial application. The first number describes the Source: 1 = Electronic, 2 = Web Student, 3 = Web FAA and 4 = Paper. The second letter describes the Type: A = Application, B = Application Spanish, E = EZ FAFSA, F = EZ FAFSA Spanish, G = EZ FAFSA Renewal, J = Correction Application, K = Correction Application Spanish and R = Renewal Application. *1A* = Application *2A* = Application *2B* = Application Spanish *2R* = Renewal Application *2E* = EZ FAFSA *2F* = EX FAFSA Spanish *2G* = EZ FAFSA Renewal Application *3A* = Application *3E* = EZ FAFSA *3G* = EZ FAFSA Renewal Application *3H* = EZ FAFSA Correction *3R* = Renewal Application *4A* = Application *4B* = Application Spanish *4R* = Renewal Application *4J* = Correction Application *4K* = Correction Application Spanish
Electronic Institution	The Electronic Federal School Code Indicator identifies which one of the colleges listed on School/Housing Information window initiated this transaction: *1* = Federal School Code #1 *2* = Federal School Code #2 *3* = Federal School Code #3 *4* = Federal School Code #4 *5* = Federal School Code #5 *6* = Federal School Code #6 *Blank* = No Federal School Code

Fields	Descriptions
Application Source Site Code	The Application Source Site Code indicates the origin of the transaction. The first number describes the Source: 1 = Electronic, 2 = Web Student, 3 = Web FAA, 4 = Paper, 5 = CPS, 6 = FSAIC. The second letter describes the Type: A = Application, B = Application Spanish, C = Correction, E = EZ FAFSA, F = EZ FAFSA Spanish, G = EZ FAFSA Renewal, H = EZ FAFSA Correction, J = Correction Application, K = Correction Application Spanish, M = DHS Secondary Confirmation, N = NSLDS Postscreening, R = Renewal Application, S = Signature Page and V = Verification Correction. *1A* = Application *1C* = Correction Full SAR *2A* = Application *2B* = Application Spanish *2R* = Renewal Application *2C* = Correction *2E* = EZ FAFSA *2F* = EZ FAFSA Spanish *2G* = EZ FAFSA Renewal Application *2H* = EZ FAFSA Correction *3A* = Application *3C* = Correction *3E* = EZ FAFSA *3G* = EZ FAFSA Renewal Application *3H* = EZ FAFSA Correction *3R* = Renewal Application *3V* = Verification Correction *4A* = Application *4B* = Application Spanish *4R* = Renewal Application *4C* = Correction *4J* = Correction Application *4K* = Correction Application Spanish *5C* = CPS System Generated Correction *5M* = DHS Secondary Confirmation *5N* = NSLDS Postscreening *5S* = CPS Signature *6C* = Correction (Student and Image Error)

Fields	Descriptions
Electronic Transaction Indicator	ISIR Electronic Transaction Indicator (ETI): *Blank* = no destination code or school not participating *0* = School generated transaction and is an ISIR Daily school *1* = School did not generate transaction and is an ISIR Daily school *2* = School generated transaction and is an ISIR Request school *3* = School did not generate transaction and is an ISIR Request school *4* = School generated transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR *5* = School did not generate transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR *6* = School generated transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR *7* = School did not generate transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR
Transaction Receipt Date	The Transaction Receipt Date is the date the transaction was received by the MDE or school for data entry; or it is the date the student entered the record on the Web.
Compute Batch Number	Compute Batch Number. *000 to 999*
EFC Change Flag	Indicates if the EFC has increased or decreased in relation to the existing transaction. *1* =EFC increase *2* =EFC decrease *Blank* =No change
Last Name or SSN Change	The LName/SSN Change field indicates whether the student's last name and/or Social Security Number (SSN) have been changed. *N* = Last Name change *S* = Social Security Number change *B* = Social Security Number and last name change *Blank* = No Change

Fields	Descriptions
Address Only Change	The Address Only Change field indicates there was only an address change for the student: *1* = Student's Mailing Address Corrected *2* = Student's Email Address Corrected *3* = Parent's Email Address Corrected *4* = More than one of the above corrected *Blank* = No Change
SAR C Change	The SAR C Change field indicates that there has been a change to the SAR C code: *1* = SAR C flag changed *Blank* = no change to flag
CPS Pushed ISIR	The CPS Pushed ISIR field indicates whether or not the transaction was a pushed ISIR: *Y* = Automatically sent; *Blank* = Transaction not automatically sent
FAA Fed School Code	The FAA Federal School Code indicates the federal school code that requested a dependency override or adjusted calculation request. A blank indicates that no dependency override or FAA EFC adjustment was performed.
Dependency Override	The Dependency Override field indicates that a dependency override was requested on this transaction. *1* = Dependent to Independent *2* = Dependent to Independent override cancelled *3* = Dependent override request failed *Blank* = Dependency override not requested
FAA Adjustment	Indicates whether a FAA requested an EFC adjustment and if it was processed. *Y* =EFC adjustment processed *F* =EFC adjustment request failed *Blank* =No EFC adjustment requested

Fields	Descriptions
Processed Record Type	*C* = Correction Application *H* = History Correction/Duplicate *Blank* = Initial/Renewal Application
Corr. Appl Tran #	The transaction on which a history correction was applied.
Source of Correction	*A* =Applicant *D* = CPS *S* = School'
Reprocessed Reason Code	The Reprocessed Reason Code indicates why an ISIR was reprocessed by the CPS. *01-99* *Blank* = Not a reprocessed transaction
Rejected Status Change	Rejected Status Change Flag. *Y* - Rejected Status has changed *Blank* - No change
Verification Selected Change	Verification Selection Change Flag. *Y* - Transaction is now selected for verification *Blank* - Not initially selected for verification
Primary DHS Verification Number	The Primary DHS Verification Number is the identification number provided by the Department of Homeland Security (formerly the Immigration and Naturalization Service) indicating that primary verification was performed.
Simp Needs Test	Simplified Needs Test (SNT). Applicant meets certain criteria for tax filing status and income level and is not required to provide asset information. *Y* = SNT met *N* = SNT not met or insufficient information to determine SNT eligibility *Blank*

Fields	Descriptions
Auto Zero Flag	The Automatic Zero EFC Flag indicates if the EFC was set to zero automatically based upon income criteria.
Pell Elig. Flag	The Pell Grant Eligibility Flag indicates that the transaction has been determined eligible for a Federal Pell Grant by the CPS. *Y* = This transaction determined eligible for a Federal Pell Grant. *Blank* = This transaction determined ineligible for a Federal Pell Grant.
Secondary EFC Type	The Secondary Expected Family Contribution (EFC) Type identifies the formula type used to calculate the secondary EFC. *1* = Full Needs Test, dependent *2* = Full Needs Test, independent without dependents other than a spouse *3* = Full Needs Test, independent with dependents other than a spouse *4* = Simplified Needs Test, dependent *5* = Simplified Needs Test, independent without dependents other than a spouse *6* = Simplified Needs Test, independent with dependents other than a spouse *Blank* = None calculated
Duplicate SSN	The Duplicate SSN Indicator indicates if another filer is using this original SSN in their original SSN field. *Y* = Another filer also using this SSN *Blank* = N/A

School and Housing Information

Fields	Descriptions
Federal School Code #1 - #6	Federal College Choice #1 - #6. The student’s choice of a college to receive information from the Central Processing System.

Fields	Descriptions
Housing Plans	School #1-#6 Housing Plans. *1* - On Campus *2* - Off Campus *3* - With Parent
ETI Flag	School #1 - #6 ETI Flag. *Blank* = no destination code, school not participating, or school is an ISIR Request school *0* - School generated transaction and is an ISIR Daily school (applications) (IDAP) *1* - School did not generate transaction and is an ISIR Daily school (automatic) (IDSA) *2* - School generated transaction and is an ISIR Request school (ISRF) *3* = School did not generate transaction and is an ISIR Request school (applications) (ISRF) *4* = School generated transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR (corrections) (IGCO) *5* = School did not generate transaction and is an ISIR Daily school, ISIR is a CPS Pushed ISIR (automatic) (IGSA) *6* = School generated transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR (corrections) (IGCO) *7* = School did not generate transaction and is an ISIR Request school, ISIR is a CPS Pushed ISIR (automatic) (IGSA) *8* = School did not generate transaction and is an ISIR Daily school, ISIR is a CPS Pushed System-Generated ISIR (IGSG) *9* = School did not generate transaction and is an ISIR Request school, ISIR is a CPS Pushed System-Generated ISIR (IGSG)

Parent and Student Assumptions

Fields	Descriptions
Marital Status	Assumed Parents' Marital Status. *1* = Assumed married/remarried *2* = Assumed single *Blank* = No assumption

Fields	Descriptions
Student Born Before	Born Before 01-01-1982? *1* = Yes *2* = No *Blank*
Number of Family Members	Assumed Parents’ Number in Family *00 to 99* *Blank* = No assumption
Parent In College	Assumed Parents’ Number in College *0 to 9* *Blank* = No assumption
Tax Status	CPS Determination of Parent's Tax Filing Status: *1, 2 or 3* = Tax Filer *4 or 5* = Non Filer *Blank*
Parent AGI	Assumed Parents' Adjusted Gross Income *-999999 to 999999* *Blank* = No assumption
Parent Taxes Paid	Assumed Parents’ U.S. Tax Paid *000000 to 999999* *Blank* = No assumption
Parent Wages (Fath/Stu)	Assumed Father's/Stepfather’s Income Earned from Work *-999999 to 999999* *Blank* = No assumption
Parent Wages (Moth/Sps)	Assumed Mother's/Stepmother’s Income Earned from Work *-999999 to 999999* *Blank* = No assumption

Fields	Descriptions
Worksheet C Total	Assumed Parents' Total from Worksheet C *00000 to 99999* *Blank* = No assumption
Student Marital Status	Assumed Student's Marital Status *1* = Assumed unmarried *2* = Assumed married/remarried *Blank* = No assumption
Student No. of Family Members	Assumed Student's Number in Family *00 to 99* *Blank* = No assumption
Student In College	Assumed Student's Number in College *0 to 9* *Blank* = No assumption
Tax Status	CPS Determination of Student's Tax Filing Status: *1, 2 or 3* = Tax Filer *4 or 5* = Non Filer *Blank*
Student AGI	Assumed Student's Adjusted Gross Income *-999999 to 999999* *Blank* = No assumption
Student Taxes Paid	Assumed Student's U.S. Tax Paid *00000 to 99999* *Blank* = No assumption
Student Wages (Fath/Stu)	Assumed Student's Income from Work *-999999 to 999999* *Blank* = No assumption

Fields	Descriptions
Student Wages (Moth/Sps)	Assumed Spouse's Income from Work *-999999 to 999999* *Blank* = No assumption
Student Worksheet C Total	Assumed Student's Total from Worksheet C *00000 to 99999* *Blank* = No assumption
Father's/ Stepfather's SSN	Assumed Father's/Stepfather's SSN *000000000 to 999999999* *Blank*
Mother's/ Stepmother's SSN	Assumed Mother's/Stepmother's SSN *000000000 to 999999999* *Blank*
Have Children You Support	Have Children you support? *1* = Yes *2* = No *Blank*
Citizenship	Assumed Citizenship *1* = Assumed Student is a citizen *2* = Assumed student is an eligible noncitizen *Blank* = No assumption
Is Student Married/ Remarried	Assumed Student Is Married / Remarried *1* = Assumed Yes *2* = Assumed No *Blank* = No assumption
Legal Dependents	Have Legal Dependents Other than Children or Spouse? *1*= Assumed has legal dependents *2* = Assumed no legal dependents *Blank* = No assumption

Fields	Descriptions
VA Status	Assumed VA Status *2* = Assumed not a Veteran *Blank* = No assumption

Comments/Messages

Fields	Descriptions
Comment Code	This field contains the ISIR comment code.
Description	This field provides a description of the associated ISIR comment code.

Fields	Descriptions
SAR Acknowledge-ment Code	This field stores the SAR Acknowledgement code.
Description	This field provides a description of the associated SAR Acknowledgement comment code.

Assumption Overrides

Fields	Descriptions
Override	Option to Override the particular assumption.
Number	The Assumption Number to override: *1* = Parents in college assumed 1 (# in coll > 6) *2* = Parents' AGI, assumed sum of earned income *3* = Student's number in college, assumed to be one *4* = Student's AGI, assumed sum of earned income *5* = Parents' income from Worksheet C, assumed to be zero *6* = Student's income from Worksheet C, assumed to be zero

Reject Overrides

Fields	Descriptions
Override	Option to Override the particular reject.
Code	Reject code to override: *3* = Student taxes paid > 0 and >= AGI *12* = Parent's taxes paid > 0 and >= AGI *A* = Year of Birth between 1900 – 1930 *B* = Independent status in question because of student's age *C* = Par/Indep Stdt Taxes Paid > 0 and >= fixed % of AGI, but not >= AGI *J* = Father's SSN all zeroes and tax filer *K* = Mother's SSN all zeroes and tax filer *G* = Dep Student Taxes Paid > 0 and >= fixed % of AGI, but not >= AGI *N* = Student's first or last name blank *W* = Questionable number of family members

Grant Origination/Acknowledgement Form (REAOR08)

You must send an origination record to COD to establish a record for each potential grant recipient at your school. The origination record also serves to verify the student's eligibility for the grant. You need to send one origination record for each student who will receive a disbursement. COD edits the origination record to make sure that the student is eligible for a grant and that you've calculated the award amount according to federal requirements.

Key Block

This form displays information based on the student's ID.

Fields	Descriptions
ID	Enter the student's identification number. Select List to search for existing students on the ROAIDEN, SOAIDEN, or GUIALTI forms. The student's ID number and name are displayed.

Pell window

The Pell window displays the origination records extracted and sent to COD and the COD acknowledgements for the records. The window also allows you to manually create a Pell origination record if one has not yet been created or if changes are needed to the existing origination record.

The REROR08 process creates origination records for all students who have the **Pell Origination** field checked on the Packaging Group Information window of the RPAAWRD, RPAAPMT, or ROARMAN forms.

- The REROR08 process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record or need an updated origination record created due to changes in the Pell award information.
- If there is already an origination record for the student that has not yet been extracted for submission to COD, the REROR08 process deletes the pre-existing origination record and creates a new origination record to ensure the most current data is extracted. (You can prevent this deletion and replacement activity if you check the **Origination Lock Indicator** field for a student.)
- The REAOR08 Form prevents the creation of a subsequent origination record for a student if the prior one has been sent, but has not yet been acknowledged (the **Action Code** field is *S - Sent*).

Note: The system does not allow you to create an updated origination record either manually or in batch if the current origination record was sent and you have not yet received an acknowledgement.

You can use population selection with the REROR08 process. For example, if you do not automatically accept Pell awards and do not want to create origination records for Pell awards in *Offered* status, use a population selection to limit the group of students you want to process.

If there are any other data changes that do not impact the Pell award in terms of award increases or decreases, the REROR08 process does not automatically create an updated origination record. If you want to send such an origination as an update to COD, you must take action to make that occur — either by manually creating the origination record or by checking the **Pell Origination** field on one of the award forms, for the REROR08 process to do so automatically.

The system populates the **Date Sent** field on the REAOR08 Form when origination records are extracted and updates the **Action Code** to *S - Sent*. You cannot change the origination record after this point (other than the **Action Code** field itself which can be updated when it is in an *S – Sent status*). If it is necessary to update the origination record, you can make those changes manually on the form prior to extract, or for records that have already been sent and acknowledged, by performing a Duplicate Record function you can copy the current origination record and then make the necessary changes to the origination. The duplicate record will not include acknowledgement or transmission specific data such as the **Date Sent**, **Action Code**, and **Document ID** information. These changes can also be created by running the REROR08 Process which will create new (first time) or updated (revised) origination records for the identified students that have the **Pell Origination** field checked.

Origination records are extracted through the REREX08 process. Only eligible origination records are extracted. Otherwise COD will reject the origination record. Therefore, Banner performs edits on the student record to ensure that it is an eligible origination. If the record is ineligible, Banner does not extract the record.

After you send the origination records, the RERIM08 process uses the XML response files sent back from COD as input data to update the acknowledgement data for the origination record.

Fields	Descriptions
Origination ID	The Origination ID from the Origination process used to match data from the Origination to Acknowledgement and Disbursement Records. The format is 999999999XX200899999900 where: 001010001 - 999999999 = SSN XX = Name Code 2008 = Year Indicator 999999 = Valid Attended Pell ID 00 = Orig Sequence Number **Note:** The Origination ID is not a part of the COD Common Record and is not sent to COD. This field is only used for internal Banner processing.
Internal Sequence Number	An internally generated sequence number which allows you to track the origination record within Banner.
Acknowledge-ment Internal Sequence Number	An internally generated sequence number which allows you to track the origination record within Banner — updated to the corresponding Internal Sequence No. when the response file is loaded.
SAR ID	The student's social security number, the first 2 characters of the student's last name, and the transaction number of the SAR.
Acknowledge-ment SAR ID	Value acknowledged by COD as the SAR transaction number.
Campus Pell ID	Pell ID of the reporting campus.
Current SSN	The student's current Social Security Number.
Acknowledge-ment Current SSN	The student's current Social Security Number, as reported by COD.
Birth Date	The student's birth date.

Fields	Descriptions
Acknowledgement Birth Date	The student's birth date, as reported by COD.
Attendance Cost	Cost of Attendance for the student.
Acknowledgement Attendance Cost	Cost of Attendance accepted by COD.
Low Tuition and Fees Cost	The total amount of tuition, disability expenses, and dependent care costs that are calculated at the time the Pell process was last run. This amount will be used to determine the correct Low Tuition and Fees value if the Alternate Pell Schedule was used.
(Low Tuition and Fees Cost) Code	Value that identifies tuition ranges when the annual tuition is less than or equal to the minimum defined by the low tuition and fees table. The value is automatically set when the origination record is created, based on the value in the **Low Tuition and Fees Cost** field. The values for the 0708 aid year are: 1 = Tuition and fees = $0 2 – ($1 – 268) 3 – ($269 – 536) 4 – ($537 – 804) Blank - Low Tuition and Fees does not apply
Acknowledgement (Low Tuition and Fees Cost) Code	Low Tuition and Fees Cost Code value accepted by COD.
Verification Status	This field is automatically populated from the **Verification Status** field on the ROAPELL Form if it exists. Only three codes (*S, V,* or *W*) are used to report the status of records that are selected for verification either by the CPS, or by the school. Verification status codes are *S (Selected, Not Verified)*, *V (Verified)*, *W (Without Documentation)*, or *None (records are not selected)*. Records selected for verification and sent for processing with a *None* status will be corrected to *W* if the student is selected for verification. Records sent for processing with a *W* must be updated to a *V* or *S*, or funds will be taken away after the Verification deadline. Once a *W* is accepted on a record, a *V* or *S* must be submitted on an updated origination to update the record at COD.

Fields	Descriptions
Acknowledgement Verification Status	The value accepted by COD for the status of verification of applicant data by the school.
Date Enrolled	The date the student is first enrolled in an eligible program for the aid year.
Acknowledgement Date Enrolled	The date accepted by COD as the date that the student is first enrolled in an eligible program for the aid year.
Incarcerated Student	This field indicates whether or not the student is incarcerated. The values are: *Y (Incarcerated)*, *N (Not incarcerated)*, or *None*.
Acknowledgement Incarcerated Student	The value accepted by COD for the Incarcerated Federal Pell Recipient Code.
Amount Due Student	The amount of the Pell award for the student's entire school year. The amount cannot exceed the total Pell Grant full-time award for the year.
Acknowledgement Amount Due Student	The Pell award amount due the student, accepted by COD for the entire school year.
Origination Cross Reference	An optional field that allows for the cross reference of the Pell ID to map back to the ID used in Banner in order to identify the student.
Origination Lock Indicator	Check the Pell Origination Record Lock Indicator if you want to preserve the record and do not want the origination record to be processed through the Banner delete/replace logic when creating updated origination records with REROR08.
Action Code	The response from (action taken by) COD for this origination record. Valid values are: *A (Accepted), C (Corrected), D (Duplicate* (not currently in use by COD) *), R (Rejected), S (Sent), and Blank (Not Sent)*.

Fields	Descriptions
Date Sent	The date the origination record was extracted and sent to COD. This date is populated by the REREX08 Extract Process.
Document ID	COD Document ID for the Pell Award record. The Document ID is used to track the import and export of XML files. No processing can occur without a Document ID.
Scheduled Pell Grant	The acknowledged scheduled amount of a Pell Grant for a full time student.
YTD Amount Paid	The acknowledged year-to-date disbursement amount for the latest origination record.
Negative Pending Amount	If an update to Pell Grant Award information produces an Award Amount that is less than the total of all accepted and posted Disbursement Amounts for that award, the COD System creates a Negative Pending Record for that award. The Common Record Response document contains the error code 040 and the Negative Pending Amount tag. The Negative Pending Amount tag indicates the difference between the sum of all accepted and posted Disbursement Amounts and the Award Amount. The COD System allows a Negative Pending Record to exist for 30 calendar days. Within 30 calendar days of receiving a Negative Pending Amount on the Common Record Response document, the school must either: (a) Increase the Award Amount by at least the Negative Pending Amount. or (b) Decrease the Disbursement Amount by at least the Negative Pending Amount. If within 30 calendar days the COD System does not receive a change to the Award Amount or Disbursement Amount that meets the conditions above, COD reduces the disbursement by an amount equal to the Negative Pending Amount and sends a system-generated Negative Disbursement Response with Document Type “ND” to the school.
Shared SAR ID	If *Y*, this field indicates that this student shares a SAR ID with another student, and requires correction.

Fields	Descriptions
Concurrent Enrollment	If *Y*, indicates that this student has concurrent enrollment, and may require correction. A student cannot receive a Pell Grant at two or more schools concurrently. When more than one Attended School reports disbursements for a student and the enrollment dates are within 30 calendar days of each other, the COD System identifies a potential concurrent enrollment and sends a warning message to all schools involved. The COD System sends the school that submitted the disbursement information a warning with error code 069 on their Response document. The COD System also sends a Multiple Reporting Record (MRR) to the school that submitted the disbursement information and all other schools with accepted disbursement information in COD for the student and that award year.
Verification Without Documentation Status	If *Y*, this field indicates that this student has a verification *W (Without Documentation)* status, and requires correction. Upon request by FSA, the COD System produces and sends a list of students at the School with a Verification Status of "W" and sends a warning to the School that it must take action. After the date indicated in the warning message upon request by FSA, the COD System reduces all disbursements for students with a Verification Status of "W" to zero ($0.00) and creates a COD system-generated Common Record Response Document of Document Type "ND" for each student and each disbursement.
Potential Overpayment	If *Y*, this field indicates that this student has a potential overpayment, and may require correction. A student may receive disbursements from more than one Attended School during the course of an award year. When more than one Attended School reports disbursements for a student, the COD System checks to make sure that the student has not received more than 100% of their eligibility for a Federal Pell Grant. In a POP situation, the COD System accepts the disbursement information and notifies all of the schools involved that the POP situation must be resolved within 30 calendar days. If after 30 calendar days the situation has not been resolved, the COD System generates a negative disbursement for all of the student's Pell disbursements at all schools for that award year. The eligible schools are then required to re-report accurate disbursement records to reinstate the student's disbursements.

Edit Messages window

Use the Edit Messages button to access the edit/reject messages.When you select this button, a pop-up window displays with the edit/reject messages for the current origination record displayed on the window.

Fields	Descriptions
Code	(REBPAYV_EDIT_REJ_1 - 5) Origination edit/reject codes 1 - 5.
Description	(RTVRJCT_DESC_01 - 05) Origination edit/reject code description.
Edit Field	(REBPAYV_EDIT_FIELD_1 - 5) The XML tag in the response document that relates to the edit code.
Edit Value	(REBPAYV_EDIT_VALUE_1 - 5) The new value applied to the edit field if a correction was applied by COD.

ACG/SMART window

The ACG/SMART window is only accessible if the student has a Pell origination record and either has an ACG or SMART origination already created or has an ACG or SMART award with an award offered amount greater than 0 for the aid year. You can also override this Pell award validation rule for the ACG or SMART grant award with the **No Pell** override field on the RPAAPMT, RPAAWRD, or RPAMOFF forms to create an origination for students who have had all of their Pell paid at another institution within the aid year, or had their entire Pell award reduced to 0 due to Return of Title IV.

This window has two blocks. The first block contains a display-only summary of the student's ACG or SMART award records.

Fields	Descriptions
Fund	(RPRAWRD_FUND_CODE) Fund code associated with the award.
Description	(RFRBASE_FUND_TITLE) Fund code description.
Status	(RPRAWRD_AWST_CODE) Code associated with the current status of the award.

Fields	Descriptions
Offered	(RPRAWRD_OFFER_AMT) The offered dollar amount of the award.
Accepted	(RPRAWRD_ACCEPT_AMT) The accepted dollar amount of the award.
Paid	(RPRAWRD_PAID_AMT) The paid dollar amount of the award.
Override	(RPRAWRD_OVERRIDE_YR_IN_COLL) Displays the academic year in college override for the student when awarding the ACG or SMART Grant. The display values are: *1-1st year, 3-2nd year, 4-3rd year, 5-4th year,* and *N (None).*

Origination/Acknowledgement Block

When you access the Origination/Acknowledgement block, all the ACG or SMART origination details display for the fund code on which the cursor was located in the Summary block.

The functionality of this block is similar to that of the Pell window. If no origination exists for the fund code when the block is entered, certain data elements are automatically populated for the record. If you save the record the data is validated and if saved an award ID is assigned to the origination record.

If an origination already exists for the fund code, the most recent record is displayed first and you can arrow down through any previous records. If a record has been sent to COD and a response has been imported and a change must be made to the data, you can use the duplicate record function to create a new sequence of the origination and make any changes necessary.

Fields	Descriptions
Award ID	(REBORIG_AWARD_ID) Award ID from the grant origination process used to match data from the origination to the response and disbursement records. An Award ID to send to COD is created for all ACG and SMART originations. The Award ID is a 21-character ID that is created, based on the following data. The format is *999999999X08999999001* where: *001010001 - 999999999* = Current SSN (RCRAPP1_SSN) *X* = Award Type (*T* = SMART where REBORIG_FED_FUND_ID = 'SMRT', *A* = ACG where REBORIG_FED_FUND_ID = 'ACG') *08* = Award Year *999999* = School Pell ID (REBORIG_CAMPUS_PELL_ID) *001* = Award Sequence Number (*001* for first origination) The **Award ID** sequence number only increments when a new origination record is created and not when a change to an existing origination is made (in this case the internal sequence number increments rather than the award sequence number).
Fund Code	(REBORIG_FUND_CODE) The fund code associated with the origination.
Internal Sequence Number	(REBORIG_INT_SEQ_NO) An internally generated sequence number which allows the school to track the version of the origination record COD has on file.
Grant Type	(REBORIG_GRANT_TYPE) The grant type and level for this origination record. The allowable values for this field are: *A1=ACG Year 1*, *A2=ACG Year 2, S3=SMART Year 3,* or *S4=SMART Year 4*.
Campus Pell ID	(REBORIG_CAMP_PELL_ID) Pell ID of the campus the student is attending. The Campus Pell ID may be different from the institution Pell ID for a branch campus or multi-campus institution.
SAR Transaction Number	(REBORIG_SAR_TRAN_NO) The eligible SAR transaction number reported for the origination record.

Fields	Descriptions
Date Enrolled	(REBORIG_ENROLLMENT_DATE) Date that the student is first enrolled in an eligible program for the aid year.
Origination Cross Reference	(REBORIG_INST_XREF) An optional field that allows for the cross-reference of the Award ID to the ID used in Banner to identify a student.
Amount Due Student	(REBORIG_AWARD_AMOUNT) Student's award amount for the entire school year. This amount cannot exceed the total grant limit for the grade level and aid year.
Payment Reason Code	(REBORIG_PAY_REASON_CDE) The rigorous high school payment reason code. The allowable values for this field are: *01=Rigorous high school program*, *02=AP/IB coursework*, *03=Required similar coursework*, or *(None)*. This field only applies to ACG and must be populated for all ACG origination records.
Rigorous High School Program Code	(REBORIG_HS_PROGRAM_CODE) The student's eligible rigorous high school program code. This field is validated against the State Advanced/Honors Program Codes Form (RPISAHP) and must be populated if the Payment Reason Code is *01*. This field only applies to ACG.
CIP Code	(REBORIG_CIP_CODE) The student's eligible CIP code. This field is validated against the Financial Aid CIP Code Rules Form (RPICIPC). This field only applies to SMART and must be populated for all SMART origination records.
Year in College	(REBORIG_YR_IN_COLL) The student's year in college for this grant origination record. This value cannot be changed or corrected once the origination has been sent to COD. The allowable values for this field are: *0=1st year, no prior college*, *1=1st year, prior college*, *2=2nd year, sophomore*, *3=3rd year, junior*, or *4=4th year, senior*.
Action Code	(REBORIG_STATUS_CDE) The status of the grant origination record. The allowable values are: *A=Accepted*, *C=Corrected*, *D=Duplicate* (currently not used by COD), *R=Rejected*, *S=Sent*, or *(None)*.
Date Sent	(REBORIG_DATE_SENT) Date the origination record was extracted to be sent to COD for processing.

Fields	Descriptions
Document ID	(REBORIG_DOCUMENT_ID) Document ID of the record sent to COD.
Origination Lock Indicator	(REBORIG_LOCK_IND) Locks the origination record to prevent the delete and replacement of the record by the REROR08 process.
Acknowledgement Internal Sequence Number	(REBORIG_ACPT_INT_SEQ_NO) An internally generated sequence number which allows you to track the version of the origination record - updated to the corresponding Internal Sequence No. when the response file is loaded.
Acknowledgement SAR Transaction Number	(REBORIG_ACPT_SAR_TRAN_NO) The SAR transaction number as acknowledged by COD.
Acknowledgement Date Enrolled	(REBORIG_ACPT_ENROLLMENT_DATE) The enrollment date as acknowledged by COD.
Acknowledgement Amount Due Student	(REBORIG_ACPT_AWARD_AMOUNT) Student's award amount for the grant for the specified aid year and grade level, as acknowledged by COD.
Acknowledgement Payment Reason Code	(REBORIG_ACPT_PAY_REASON_CDE) The rigorous high school payment reason code as acknowledged by COD.
Acknowledgement Rigorous High School Program Code	(REBORIG_ACPT_HS_PROGRAM_CODE) The student's eligible rigorous high school program code as acknowledged by COD.
Acknowledgement CIP Code	(REBORIG_ACPT_CIP_CODE) The student's eligible CIP code as acknowledged by COD.
Acknowledgement Year in College	(REBORIG_ACPT_YR_IN_COLL) The year in college as acknowledged by COD.

Fields	Descriptions
Concurrent Enrollment	(REBORIG_CONCUR_ENROLL_FLAG) If *Y*, indicates that this student has concurrent enrollment, and may require correction. A student cannot receive an ACG or SMART grant at two or more schools concurrently. When more than one Attended School reports disbursements for a student and the enrollment dates are within 30 calendar days of each other, the COD System identifies a potential concurrent enrollment and sends a warning message to all schools involved. The COD System sends the school that submitted the disbursement information a warning with error code 069 on their Response document. The COD System also sends a Multiple Reporting Record (MRR) to the school that submitted the disbursement information and all other schools with accepted disbursement information in COD for the student and that award year.
Negative Pending Amount	(REBORIG_NEG_PENDING_AMT) The negative disbursement amount pending as determined by COD. If an update to an ACG or SMART grant origination produces an **Award Amount** that is less than the total of all accepted and posted Disbursement Amounts for that award, the COD System creates a Negative Pending Record for that award. The Common Record Response document contains the error code 040 and the Negative Pending Amount tag. The Negative Pending Amount tag indicates the difference between the sum of all accepted and posted **Disbursement Amounts** and the **Award Amount**. The COD System allows a Negative Pending Record to exist for 30 calendar days. Within 30 calendar days of receiving a Negative Pending Amount on the Common Record Response document, the school must either: (a) Increase the Award Amount by at least the Negative Pending Amount, or (b) Decrease the Disbursement Amount by at least the Negative Pending Amount. If within 30 calendar days the COD System does not receive a change to the **Award Amount** or **Disbursement Amount** that meets the conditions above, COD reduces the disbursement by an amount equal to the Negative Pending Amount and sends a system-generated Negative Disbursement Response with Document Type “ND” to the school.

Edit Messages window

The edit/reject messages are accessible via the Edit Messages button. When you select this button, a pop-up window displays with the edit/reject messages for the current origination record displayed on the window.

Fields	Descriptions
Code	(REBORIG_EDIT_REJ_1 - 5) Origination edit/reject codes 1 - 5.
Description	(RTVRJCT_DESC_01 - 05) Origination edit/reject code description.
Edit Field	(REBORIG_EDIT_FIELD_1 - 5) The XML tag in the response document that relates to the edit code.
Edit Value	(REBORIG_EDIT_VALUE_1 - 5) The new value applied to the edit field if a correction was applied by COD.

Grant Disbursement/Acknowledgement Form (READI08)

You are required to send a disbursement record for each grant disbursement transaction. The disbursement record tells COD how much you paid, or will pay, the student. It also informs COD when you disbursed, or will disburse, funds to the student. The disbursement amount and date reported on the record must match your school's records. The Grant Disbursement/Acknowledgement Form helps you account for your disbursements and for COD acknowledgements of these disbursements.

The READI08 Form displays the current information for a student for the applicable aid year. If the disbursement has not yet occurred, the form displays only the term code and expected disbursement date. If disbursement has already occurred in Banner, the form displays the disbursement date and disbursed amount. All information for a disbursement which has been sent to COD will display on the form, as well as any information which has been received back from COD in an acknowledgement file.

The REREX08 Process creates and extracts COD disbursement records for all records where there is a payment and the COD disbursement has not yet been reported. Once the REREX08 Process performs this activity and the record is sent, you can see on the READI08 Form that the **Action Code** field is set to *S (Sent)* and the **Date Sent** field is populated.

At this point, you cannot update the record with this form. You can only update the information on this form automatically when creating, extracting, or importing data. The first disbursement record for each student must be a positive amount. Records after that time can be both negative and positive.

Once you send the disbursement records, COD reviews the transmitted files and returns the disbursement acknowledgement files indicating an acceptance, correction, or rejection of the records. The RERIM08 process uses the acknowledgement files sent back from COD as input data to update various records in the Banner database.

Disbursement records that are rejected are picked up automatically every time the REREX08 process is run. This allows you to correct whatever underlying data is incorrect, such as the verification status on a Pell origination record, and to resubmit the data. The REREX08 process will automatically reprocess all rejected records, and assuming the problem has been corrected, the disbursement record will no longer be rejected. You can also check the **Lock** field to prevent the automatic resending of rejected disbursement records by the REREX08 process.

Key Block

This form displays information based on the student's ID and grant type.

Fields	Descriptions
ID	Enter the student's identification number. Select List to search for existing students on the ROAIDEN, SOAIDEN, or GUIALTI forms. The student's ID number and name are displayed.
Grant Type	Filters the disbursement records by the type of grant. The allowable values for this pull-down field are: *Pell* (default value), *ACG*, or *SMART*.

Disbursement/Acknowledgement Block

The Disbursement/Acknowledgement Block displays the disbursements extracted and sent to COD. The block also displays COD acknowledgements.

Fields	Descriptions
Origination/ Award ID	**Origination ID** from the Pell grant origination record used to match data from the Origination to Acknowledgement and Disbursement Records. The format is 999999999XX200899999900 where: 001010001 - 999999999 = SSN XX = Name Code 2008 = Year Indicator 999999 = Valid Attended Pell ID 00 = Orig Sequence Number

Fields	Descriptions
Origination/ Award ID (continued)	(REBORIG_AWARD_ID) **Award ID** from the ACG or SMART grant origination process used to match data from the origination to the response and disbursement records. An **Award ID** that is sent to COD is created for all ACG and SMART originations. The Award ID is a 21-character ID that is created, based on the following data. The format is *999999999X08999999001* where: *001010001 - 999999999* = Current SSN (RCRAPP1_SSN) *X* = Award Type (*T* = SMART where REBORIG_FED_FUND_ID = 'SMRT', *A* = ACG where REBORIG_FED_FUND_ID = 'ACG') *08* = Award Year *999999* = School Pell ID (REBORIG_CAMPUS_PELL_ID) *001* = Award Sequence Number (*001* for first origination) The **Award ID** sequence number only increments when a new origination record is created and not when a change to an existing origination is made (in this case the internal sequence number increments on the origination record, rather than the award sequence).
Disbursement Cross Reference	Institutionally-defined reference number used to identify student records internally – the student's Banner ID.
Disbursement Reference Number	The Disbursement Reference Number is the sequential number used to report Disbursements. Your school can send up to 20 disbursement records tied to any one origination record in an aid year.
Acknowledge-ment Disburse-ment Reference Number	Acknowledgement of the disbursement reference number by COD.

Fields	Descriptions
Disbursement Sequence Number	This field is either populated by the extract process or by the import process on system generated transactions. The REREX08 process assigns the first submission of a disbursement number the sequence of 01. Any subsequent adjustment transactions for the same scheduled disbursement are assigned the next sequence number. Valid disbursement sequence numbers are from 01 - 65 for school-generated disbursements. Sequence numbers 66 - 99 are reserved for COD system-generated Negative Disbursements. Negative Disbursements are sent with a document type of ND and imported with the COD Import Process (RERIM08). When receiving system-generated, corrected, or rejected disbursement adjustments, the RERIM08 process loads the acknowledged disbursement number and sequence number, along with the net award amount for that disbursement number. If an adjustment is required, RERIM08 calculates the adjustment amount and updates the accepted disbursement amount appropriately. When the JIT indicator is not checked, RERIM08 will insert a negative ‘X’ disbursement record to reduce the student’s payment to the corrected amount from COD.
Acknowledgement Disbursement Sequence Number	Acknowledgement of the disbursement sequence number by COD.
Sign Indicator	Sign indicator for this disbursement. Indicates if the disbursement is positive (P) or negative (N).
Acknowledgement Sign Indicator	Acknowledgement by COD that the sign indicator is either positive (P) or negative (N).
Reported Disbursement Amount	The amount of the particular disbursement transaction amount. This will always be displayed as a positive amount.
Acknowledgement Reported Disbursement Amount	Acknowledgement by COD of the reported disbursement amount.

Fields	Descriptions
Reported Disbursement Date	Date the Disbursement Record was extracted for submission. For COD Full Participants, the date reported for all sequences of a disbursement must be the same as the date initially reported for sequence 01 of the particular disbursement reference number.
Acknowledgement Reported Disbursement Date	Acknowledgement by COD of the date that the disbursement record was extracted for submission.
Payment Period Start Date	The start date of the Payment Period the record is referencing.
Acknowledgement Payment Period Start Date	The start date of the Payment Period the record is referencing, as acknowledged by COD.
Fund Code	The fund code associated with the disbursement information in this record.
YTD Disbursement Amount	The total disbursement amount for the year as reported by COD. Pell only.
Verification Without Documentation Status	If Y, indicates that this student has a verification *W (Without Documentation)* status, and requires correction. Pell only.
Concurrent Enrollment	If Y, indicates that this student has concurrent enrollment, and may require correction.
Shared SAR ID	If Y, indicates that this student shares a SAR ID with another student, and requires correction. Pell only.
Potential Overpayment	If Y, indicates that this student has a potential overpayment, and may require correction. Pell only.
Term Code	The term associated with the disbursement information for this record. This record is created as soon as the award has been accepted. This term code matches the term code that appears in the Disbursement Schedule window of the RPAAWRD, RPAAPMT, and ROARMAN forms.

Fields	Descriptions
Scheduled Disbursement Date	The date that the disbursement was scheduled. This record is created as soon as the award has been accepted. This date matches the scheduled date that appears in the Disbursement Schedule window of the RPAAWRD, RPAAPMT, and ROARMAN forms and is the same for all sequences of a particular disbursement reference number.
Disbursement Date	The Disbursement Date field contains the date that the actual funds were disbursed for the student's account. This date matches the disbursement date that appears in the Disbursement Schedule window of the RPAAWRD, RPAAPMT, and ROARMAN forms.
Disbursement Amount	This field maintains the actual disbursed dollar amount of the fund for this student. This amount matches the disbursement amount that appears in the Disbursement Schedule window of the RPAAWRD, RPAAPMT, and ROARMAN forms.
Document ID	COD Document ID for the disbursement record. This field is populated when the disbursement record is extracted through the REREX08 process. The Document ID is used to track the import and export of XML files. No processing can occur without a Document ID.
Net Disbursement Amount	The net amount for all disbursement sequences to date for this disbursement reference number. This is the amount reported to COD for the disbursement record, rather than the transaction amount for the particular sequence.
Lock	The purpose of this lock indicator is to allow you to prevent the automatic resending of rejected disbursement records by the REREX08 process. The lock indicator can be updated if the record has been previously rejected by COD or has never been extracted to send to COD, (indicated by an R or Blank in the **Action Code** field).
Date Sent	Date the disbursement record was extracted for submission.
Exclude from Net Amount	When this field is checked and the record is locked by a check in the **Lock** field, this record is not included in the Net Disbursement Amount calculation for all future sequences of this disbursement number.

Fields	Descriptions
Previous Sequence Number	The previous disbursement sequence number on the COD database for this disbursement number.
CPS Verification Indicator	The Response Block of Pell Actual Disbursements returns a value of *True* if the student was selected for verification on any CPS transaction number and a verification status of V or S has not yet been reported. The allowable values for this field are *Y (Sel for Ver, V or S status not reported)* and *blank*. Pell only.
Action Code	The **Action Code** contains an *S (Sent)* until the disbursement response is later received from COD and loaded into Banner. When the disbursement response is received and uploaded into Banner, the possible statuses for the acknowledgements that appear in the **Action Code** field of the READI08 Form are: *A (Accepted)* — All data was accepted. *C (Corrected)* — COD changed the disbursement amount to be consistent with other data; the response record contains the accepted value, not the reported value. **Corrected Records** - If the problem is in Banner, you need to fix the student data and resubmit the information. If COD is incorrect, there may be some discrepancy between what COD has for origination data and what you have. *D* — Duplicate (not currently in use by COD) *R (Rejected)* — Errors were made on one or more data fields and the record was rejected. You must make corrections. Corresponding edit message codes on the Edit/Reject Codes window indicate why that record was rejected by COD. *S* — Sent *X* — Pending Negative Disbursement as a result of either a corrected disbursement record or a COD system-generated disbursement record.
Highest CPS Transaction	Highest CPS transaction number for this student and award year. Returned in the Response Block for the disbursement if a CPS transaction number exists that is higher than the one reported in the origination record.

Edit/Reject Codes Window

The Edit/Reject Codes window displays the code, text, edit field and edit value for each disbursement edit reject code.

Fields	Descriptions
Code	Disbursement edit reject code.
Description	Disbursement edit reject code description.
Edit Field	Pell Disbursement Response edit. The field (XML tag) associated with the edit.
Edit Value	Pell Disbursement Response edit value. The new value applied to the Response Edit Field if a correction is applied

Rejection Code Validation Form (RTVRJCT)

The Rejection Code Validation Form enables you to view the edit reject codes used for COD, EDE, Direct Loan, need analysis, disbursement, memo processing, and transfer monitoring. These codes appear on Financial Aid forms such as the Need Analysis Result Form (RNARS07), Pell Origination Acknowledgement Form (REAOR07), Grant Disbursement/Acknowledgement Form (READI07), and the Federal Direct Loan Origination Form (RPALORG).

Key Block

This form displays information based on the value in the **Type Code** field.

Fields	Descriptions
Type Code	The Rejection Code Validation Form lists reject codes for a multiple set of financial aid programs. The RTVRJCT Form also lists memo and disbursement reject codes. The **Type Code** field enables you to select the class of reject codes that you want to review. For example, if you just wanted to see COD Full Participant reject codes, you would select *F=COD Full Participant* from the drop-down list. If you want to see the entire list of reject codes regardless of their associated program, select (None) from the drop-down list. The allowable values for this field are: *A =DL Prom Note* *B =DL Booking Reject Codes* *C =EL Appl/Change* *D =Disbursement* *E =EDE* *F = COD Full Participant* *M =Memo* *N =Pell* *O =Pell Origination* *P =Pell Disb/Special Disb* *Q =Pell Batch Edit/Rejects* *R =Pell Data Request Records* *T =Transfer Monitoring* *X =DL Orig/Charge* *Y =DL Disbursement Reject Codes* *(None)*

Reject Code Validation Block

The Reject Code Validation Block lists reject codes and their associated descriptions based on the value in the **Type Code** field in the Key Block.

Fields	Descriptions
Type Code	The value that you enter in the **Type Code** field in the Key Block determines which type codes display in this field. Refer to the preceding Key Block **Type Code** field description for the list of allowable values.

Fields	Descriptions
Reject/ Comment Code	This field contains the pre-assigned edit and reject codes for batch edits, origination edits, data request edits, disbursement edits, and school data edits. The corresponding explanation for this edit or reject code is maintained in the **Description** field.
Description	This field stores the description of the associated edit or reject code in the **Reject/Comment Code** field.

Summary Statement of Account Inquiry Form (REISSOA)

The REISSOA form displays the summary statement of account data that is received from COD in the Electronic Statement of Account (ESOA) file. An ESOA details your school's Federal Pell Grant, Academic Competitive Grant (ACG), or National SMART Grant spending authorizations and the amounts expended (the total amount submitted to date).

If you request an ESOA, you will receive the last statement produced at the end of the last accounting cycle for which the institution had transactions processed. The ESOA includes both summary and detail data. The summary reports the current status of your account, as well as the status of the account when the last Electronic Statement of Account was delivered and the total disbursements processed since the receipt of the last statement. The summary data provides institutions with the data processed since the last statement was received, as well as the corresponding funding amounts. The sort order displays by the most recent record first as defined by the activity date.

All data on this form is loaded via the RERFI08 process through the upload of summary ESOA records received in the *PGAS08OP* (Pell), *AGAS08OP* (ACG), and *SGAS08OP* (SMART) message class files. The data displayed on this form is stored in the REBSSOA table.

Key Block

This form displays information based on the financial aid processing year and grant type.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

Fields	Descriptions
Program Type	Allows you to select the type of grant detail records to display. The allowable values for this field are *Pell, ACG, SMART,* or *All Grants*.

Summary Statement of Account Inquiry Block

Fields	Descriptions
Campus Pell ID	Pell ID of the reporting campus.
Entity ID	Entity ID for this statement of account.
Grantee DUNS Number	DUNS number assigned to the reporting institution.
Payee DUNS Number	DUNS number assigned to the Payee institution.
GAPS Award Number	Used to identify a unique funding for an institution.
Date of Last Activity in GAPS	The date GAPS last posted a transaction for the GAPS Award number.
Payment Control Number	The reference number for the last payment sent to the institution.
Accounting Schedule Date	Date of current accounting schedule.
Accounting Schedule Number	Sequence number assigned by COD to track accounting schedules.
Previous Obligation Amount	Amount of institution’s previous obligation balance.

Fields	Descriptions
Program Type	Code indicating the grant program type for the summary statement of account record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Previous Payment Amount	Amount of institution's previous payment balance. Not applicable for advance funding institutions.
Total Obligation Adjustment Amount	Total of all adjustments to obligations for the GAPS award number.
Total Payment Adjustment Amount	Total of all adjustments to payment for the GAPS award number. Not applicable for Advance Funding institutions.
Current Obligation Amount	Amount of institution's current obligation balance.
Current Payment Amount	Amount of institution's current payment balance. Not applicable for Advance Funding institutions.
YTD Total Unduplicated Recipients	Year-to-date number of unduplicated recipients for institution.
YTD Accepted Disbursement Amount	Year-to-date total of disbursements accepted by COD.
YTD Posted Disbursement Amount	Year-to-date total of disbursements posted to COD.
YTD Administrative Cost Allowance	Year-to-date amount of Administrative Cost Allowance paid to the institution.
GAPS Expenditure Amount	Current expenditure amount in GAPS.

Fields	Descriptions
Batch Number	The Batch Number associated with the Summary Statement of Account.

Detail Statement of Account Inquiry Form (REIDSOA)

The REIDSOA Form displays the detail statement of account data that is received from COD in the Electronic Statement of Account (ESOA) file. An ESOA details your school's Federal Pell Grant, Academic Competitive Grant (ACG), or National SMART Grant spending authorizations and the amounts expended (the total amount submitted to date).

If you request an ESOA, you will receive the last statement produced at the end of the last accounting cycle for which the institution had transactions processed. The ESOA includes both summary and detail data. The summary reports the current status of your account, as well as the status of the account when the last Electronic Statement of Account was delivered and the total disbursements processed since the receipt of the last statement. The detail data provides institutions with the Document IDs processed since the last statement was received, as well as the corresponding funding amounts. The sort order displays by the most recent record first as defined by the adjustment process date.

All data on this form is loaded via the RERFI08 process through the upload of detailed ESOA records received in the *PGAS08OP* (Pell), *AGAS08OP* (ACG), or *SGAS08OP* (SMART) message class files. The data displayed on this form is stored in the REBDSOA table.

Key Block

This form displays information based on the financial aid processing year and program type.

Fields	Descriptions
Aid Year	The financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
Program Type	Allows you to select the type of grant detail records to display. The allowable values for this field are *Pell, ACG, SMART,* or *All Grants.*

Detail Statement of Account Inquiry Block

Fields	Descriptions
Adjustment Process Date	The date GAPS processed the adjustment batch.

Fields	Descriptions
Campus Pell ID	Campus Pell ID for the Detail Statement of Account reporting campus.
Entity ID	Entity ID for this statement of account.
GAPS Award Number	Identifies a unique funding for an institution.
Grantee DUNS Number	DUNS number assigned to the reporting institution.
Payee DUNS Number	DUNS number assigned to the Payee institution.
Program Type	Code that indicates the grant program type for the detailed statement of account record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Adjustment Report Date	Date of the adjustment batch reported to GAPS.
Sign Indicator	Indicates if the adjustment amount is positive or negative. Valid values are (P)ositive and (N)egative.
Adjustment Amount	Amount of institution's adjustment batch.
Adjustment Batch Number	Batch number that generated the adjustment (no longer used in COD processing).
Adjustment Document ID	Adjustment COD Document ID. The document identification number that generated the adjustment.
Adjustment Description	Text to describe the type of batch.
ESOA Batch Number	The batch number associated with the Detail Statement of Account.

Data Request Record Form (RERRDRQ)

This form is used to request Multiple Reporting records, Year to Date records, Reconciliation records, and Statement of Account records. The data that you request on this form is extracted by the REROR08 Process. When the acknowledgement data is returned, you use the RERFI08 process to update the appropriate request record as well as load the associated corresponding data.

This form prevents the creation of a new record if a record exists that either has not yet been sent or if the record has been sent but not yet acknowledged for the same **Request Type** and **Request Program Type**. For example, you cannot create another record requesting year-to-date records for Pell if one exists for Pell that has not yet been sent or that has been sent and not yet acknowledged.

However, if the **Request Type** is *M (Multiple Reporting)* and the **Multiple Reporting Request Student or Institution** field is set to *S (Student)*, the form allows multiples of this combination to be created and sent. It is limited, though, based on the unique **Multiple Reporting Request SAR ID** values. For example, you can create a second *M* request type, with the **Multiple Reporting Request Student or Institution** field is set to *S (Student)*, but for a different **Multiple Reporting Request SAR ID**. If it is for the same combination, the form prevents the creation unless the prior record has been acknowledged.

Warning: It is highly recommended that discretion be used when requesting MRR data. For example, never request all Origination records for all of your students or all institutions. There are many schools that originate every ISIR they receive. Therefore, if you request this data, you might receive thousands of irrelevant records. You can also create the same **Request Type** for different **Request Program Types**. For example, you can create a *Y* (Year to Date) request for Pell and also for ACG or SMART. The form prevents the same combination of **Request Type** and **Request Program Type** unless the prior record has been acknowledged.

Additional Form Functionality

- The data on this form sorts by the most recent request first (that is, by the date sent).
- A record can only be deleted if its Action Code is null.
- The REROR08 process will process all previously unsent records for a **Request Program Type** at one time - depending on the value entered in the Proc Data Request Records parameter.

Key Block

This form displays information based on the financial aid processing year.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
Request Program Type	Code that indicates the grant program type for the data request record. The valid values are *Pell* (default value), *ACG*, or *SMART*.

Data Request Record Block

Use the fields in this block to request multiple reporting, year to date, reconciliation, and statement of account records and review the associated acknowledgements.

Fields	Descriptions
Campus Pell ID	Enter the required **Campus Pell ID**. If you enter a valid non-zero campus Pell ID, the requested file is generated only for that specific reporting campus. For multi-campus schools requesting *Year-to-date* or *Reconciliation* records, enter six zeros (*000000*) in the **Campus Pell ID** field. This generates files for the reporting campus contained in the Batch ID of the request file header record, and for each attended campus associated with the reporting campus at COD. You can only enter six zeros in the **Campus Pell ID** field for the *Y (Year-to-Date)* and *R (Reconciliation)* request types. You cannot enter six zeros for the *S (Statement of Account)* and *M (Multiple Reporting)* **Request Type** field options.
Request Program Type	(`REBRDRQ_PROGRAM_TYPE`) Code indicating the grant program type for the data request. This field is automatically populated when a new record is inserted - based on the **Request Program Type** field in the Key Block. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Request Type	Code for data request type. Valid values are *M (Multiple Reporting)*, *S (Statement of Account)*, *R (Reconciliation)*, and *Y (Year to Date)*.
Origination/ Award ID	The origination ID (Pell) or Award ID (ACG or SMART) for which a year-to-date record is being requested.

Fields	Descriptions
Multiple Reporting Request Originated or Disbursed Institution	Indicates the institution is requesting originated institutions or disbursed institutions. Valid values are *O (Originated Institutions)*, (Disbursed Institutions), or *blank*. Only used when the **Request Type** is *M*.
Multiple Reporting Request Student or Institution	Indicates the institution is requesting by selected student, selected institution, or all students. Valid values are *A (All students)*, *S (Selected students)*, *I (Institutions listed)*, *blank*. Only used when the **Request Type** is *M*.
Multiple Reporting Request SAR ID	The student SSN and name code for which a MRR is requested. Only required if the **Multiple Reporting Request Student or Institution** field is set to *S (Student)*.
Current SSN	Student's current social security number from an eligible SAR.
Last Name	Student's last name from an eligible SAR.
First Name	Student's current first name from an eligible SAR.
Middle Initial	Student's middle initial from an eligible SAR.
Date of Birth	Student's birth date from an eligible SAR.
Multiple Reporting Request Institution Pell ID	The institution code for which MRR listings are requested. Only required if the **Multiple Reporting Request Student or Institution** field is set to *I (Institution)*.
Batch Number	The batch number associated with the data request record.
Date Sent	This is the date that the data in this request record was extracted for submission to COD.
Action Code	COD processing status of the data request. *A (Accepted), C (Corrected), E (Rejected), S (Sent)*.

Fields	Descriptions
Acknowledgement Campus Pell ID	Acknowledged Campus Pell ID.
Acknowledgement Request Program Type	(REBRDRQ_ACK_PROGRAM_TYPE) Code indicating the program code for the data request as acknowledged by COD.
Acknowledgement Request Type	Code for data request type as acknowledged by COD. Valid values are *M (Multiple Reporting)*, *S (Statement of Account)*, *R (Reconciliation),* and *Y (Year to Date).*
Acknowledgement Origination/ Award ID	The origination ID (Pell) or Award ID (ACG or SMART) for which a year-to-date record was requested and acknowledged.
Acknowledgement Multiple Reporting Request Originated or Disbursed Institution	Indicates an acknowledgement of the institution's request for originated institutions or disbursed institutions. Valid values are *O (Originated Institutions)*, (Disbursed Institutions), or *blank*. Only used when the **Request Type** is *M*.
Acknowledgement Multiple Reporting Request Student or Institution	Indicates an acknowledgement of the institution's request by selected student, selected institution, or all students. Valid values are *A (All students)*, *S (Selected students)*, *I (Institutions listed)*, *blank*. Only used when the **Request Type** is *M*.
Acknowledgement Multiple Reporting Request SAR ID	The student SSN and name code for which a MRR is requested. Only required if the **Multiple Reporting Request Student or Institution** field is set to *S (Student).*
Acknowledgement Current SSN	The student's current social security number for this MRR request, as acknowledged by COD.
Acknowledgement Last Name	The student's last name for this MRR request, as acknowledged by COD.

Fields	Descriptions
Acknowledgement First Name	The student's current first name for this MRR request, as acknowledged by COD.
Acknowledgement Middle Initial	The student's middle initial for this MRR request, as acknowledged by COD.
Acknowledgement Date of Birth	The student's birth date for this MRR request, as acknowledged by COD.
Acknowledgement Multiple Reporting Request Institution Pell ID	The institution code for which MRR listings are requested. Only required if the **Multiple Reporting Request Student or Institution** field is set to *I (Institution)*.

Edit/Reject Codes Window

There are eight columns for Edit/Reject Codes. All associated text for edit reject codes display on this form via the RTVRJCT table with a Type code of *R*. This displays any messages from COD returned with the acknowledgement data.

Fields	Descriptions
Code	Data Request Edit/Comment Code.
Description	Data Request Edit/Comment description.

Multiple Reporting Record Inquiry Form (REIRMRR)

Multiple reporting records occur when more than one school has submitted disbursement records for the same student. This REIRMRR Form enables you to view the student's multiple reporting record status and to identify any open issues for the student. The data for this form, which is query only, is loaded via the RERFI08 process from the PGMR08OP, AGMR08OP, and SGMR08OP message class files. You can query Pell, ACG, and SMART data.

Potential Over Payment (POP)/Blocked Records occur when two or more schools have submitted disbursement records on the same student and the student's Pell eligibility has been exhausted prior to receiving the current disbursement record.This information is sent automatically by COD to your school and is displayed on the **Potential Overpayment** field of the REAOR08 and the **POP** field on the READI08 Form. It is possible to be either the Blocker or Blocked institution, depending on where your submission of this disbursement record falls in the process.

If you are the Blocked institution, for example, the disbursement record is returned as *Corrected* with a revised payment amount. This means that the disbursement will be handled the same as all other corrected records. These records will also have an MRR code equal to one of the following: *PB (blocked institution)* or *BC (blocked institution and concurrent enrollment)*. No more payments can be made to this student unless the disbursements are backed out at the conflicting school. Any school that reports Pell payments on this student after this point will be blocked and prevented from receiving any money for this student. If the other school *PR (blocker institution)* backs out a previously paid and reported Pell and the student again has some remaining Pell eligibility, the record type will become *PU (unblocked)* and disbursement can once again occur.

When the problem has been resolved, COD automatically sends a new MRR record with an MRR code equal to *PU (unblocked institution)*. They will not, however, automatically send a new disbursement acknowledgement. It is up to the school to resubmit the Disbursement record.

If the other school submitted a Disbursement record which has pushed the student over their eligibility, that school gets back an MRR record with the codes of *PR (blocker institution)* or *RC (blocker institution and concurrent enrollment)*. These are sent automatically to the school and are informational only. However, it also notifies the school that no further disbursement records can be processed either, as they will also be corrected to a lesser amount.

When these records are loaded back into Banner via the RERFI08 process and if the MRR code is equal to *PB (blocked institution)* or *BC (blocked and concurrent enrollment)*, the Pell disbursement lock on the ROAPELL form is automatically set. This will prevent any further disbursement activity on Pell as long as that lock remains set.

If Banner did not set this lock, then the student would continue to have Pell activity occur and the school would continue to send disbursements repeatedly that will not be accepted. Disbursements would continue to be corrected to zero, which would create a logic loop causing multiple payments and reversals on the student's account.

When a new MRR record is received back with the MRR code equal to *PU (unblocked institution)*, the **Pell Disbursement Lock Indicator** on the ROAPELL form is automatically removed by the RERFI08 process. This allows disbursement activity to occur again. Banner then processes any remaining disbursement activity and those records can be submitted to COD.

If the student is truly eligible for a change in his Pell disbursement while this lock is set, the school can remove the lock manually on the ROAPELL form, make the change, disburse the Pell, and then relock. The goal of this process is to prevent the continual loop of the school disbursing Pell, receiving a correction back to $0, the disbursement process paying the Pell again, and so on.

Note: While the MRR code will change once a student is flagged as Concurrent Enrollment or Potential Over Payment, those flags remain set throughout the year.

The following types of records are not really MRR records, but require special consideration:

- Concurrent Enrollment occurs when two or more schools have submitted Pell, ACG, or SMART origination records on the same student within 30 days of each other. No action needs to be taken as it is only a warning. It is only sent after the second school submits an origination record for the same student. This will be sent automatically by COD to both schools and is displayed in flags on the REAOR08 and READI08 forms.
- If the student has a *W* verification status at the end of the year, COD will send a negative disbursement 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.

Note: It is possible that the ID, Last Name, and First Name fields could be blank, but contain data in the other columns. This happens when the MRR data does not match a student in the Banner database at the time the record is imported by RERFI08.

It is possible that the student could have multiple records that display because they: (1) could be the same, except for activity date; (2) could have the same activity date but different MRR institutions; (3) could have different record types; and (4) could have different program types.

Key Block

This form displays information based on the financial aid processing year.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

Multiple Reporting Record Inquiry Block

The fields in this block are dependent upon the existence of Multiple Reporting Records.

Fields	Descriptions
ID	Student identification number.
Last Name	Student’s last name.
First Name	Student’s first name.
Original SAR ID	The student SSN for the MRR.
SAR Initials	The student name code for the MRR.
Award ID	(`REVRMRR_AWARD_ID`) Award ID for the ACG or SMART grant as recorded at COD.
Program Type	(`REVRMRR_PROGRAM_TYPE`) Code indicating the grant program type for the MRR record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.

Fields	Descriptions
Record Type	The MRR record type code indicates the reason the institution is receiving the record. The List of Values for the Record Type field (available only in query mode) are defined by COD as follows: *RO* Originated Institution *RD* Disbursed Institution *RN* None Found *CE* Concurrent Enrollment Institution *PB* Blocked Institution *PR* Blocker Institution *PU* Unblocked Institution *BC* Blocked and Concurrent Enrollment *RC* Blocker and Concurrent Enrollment

Student Data Block

When you select an MRR record on the first window and advance to the Student Data Block, the window displays all the detailed student data for that MRR. The record selected in the first window determines the display of data on the rest of the form.

Fields	Descriptions
ID	Student identification number.
First Name	Student's first name.
Last Name	Student's last name.
Batch Number	(`REBRMRR_BATCH_NO`) The batch number associated with the Multiple Reporting Record data received from COD.
Award ID	(`REBRMRR_AWARD_ID`) Award ID for the ACG or SMART grant as recorded by COD.
Program Type	(`REBRMRR_PROGRAM_TYPE`) Code indicating the grant program type for the MRR record. The valid values are *PL=Pell, AG=ACG,* or *SG=SMART.*

Fields	Descriptions
Record Type	Code that indicates the reason the institution is receiving the record. Valid values are *RO, RD, RN, CE, PB, PR, PU, BC, RC.*
Campus Pell ID	Pell ID of the requesting attending campus of the student.
Original SAR ID	Student's original SSN and the student's name code from the origination record.
Activity Date	Activity date for the MRR data.
Request Code 1	Indicates the institution is requesting originated or disbursed institutions. Will be blank for concurrent enrollment and potential overaward records. Valid values are *O* - send originated, *D* - send disbursed, *blank*.
Request Code 2	Indicates what the institution is requesting by. This field is blank for concurrent enrollment and potential overaward records. Valid values are *A - All students, S* - Selected students, *I* for students at listed institutions, or *blank*.
MRR SAR ID	The student SSN and name code for which an MRR is requested. Will be blank for concurrent enrollment and potential overaward records.
MRR Institution Pell ID	The institution code for which MRR are requested. This field is blank for concurrent enrollment and potential over award records.
Last Name	The last name of the student, as recorded at COD.
First Name	The first name of the student, as recorded at COD.
Middle Initial	The middle initial of the student, as recorded at COD.
Current SSN	The current social security number of the student as recorded at COD.
Scheduled Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attending full time for a full academic year. Pell MRRs only.
Origination Award Amount	Annual award amount supplied on the Origination record.

Fields	Descriptions
Enrollment Date	First date the student was enrolled in an eligible program for the award year.
Total Disbursement Accepted	Total amount of all disbursements accepted by COD for the origination.
Next Estimated Disbursement Date	Date of the next estimated disbursement. (No longer used by COD.)
Shared SAR ID	If this field contains a value of 1, this student shares a SAR ID with another student and requires correction.
Verification Without Documentation Status	If this field contains a value of 1, this student has a verification *W (Without Documentation)* status and requires correction. Pell MRRs only.
Concurrent Enrollment	If this field contains a value of 1, this student has concurrent enrollment and may require correction.
Potential Overpayment	If this field contains a value of 1, this student has a potential overpayment and may require correction. Pell MRRs only.
Birth Date	The birth date of the student, as reported to COD.
SAR Transaction Number	Transaction number from the eligible SAR used to calculate the award.
EFC	Amount of the student's Expected Family Contribution from the SAR used to calculate the award. Pell MRRs only.
Create Date	Date the origination was created in COD.
Last Activity Date	Date the last payment record was received from the institution.
Percentage Eligibility Used	The percentage of the student's eligibility used by the institution. Pell MRRs only.

Institution Data Block

The fields in this block are dependent upon the existence of Multiple Reporting Records.

Fields	Descriptions
ID	Student identification number.
First Name	Student's first name.
Last Name	Student's last name.
Institution Pell ID	Pell ID of the institution the student is attending.
Institution Name	The name of the institution.
Address	The street or post office box address of the institution.
City	City in which the institution is located.
State or Province	State or province in which the institution is located.
Zip or Postal Code	Zip or postal code for the institution.
Financial Aid Administrator Name	The full name of the institutional administrator officially responsible for the accuracy and completeness of the data.
Telephone Number	Telephone number for the financial aid administrator.
Fax Number	Fax number for the financial aid administrator.
E-mail Address	E-mail address for the financial aid administrator.

COD Year to Date Grant Summary Form (REIYTDS)

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYR08OP, AGYR08OP, and SGYR08OP files.

- All records with *O* in the first position are loaded into the Origination Data table (REBYTDO),
- all records with *D* in the first position are loaded into the Disbursement Data table (REBYTDD), and
- those records with *S* in the first position are loaded into the Summary Data table (REBYTDS).

Note: The RERFI08 process loads and stores all records without overlaying data in each subsequent file. When selecting which data to extract for reconciliation purposes, the activity date is critical for ascertaining which records are the most recent.

You can view the summary year-to-date information online on this COD Year To Date Grant Summary Form (REIYTDS).

Key Block

This form displays information based on the financial aid processing year and the applicant's ID.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
Program Type	Code that indicates the grant program type for the year-to-date record. The grant type that displays in the next block is determined by this field. The valid values are *All Grants* (default value), *PELL*, *ACG*, or *SMART*.

COD Year to Date Grant Summary Block

The fields in this block are dependent upon the existence of year-to-date Pell, ACG, or SMART summary records.

Fields	Descriptions
Total Unduplicated Recipients	Year-to-date number of unduplicated recipients for the institution.
Program Type	(REBYTDS_PROGRAM_TYPE) Code that indicates the grant program type for the year-to-date record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Accepted Originations	Year-to-date number of originations received and accepted for the institution.
Corrected Originations	Year-to-date number of originations received and corrected for the institution.
Rejected Originations	Year-to-date number of originations received and rejected for the institution.
Total Originations	Year-to-date number of originations received for the institution.
Accepted Disbursements	Year-to-date number of disbursements received and accepted for the institution.
Corrected Disbursements	Year-to-date number of disbursements received and corrected for the institution.
Rejected Disbursements	Year-to-date number of disbursements received and rejected for the institution.
Total Disbursements	Year-to-date number of disbursements received for the institution.
Comments Code	Comment code number.
Comments Count	Year-to-date number of times the associated comment code was returned to the institution on an acknowledgement.

Fields	Descriptions
Batch Number	The batch number associated with the year-to-date summary record.
Activity Date	Activity date for year-to-date summary record.

COD Year to Date Grant Origination Form (REIYTDO)

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYR08OP, AGYR08OP, and SGYR08OP files.

- All records with *O* in the first position are loaded into the Origination Data table (REBYTDO),
- all records with *D* in the first position are loaded into the Disbursement Data table (REBYTDD), and
- all records with *S* in the first position are loaded into the Summary Data table (REBYTDS).

Note: The RERFI08 process loads and stores all records without overlaying data in each subsequent file. When selecting which data to extract for reconciliation purposes, the activity date is critical for ascertaining which records are the most recent.

You can view the origination year-to-date information online on this COD Year To Date Grant Origination Form (REIYTDO).

Key Block

This form displays information based on the financial aid processing year.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	Student's identification number. Select List to search for existing students on the SOAIDEN or GUIALTI forms. The student's ID number and name are displayed. This field is not required and if left blank the form will display all year to date origination records that were not matched to an existing student in Banner at the time the record was imported through RERFI08.
Program Type	Code that indicates the grant program type for the year-to-date record. The grant type that displays in the next block is determined by this field. The valid values are *All Grants* (default value), *PELL*, *ACG*, or *SMART.*

COD Year to Date Grant Origination Block

The fields in this block are dependent upon the existence of year-to-date Pell, ACG, or SMART origination records.

Fields	Descriptions
Last Name	Student's last name as recorded at COD.
First Name	Student's first name as recorded at COD.
Middle Initial	Student's middle initial as recorded at COD.
Current SSN	Student's social security number as recorded at COD.
Birth Date	Student's birth date as recorded at COD.
Institutional Cross-Reference	Institutionally-defined reference number used to identify student records internally.
Campus Pell ID	Campus Pell ID as recorded at COD.
SAR ID	The student's social security number, the first 2 characters of the student's last name, and the transaction number of the SAR as recorded at COD.
Award ID	(`REBYTDO_AWARD_ID`) Award ID for the ACG or SMART grant as recorded at COD.
Program Type	(`REBYTDO_PROGRAM_TYPE`) Code indicating the grant program type for the YTD origination record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Enrollment Date	Enrollment date as recorded at COD.
Low Tuition/Fees Cost	Low Tuition and Fees Cost Code as recorded at COD. Pell only.
CPS Verification Indicator	CPS Verification Indicator as recorded at COD. Pell only.
Verification Status	Verification Status as recorded at COD. Pell only.

Fields	Descriptions
Incarcerated Student	Incarcerated Student as recorded at COD. Pell only.
Attendance Cost	Attendance Cost as recorded at COD. Pell only.
Payment Reason Code	(REBYTDO_PAY_REASON_CDE) Payment Reason Code for the ACG grant as recorded at COD. The valid values are: 01=Rigorous high school program, 02=AP/IB coursework, and 03=Required similar coursework.
Rigorous HS Program Code	(REBYTDO_HS_PROGRAM_CODE) Rigorous High School Program Code for the ACG grant as recorded at COD.
CIP Code	(REBYTDO_CIP_CODE) CIP Code for the SMART grant as recorded at COD.
Grade Level	(REBYTDO_GRADE_LEVEL) Grade Level for the ACG or SMART grant as recorded at COD.
EFC	Estimated family contribution as recorded at COD. Pell only.
Scheduled Pell Grant	Scheduled Pell Grant as recorded at COD. Pell only.
Amount Due Student	Amount due student as recorded at COD.
YTD Disbursement Amount	Year-to-date disbursement amount as recorded at COD.
Origination Status Code	Origination Status Code as recorded at COD.
Origination Process Date	Date Origination Record was processed by COD.
Activity Date	Activity date for the year-to-date origination record.
Batch Number	The batch number associated with the year-to-date record.

COD Year to Date Grant Disbursement Form (REIYTDD)

When year-to-date records have been requested, the last origination record for each student, each accepted disbursement record for each student, and a summary of the data sent to your school is included in the PGYR08OP, AGYR08OP, and SGYR08OP files.

- All records with *O* in the first position are loaded into the Origination Data table (REBYTDO),
- all records with *D* in the first position are loaded into the Disbursement Data table (REBYTDD), and
- all records with *S* in the first position are loaded into the Summary Data table (REBYTDS).

Note: The RERFI08 process loads and stores all records without overlaying data in each subsequent file. When selecting which data to extract for reconciliation purposes, the activity date is critical for ascertaining which records are the most recent.

You can view the disbursement year-to-date information online on this COD Year To Date Grant Disbursement Form (REIYTDD).

Key Block

This form displays information based on the financial aid processing year and the student's ID.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	Student's identification number. Select List to search for existing students on the SOAIDEN or GUIALTI forms. The student's ID number and name are displayed. This field is not required and if left blank the form will display all year to date disbursement records that were not matched to an existing student in Banner at the time the record was imported by RERFI08.
Program Type	Code that indicates the grant program type for the year-to-date record. The grant type that displays in the next block is determined by this field. The valid values are *All Grants* (default value), *PELL*, *ACG*, or *SMART*.

COD Year to Date Grant Disbursement Block

The fields in this block are dependent upon the existence of year-to-date Pell, ACG, or SMART disbursement records.

Fields	Descriptions
Last Name	Student's last name as recorded at COD.
First Name	Student's first name as recorded at COD.
Middle Initial	Student's middle initial as recorded at COD.
Current SSN	Student's social security number as recorded at COD.
Birth Date	Student's birth date as recorded at COD.
Institutional Cross-Reference	Institutionally-defined reference number used to identify student records internally.
Campus Pell ID	Campus Pell ID as recorded at COD.
Attending School Entity ID	Attending School Entity ID as recorded at COD.
Pay Period Start Date	Beginning date of Payment Period as recorded at COD.
Program Type	(`REBYTDD_PROGRAM_TYPE`) Code indicating the grant program type for the YTD disbursement record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Disbursement Batch Number	(`REBYTDD_DISB_BATCH_NO`) The batch number produced by COD for the disbursement batch.
Disbursement Number	The disbursement reference number as recorded at COD.
Disbursement Sequence Number	The disbursement sequence number as recorded at COD.

Fields	Descriptions
Previous Sequence Number	The prior sequence number for the previously processed disbursement record for the same disbursement number as recorded at COD.
Disbursement Status Code	Disbursement status code as recorded at COD.
Grade Level	(REBYTDD_GRADE_LEVEL) Grade Level for the ACG or SMART grant as recorded at COD.
Award ID	(REBYTDD_AWARD_ID) Award ID for the ACG or SMART grant as recorded at COD.
Batch Number	The batch number associated with the year-to-date record.
Disbursement Amount	Amount of this disbursement record as recorded at COD. If sequence number is > 1, this value is a replacement amount.
Debit/Credit Indicator	Indicates whether the reported disbursement amount is an increase or a decrease to the total amount that has been disbursed to the student for the award year.
Disbursement Date	Date this disbursement was or will be made to the student as recorded at COD. For sequences > 1, this will be the same date as the disbursement date for sequence 1.
Disbursement Process Date	Date disbursement information was processed by the COD system.
Activity Date	Activity date for year-to-date disbursement record.

COD Grant Reconciliation Form (REIRECN)

The COD Grant Reconciliation Form provides you with a student summary of Pell, ACG, and SMART processed records. This information is derived from the COD PGRC08OP, AGRC08OP, and SGRC08OP reconciliation files. You can use this information for both your year-end and ongoing reconciliation processes. This form provides the total YTD disbursement amount per student with COD.

Key Block

This form displays information based on the financial aid processing year and the student's ID.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	Student's identification number. Select List to search for existing students on the SOAIDEN or GUIALTI forms. The student's ID number and name are displayed. This field is not required and if left blank the form will display all reconciliation records that were not matched to a student in Banner at the time the record was imported by RERFI08.
Program Type	Code that indicates the grant program type for the reconciliation record. The grant type that displays in the next block is determined by this field. The valid values are *All Grants* (default value), *PELL*, *ACG*, or *SMART*.

COD Grant Reconciliation Block

The fields in this block are dependent upon the existence of Pell, ACG, or SMART reconciliation records.

Fields	Descriptions
Last Name	Student's last name as recorded at COD.
First Name	Student's first name as recorded at COD.

Fields	Descriptions
Middle Initial	Student's middle initial as recorded at COD.
Current SSN	Student's social security number as recorded at COD.
Campus Pell ID	Pell ID of the reporting campus as recorded at COD.
SAR Transaction Number	CPS transaction number from the eligible SAR used to calculate the award as recorded at COD.
EFC	The Expected Family Contribution as recorded at COD. Pell only.
Verification Status	The verification status supplied on the origination record as recorded at COD. Pell only.
Potential Overpayment Flag	Flag set in origination record when a student is in a POP situation. Pell only.
Program Type	(`RERRECN_PROGRAM_TYPE`) Code that indicates the grant program type for the reconciliation record. The valid values are *PL=Pell*, *AG=ACG*, or *SG=SMART*.
Reconciliation Process Date	Reconciliation record process date.
Batch Number	Reconciliation record batch number.
Scheduled Pell Grant	Scheduled Federal Pell Grant for a student with this EFC and COA attended full-time for a full academic year. Pell only.
Amount Due Student	Annual award amount supplied on the origination record.
YTD Disbursement Amount	Total of all the accepted disbursement amounts for the student.
Award ID	(`RERRECN_AWARD_ID`) Award ID for the ACG or SMART grant as recorded at COD.

Fields	Descriptions
Payment Reason Code	(RERRECN_PAY_REASON_CDE) Payment Reason Code for the ACG grant as recorded at COD. The valid values are: *01=Rigorous high school program*, *02=AP/IB coursework*, and *03=Required similar coursework*.
Rigorous High School Program Code	(RERRECN_HS_PROGRAM_CODE) High School Program Code for the ACG grant as recorded at COD. Refer to the State Advanced/ Honors Program Codes (RPISAHP) for a list of values.
CIP Code	(RERRECN_CIP_CODE) CIP Code for the SMART grant as recorded at COD. Refer to the Financial Aid CIP Code Rules (RPICIPC) for a list of values.
Grade Level	(RERRECN_GRADE_LEVEL) Grade Level for the ACG or SMART grant as recorded at COD.

NSLDS Transfer Monitoring Application Form(RNATMNT)

Use this form to enter the names of students who will be sent to NSLDS to be added to or removed from the Monitoring List. Data entered on this form is used by the Transfer Monitoring Extract Process (RNRTMNE), which creates the Transfer Monitoring School Inform File to be sent to NSLDS.

This form allows you to search on the **SSN** field on both the Transfer Monitoring Query Window and the Transfer Monitoring Update and Acknowledgement Window. When you select LIST, you will navigate to the SSN/SIN Alternate ID Search Form (GUIALTI).

To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current SPRIDEN_ID is returned, populating the **ID** field and the **SSN** is returned, populating the **SSN** field for the record.

Main Window

Since Banner queries on ID (SPRIDEN_ID), as well as on many of the columns in the NSLDS Transfer Monitoring Process Table (RNRTMNT), a view which combines the SPRIDEN and RNRTMNT tables was created called RNVTMNT. The Main window of this form uses this view to allow query capabilities by ID.

Since Oracle forms do not allow inserts or updates directly to a view, this window is display and query only. All records will be displayed based on the Aid Year in the Key block and sorted based on the selected sort order.

When an Insert is requested (either by keystroke or menu), you are navigated to the Transfer Monitoring Update and Acknowledgement window, and positioned in a new record. An Option List item (Insert New Record) also performs this function. When navigating to the Update and Acknowledgement window after first entering the Main Window, you must either cancel the query or execute a query prior to performing a next block.

Key Block

Fields	Descriptions
Aid Year	This required field, which follows standard aid year validation, must exist in the ROBINST table. If an inactive aid year is entered, the following error message displays: **WARNING* Inactive aid year; no changes or inserts allowed.* The aid year end year must be greater than 2001. If an aid year ending prior to 2002 is entered in this field, the following error message displays: **ERROR* Transfer Monitoring only valid starting with 2001-2002 Aid Year and beyond.*
Aid Year Description	This is a non-navigable field, which displays the description of the Aid Year Code.
Sort By	The default value is *M*onitor End Date. The value selected in this field determines the sort order of the detail data listed in both the Main and Update and Acknowledgement windows. Valid Values: *M*onitor End Date, *I* D, *N*ame.

Next Block

Fields	Descriptions
ID	Student ID. Its List of Values (LOV) accesses the ROAIDEN form while in Query mode.
SSN	Student’s social security number.
Last Name	Student’s last name.
First Name	Student’s first name.
Birth Date	Student’s date of birth.

Fields	Descriptions
Enrollment Begin	Enrollment begin date.
Alert	Alert received. When checked, it indicates an Alert has been received. Valid Values: *Y* (checked), *N* (unchecked).
School	School/Campus (Pell ID) that is requesting Transfer Monitoring for the student.
Monitor Begin	Transfer monitoring begin date, as calculated by the system.
Monitor End	Transfer monitoring end date, which is determined when the Transfer monitoring record is created.
Add Batch ID	Batch ID of the extract file (the School Inform file) which contains the names sent to NSLDS to be added to the Transfer Monitoring List.
Remove	Valid Values: *Y* (checked), *N* (unchecked). This is the remove indicator. When checked, it indicates a request has been made to remove the student from the Transfer Monitoring List.
Remove Batch ID	Batch ID of the extract file (the School Inform file) which contains the names sent to NSLDS to be removed to the Transfer Monitoring List.
Use Class Start (Button)	Clicking this button updates the enrollment begin date for the student based on the start date of the earliest course from the student's registration. When the **Use Class Start** button is selected, the earliest course start date for the student's first term in the aid period will be determined and update the enrollment begin date.

Transfer Monitoring Update and Acknowledgement Window

This window is used to insert and update Transfer Monitoring Request records. If a valid Student ID is entered, the form will automatically default in values for School, SSN, Last Name, First Name, Birth Date, Enrollment Begin Date and Monitor End Date. You may update any defaulted values until the data has been extracted and sent to NSLDS. The values defaulted in for SSN, Last Name, First Name and Birth Date are taken from the student's current FAFSA. The value in Enrollment Begin

Date is determined from the start date of the first term in the student's expected aid period.

This window allows insertion, updating, or deleting of a row from the RNRTMNT table, its base table. Insert is permitted on this window, though only one Active record can exist for a given aid year, student, and school/campus. The Duplicate Record function is also allowed. If you enter a Duplicate Record after an Insert Record request, the **ID** field and **School** code are copied from the previous record.

Updates to all fields are allowed only if the record has not yet been extracted to be sent to NSLDS. You can easily tell if the record has been extracted by viewing the **Add Batch ID** field. If this field is populated, the record has been extracted. If this field is blank, it has not yet been extracted. Once a record has been extracted, the only field for which an update can be made is the **Rem** field.

The Delete function works the same as the update function. That is, deletes are allowed only if the record has not been extracted. After it has been extracted, no deletes can be performed. As with updates, if the **Add Batch ID** field is populated, the record has been extracted. If this field is blank, it has not yet been extracted.

The Monitor End Date is calculated as 90 days after the Enrollment Begin Date, which is entered by the user or defaulted in from the student's aid period. The value in School Code is determined from the school code (Pell ID) associated with the Campus code from the student's current student base record in General student (SGBSTDN). If no school code is associated with the campus, the main school code (Pell ID) is used.

The Monitor Begin Date is determined when the Transfer Monitoring Extract process is run. The Add Batch ID and Remove Batch ID are generated when those requests are extracted and sent to NSLDS. The acknowledgement dates are updated when an acknowledgement file is returned from NSLDS, as are any error codes returned from NSLDS.

Fields	Descriptions
ID	Student ID. It is updateable only until the record has been sent to NSLDS. Its List of Values (LOV) accesses the ROAIDEN form. When displaying existing RNRTMNT records, this displays the ID from SPRIDEN.
SSN	Applicant's social security number. It is updateable only until the record has been sent to NSLDS. This is a required field.
Last Name	Applicant's last name. It is updateable only until the record has been sent to NSLDS. This is a required field.

Fields	Descriptions
First Name	Applicant's first name. It is updateable only until the record has been sent to NSLDS. This is a required field.
Birth Date	Applicant's date of birth. It is updateable only until the record has been sent to NSLDS. This is a required field.
Enrollment Begin	Applicant's expected enrollment start date. It is updateable only until the record has been sent to NSLDS. This is a required field.
Remove	Remove indicator. It is not updateable unless the request to add the student has been sent to NSLDS. Dynamic Help is available for this field. Valid Values: *Y* (checked), *N* (unchecked – default). **Note:** The only time a school may remove a student from the Monitoring List is if the student does not attend the school or does not receive Title IV aid. If students do not meet these two criteria, they cannot be removed from the Monitoring List. Also, because all students are automatically removed from monitoring by NSLDS after 90 days from the start of the enrollment period, there is no need to remove the student from monitoring, other than to prevent unnecessary Alert records from being sent to and processed by the school.
School	School/Campus (Pell ID) that is requesting Transfer Monitoring for the student. It is updateable only until the record has been sent to NSLDS. This is a required field.
Monitor End	Date the Transfer Monitoring will end. It is calculated by the system based on enrollment start date.
Add Batch ID	Batch ID generated by the system when the add request is extracted to be sent to NSLDS. The Batch ID is generated when the Transfer Monitoring Extract Process (RNRTMNE) extracts the request to add the student to Transfer Monitoring.
Add Acknowledge Date	Date the add request was acknowledged by NSLDS. The date is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI).

Fields	Descriptions
Remove Batch ID	Batch ID generated by the system when the remove request was sent to NSLDS. The Batch ID is generated when the Transfer Monitoring Extract Process (RNRTMNE) extracts the request to remove the student from Transfer Monitoring.
Remove Acknowledge Date	Date the remove request was acknowledged by NSLDS. The date is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI).
Acknowledge-ment Error Codes 1 - 5	Error code contained in the acknowledgement file received from NSLDS (add or remove). The error code is updated when the batch file containing the acknowledgement is processed by the Transfer Monitoring Import Process (RNRTMNI). **Note:** If more than five error and/or warning messages are received, the first five will appear on the form and the remainder will be printed on the report generated by the import process.

To perform a query in the Transfer Monitoring Update and Acknowledgement window that will allow you to view each student with a Transfer Monitoring record, follow these steps:

1. Cancel the current query.
2. With the cursor in the **SSN** field and the field blank, perform a query. This will retrieve all Transfer Monitoring records for the aid year indicated in the Key block.
3. A single record can be retrieved by typing the desired SSN in the **SSN** field.

   The wildcard – % sign – can be used to retrieve a range of SSNs. For example, entering 111% will retrieve all SSNs beginning with 111.

COD Identifier (REASTID)

The COD Identifier Form tracks the COD Student and Borrower Identifiers that are sent to the COD system for a student. The form also enables you to change the components of the Student and Borrower Identifiers.

For every COD origination and disbursement extract in XML format, the current identifier record on this form is used to identify the particular student or parent borrower to COD. The Identifier consists of the student or parent borrower's SSN, Date of Birth and Last Name.

Student Identifier records are not aid year or award specific and can cross multiple aid years. Parent Identifier records are aid year and award specific. Corrected Student or Parent identifier records can be created through this form by using the Duplicate Record function.

Key Block

Fields	Descriptions
ID	Student's identification number. Select List to search for existing students on the SOAIDEN, ROAIDEN or GUIALTI forms. The student's ID number and name are displayed
Type	The Identifier type. Valid values are *S (Student)* and *P (Parent)*.
Aid Year	The financial aid processing year. This field is only valid for the Parent Identifier type. When the **Type** is *S (Student)*, this field will be null. When **Type** is *P (Parent)*, the default for this field is the current aid year. Select the List function to access the Aid Year Validation window, which lists valid aid years.
PLUS Number	The number assigned to this PLUS Borrower. This number is included on the PLUS loan record on RPALORG and is only applicable to the Parent Identifier type. This field is blank for a Student Identifier type.

Main Window

Fields	Descriptions
SSN	Social security number of the student.
Date of Birth	Student's date of birth.
Last Name	Last name of the student.
First Name	Displays the first name of the student from the RNANA08 Form.
Middle Initial	Displays the middle initial of the student from the RNANA08 Form.

Fields	Descriptions
Document ID	COD Document ID for the record. This Document ID is the number associated with the student's Identifier record. The Document ID is used to track the import and export of XML files. No processing can occur without a Document ID.
Activity Date	Date of last activity for this record.
User ID	User ID of the last person to update this record.
Seq No	Sequence number associated with the COD Student or Parent Identifier.
Status Code	Status of the document creating or changing this COD Student or Parent Borrower Identifier. The valid values for this field are: *S* (Sent) *A* (Accepted) *R* (Rejected) *D* (Duplicate) *I* (Inactivated) *Blank* **Note:** A student's Identifier is only inactivated under the following circumstance: • A changed Student Identifier has been created manually on the REASTID Form, and • REREX08 is run with the Update Student Identifier parameter set to *Y* to automatically update the Student Identifier if a data mismatch exists between the RERSTID table (as displayed on the REASTID Form) and the RCRAPP1 table (as displayed on the RNANA08 Form). When this occurs, the Student Identifier that was created manually without a status code is updated to *Inactivated* and a new Student Identifier with the data from RCRAPP1 is inserted and updated to *Sent* with the Document ID extracted.

Identifier Reject Codes Options Window

This window displays any reject codes, reject code descriptions, and the edit field for the particular identifier record.

Fields	Descriptions
Reject Code	The **Reject Code** field displays the 3-character reject code received in the response file for this particular identifier record.
Description	The **Description** field displays the corresponding Type *F* reject code description from RTVRJCT for the 3-character reject code.
Edit Field	Identifier response edit field (*<ResponseErrorField>*) in the response record.

COD Entity ID Rules Form(RORCODI)

The COD Entity ID Rules Form (RORCODI) establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**.

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 Institution Financial Aid Options Form (ROAINST).

Schools with only one campus set up one COD identifier relationship on the COD Entity ID Rules Form (RORCODI) with this **Attending ID** designated as the institutional default.

Multi-campus schools set up COD identifier relationships on the RORCODI Form and assign a particular **Attending ID** from RORCODI to each campus on the Campus/EDE Defaults window of the ROAINST Form. You must also determine which entry on this form is your institutional default value.

When you make changes on this form to the institutional default values, the corresponding institutional default fields on the Defaults tab of the ROAINST Form are automatically updated when the change is saved.

Similarly, when you make changes to any record on this form, the corresponding campus-specific values on the Campus/EDE Defaults window of the ROAINST Form are automatically updated, provided the **Attending ID** for that record has been selected for one or more campuses on ROAINST.

Each year the values entered on RORCODI are copied to the new aid year when you run the FA New Year Roll Process (ROPROLL). You can also make any necessary modifications on the RORCODI Form.

Note: Refer to the Grant Setup Chapter for more information about this form and the management of COD Entity ID relationships.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

COD Entity ID Rules Block

Fields	Descriptions
Attending ID	(`RORCODI_ATTENDING_ID`) Attending School Entity ID that is unique for the aid year. This is the Routing ID of the school or campus where the student attends class if that campus or location is separately eligible. You must enter a corresponding **Reporting ID** and **Source ID**.
Reporting ID	(`RORCODI_REPORTING_ID`) Reporting School Entity ID. The Routing ID of the school that reports the Common Record data for the campuses or students it serves.
Source ID	(`RORCODI_SOURCE_ID`) Source Entity ID. The Routing ID of the school/organization that physically sends or transmits the Common Record document.
Federal Pell ID	(`RORCODI_PELL_ID`) The Federal Pell ID number associated with the **Attending ID**. The Pell ID is unique for the aid year.

Fields	Descriptions
Direct Loan School Code	(RORCODI_DL_SCHOOL_CODE) The **Direct Loan School Code** field stores your Department of Education assigned Direct Loan School Code (the one beginning with a *G* or *E*) for Direct Loan processing and is associated with the **Attending ID**. This code is necessary for the creation of the Loan ID on each loan origination record as well as for the printing of promissory notes. The school code is unique for the aid year.
Institutional Default	(RORCODI_INST_DEFAULT_IND) Institution Default Indicator. Use this indicator to define the institutional default for one set of **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**. You can only check this box when the **Attending ID**, **Reporting ID**, and **Source ID** are identical for the aid year.

Financial Aid CIP Code Rules Form (RPICIPC)

The Financial Aid CIP Code Rules Form (RPICIPC) contains the list of eligible programs of study for the SMART Grant. The Department of Education published the list of eligible codes for the 2006-2007 award year in the *Dear Colleague Letter GEN-06-06* dated May 2, 2006. SunGard Higher Education maintains this list of eligible codes as required data. This form will be maintained each year with updates to this list of eligible CIP codes.

Fields	Descriptions
CIP Code	(RPRCIPC_CODE) Classification of Instructional Program Code eligible for National SMART Grants.
Description	(RPRCIPC_DESC) The description of the CIP code from the National Center for Education Statistics (NCES).
Effective From Year	(RPRCIPC_EFF_FROM_YR) The aid year end year indicating when this code became active.
Effective To Year	(RPRCIPC_EFF_TO_YR) The aid year end year indicating when this code became inactive.

State Advanced/Honors Program Codes Form (RPISAHP)

This form lists the programs defined by the Department of Education as meeting the criteria for a rigorous high school program. SunGard Higher Education maintains this list as required data. The approved Advanced or Honors Programs which have been published in *GEN-06-08* are included in this release.

Fields	Descriptions
State	(RPRSAHP_STATE_CODE) The state code of the honor or advanced program.
Program Code	(RPRSAHP_CODE) Code to define the state's honor or advanced program which has been approved by the Department of Education.
Description	(RPRSAHP_DESC) The description of the state's honor or advanced program.
COD Program Code	(RPRSAHP_SAHP_COD_CODE) Code defined by COD for reporting the state's advanced or honors program. **Note:** At this time, the value of the **Program Code** is used for the COD Program Code. These values will be updated accordingly in a future release when the values for reporting of the state's advanced or honors program codes have been established by COD.
Effective From Year	(RPRSAHP_EFF_FROM_YR) The aid year end year indicating when this code became active.
Effective To Year	(RPRSAHP_EFF_TO_YR) The aid year end year indicating when this code became inactive.

Chapter 11

History and Transcripts

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Overview

The History and Transcripts module maintains student financial aid records online for use in packaging, financial aid transcript generation, and audit functions. The module features:

- Online Transcript Request – Produces federally-required transcripts for students in NASFAA standard format.
- Prior College & Institutional History – Allows unlimited entry of transcript data received from other institutions.

History and Transcripts Process Flow

1. Create Transcript Rules

   Transcript rules define which of the institution's funds appears on financial aid transcripts.

2. Enter Transcript Information

   Non-loan and non-award information that will be printed on financial aid transcripts is entered online.

3. 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.

4. Request Transcript from Prior Institution

   For applicants who have attended prior post-secondary institutions, financial aid transcripts must be requested to ascertain their continuing eligibility for certain awards.

5. Prior Institution Transcript Data

   Data from prior institution's transcripts is entered online and should also be updated in the Requirements Tracking module, if financial aid transcripts are tracked as requirements.

6. Enter Applicant Comments

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

Note: Student Financial Aid history may also be viewed on the Student Loan Data System Form (RNASLxx).

Forms

The forms segment provides you with examples and descriptions for each form within the History and Transcripts module.

Transcript Rules Form	RHRTRNS
Pre-Banner Award Summary Form	RHAPBAW
Prior Institution Transcript Form	RHAPTRN
Fund Sequence History Inquiry Form	RHIAFSH
Applicant Comments Form	RHACOMM
Transcript Information Form	RHATINF
Financial Aid Transcript Request Form	RHARQST

Transcript Rules Form (RHRTRNS)

Use this form to identify the funds that you want to include on the institution's financial aid transcript. You can enter any fund (with the exception of Pell) in the Fund Block.

Key Block

Fields	Descriptions
Name	Enter the name of the person who signed the transcript.
Title	Enter the title of the person who signed the transcript.

Main Window

Fields	Descriptions
Fund Code	Enter the fund codes that you want to include on the financial aid transcript. Press LIST for valid values.
Fund Title	This is the Fund Code Title. Display Only.
Federal Fund Indicator	This is the Federal Fund ID, for example, Stafford. Display Only.

Fields	Descriptions
Accepted	When you enter rules for Federal Family Education Loans (Part B loans), checking the **Accepted** indicator means to use the accepted amount of the student's award from the student's award package, rather than data from the loan module when you print the FAT.
Paid	Checking the **Paid** indicator means to use the approved/expected/recommended amount from the loan module when you print the FAT. (Use the approved amount if present. Otherwise use the expected amount, or else use the recommended amount.) The actual paid amount for a Part B loan is not used because it represents the net amount of the loan after origination/agency fees have been deducted. The gross amount should be used and accepted; approved, expected, and recommended amounts are all gross amounts. The option to use packaged data or loan module data allows more flexibility if you have not yet implemented the Loan Module and still need to generate accurate FATs.
Activity Date	This is the transcript rules activity date. Display Only.

Pre-Banner Award Summary Form (RHAPBAW)

Use this form to manually enter pre-Banner summary award information in lieu of an automated conversion process. You can only enter data on this form for an inactive aid year. The system stores fund names, statuses, and amounts in the Applicant Award Table (RPRAWRD); you can view this information through forms such as the Award Form (RPAAWRD) or Package Maintenance Form (RPAAPMT). When the award is added via this section, the system/manual indicator will be set to *P* (Pre-Banner).

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Budget/Group Period section.

Main Window

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Fund	Enter the Fund Code. Select LIST for valid values.
(Title)	This is the Fund Code title. Display only.
Status	Enter the Status of the award.
Offered	Enter the Offered Amount of the award.
Accepted	Enter the Accepted Amount of the award.
Paid	Enter the Paid Amount of the award.

Prior Institution Transcript Form (RHAPTRN)

Use this form to enter and maintain the information received from a prior institution's transcript.

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Budget/Group Period section.

Main Window

Fields	Descriptions
Transcript Sequence Number	This is the Transcript Sequence Number.
Transcript College Code	This is the Transcript College Code. Press LIST for valid values.
Name	This is the prior institution's name.
Attend From	This is the attend from date, in DD-MON-YYYY format.
Attend To	This is the attend to date, in DD-MON-YYYY format.
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Section A Window

Use this window to enter the prior colleges that the student attended.

Fields	Descriptions
Prior College Code	Enter the prior college code. Press LIST for valid values.
Name	This is the prior college code name. It is completed automatically.

Section B Window

Use this window to check the appropriate response for the student concerning the Title IV program.

Section C Window

Use this window to check all of the appropriate Section C responses.

Section D Window

The following information is reported by fund code based on the student's financial aid transcript.

Fields	Descriptions
Code	Enter the fund code in this field. Press LIST for valid values.
Title	This is the title of the fund. Display Only.
Current Year	This field contains the current year amount of aid for the student.
Cumulative Total	This field is the total aid for the fund code.
Total Disbursement	This field is the amount of aid which has actually been disbursed

Fields	Descriptions
Scheduled Award	The **Scheduled Award** is the amount of aid which has been scheduled for a student from a prior institution but which has not yet been disbursed.

Section E Window

Use this window to enter the loan history for a prior institution.

Fields	Descriptions
Code	Enter the fund code in this field. Press LIST for valid values.
Title	This is the title of the fund. It is completed automatically.
Grade Level	Enter the student's grade level. Valid values are *1-9* and space.
Amount	Enter the loan total amount.
Period From	This is the starting period date.
Period To	This is the ending period date.

Comments Window

Use this window to enter information received on a prior institution's transcript.

Fields	Descriptions
Comments	Enter any comments in this field.
Activity Date	This is the Activity Date, which is filled in automatically when you commit.

Fund Sequence History Inquiry Form (RHIAFSH)

The Fund Sequence History Inquiry Form displays the student's financial aid history institution award, total institution award, institution loan, total institution loan, transfer award, total transfer award, transfer loan, and total transfer loan by fund code.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Budget/Group Period section.
Start with Fund	Fund code. If left blank, the first fund code with the student's information will display.

Fund Summary Block

Fields	Descriptions
Fund	Enter the fund code.
(Description)	This is the fund code description. Display only.
Source	Enter the source code.
(Description)	This is the source code description. Display Only.
Type	Enter the type code.
(Description)	This is the source code description. Display Only.
Fed Fund ID	Enter the Federal Fund ID.

Institution Award Block

This window displays current award information associated with the fund code shown in the Fund Summary section.

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Status	This is the award status, for example *OFRD*.
Offered	This is the offered amount.
Accepted	This is the accepted amount.
Authorized	This is the authorized amount.
Memoed	This is the memoed amount.
Paid	This is the paid amount.
System or Manual Indicator	This is the system or manual indicator.

Institution Loan Window

The Institution Loan window displays the loan application records associated with the fund code in the Fund Summary section.

Fields	Descriptions
Start Date	This is the start date of the loan.
End Date	This is the end date of the loan.
Recommended	This is the recommended amount of the loan.

Fields	Descriptions
Requested	This is the requested amount of the loan.
Expected	This is the expected amount of the loan.
Approved	This is the approved amount of the loan.

Transfer Award Window

The Transfer Award window displays the award records from the prior institutions that are associated with the fund code in the Fund Summary section.

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
Current	This is the current year amount.
Cumulative	This is the cumulative amount.
Disbursement	This is the total disbursement amount.
Scheduled	This is the scheduled amount.

Transfer Loan Window

The Transfer Loan window displays the loan records from the prior institutions that are associated with the fund code in the Fund Summary section.

Fields	Descriptions
Period From	This is the Period From Date.
Period To	This is the Period To Date.
Amount	This is the Loan Amount.

Applicant Comments Form (RHACOMM)

Use this form to record and display specific comments about an applicant for an aid year. Use the text fields to enter your own comments about an applicant. These comments are unique to your User ID so that only you can update or delete these text fields. You can only view those comments created by another User ID. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Use the Key Block to enter the ID of the student for whom you want to enter comments. Use the Applicant Comments Information block to enter comments about the student established in the Key Block.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to enter comments for an applicant for a specified aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Category Code	`(RHRCOMM_CATEGORY_CODE)` The category code for applicant comments.
Created	Date the original comment was entered on the student's record.
Activity Date	Date the information for this record was entered or last updated.
User	User’s identification number who entered or last updated this comment. This user is the only person who can change or delete the comment.

Fields	Descriptions
Comments	(RHRCOMM_COMMENT) The comments associated with the student's record. The field length is 4000 characters.

Procedures

To add comments for an applicant

1. Access the Applicant Comments Form (RHACOMM).
2. Enter the student ID.
3. Go to the Applicant Comments Information block.
4. Enter an Aid Year.
5. Enter your comments about the applicant in the **Comment** field.
6. Save.

.Transcript Information Form (RHATINF)

The Transcript Information Form displays and maintains the non-award and non-loan information that appear on the student's financial aid transcript produced for the student by the institution. When the FAT is requested by using the Transcript Request Form (RHARQST), information from this form will be merged with award and loan information when the FAT is generated by the RHRTRAN report.

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the List function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Budget/Group Period section.

Main Window

Use this window to check any indicator regarding the non-award and non-loan information.

Financial Aid Transcript Request Form (RHARQST)

Use this form to request financial aid transcripts for a student. Each request is for one copy of a transcript.

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the List function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). After you enter the necessary information in this section, press Next Block to access the Budget/Group Period section.

Main Window

Fields	Descriptions
User	This is the User name.
Request Number	This is the Request Number.
Date Requested	This is the date the transcript was requested, in format *DD-MON-YYYY.*
Date Printed	This is the date the transcript was printed.
Student Address Type	This is the Student Address Type. Press LIST for valid types.
Outside Institution Code	This is the outside institution Code. Press LIST for valid values.
Name	Enter the outside institution name.

Fields	Descriptions
Address (Lines 1 - 3; City)	Enter the outside institution street address and city.
State	Enter the outside institution State. Press LIST for valid values.
ZIP	Enter the outside institution ZIP code. Press LIST for valid values.
Typed Name	This is the name of the person who will sign the transcript.
Title	This is the title of the person who will sign the transcript

Chapter 12

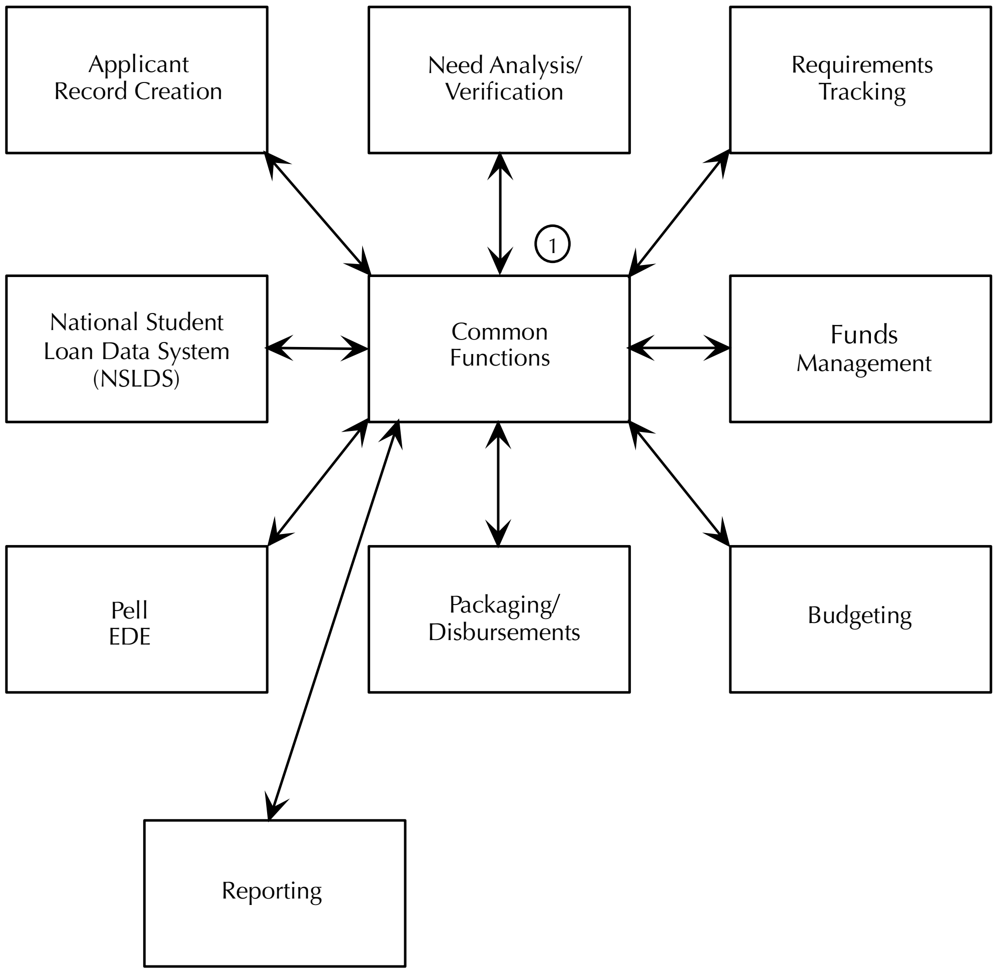
Financial Aid Common Functions

Overview

The Financial Aid Common Functions module maintains frequently used financial aid functions. The module 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, displaying the management audit log, setting institutional options.
- Form Call Sequencing – Allows the definition and execution of a series of functions in a predefined order.

Common Functions Process Flow



Common Functions Process Flow Narrative

1. 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.

Forms

The forms segment provides you with examples and descriptions for each form within the Financial Aid Common Functions module.

General Person Identification Form	SPAIDEN
Person Name/ID Search Form	ROAIDEN
FISAP Person Maintenance	ROAFSAP
Aid Year Inquiry Form	ROIAIDY
Group Inquiry Form	ROIGRPI
Data Log Inquiry Form	ROIILOG
Logging Activity Inquiry Form	ROILOGA
Message Code Inquiry Form	ROIMESG
SAR ID Inquiry Form	ROISARI
Financial Aid Term Code Inquiry Form	ROITERM
Saved Output Review	GJIREVO
Financial Aid Record Maintenance Form	ROARMAN
FISAP Person Maintenance Form	ROAFSAP
Applicant Status Form	ROASTAT
Applicant Pell Grant Form	ROAPELL
Applicant Non Year User-Defined Data	ROANYUD
Applicant User-Defined Data Form	ROAUSDF
Applicant Holds Form	ROAHOLD
Applicant Data Log Inquiry Form	ROIALOG
Applicant Data Log Application Form	ROAALOG
Applicant Immediate Process Form	ROAIMMP
Applicant Comments Form	RHACOMM
Applicant Summary Form	ROASMRY
Applicant Messages Form	ROAMESG
Applicant High School Data	ROAHSDT
Financial Aid Enrollment Form	ROAENRL
Applicant Status Inquiry Form	ROIASIQ
Applicant Mail Form	RUAMAIL
Institution Financial Aid Options Form	ROAINST
Sections Unavailable for Aid Form	ROASECT
Logging Control Form	ROALOGC
Miscellaneous Validation Rules Inquiry	ROIMVAL
Data Log Rules Form	RORDATA
Supplemental Log Data Rules Form	RORDSUP
Message Rules Form	RORMESG
Batch Posting Rules Form	RORPOST
SAP Translation Rules Form	RORSTRF
Aid Period/Term Rules Form	RORTPRD
Aid Period Validation Form	RTVAPRD
Comment Category Code Validation	RTVCCOM
Hold Type Validation Form	RTVHOLD
ISIR Comment Code Validation Form	RTVICMT
Message Code Validation Form	RTVMESG
Batch Posting Type Indicator Validation Form	RTVPTYP
Rejection Code Validation Form	RTVRJCT
Satisfactory Academic Progress Validation Form	RTVSAPR
Non Year User-Defined Variables Description	RORNYVD

User-Defined Variables Description Form	RORUSER
Financial Aid Suspended Records Maintenance Form	RCRSUSP
Data Source Rules Form	RCRDTSR
Interface Data Translation Rules Form	RCRTPTR
Name Translation Rules Form	GORNAME
Common Matching Rules Form	GORCMRL
Common Matching Source Rules Form	GORCMSC
Data Source Code Validation Form	RTVINFC
Common Matching Source Code Validation Form	GTVCMSC
QuickFlow Form	GUAQFLW
QuickFlow Definition Form	GUAQUIK
QuickFlow Code Validation Form	GTVQUIK
Crosswalk Validation Form	GTVSDAX

General Person Identification Form (SPAIDEN)

Use the General Person Identification Form to capture biographic/demographic information for all persons/non-persons associated with the institution.

Persons/non-persons may belong to any or all of the installed applications (Student, Finance, etc.). All persons/non-persons are first entered into the database using this form. The information maintained in this form is specific to the person/non-person and does not relate to the person's/non-person's involvement at the institution. All other modules/applications are dependent on the information captured and maintained in this form. Any changes or additions to a person's/non-person's biographic/demographic information must be made in this form.

You can access the Common Matching Entry Form (GOAMTCH) from SPAIDEN to enter information for a new ID and then execute the matching process before a new PIDM is created in Banner. To do this, turn on Common Matching for the institution using the **Online Matching Process Enabled (Indicator)** on GUAINST. In addition, the user attempting to access GOAMTCH must not have been excluded from using it on GORCMUS. However, even if a user has been excluded from Common Matching on GORCMUS, they can still access GOAMTCH through the General Person Menu (*PERSON) or through the Common Matching (GOAMTCH) item in the Options Menu for SPAIDEN.

To open GOAMTCH from SPAIDEN: type *GENERATED* in the **ID** field, select the Generate ID button, or enter an ID in the **ID** field that does not exist in Banner. The GOAMTCH form will automatically appear. If a person record is created using only the GOAMTCH form, the **Origin** field (on SPAIDEN and SPRIDEN) will be set to *GOAMTCH*. If the person record is created using SRRSRIN or SRIPREL, then the **Origin** field will be set to *SRKPREL*.

You can search on person last and first names and non-person names by text to see if similar names exist. Use the Search feature from the **Last Name** and **First Name** fields to view similar names on the Person Search Form (SOAIDEN). Use the Search feature from the Non-Person Name Information **Name** field to view similar names on the Non-Person Search Form (SOACOMP).

You can view the user ID and the form or process which created that name/ID record in the ID and Name Source block.

The Current Identification information in the main window is accessed by the Current Identification window if you wish to go back to the main window from a secondary window.

Fields	Descriptions
Name Type	Use the **Name Type** field to enter a type for the name in the Key. Name types could be for example, preferred name, legal name, maiden name, formal name, etc.

Alternate Identification Window

Use this window to enter or change information for an alternate ID and name. This window is accessed by the Alternate Identification tab.

Fields	Descriptions
Name Type	Use the **Name Type** field to enter a type for the name which defaults from the Key. Name types could be for example, preferred name, legal name, maiden name, formal name, etc.

Address Information Window

Use this window to enter address and delivery information for the person. This window is accessed by the Address tab.

Addresses are displayed in the following order: all active or current addresses in type order, followed by all inactive addresses ordered by type, from date, to date, and status.

When a valid ZIP or postal code is selected from the ZIP/Postal Code Validation Form (GTVZIPC) and entered in the **ZIP or Postal Code** field, the combination of city, state/province, and nation information which exists in GTVZIPC will default into the appropriate fields. The related information does not default in when the ZIP or postal code is entered manually.

Telephone Window

This window displays information from the main block of SPATELE. You can view and update telephone records in this window. This window is accessed by the Telephone tab.

Biographical Window

This window displays information from the main block of SPAPERS. You can view and update person records in this window. This window is accessed by the Biographical tab.

E-mail Window

This window displays information from the main block of GOAEMAL. You can view and update email records in this window. This window is accessed by the E-mail tab.

Emergency Contact Window

This window displays information from the main block of SPAEMRG. You can view and update emergency contact records in this window. This window is accessed by the Emergency Contact tab.

Person Name/ID Search Form (ROAIDEN)

Use this form to view and select the correct ID number for individuals in Banner. You can access this form from all forms that require an ID number in the Key Block section. The form is in Query mode when you first access this form. You can search on the **ID Number**, **Last Name**, **First Name**, and **Middle Name** fields. Searches are not case-sensitive. You can only display students with a Financial Aid Applicant Status Record in the RORSTAT Table for the global aid year on this form.

Note: You can use the SOAIDEN form to find any student in the entire database.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Main Window

Search on the appropriate field for the desired student. Press F8 to execute the search. Ctrl+Q to cancel. If you want a search to be a case sensitive, selective the Yes radio button under Case Sensitive Query.

Fields	Descriptions
ID Number	Student’s identification number.
Last Name	Student’s last name.
First Name	Student’s first name.
Middle Name	Student’s middle name.
Birth Date	Student’s birth date.
Change Indicator	Indicates whether a change made to the record was an ID number change or a name change. *I* ID change *N* name change
Type	Code for the name type associated with a person's name.
Case Sensitive Query?	Radio buttons indicate if the search should be case sensitive.
Sounds Like... Last Name	Retrieves names that sound like or match the name in the Last Name field.

Fields	Descriptions
Sounds Like... First Name	Retrieves names that sound like or match the name in the First Name field.

FISAP Person Maintenance Form (ROAFSAP)

The FISAP Person Maintenance Form displays individual student data that is necessary for the production of the FISAP Report (RORFSxx). You can update, add, or delete student records that are stored in the corresponding FISAP table (ROTFSAP) – the table that stores the information necessary for the FISAP Report.

Refer to the FISAP Report (RORFSxx) entry in the Reports and Processes chapter for related information.

Fields	Descriptions
Lock	Lock indicator prevents the record from update or delete by the FISAP record creation process. Check to lock.
ID	Student’s identification number.
Last Name	Student’s last name.
First Name	Student’s first name.
Middle Initial	Student’s middle initial.
Income	Student’s FISAP income.
Dependency Status	Student’s dependency status: *D* Dependent *I* Independent
Automatic Zero EFC	Indicates if the student’s Expected Family Contribution is automatically set to zero. Checked for Yes.
Full Time	Indicates if this is a full time student.
Level	Student’s grade level.

Fields	Descriptions
System Ind	(`ROTFSAP_SYSTEM_IND`). Indicates how the record was created or updated. Valid values are *S* (System) or *M* (Manual). If you create or update the record with the RORFSxx Process, the field is populated with an *S*. If you manually add or update the record on the ROAFSAP Form, the field is populated with an *M*. (If you manually create or update information on a ROAFSAP record, you must check the **Lock** field for the record if you do not want your manual changes overlaid by a future run of the process.)
FSEOG	Student's Federal SEOG amount.
Federal Perkins	Student's Federal Perkins amount.
Federal Work Study	Student's Federal Work Study amount.
Activity Date	Date this record was last updated.
Creation Date	Date this record was created.
User ID	(`ROTFSAP_USER_ID`). The user ID that created or last updated the record. If you created or updated the record with the RORFSxx Process, the ID of the user that ran the process populates this field. If the record was added or updated manually on the ROAFSAP Form, the ID of this user is added to this field when the record is saved.

Aid Year Inquiry Form (ROIAIDY)

The Aid Year Inquiry Form displays aid year information for the codes that were established on the Institution Financial Aid Options Form (ROAINST).

Fields	Descriptions
Aid Year	This is the aid year code.
(Description)	This is the aid year code description.

Fields	Descriptions
Status	This is the status code. Valid values are: *A* Active *I* Inactive

Group Inquiry Form (ROIGRPI)

Main Window

The purpose of the Group Inquiry form is to display Budgeting, Packaging, Tracking, or SAP group code information.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window. This field is valid when the Group Type is *Tracking*, *Budgeting*, or *Packaging*.
Term	SAP Effective Term. This field is valid only when the Group Type is *SAP*.
Group Type	Tracking, Budgeting, Packaging, or SAP group type.

Group Inquiry Block

The purpose of the Group Inquiry Block is to display group information for all valid group codes.

Information displayed in this block depends on the value entered in the **Group Typ**e field of the Key Block:

- When Group Type is *Packaging*

  The group and award priorities defined on the Packaging Group Validation Form (RTVPGRP) and used by the packaging and awarding processes are displayed. The **Rules Exist** field will be set to *Y*es if the group selection criteria has been defined. The **Student Count** field displays the number of students currently assigned to the specific Packaging Group for the **Aid Year** in the Key Block.

- When Group Type is *Budgeting*

  The group priorities defined on the Budget Group Validation Form (RTVBGRP) and used by the budget grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Budget/Group Data Element rules have been defined for each Budget Group Code displayed. The **Student Count** field is a count of Applicants that have been assigned to each Budget Group for the **Aid Year** in the Key Block.

- When Group Type is *Tracking*

  The group priorities defined on the Requirements Tracking Group Validation Form (RTVTGRP) and used by the tracking grouping process are displayed. The **Rules Exist** field will be set to *Y*es if the Tracking/Group Data Element rules have been defined for each Tracking Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each Tracking Group for the **Aid Year** in the Key Block.

- When Group Type is *SAP*

  The group priorities defined on the Satisfactory Academic Progress Validation Form (RTVSAPR) and used by the SAP Assignment Process are displayed. The **Rules Exist** field will be set to *Y*es if the Satisfactory Academic Progress rules have been defined for each SAP Group Code displayed. The **Student Count** field is a count of applicants that have been assigned to each SAP Group for the **Term Code** in the Key Block.

Fields	Descriptions
Code	Group Code for the Group Type and Aid Year or Term Code selected in the Key Block.
(Description)	Description for the given Group Code.
Group Priority	Group Priority for the given Group Code.
Award Priority	This is the Packaging Group Award Priority. This field is *not* used for Budgeting, Tracking, or SAP.

Fields	Descriptions
Rules Exist	This is the Rules Exist Indicator. *Y (Yes)* means rules exist for the group.
Information Access	The Packaging Group Type Information Access Indicator for the given Packaging Group. This field checked if the **Info Access** field is checked for the group on the RTVPGRP Form. This field is not used for Budgeting, Tracking, or SAP.
Student Count	The Student Count displays the number of students currently assigned to the given group.
Activity Date	Activity Date for the given group.
Student Count Total	The Total Student Count for the given Group Type in the Key Block.
Student Count Query	Total Query Student Count for Group Type in the Key Block and Group Codes currently queried.

Data Log Inquiry Form (ROIILOG)

The Data Log Inquiry Form displays logged information for the specified aid year code.

Key Block

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Application Data ID Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Main Window

Fields	Descriptions
ID	Applicant's identification number.
(Applicant Name)	Applicant's name.
Source	Source Code.
Sequence	The **Sequence** field displays either ROBALOG_SEQ_NO or ROBALOG_DL_DISB_NO, though no ROBALOG record can have data in both fields. Only need analysis records have a sequence number and only changes to RPRLADB fields have a disbursement number. The form displays whichever field is not null and displays nothing if both fields are null.
User ID	User ID.
Date	This is the date stamp this log record was created.
Time	This is the time stamp this log record was created.
Data	Data element code.
From	Original value.
To	Updated value.
Batch Indicator	This is the Batch Process Indicator. Value is *Y* if this log record was created by a batch job.
Loan Change Status	This is the Loan Change Status Indicator. Valid values are: *S* Sent *A* Accepted *R* Rejected Blank
Reject	This identifies the reason why the correction was rejected.

Fields	Descriptions
(Description)	This is the Reject Code Description. You may enter the field to perform an edit function to see the entire description or to scroll the data horizontally.
Field Name	This is the Field Name field.
Supplemental Data Value	This is the Field Name value.

Logging Activity Inquiry Form (ROILOGA)

Use this form to display the results of the new logging methodology.

Fields	Descriptions
Date and Time	Activity Date/Time.
User ID	User ID.
Sequence	Sequence Number.
Table	Table Name.
Action	Action (Insert, Update, or Delete).
Aid Year	Aid Year.
Student ID	ID.
Name	Name.
Key 1 - 5	These are keys 1 - 5.

Message Code Inquiry Form (ROIMESG)

Use the Miscellaneous Validation Rules Inquiry form to view miscellaneous validation rules data. The data shown on this form is drawn from the Miscellaneous Validation Rules Table (RORMVAL) and sorted alphabetically by **Column**, **Key 1**, **Key 2**, and **Code**. The form is read-only; you cannot change or save any data.

Fields	Descriptions
Code	This is the message code.
Message	This is the message code description.

SAR ID Inquiry Form (ROISARI)

Use this form to query a student's Banner System ID based on the entry of the student's SAR ID.

Key Block

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Application Data ID Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Main Window

Fields	Descriptions
SAR ID	This is the applicant’s originally reported Social Security Number.

Fields	Descriptions
SAR Initials	This is the first two characters of the applicant's last name.
SAR Transaction Number	This is the SAR Transaction Number.
ID	This is the applicant's identification number.
Name	This is the applicant's name.
Selected For Verification	Checking this field indicates that the student was selected for verification.

Financial Aid Term Code Inquiry Form (ROITERM)

Use this form to review Financial Aid Term Codes. Forms throughout the Financial Aid System use this form to validate the term codes.

Main Window

Fields	Descriptions
Term Code	Term Code
Description	Term Code description.
Aid Year	Financial Aid year associated with the term.
Term Start Date	Effective start date for the term.
Term End Date	Effective end date for the term.
Housing Start Date	The **Housing Start Date** field is used in the Location Management and Housing module of Student to indicate the start dates for the housing, meal plan, and phone assignments.
Housing End Date	The **Housing End Date** field is used in the Location Management and Housing module of Student to indicate the end dates for the housing, meal plan, and phone assignments.

Saved Output Review Form (GJIREVO)

Use this form to display output from a job or report that you ran on the Process Submission Control Form (GJAPCTL) and saved to the database.

Note: The job or report that created the output must have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL).

Main Window

Use this window to display output from a job or report that you ran on the Process Submission Control Form (GJAPCTL) and saved to the database. Once you display the output on GJIREVO, you can:

- Save the output to your local directory and print on a specified printer (Windows environment only).
- Save the output to your local directory without printing.
- Delete the output from the database.

When you save GJIREVO output to your local directory, the default local directory is automatically stored on the Job Submission Profile Maintenance Form (GJAJPRF). For a Windows environment, the value of the C:\TEMP or TMP environment variable is used. For a Macintosh environment, a desktop folder is used.

When you print GJIREVO output in a Windows environment, you can change the default printer. This default is stored on GJAJPRF. In a Macintosh environment, you cannot print directly from GJIREVO. You must print from the desktop file where the output is saved.

Caution: Printing does not automatically delete saved files from your local directory. You must manually maintain your local directory.

Key Block

Use this block to identify the saved output you want to display. You can display only output from jobs and reports that you ran under your user ID and saved to the database.

Fields	Descriptions
Job Name	Job or report that created the output you want to display. The job or report that created the output must: • Be a Pro*C program. • Have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL). Column: Not base table items (code and description) Choices: Choices come from a list of jobs saved in the database under your user ID.
Number	Sequence number that uniquely identifies the specific job or report that was run. The system assigns this number when the job or report is run and displays it in the Auto Hint on the Process Submission Control Form (GJAPCTL). Column: Not a base table item Choices: Choices come from a list of jobs saved in the database under your user ID.
File Name	Output file you want to display. Format is job name_job number.extension. Column: Not a base table item Choices: Choices come from a list of output files saved in the database under your user ID for the job or report and number.
Lines	Number of lines in the output file. Column: Not a base table item Source: This value is calculated by the system. It cannot be changed.

Saved Output Block

Use this block to display the requested output file. This information is display-only and cannot be changed.

Fields	Descriptions
Output (untitled)	Contents of the requested output file. This information is display-only and cannot be changed. Column: Not a base table item Source: This output comes from a job or report that you ran on the Process Submission Control Form (GJAPCTL) and saved to the database.

Procedures

To display saved output

The job or report that created the output must:

- Be a Pro*C program.
- Have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL).

1. Access the Saved Output Review Form (GJIREVO).
2. Enter the **Process** that created the output.
3. Enter the **Number** that identifies the specific job or report that was run.
4. Enter the **File Name** of the output file.
5. Review the displayed output.

To save output and print

The job or report that created the output must:

- Be a Pro*C program.
- Have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL).

1. Access the Saved Output Review Form (GJIREVO).
2. Enter the **Process** that created the output.
3. Enter the **Number** that identifies the specific job or report that was run.

4. Enter the **File Name** of the output file.

5. In a Windows environment, select Save and Print from the Options menu. A series of dialog boxes asks you to choose a printer and optionally set up a default printer.

   OR

   In a Macintosh environment, select Save to File from the Options menu. Go to the desktop folder to print the saved file.

To save output without printing

The job or report that created the output must:

- Be a Pro*C program.
- Have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL).

1. Access the Saved Output Review Form (GJIREVO).
2. Enter the **Process** that created the output.
3. Enter the **Number** that identifies the specific job or report that was run.
4. Enter the **File Name** of the output file.
5. Select Save to File from the Options menu.

To delete saved output

The job or report that created the output must:

- Be a Pro*C program.
- Have been run under your user ID with DATABASE in the **Printer** field on the Process Submission Control Form (GJAPCTL).

1. Access the Saved Output Review Form (GJIREVO).
2. Enter the **Process** that created the output.
3. Enter the **Number** that identifies the specific job or report that was run.
4. Enter the **File Name** of the output file.
5. Select Delete Output from the Options menu.
6. To delete the file, click OK in the dialog box.

   OR

   To cancel the deletion, click Cancel in the dialog box.

Financial Aid Record Maintenance Form (ROARMAN)

Use this form to review and update most of the important aspects of a student's financial aid record from one central form:

- Award detail
- Applicant processing status, enrollment status, satisfactory academic progress, and admissions status detail
- Budget components
- Other resources
- Coded and non-coded tracking requirements
- Pell Grant status
- Need analysis information

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	The Applicant ID is the applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Summary Block

Fields	Descriptions
Budget	This field displays the total amount it will cost the student to attend school for the aid year. This field is derived from the sum of budget components for the budget type (other than the Pell budget type) that apply to this applicant's cost of education.

Fields	Descriptions
Resources	This field displays available resources and includes contract and exemption resources from the Student System if your institution has elected to interface exemptions and third party contracts on the Packaging Options Form (RPROPTS), and other resources from the Resource Form (RPAARSC). These additional resources reduce an applicant's gross need.
Offered Aid	This field displays the sum of the current offers in the student's package. This amount includes both those funds that reduce need and EFC replacement funds.
EFC	This is the Estimated Family Contribution for Pell, Federal Methodology, and Institutional Methodology.
Gross Need	This is the Gross Need for the Federal Methodology and Institutional Methodology.
Unmet Need	This is the Unmet Need for the Federal Methodology and Institutional Methodology.
Budget Group	The student’s budget group displays in this field.
Aid Period	This field displays the aid period that is assigned to the student. Valid aid periods are defined on the Aid Period Validation Form (RTVAPRD). Valid budget groups are defined on the Budget Group Validation Form (RTVBGRP).

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. A provision of the 1998 reauthorization of Title IV financial aid was the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision required 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. 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 at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.

Search buttons in the Summary Block enable you to access additional Financial Aid forms as noted in the text that follows.

Status	Applicant Status Form (ROASTAT) - Applicant Status Block
Eligibility	Applicant Status Form (ROASTAT) - Eligibility Status Block
Applicant Immediate Process	Applicant Immediate Process Form (ROAIMMP)
Enrollment	Financial Aid Enrollment Form (ROAENRL)
Budget	Applicant Budget Form (RBAABUD)
Tracking	Applicant Requirements Form (RRAAREQ)

Pell Information	Applicant Pell Grant Form (ROAPELL)
Application Data	Need Analysis Processing Form (RNAPRxx)
Resource	Resource Maintenance Form (RPAARSC)
Maintain Awards	Award Maintenance Form (RPAAWRD)

Packaging Group Information Block

Fields	Descriptions
Group	This field contains the student's packaging group, If a packaging group has not yet been assigned to the student, you can manually enter the packaging group code. You can also select Count Query Hits to access the Packaging Group Validation (RTVPGRP).
Award Letter	This field allows you to determine whether you want the student to receive a new or revised award letter (which can be set manually or automatically when a fund is added or changed). 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 leave the indicator unchecked 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, check the indicator. Banner now selects the student for a new letter even though there were no changes to his award package. If you want to automatically check the indicator when a fund changes, you check the **Award Letter Indicator** field on the Fund Management Form (RFRMGMT). If you do not want changes to a particular fund to check the award letter indicator, do not check the option on the Fund Management Form.

Fields	Descriptions
Package Date	The **Package Date** field enables you to maintain the packaging date for this student. The Packaging program (RPEPCKG) automatically generates this date. It can be updated by manual packaging or through batch packaging. **Note:** Banner automatically generates a value for the **Package Date** field to indicate that the student has been through the Packaging process. The field is populated regardless of whether or not the student satisfied all of the required award and disbursement validation conditions.
Additional Stafford	When this indicator is checked on the Packaging Options Form (RPROPTS), all independent students will be eligible to receive the higher level of unsubsidized Stafford Loans. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loans by setting the **Additional Stafford** (eligibility indicator) field to *Y* (Yes).
Pell Origination	This field is an identifier which indicates whether an updated Pell Origination record is to be created automatically.
Packaging Lock	Use this checkbox to lock the student's entire award package. A check in this field prevents changes to the student's award package from online or batch processing. Pell Grants are an exception. Changes calculated by the Pell Calculation Process (RPEPELL) will still update the student's package. This field also locks the student's packaging group. Locking the entire package has the same effect as locking each individual fund in the student's award package. If the package is locked, the cursor can be moved from field to field and you appear to be able to change values, but all fields are protected from update at commit time (award or term blocks). Schools that auto-package, do so with packaging rules based on the student's Packaging Group code. By locking the student's package you are preserving the results of that process. Since the Packaging Group code is part of that process, it should be preserved along with the locked package. Changing the student's Packaging Group code while locking the package itself may cause confusion because the two areas may no longer match. The Packaging Group code may still be changed after removing the Packaging Lock.

Fields	Descriptions
Borrower Based	To edit borrower-based loan limits, the LOC requires the reporting of the student's academic year start date and academic year end date. These dates are different from the Loan Period Start/End Dates and are different from the aid period start and end dates. The academic year start/end dates refer to the time period that a student will be in a single class year (freshman, sophomore, junior, senior, and so on). Students can borrow one annual loan limit for each academic year. This academic year may span two different award years. The loan code indicates that the student's loans should be processed using a borrower-based academic year. The field is free format, one-character long, and the valid values are *0-9*, *A-Z*. Banner will default in dates that will be correct in most cases via parameters for the Loan Origination Creation process (RPRLORC). However, students in borrower-based loan periods will probably need manual changes to these fields before or after the loan is originated. Banner is not able to validate borrower based loan awards in packaging.
Post Bachelor's Degree Pell Override	The flag allows the Pell award and disbursement process to permit students to receive Pell grant funds even though they are Post Bachelor degree students.
Information Access	This field is a student-level information access indicator that controls the display of an individual student's information on the Web. The initial value for the **Information Access** indicator is a checked value — meaning display the award information for this student via the Web.
Dependency	The **Dependency** (status) field indicates whether the student is *D* (Dependent) or *I* (Independent). Dependent students are not normally eligible for an additional Stafford loan.
HPPA	(`RORSTAT_FORMER_HEAL_IND`) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.
Group Lock	Use this checkbox to lock the Packaging Group code. When you check this field to make the packaging lock active, the Packaging Group code cannot be changed manually or by the Automatic Group Assignment Process (RORGRPS. This group lock field only affects the Group code; the package itself is not affected.

Fields	Descriptions
Preparatory or Teacher Certification	(RORSTAT_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *G = Pre-Graduate Coursework, N = No, T = Teacher Certification,* or *U = Pre-Undergraduate Coursework*. You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *1st year/no college* or *1st year/some college*. If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification,* the system validates the value to the **Banner Year in College** field (RCRAPP1_YR_IN_COLL) to a value of *5th year/oth undergrad*. If the values do not match the previously mentioned criteria, the change is saved, but a warning message displays to indicate that the indicator value does not match the student's class level.

Fields	Descriptions
Subsidized Loan Exclusion Amount	(RORSTAT_SUB_LOAN_EXCL_AMT) The amount of the resource that should be excluded when determining eligibility for a subsidized loan. A provision of the 1998 reauthorization of Title IV financial aid was the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility. This provision required 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. 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 at any time prior to awarding the Stafford Subsidized loan to ensure the correct calculation.

Award Detail Block

The Award Detail Block enables you to display and maintain an applicant's award information. This section, along with the Summary section, are the default sections for this form. You can use the Group Assign button or Count Query Hits function to access the Applicant Immediate Process Form (ROAIMMP) to automatically assign an applicant to a packaging group, or automatically package the student funds. You can also select the Auto Package button or the Duplicate Field function to initiate the automatic packaging process.

Fields	Descriptions
Fund	Maintains the fund code that represents the fund award. You can select the Fund button or the LIST function to access the Fund Code Validation window to see a list of valid fund codes and their descriptions for this aid year. If you double-click in the **Fund** field, you can review the fund awards and disbursements by term for that particular fund code.

Fields	Descriptions
Status	This field contains a valid award status code that determines the current status of the award. You can verify a status code if you select the Status button or LIST function to access the Award Status Validation Form (RTVAWST).
Lock	You can lock awards, funds, and term schedules with a *Y* in the **Lock** field. The valid values for the lock indicator are *Y* (lock and always pay the locked amount), *E* (adjust for lower enrollment status, and *N* (do not lock). The *E* value is only used for Pell Grant processing and means Banner should pay the amount awarded unless the student's enrollment drops at the time of disbursement. If the enrollment drops, the amount calculated at the time of disbursement should pay. When you lock a fund: • All term records for the fund are also locked • The cursor can be moved from field to field, but all fields are protected from update (award or term blocks) If you want to change the award term schedule when a fund is locked: (1) set the lock indicator to *N*, (2) save the change, (3) with your cursor in the **Fund** field, double-click to access the Fund Awards by Term window and change the distribution of the award using the term record, (4) save that change, (5) return to the Award Detail section to relock the fund and new term schedule. You can also select *E* to adjust for enrollment decreases only. Note: This is true only for Pell funds. **Note:** If a change to an award record is made at the same time as the lock is set to *Y* (Yes), the award will be changed and rescheduled according to the existing award schedule rules before being locked. For example, if an award status is changed from *Offered* to *Accepted* at the same time the lock indicator is set to *Y* (Yes), the system will process the status change and reschedule the award (according to existing rules) before acting on the lock change.

Fields	Descriptions
System	The **System** field, or system/manual indicator, identifies how each fund was packaged. Awards packaged manually have a system/manual indicator of *M*, automatically packaged awards have a system/manual indicator of *S*, and batch posted awards have a system/manual indicator of *B*. This system/manual indicator also controls whether you can automatically re-package an award. The System field value does not change as its status or amount changes. For example, if you cancel a system assigned award, the system/manual indicator retains an *S* value. (This is different from the way in which the system/manual indicator functions on the Budget Form and the Requirements Tracking Form.) If the System indicator on a fund is set to *S*, the fund is eligible to be automatically re-packaged. For example, suppose a student was automatically packaged with a Perkins Loan of $1000 (System value of *S*). After the student is packaged, his packaging group changes and students in the new packaging group do not qualify for Perkins Loans. If the student is automatically re-packaged, the Perkins award is deleted from the package. However, if the Perkins Loan had been manually packaged (System value of *M*) or batch posted (System value of *B*), the Perkins award would not have been deleted from the package. Locking a fund in the student's package has the same effect as a system/manual indicator of *M* or *B*. That is, locked funds will not be re-packaged. If a student declines a system generated award offer and you do not want that award to be re-packaged for the student, you should lock the declined award.
Offered	The system displays the amount of the award offer in the Offered field. To override an offer, enter the dollar amount in the Offered field.
Accepted	The accepted dollar amount of the indicated fund for the applicant identified in this record.
Declined or Cancelled	This field displays the dollar amounts of those awards that were declined or cancelled.
Memoed or Authorized	This field provides information on those awards that were memoed or authorized.
Paid	This field displays information concerning award payments.

Fields	Descriptions
Web	Indicates the award information for this applicant and fund may be accessed via Voice Response, Banner Web and similar methods. Check = Yes.

Applicant Status Form (ROASTAT)

The Applicant Status Form displays information about an applicant gathered from many different modules within Banner Financial Aid. Most of the data on the form is display-only and contains general financial aid status information and financial need and award data.

Information on this form is dependent upon the Financial Aid Institution Options having been established on the ROAINST form. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Applicant Pell Grant Form (ROAPELL)

The Applicant Pell Grant Form has many functions. including viewing Pell grant information that is interfaced from other financial aid modules; entering primary and secondary SAR EFCs, certifying a SAR, initiating the Pell Grant Calculation Process (RPEPELL) after certifying the SAR, and entering the verification status for an applicant. You can also use the Applicant Enrollment Status window to review financial aid enrollment and current enrollment hours.

The information on this form is dependent upon the financial aid institution options having been established on the ROAINST form. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

The need calculations are used in the field listed below that is displayed on the Main Window of ROAPELL:

Caution: If the Pell calculation is disabled for the institution, campus, or student, the Pell calculation will no longer be performed automatically.

Key Block

Fields	Descriptions
ID	This is the applicant's identification number. All data on this form refers to the Applicant ID that you enter in the Key Block. If necessary, press the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Applicant Pell Grant Status

This section displays the results of Pell grant calculations in the **Primary Pell EFC** and **Secondary Pell EFC** fields as calculated in the Need Analysis module. This is the same information that displays on the Need Analysis Form (RNARSxx).

Fields	Descriptions
Pell Budget	You define the Pell budget on the Applicant Budget Form (RBAABUD). View Only.
Scheduled Award	The scheduled award is based on the student's budget and the full-time Pell Grant Payment Schedule that the RPEPELL process uses. View Only.
Expected Disbursement	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. View Only.
SAR Certified Date	You can indicate that the SAR is certified as ready for payment after you enter a SAR EFC. Enter this SAR certification date in this field.
SAR ID	Enter the SAR ID in the field.
Transaction Number	This field indicates the number of records received from the EDE central processor. **Note:** If you enter a certification date in the **SAR Certified Date** field after you enter a SAR EFC, the system automatically initiates the Pell Grant Calculation Process (RPEPELL) when you exit this form.

Fields	Descriptions
Auto Zero EFC	(RORSTAT_AUTO_ZERO_EFC_IND) This field is valid for the 2008-2009 award year and beyond. If the ISIR contains a value of *Y* for the Auto Zero EFC Indicator, this field is checked. In subsequent downloads of the student's information, the field is populated based on the **Update Transaction Number, EFC, Auto Zero EFC** option selected on ROAINST. The Auto Zero EFC Indicator will load/update in the RORSTAT table in the same way as the EFC and the Transaction Number are loaded/updated. This is to ensure that the field is loaded/updated even if you do not run INAS or do not load your records as current. **Note:** You may manually update the Auto Zero EFC Indicator if you choose to enter Need Analysis data manually or only load the first EDE record (load option 3). You will receive a warning message if the methodology type for the student does not equal *1-Zero EFC*.
Amount Paid to Date	The **Amount Paid to Date** field indicates the Pell payments that have already been disbursed for the student. View Only.
Verification Message	This is the verification message value. Values include: 1 Selected for Verification 2 Not Selected For Verification Blank - Not Yet Determined **Note:** Records selected for verification and sent for processing with a Blank status are corrected to *W*. Records sent for processing with a *W* must be updated to *V* or funds will be taken away after the Verification deadline. Records sent for processing with a *W* that have not been selected for verification must be updated to *V* or funds will be taken away after the Verification deadline. Once a *W* is accepted on a record, a *V* must be submitted to update the record.
(Verification) Status	Pell Grant Status indicator: *V* Verified *W* Without Documentation *S* Selected, Not Verified (None)

Fields	Descriptions
(Verification) Complete	This field indicates whether verification has been completed for this applicant.
Lock Pell Disbursement	Pell Disbursement Lock Indicator. Prevents Pell disbursement activity. Check to set lock, uncheck to remove lock. This field is automatically checked by the RERIMxx Process during the import of disbursement sequence numbers 66-99. Also, the **Lock Pell Disbursement** field is checked by the RERFI08 process during the import of a Blocked MRR record. If a lock field is checked due to a system-generated negative disbursement acknowledgement record from COD, it means that COD has rejected all payments on this student for the year and until the problem is resolved, there can be no further disbursements for this student.
Lock ACG Disbursement	(`RORSTAT_ACG_DISB_LOCK_IND`). ACG Disbursement Lock Indicator. Prevents ACG disbursement activity. Check to set lock, uncheck to remove lock. This field is automatically checked by the RERIMxx Process during the import of disbursement sequence numbers 66-99. If a lock field is checked due to a system-generated negative disbursement acknowledgement record from COD, it means that COD has rejected all payments on this student for the year and until the problem is resolved, there can be no further disbursements for this student.
Lock SMART Disbursement	(`RORSTAT_SMART_DISB_LOCK_IND`). SMART Disbursement Lock Indicator. Prevents SMART disbursement activity. Check to set lock, uncheck to remove lock. This field is automatically checked by the RERIMxx Process during the import of disbursement sequence numbers 66-99. If a lock field is checked due to a system-generated negative disbursement acknowledgement record from COD, it means that COD has rejected all payments on this student for the year and until the problem is resolved, there can be no further disbursements for this student.

Updating SAR EFC and Transaction Number fields on the ROAPELL Form

Depending on your selection for the Load Option for Need Analysis parameter of the RCRTPxx process, Banner loads a record as current, non-current, or does not load the incoming record. The following information describes how this affects the **Transaction Number** and **SAR EFC** fields on the ROAPELL Form.

Current Record	Automatically updates the **SAR EFC** and **Transaction Number** fields on the ROAPELL Form.
Record Not Loaded	The **SAR EFC** and **Transaction Number** fields are not updated on the ROAPELL Form
Non-Current Record	The **Update Transaction Number, EFC, Auto Zero EFC Indicator** field on the Institution Financial Aid Options Form (ROAINST) provides the following options when loading the record as non-current: *A* Always Update (default) *N* Never Update *L* Update Unless Locked **Note:** These options only apply if the record is loaded as non-current, since the Transaction Number/EFC/Auto Zero EFC Indicator field will always be updated if the record is loaded as current. If the current record is locked, the new record will be loaded as non-current and adhere to the option the institution selects on the ROAINST Form.

Applicant Enrollment Status

The Financial Aid section of the Applicant Enrollment Status window displays the financial aid credit, billing, and adjusted hours. 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 window of the Packaging Options Form (RPROPTS). However, the financial aid hours are not displayed until you run the RSRENRL Report to initially capture the hours as of this cut-off date. (The financial aid hours may also be zero if the student did not have any active enrollment as of the financial aid cut-off date.)

Current Block

The Current section of the Applicant Enrollment Status window contains enrollment data from the Student Course Registration Data Form (SFAREGS) from Banner Student. This section consists of the most current student course schedule information summarized by credit hours, billing hours, and adjusted hours. This information is directly interfaced from Banner Student.

Applicant Non Year User-Defined Data (ROANYUD)

The ROANYUD form allows you to maintain user-defined fields for an applicant that are not year specific.

Note: Since this is a non aid year specific form, when creating a record for an applicant on ROANYUD, no Financial Aid record (RORSTAT) is created.

Key block

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block.

Fields window

Each Fields window displays 40 user-defined descriptions and values. There are a total of 360 descriptions and values.

Fields	Descriptions
Description	(`RORNYVD_DESC_1 through 360`) The description for the non year-specific, user-defined variable field number.
Value	(`ROBNYUD_VALUE_1 through 360`) The value stored for the non year-specific, user-defined variable field number.

Applicant User Defined Data Form (ROAUSDF)

The Applicant User Defined Data Form displays user-defined fields for an applicant. All data displayed about the applicant is specific to the aid year code entered in the Key Information section.

Use this form to search for a Banner ID using either the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). You can then choose to search using either form.

Fields window

Each Fields window displays 40 user-defined descriptions and values. There are a total of 360 descriptions and values.

Fields	Descriptions
Description	(RORUSER_DESC_1 through 360) The description for the year-specific, user-defined variable field number.
Value	(ROBUSDF_VALUE_1 through 360) The value stored for the year-specific, user-defined variable field number.

Applicant Holds Form (ROAHOLD)

Use the Applicant Holds Form to place a hold on a student's financial aid application. You can use holds to prevent packaging, memoing, and disbursements. You can also determine the aid year or range of dates in which the hold is effective.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). You can then choose to search using either of these forms.

Applicant Pell Grant Status Block

Fields on this window include:

- **Alt Pell Sch Used** (`RORSTAT_ALTERNATE_PELL_IND`). Valid values are checked for *Y* or unchecked for null. The RPEPELL calculation sets this flag when the Pell award is determined by using the RORAPEL table. This field is not updateable, nor navigable.
- **Pell Cost of Attend** (`RORSTAT_PELL_ATTEND_COST`). The RPEPELL calculation populates this field when determining the correct Pell award. This field is not updateable, nor navigable.
- **Alt Pell Low Cost** (`RORSTAT_LOW_TUITION_COST`). The RPEPELL calculation populates this field when the Pell award is determined by using the RORAPEL table. This field is not updateable, nor navigable.
- **Scheduled Award.** If (`ROBINST_AIDY_END_YEAR` is greater than 2001), and (`RORSTAT_ALTERNATE_PELL_IND` is null), this calculates as previously. If (`RORSTAT_ALTERNATE_PELL_IND` field = *Y*), then this calculation uses the Alternate Pell Schedule (RORAPEL table).

Placing Applicant Holds

To place a hold on an applicant, enter a hold type code in the **Hold** field. If necessary, you can select the Hold button or List to access the Financial Aid Hold Type Validation window to view a list of valid codes. Place a short explanatory description of the hold in the **Reason** field.

The **Aid Year** field is an optional field; you can use it to specify the aid year that you want the hold to take place. You must enter a range of dates for the hold in the **From** and **To** fields. The system defaults a date range that begins with today's date. The cursor advances to the **Lock** field. You can check this field to prevent another person from removing the hold on the applicant. A ROAHOLD record may be unlocked by any user.

Fields	Descriptions
Hold	Hold type code. Press LIST for valid values.
(Description)	Hold type description.
Reason	Reason for hold.
Lock	Lock indicator. Check to prevent updates.
Hold From Date	Hold from date in DD-MON-YYYY format.
Hold To Date	Hold to date in DD-MON-YYYY format.
User	User who created or last updated the record.

Applicant Data Log Inquiry Form (ROIALOG)

Key Block

The Applicant Data Log Inquiry Form displays logged information for an applicant.

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Primary Data Values Block

Fields	Descriptions
Source	Data Source Code.
Sequence	Data source sequence number. Column: DL_DISB_NO_OR_SEQ_NO
Data	The primary data element that was logged associated with the aid year and ID in the key block. Column: ROBALOG_DATA_CDE
Date	Date that information in this record was entered or last updated. Column: ROBALOG_ACTIVITY_DATE
Time	Time the activity took place. Column: Non-database field.

Fields	Descriptions
User ID	User ID of the person who made the change that created the logged record. Column: ROBALOG_USER_ID
From	This field identifies the value that the data element in this record was changed from. Column: ROBALOG_FROM
Pell Correction	Indicates whether this is a Pell correction. Column: Non-database field.
Direct Loan Correction	Indicates whether this is a Direct Loan correction. Column: Non-database field.
Batch Indicator	Indicates if this log record was created by a batch process. Column: ROBALOG_BATCH_PROC_IND
Loan Change Status	Indicates the status of the processing of the change record. Valid values are *S* (Sent), *A* (Accepted), *R* (Rejected), or *blank*. Column: ROBALOG_CHANGE_STATUS
To	This field identifies the value that the data element was changed to for the aid year and ID associated with the record. Column: ROBALOG_TO
Reject	The reject code returned by the processing agency explaining the reason why the change could not be processed. Column: ROBALOG_REJECT_CODE
Field Name	Field name.
Supplemental Data	Supplemental data.

Applicant Data Log Application Form (ROAALOG)

This form allows EDE corrections to be resent when the **Pell Correction** field is *Y* and the **Date Sent** field is not null (indicating that the correction has been previously sent). If these conditions are met, you can check the **Resend** checkbox. This will nullify the **Batch Number**, **Date Sent.** and **Loan Change Status** fields, which will in turn allow the EDE Corrections Process (REBCDxx) to pick up this correction to be resent. This prevents you from having to rerun logging (RLRLOGG) before the correction can be sent again.

Note: **Batch Indicator**, **Change Status**, **Reject** and **Description** are *not* used in conjunction with EDE Corrections processing. Also, population selection should be used when running the EDE Corrections Process especially if your school used multiple Pell ID numbers. This allows you to submit corrections for only those students associated with a particular Pell ID number.

The **Loan ID or SAR ID** field can be used to display the **Electronic Loan ID**.

If necessary, you can search for a Banner ID by selecting LIST in the **ID** field and using the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

For Change Transaction processing, it is required that when a change record is rejected, the entire change transaction set originally submitted be returned. Therefore, when the **Resend** indicator is checked, all records which contain the identical batch number/date sent for the student are updated to resend.

Since both Direct loans and Electronic loans change records may have more than one possible reject/error message returned, an option on this form allows you view all reject/error messages for the specific record.

With this form, you can search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or LIST to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Primary Data Values Block

Fields	Descriptions
Source	Data Source Code.
Sequence	Data source sequence number. Column: DL_DISB_NO_OR_SEQ_NO
Data	The primary data element that was logged associated with the aid year and ID in the key block. Column: ROBALOG_DATA_CDE
Date	Date that information in this record was entered or last updated. Column: ROBALOG_ACTIVITY_DATE
Time	Time the activity took place. Column: Non-database field.
User ID	User ID of the person who made the change that created the logged record. Column: ROBALOG_USER_ID
From	This field identifies the value that the data element in this record was changed from. Column: ROBALOG_FROM
Pell Correction	Indicates whether this is a Pell correction. Column: Non-database field.

Fields	Descriptions
Direct Loan Correction	Indicates whether this is a Direct Loan correction. Column: Non-database field.
Batch Indicator	Indicates if this log record was created by a batch process. Column: ROBALOG_BATCH_PROC_IND
Loan Change Status	Indicates the status of the processing of the change record. Valid values are *S* (Sent), *A* (Accepted), *R* (Rejected), *D* (Duplicated), *F* (Forwarded), *P* (Pending), or *blank*. Column: ROBALOG_CHANGE_STATUS
To	This field identifies the value that the data element was changed to for the aid year and ID associated with the record. Column: ROBALOG_TO
Loan ID or SAR ID	Loan ID or SAR ID. Column: Non-database column.
(Sequence Number)	Sequence number for loan record. ROBALOG_EL_SEQ_NO for EDE Records ROBALOG_EL_DISB_NO for Electronic Loan disbursement ROBALOG_DL_DISB_NO for Direct Loan distributions. Column: ROBALOG_EL_SEQ_NO
Date Sent	The date the changed data was sent. Column: ROBALOG_EDE_DATE_SENT
Document ID	The Document Identification number is associated with the student's Direct Loan award record and indicates the document in which the origination record was initially extracted and sent to COD. Column: ROBALOG_DOCUMENT_ID
Batch Number	Indicates the batch number that this logging record is associated with. Column: ROBALOG_BATCH_NO

Fields	Descriptions
Resend Indicator	For Change Transaction processing, it is required that when a Change Transaction Record is rejected, the entire Change Transaction set originally submitted must also be returned. Therefore, when the **Resend Indicator** is checked, all records which contain the identical batch number/date sent for the student are also updated to resend. Column: Non-database column
Electronic Loan Indicator	Electronic Loan Indicator. A check indicates this change was logged for Electronic Loan Change Transaction processing. Column: `ROBALOG_EL_IND`
Electronic Fund Type	Fund type for this Loan ID. Valid values are: SF (Subsidized), SU (Unsubsidized), PL (PLUS), or AL (Alternative). Column: `ROBALOG_EL_FUND_TYPE`
Recipient ID	Recipient ID for the Change Transaction Record. Column: Non-database column

Applicant Immediate Process Form (ROAIMMP)

Use this form to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Main Window

Use this window to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid.

Use the Key Block to specify the aid year, and to identify the person that you want to process. Use the Applicant Immediate Process block to perform automatic group assignments, satisfactory academic progress status assignments, packaging fund assignments, need analysis calculations, Pell calculations, and authorize the disbursement of available financial aid. For most of the functions, you can elect to perform the assignment or calculation in either immediate or batch mode; however, you can only process one of these requests at a time.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
ID	The **ID** is the applicant's identification number. All data on this form refers to this financial aid applicant. Choices come from the Person Search Form (SOAIDEN), Financial Aid Person Search Form (ROAIDEN), and the Alternate ID Search Form (GUIALTI).
Tracking Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a tracking group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Tracking Group Assignment - Term	Code for the tracking group assignment term. Choices come from the Term Code window.
Tracking Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Budgeting Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a budgeting group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Budgeting Group Assignment - Term	Code for the budgeting group assignment term. Choices come from the Term Code window.
Budgeting Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Group Assignment - Action Indicator	Determines whether you want to perform an immediate or a batch assignment of a student to a packaging group. Choices are: *I* (Immediate)–The applicant is assigned to the selected group after you Save your selections for this form. The Automatic Group Assignment Process (RORGRPS) automatically completes the immediate assignment. *B* (Batch)–The applicant is selected for the next run of the Automatic Group Assignment Process (RORGRPS) after you Save your selections for this form. Your system administrator has the option to run the RORGRPS process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Packaging Group Assignment - Term Code	Term Code for the packaging group assignment. Choices come from the Term Code window.

Fields	Descriptions
Packaging Group Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
SAP	Satisfactory Academic Progress indicator provides you with the ability to assign a SAP status online. You 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 Assignment Process (ROPSAPR) to assign SAP status codes automatically to the student record. Choices are: Selected–perform the online SAP Assignment Process. Cleared–Do not perform the SAP Assignment Process.
Calculated From	The **Calculated From** term code points the assignment process to the term from which you want to calculate the newest SAP status. This term code is required and automatically defaults the current term code as defined on the Institution Financial Aid Options Form (ROAINST). 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.
Effective	The Effective term code, 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 post the result 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. The fall term, where the results will be posted (Effective term), would not need to belong to that year.

Fields	Descriptions
Packaging Fund Assignment - Action Indicator	Determines whether you want to perform an immediate fund assignment or a batch fund assignment for a student. Choices are: *I* (Immediate Fund Assignment)–The applicant is assigned the appropriate funds after you Save your selections for this form. The Packaging Process assigns the funds based on packaging group rules defined on the Financial Aid Selection Rules Form (RORRULE). The Immediate fund assignment process uses the Packaging (RPEPCKG) program. *B* (Batch Fund Assignment)–The applicant is selected for the next run of the Packaging (RPEPCKG) batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. The **Package Date** (RORSTAT_PCKG_COMP_DATE) field for the student on the RPAAWRD and RPAAPMT award forms must also be blank (null). *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter C (Cancel) in the **Action Indicator** field and select Save.
Packaging Fund Assignment - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Packaging Fund Assignment - Completion Date	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.

Fields	Descriptions
Need Analysis Calculation - Action Indicator	Performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. Choices are: *L* (Long Calculation)–The long version of INAS stores the majority of the interim calculation results. These values display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. *S* (Short calculation)–The short version of INAS does not store the majority of the interim calculation results. These values typically display on the Calculated Need Analysis Details Inquiry (RNINAIQ) Form. The long version does store these values. However, the short version may run a little faster. The system keeps track of the INAS version that was run last and displays a warning message if you display the RNINAIQ Form after you run a short INAS calculation since the data that displays may not be up to date. The purpose of the RNINAIQ Form is to display the results of the most recent long INAS calculation. *B* (Batch calculation)–The applicant is selected for the next run of the INAS Calculation (RNEINxx) COBOL batch program after you Save your selections for this form. Your system administrator has the option to run this process as often as necessary. *C* (Cancel Batch)–You can cancel a saved batch group assignment if you enter *C* (Cancel) in the **Action Indicator** field and select Save.
Need Analysis Calculation - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Need Analysis Calculation - Completion Date	Displays the completion date of the Need Analysis calculation.
Immediate Pell Calculation	Calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL). Choices are: Selected–Perform the online Immediate Pell Calculation. Cleared–Do not perform the online Immediate Pell Calculation.

Fields	Descriptions
Disbursement Date Update	Disbursement date update indicator. Check for immediate update.
Authorize or Disburse Available Aid	Authorizes, disburses, or memos available financial aid. Choices are: Selected–Perform the online Authorize/Disburse Available Aid process. Cleared–Do not perform the online Authorize/Disburse Available Aid process.
Authorize or Disburse Available Aid - Term	Code for the disbursement, authorization, or memo term.
Authorize or Disburse Available Aid - Current Status	Display field that indicates the status of a saved batch function. The word "Waiting" displays in this field until the batch process is executed.
Authorize or Disburse Available Aid - Completion Date	Displays the completion date of the Authorize or Disburse Available Aid process. Choices come from the Letter Code Validation window.

Letter Generation Block

Use this window to request that a particular letter be printed for a student the next time you run the Letter Extract Process (GLBLSEL) for Pending Letters.

Letter Code	Code that identifies the pre-defined letter. Choices come from the Letter Code Validation window.
(Letter Description)	Description that defaults from the Letter code.
Term Code	Term code for the letter. Choices come from the Term Code window.
Wait Days	Optional field that enables you to define the number of days after the initiation date to process the letter.

Fields	Descriptions
Initial Code	Optional field that enables you to identify the person requesting the letter. Choices come from the Initials Code Validation window.
(Initials Description)	Description that defaults from the value entered in the Init field.

Procedures

To add an applicant to a tracking group

The Automatic Group Assignment process adds the applicant to a Requirements Tracking group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Tracking Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the Term Code for the group assignment.
3. Select Save to start the immediate or batch function.

To add an applicant to a budgeting group

The Automatic Group Assignment process adds the applicant to a Budgeting group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Budgeting Group Assignment Action Indicator** field to initiate a group assignment for the applicant.
2. Enter the **Term** code for the group.
3. Select Save to start the immediate or batch function.

To add an applicant to a packaging group

The Automatic Group Assignment process adds the applicant to a Packaging group through the use of the appropriate group selection criteria on the Financial Aid Selection Rules Form (RORRULE).

1. Enter an *I* (Immediate) or a *B* (Batch) in the **Packaging Group Assignment Action Indicator** field to initiate a group assignment for the applicant.

2. Enter the **Term** code for the group.

3. Select Save to start the immediate or batch function.

To assign a SAP status for a student

The SAP process on the ROAIMMP form differs from the other group assignment processes 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 the SAP Assignment Process (ROPSAPR).

1. Select the **SAP** checkbox.

2. Enter **Calculated From** term code to point the assignment process to the term from which you want to calculate the newest SAP status.

3. Enter an **Effective** term code to indicate the term in which to post the results (the **SAP Status** field on the ROASTAT form).

4. Select Save to assign the SAP status.

To package funds for a student

This process assigns funds to the student's award package based on the packaging rules for the assigned packaging group.

1. Add the applicant to a packaging group.

2. Enter an *I* (Immediate) or a *B* (Batch) in the **Action Indicator** field to begin the packaging fund assignment for the applicant.

3. Select Save to perform the immediate or batch packaging fund assignment function.

To calculate Need

The Need Analysis Calculation process performs a CSS Institutional Need Analysis System (INAS) calculation for the applicant. For online long and short calculations, this process also performs a Pell calculation once the INAS calculation is complete. The system then enables you to view the updated values when it automatically accesses the Need Analysis Form (RNARSxx).

1. Enter an *L* (Long Calculation) or an *S* (Short Calculation) in the **Action Indicator** field to process an online Need Analysis calculation. If you don't need an immediate calculation and want to ensure that the system includes the applicant in the next Need Analysis batch calculation, enter a *B* (Batch) in the **Action Indicator** field.

2. Select Save to perform the long or short online calculation or to perform the batch function.

This process uses the INAS Calculation (RNEINxx) program for immediate processing and when the applicant is included for need calculations in a batch.

> **Note:** You can choose which version to run for an individual student with the Immediate Process Form. But when you call INAS through the Need Analysis Form (RNANAxx), the Need Analysis Override Form (RNAOVxx), or the Need Analysis Document Verification Form (RNAVRxx), you always get the version that you stipulate as an institutional option on the Institutional Options Form (ROAINST). When you run the INAS calculation in batch mode, the version is selected by a parameter for the job.

To perform a Pell calculation

The Pell Calculation process performs a routine that calculates a Pell grant amount and validates the student's eligibility for the grant. This calculation uses the Pell Awarding Process (RPEPELL).

1. Select the **Immediate Pell Calculation** field.

2. Select Save to perform a Pell calculation for the student.

To authorize and disburse available aid

The disbursement validation process checks user-defined rules, hardcoded rules, and federal rules before the system actually processes a payment or authorization. The Authorize or Disburse Available Aid process attempts to perform the following functions in this order using the Disbursement Process (RPEDISB): (1) the system processes a disbursement of financial aid; (2) if the system cannot process a payment, it authorizes payment; or (3) if the system cannot process either a payment or an authorization, the system creates a memo.

1. Select the **Authorize or Disburse Available Aid** field.
2. Enter the applicable **Term** code.
3. Select Save to start the process.

To use the Letter Generation Process to print a letter for a student

The Letter Generation Process enables you to request that a particular letter be printed for a student the next time you run the Letter Extract Process for Pending Letters.

1. Enter the **Letter Code** that identifies the letter you want to print.
2. Enter the **Term Code** for the letter.
3. (Optional) Enter the number of days after the initiation date to process the letter in the **Wait Days** field.
4. (Optional) Enter your initials in the **Initial Code** field.
5. Select Save.

Applicant Comments Form (RHACOMM)

Use this form to record and display specific comments about an applicant for an aid year. Use the text fields to enter your own comments about an applicant. These comments are unique to your User ID so that only you can update or delete these text fields. You can only view those comments created by another User ID. The system automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Key Block

Use the Key Block to enter the ID of the student for whom you want to enter comments. Use the Applicant Comments Information block to enter comments about the student established in the Key Block.

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) and the Alternate ID Search Form (GUIALTI).

Main Window

Use this window to enter comments for an applicant for a specified aid year.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Category Code	(`RHRCOMM_CATEGORY_CODE`) The category code for applicant comments.
Created	Date the original comment was entered on the student's record.
Activity Date	Date the information for this record was entered or last updated.
User	User’s identification number who entered or last updated this comment. This user is the only person who can change or delete the comment.
Comments	(`RHRCOMM_COMMENT`) The comments associated with the student’s record. The field length is 4000 characters.

Procedures

To add comments for an applicant

1. Access the Applicant Comments Form (RHACOMM).
2. Enter the student ID.
3. Go to the Applicant Comments Information block.
4. Enter an Aid Year.
5. Enter your comments about the applicant in the **Comment** field.

Save.**Applicant Summary Form (ROASMRY)**

The Applicant Summary Form displays authorizations, financial aid memos from Banner Student, unsatisfied tracking requirements, loan disbursements, and promissory note information for an applicant.

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active. The applicant ID is the applicant's identification number.

If necessary, you can press the **List** function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Memos Block

Fields	Descriptions
Term	Code for the term the memo was entered onto the account.
Detail Code	Detail code associated with the memo transaction. A memo is a transaction that is recorded but not ready to be posted directly onto an account.
Detail Description	The detail code description.
Amount	The memo amount.
Expiration Date	Expiration date of the memo.
Source	Identifies how the transaction was entered onto the account. *T* User-entered transaction (Default)

Authorizations

The Authorizations section displays the **Term** code, **Detail Code** and **Detail Description**, the **Amount** authorized for payment, the scheduled **Disbursement Date**, and the **Activity Date** that this information was added or last changed.

Requirements and Loan Disbursement Window

Applicant Requirements Authorize/Disburse Available Aid Section

This section displays the requirement code that represents a tracking requirement in the **Requirement Code** field. You can maintain the status of the requirement if you enter an appropriate value in the **Status Indicator** field. You can verify a status code if you select the Ind button or List in order to access the Requirements Tracking Status Validation Form (RTVTRST). This section also lists the date that the requirement was established, whether or not the applicant satisfied the requirement, and the SBGI code. You can also determine whether the tracking requirement is (1) required for packaging, (2) required for disbursement, and/or (3) required for a memo.

Fields	Descriptions
Requirement Code	Requirement codes for this applicant.
Requirement Description	Descriptions for the codes in the Requirement Codes column.
Status Indicator	Status of the application.
Status Date	Status date.
Established Date	Date the application was established.
Satisfied Indicator	Indicates if the application was satisfied.
SBGI Code	Source background information code. This code designates the institution from which a Financial Aid Transcript is required.
Required Fund	Required fund.
System Indicator	System indicator.

Loan Disbursements Block

A loan check displays in the Loan Disbursements section if the check has been received and recorded in either:

- the Loan Disbursements window of the Award and Loan Maintenance Form (RPAALMT), or
- the Disbursement Details window of the Loan Disbursement Form (RPALDSB).

This section displays the fund code, the accounts receivable detail code, the check amount, and the date the check was received. The **Reference ID** field displays a check number or EFT batch number. The **Comment** field is a 60-character field. The **EFT** indicator is a one-character field and the valid values are *Y, N,* and *Blank.* You can only change the value in the **Feed** field. The allowable values for this field are *Y* (Yes) and *N* (No). Once the loan check has been cosigned, enter a *Y* to feed the disbursement detail transaction to the Banner Accounts Receivable module. The value in the **Feed** field changes from a *Y* to an *F* after the disbursement process has taken place. The **Certified Hours** field indicates the number of credit hours that the student was expected to complete at the time the loan was approved.

Fields	Descriptions
Fund	Fund Code.
Term	T.erm code
Schedule Date	Scheduled disbursement date.
Sequence	Sequence number.
Detail	Detail code.
Check Amount	Disbursement check amount.
Parent PLUS to Student	(`RPRLAPP_PLUS_TO_STUDENT`) A check in this field indicates that you can give Parent PLUS proceeds to the student. This is a display-only field. You can only update this field on the RPAELAP, RPALORG, or RPALAPP forms.
Date Received	date received.
Feed	Feed indicator.
Certified Hours	Certified hours.
Reference ID	Check or roster number.
Comment	Free-form comment field.

Fields	Descriptions
Electronic Funds Transfer	Electronic funds transfer indicator.

Promissory Notes

The Promissory Notes window enables you to prevent the disbursement of student loan funds to students who have not yet signed their promissory note for the term, if it is required. It displays the fund code and its description, term code, effective date, satisfied indicator, and satisfied date. The **Effective Date** and **Satisfied Indicator** are the only input fields. Promissory note records are automatically created by the system when a fund which requires a promissory note is accepted in packaging. (Refer to the Fund Management Form (RFRMGMT) in the Funds Management chapter for information on how to identify those funds that require promissory notes.) Records are created for all terms in the student's aid period. All promissory note records for a fund are deleted automatically if that fund is deleted from the student's package; including satisfied promissory notes.

The disbursement process checks for the receipt of needed promissory notes. No money is paid or authorized for a fund that requires a promissory note unless the note has been received for the term being disbursed.

Applicant Messages Form (ROAMESG)

Use the Applicant Messages Form to assign a message for a student that you can print on selected letters for a specific aid year. You can still define general student messages on the Message Code Validation Form (RTVMESG) as coded messages, or you can define free-form, non-coded messages for a student on the Applicant Messages Form. The corresponding Applicant Messages Table (RORMESG) contains the free-form messages and the general student message codes. The table contains the aid year, PIDM, message code, expiration date, full message description, user ID, and activity date information.

Key Block

All of the data on this form refers to the applicant ID that you enter in the Key Information section.

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	Applicant's identification number. Select the **List** function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI)

Applicant Message

Fields	Descriptions
Message Code	Code for an assigned message from the Message Validation Form (RTVMESG). **Note:** You can leave the **Message Code** field blank. However if it is blank, the **Message** (description) field must contain information and vice-versa. The **Message** field has a 2,000 character limit.
Expiration Date	Date the message expires and will no longer print.
Activity Date	Date the message was created or last updated.
User ID	User that created the message.
Message	Message for the applicant.

The default date in the **Expiration Date** field is determined by adding the number of days in the **Activity** date field to the number of days in the **Default Message Expiration Days** field on the ROAINST Form. (Note: There must be at least one record in the RORMESG table in order for the date default to occur.) This enables you to print selected messages on letters only for a given period of time. For example, if you only want to print a particular message on the student's next tracking letter and you plan to run tracking letters tomorrow, you could set the message expiration date to three days from today. This permits the message to be printed tomorrow, but not after that. You cannot enter or change the user ID; the user ID defaults from the ID of the person that creates the record. You also cannot enter or change the activity date; it indicates the date when the record was created or last updated.

Your institution must define variables in letter generation that select the message descriptions from the RTVMESG form for the coded messages that are associated with the student in the RORMESG table and other variables to select the non-coded messages from the RORMESG table.

Note: You could enter additional logic in the variables to select the message only if it hasn't expired; that is, the expiration date is greater than or equal to the system date. (When you construct the paragraph, reference both the coded and non-coded message variables.)

Banner automatically creates a RORSTAT record (for a student without a record for the aid year) when you enter any information into this form.

Applicant High School Data Form (ROAHSDT)

Use this form to enter the information necessary to establish high school eligibility for the Academic Competitiveness Grant (ACG). To qualify for an ACG, students must have graduated from high school after a specific date - depending on whether the student is in the first or second year of their degree program. For a first or second year ACG, students must have graduated High School after January 1, 2006 and January 1, 2005 respectively. The student must have also completed a rigorous high school program. There are several ways that students may satisfy this requirement. All the information that you need to track student ACG eligibility for a rigorous high school program within Banner is on this form.

The Department has also indicated that if a student has been identified as a potentially eligible student, that a school must review the student and determine whether or not they are eligible, and to document the results. This form allows you to document this review even if the student is not eligible.

Key Block

Fields	Descriptions
ID	(SPRIDEN_ID) Student's identification number. All of the data on this form refers to the ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).

Applicant High School Data Block

Fields	Descriptions
Advanced Placement/ International Baccalaureate Courses	(RORHSDT_AP_IB_COURSES) If *Y*, indicates that the student completed the required number of Advanced Placement or International Baccalaureate courses and test scores. The allowable values are *Y* (Yes), *N* (No), or *X* (Not Reviewed).
Required Courses Similar to State Scholars Initiative	(RORHSDT_REQ_COURSES) If *Y*, indicates that the student completed and passed the required number of courses similar to the *State Scholars Initiative* program. The allowable values are *Y* (Yes), *N* (No), or *X* (Not Reviewed).
State Recognized Program of Study	(RORHSDT_ADV_HONORS_PROG_CODE) The code indicating which state-specific advanced or honors program the student completed in high school. If a student is eligible based on the *State Scholars Initiative* program, that eligibility should be indicated in this field, which captures information for the *State Scholars Initiative* program as well as for Advanced or Honors programs. This List of Values for this field is derived from the State Advanced Honors Program Form (RPISAHP) which contains the valid programs as published by the Department. When you enter this code, the **State of Student's High School Graduation** field is populated with the corresponding state code.
Recognized Program Reviewed, Not Eligible	(RORHSDT_PROG_CODE_REVIEWED) A check in this field indicates that a student has been reviewed and is not eligible for the ACG based on a State Recognized Program of Study. **Note:** This field is strictly for school use and is not used by any Banner processes.

Fields	Descriptions
State of Student's High School Graduation	(RORHSDT_HS_GRAD_STATE_CODE) The state in which the student graduated from high school. This List of Values for this field is derived from the COD State Code Rules Form (RTVCDST) or the State Recognized Programs Form (RPISAHP).
Student's High School Graduation Date	(RORHSDT_HS_GRAD_DATE) The date that the student graduated from high school.

Financial Aid Enrollment Form (ROAENRL)

The 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. The form provides a view of the student's registration for the term.

When an Aid Year has been entered in the Key Block, only the terms associated with the aid year are displayed. You may only insert manual Financial Aid hours when an Aid Year has been provided.

You can leave the **Aid Year** field blank to view all enrollment hours for a student. The form acts as a query form to display the enrollment terms in descending order for the student.

When you check the **Consortium** indicator, the previous functionality of using the Financial Aid hours for the student is used.

If logging for packaging has been indicated on the Institutional Options Form (ROAINST), and Audit logging is *yes* for the data elements (RORDATA), updates and deletions of Financial Aid hours, Financial Aid Attending hours, and the **Consortium** indicator will occur.

Key Block

Fields	Descriptions
Aid Year	This is the aid year.

Fields	Descriptions
ID	This is the SPRIDEN ID.

Financial Aid Hours Block

Fields	Descriptions
Term Code	(RORENRL_TERM_CODE). The term in which the enrollment and billing hours are associated for this record.
Financial Aid Hours - Credit	(RORENRL_FINAID_CREDIT_HR). The enrollment credit hours for the student as of the financial aid cut-off date.
Financial Aid Hours - Bill	(RORENRL_FINAID_BILL_HR). The billing hours of the student as of the financial aid cut-off date.
Financial Aid Hours - Adjusted	(RORENRL_FINAID_ADJ_HR). Calculated hours in a student's schedule excluding dropped and audited courses and including non-credit/remedial courses.
Consortium Indicator	(RORENRL_CONSORTIUM_IND). Allows students to be identified as consortium participants on a term-by-term basis. Check if the student is in the consortium for the term.
Activity Date	(RORENRL_ACTIVITY_DATE). The date that information in this record was entered or last updated.
User ID	(RORENRL_USER_ID). The logon ID of the user who entered or last updated the record.
System or Manual	(RORENRL_SYS_IND). Indicates if the record was updated by a process (*S*) or manually created/updated (*M*).

Fields	Descriptions
Attending	This button takes you to the Financial Aid Enrollment by Date View, which contains data from the Financial Aid Attending Hours Table (RORATND) for the term record the cursor is on. If no records exist in the RORATND table, the message *No records for the term exist* displays. This table is filled by the RSRENRL process or by inserting records manually in this window. The eligible Financial Aid hours will be displayed by the date for which the hours have started. This will provide the enrollment level as of a specific date. If you have chosen to use the **Attending Hours** for disbursement of a fund, the **Attending Hours** as of the date disbursement is run will be used to determine the student's enrollment load. **Note:** If you are using the Financial Aid Enrollment Hours process to freeze hours and have chosen to use the **Attending Hours** for disbursement of funds, you must also add/update the Financial Aid **Attending Hours** to correctly calculate the student's enrollment load.

Current Hours Block

Fields	Descriptions
Term Code	(SFBETRM_TERM_CODE). This field identifies the term associated with this registration.
Current Hours - Credit	This field displays the number of Credit Hours in the term from the student's registration for the course levels associated with the student's educational level. Courses which have been excluded from Financial Aid eligibility are not included in this calculation.
Current Hours - Bill	Student's Current Billing Hours.This field displays the number of Billing Hours in the term from the student's registration for the course levels associated with the student's educational level. Courses which have been excluded from Financial Aid eligibility are not included in this calculation.

Fields	Descriptions
Current Hours - Adjusted	Student's Current Adjusted Hours. This field represents the number of hours in the term from the student's registration for course levels associated with the student's educational level. Courses with dropped, withdrawn, or audited classes, and courses which have been excluded from Financial Aid eligibility are excluded. This number will be used by the disbursement process to determine the student's load if the disbursement option on RPROPTS is set to Adjusted and the Financial Aid Adjusted Hours is blank.
Multi Level	Multi level indicator.
Current Attending	This button takes you to the Current Enrollment by Date View of the student's credit, billing, and adjusted hours by date for the term record the cursor is on. The hours from the student's registration will be displayed by the date for which the hours have started. This will provide the enrollment level as of a specific date.
Schedule	This button takes you to the Enrollment by Course View. and displays the student's registration using the ROVSTCR view for the term record the cursor is on.

The Financial Aid Enrollment by Date Window

This window contains data from the Financial Aid Attending Hours Table (RORATND) for the term record on which the cursor is positioned.

This table is populated by the RSRENRL process, or by inserting records manually.

Fields	Descriptions
Attend Date	`(RORATND_ATTEND_DATE)`. The date based upon the course start date for which the attending hours are calculated.
Credit Hours	`(RORATND_FINAID_CREDIT_HR)`. The enrollment credit hours of the student for courses which have started.
Bill Hours	`(RORATND_FINAID_BILL_HR)`. The enrollment billing hours of the student for courses which have started.

Fields	Descriptions
Adjusted Hours	(RORATND_FINAID_ADJ_HR). The enrollment adjusted hours of the student for courses which have started.
Activity Date	(RORATND_ACTIVITY_DATE). The date that information in this record was entered or last updated.
User ID	(RORATND_USER_ID). The logon ID of the user who entered or last updated the record.
System or Manual	(RORATND_SYS_IND). This indicates if the record was updated by a process (*S*) or manually created/updated (*M*).

The Current Enrollment by Date Window

Fields	Descriptions
Attend Date	(ROVSATD_ATTEND_DATE). The date based upon the course start date for which the attending hours are calculated
Credit Hours	(ROVSATD_CREDIT_HRS). The enrollment credit hours of the student for courses which have started.
Bill Hours	(ROVSATD_BILL_HRS). The enrollment billing hours of the student for courses which have started.
Adjusted Hours	(ROVSATD_FINAID_ADJ_HRS). The enrollment adjusted hours of the student for courses which have started.

The Enrollment by Course Window

Fields	Descriptions
CRN	Course Reference Number (CRN).
Part of Term	This is the Part of Term Code.
Subject Code	This is the Subject Code.

Fields	Descriptions
Course Number	This is the Course Number.
Start Date	This is the Course Start Date.
End Date	This is the Course End Date.
Credit Hour	This is the Credit Hours.
CEU Indicator	This is the CEU Indicator.
Grading Mode	This is the Grading Mode.
Status	This is the Registration Status Code.
Exclude Section	This is the indicator identifying that the Section is Unavailable for Aid.
Course Level	This is the indicator identifying that the Course Level has been Excluded for Aid.

Applicant Status Inquiry Form (ROIASIQ)

The Applicant Status Inquiry Form helps you determine if the student had a prior aid application, awarded aid, student record, or accounts receivable record.

Key Block

Fields	Descriptions
ID	Applicant's identification number. If necessary, you can search for an ID by selecting List and accessing the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). Column: SPRIDEN_ID

Financial Aid Applicant

This block indicates if the applicant had a need analysis record and/or an award record for the aid year. The aid year history is listed in descending order.

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. Column: RORSTAT_AIDY_CODE
Need Analysis	Determines if a need analysis record exists for the aid year. This may be any type of need analysis record (*EDE, CSS*, or *MANUAL*).
Awarded	Determines if an award amount exists for the aid year. This indicates that the student has been processed through the award cycle, however the award offer amount may be 0.

Student System Summary

This block indicates if one or more Student records exist for the ID.

Fields	Descriptions
Recruiting	Recruiting record exists.
Admissions	Admissions record exists.
Transfer Work	Transfer Work record exists.
Accounts Receivable	Accounts Receivable record exists.
General Student	General Student record exists.
Registration	Registration record exists.
Housing	Housing record exists.

Applicant Mail Form (RUAMAIL)

The Applicant Mail Form displays all of the financial aid letters initiated and/or printed for a student for a given aid year. When you first access the detail section, the form is in query mode. Enter the desired query conditions and press Execute Query to display the letters that satisfy these conditions.

Key Block

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active. **Note:** If the **Aid Year** field in the Key Information section is blank, the form displays all of the recorded financial aid letters for all aid years.
ID	Applicant's identification number. If necessary, you can search through an ID by selecting List and accessing the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI).
Award Letter	

You can also use this form to request that a particular letter be printed for a student the next time you run the Letter Extract Process (GLBLSEL) for pending letters. To request a letter, create a record with an *R* in the **System** field and any value in the **Module** field.

The **System** field always contains a value of *R* for financial aid. The **Module** code is an optional field that you can assign to specify the financial aid module for the letter – that is, *R* (Tracking), *A* (Award), or *P* (Packaging), and so on. The **Letter** field is derived from the Letter Code Validation Form (GTVLETR). It identifies the letter that was either (1) already printed, or (2) you want to print.

The **Letter** (description) field is display only and describes the letter code; it is derived from the Letter Code Validation Form (GTVLETR). The **Initiated** field contains the date that the request for the letter was initiated. The **Print Date** field indicates the date that the letter was printed (that is, the date the letter was generated by the GLRLETR process).

Fields	Descriptions
System	To request a letter, create a record with an *R* in the **System** field and any value in the **Module** field.
Aid Year	Aid year for the letter record.
Module	The **Module** code specifies the financial aid module for the letter.
Letter	Letter associated with this record.
(Description)	Letter code description.
Initiated	Date that the request for the letter was initiated
Print Date	Date the letter was printed or generated.
Wait	Number of days to process the letter after initiated. *0 - 365*, *999* to hold.
Originator	Originator indicator. *S* Initiated by the system *M* Entered on this form
User	Name of the user that initiated the mail item.
Initials	Initials of the person signing the letter. Press List for codes.

Institution Financial Aid Options Form (ROAINST)

Use this form to define various global institutional options for an aid year, define the aid year start and end dates, establish default codes for different processes, define institutional credit hour values by term for each student level code, enter MDE IDs, and define Pell payment voucher parameters.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Options Window

Aid Year Definitions Block

Fields	Descriptions
Active	Check the **Active** checkbox to activate the defined aid year. You can view aid year specific forms when the aid year status is inactive, but you cannot add or change the contents of aid year specific forms when the aid year status is inactive
Pivot	This is the pivot date in DD-MON-YYYY format. This is the date on which Banner begins to use the aid year code as the global aid year.
Description	Enter a description for the aid year in this field.
Start Date	This is the aid year start date in format DD-MON-YYYY.
(Start) Year	This is the first year of the processing cycle.
End Date	This is the aid year end date in format DD-MON-YYYY.
(End) Year	This is the second year of the processing cycle.

Logging Block

Fields	Descriptions
Budgeting	This is the Budget Audit Trail Indicator. Check for Yes.

Fields	Descriptions
Need Analysis	This is the Need Analysis Trail Indicator. Check for Yes.
Packaging	This is the packaging audit indicator. Check for Yes.
EDE Correction	If you want Banner to log changes for electronic Pell correction purposes in stage two of the Electronic Data Exchange (EDE) process, check the **EDE Correction** checkbox.

Institutional Parameters Block

Fields	Descriptions
Rescheduled Disbursement Date	When this field is checked, the student's Scheduled Disbursement Date for non-loan funds will be recalculated automatically when the award forms (ROARMAN, RPAAWRD, RPAAPMT) are entered and will run the Disbursement Scheduled Date Update Process (RPRDDUP) as part of the Disbursement Process (RPEDISB). The scheduled disbursement date will be calculated using the number of days (+/- days) defined for the fund on Fund Disbursement Schedule Rules Table (RFRDSCH) or the Default Fund Disbursement Schedule Rules Table (RFRDEFD) from the student's earliest course start date for the term.
Use EFC Proration	This field indicates whether you wish to use EFC proration based on the percentage of the year identified by the aid period for budgeting.

Fields	Descriptions
INAS Short Calculation	The **INAS Short Calculation** field enables you to specify whether you want to use the Short INAS calculation. When you access INAS through the use of the Duplicate Field function key from the Need Analysis Form (RNANAxx), the Need Analysis Override Form (RNAOVRD), or the Need Analysis Document Verification Form (RNAVRxx), you always receive the version that you stipulate as the institutional option in this field. When you run the INAS calculation in batch mode, the version is selected by a parameter for the job. **Note:** The short version of INAS does not store the majority of the interim calculation results. These values typically display on the Calculated Need Analysis Details Inquiry Form (RNINAIQ). The long version does store these values. However, the performance for the short version may be a little better. The system keeps track of the INAS version that was run last and displays a warning message if you display the RNINAIQ Form after you run a short INAS calculation since the data that displays may not be up to date. The purpose of the RNINAIQ form is to display the results of the most recent long INAS calculation.
Primary Application Source	Enter the data source code for the primary MDE for the data load process in this field. The system uses this primary MDE specification if you use load options 2 or 3 for Parameter 03 (Load Option) of the Financial Aid Data Load, Part 3 Process (RCRTPxx).
Application Received Date Indicator	Enter the date that you want to recognize as the date the application was received in the **Application Received Date Indicator** field. Valid values are: *C* Date Created *R* Date Received *P* Date Processed S Date Satisfied

Fields	Descriptions
Application Requirement Code	This is the application requirement code. Press LIST for valid values. **Note:** If you enter an *S* in the **Application Received Date Indicator** field, you must enter a tracking requirement code that is satisfied by the receipt of the application in the **Application Requirement Code** field.
Tracking Established Status	Enter the tracking status code that indicates the initial establishment of a requirement in this field. The system uses this status code as the default in processes such as the Automatic Group Assignment Process (RORGRPS). You can view a list of status codes if you select the Tracking Est. Status button or LIST to access the Tracking Requirements Status Validation window.
Source for Application Received Date	This field determines the source to use for the application received date. Valid values are: *EDE* *CSS* Blank
Default Aid Period	Enter the aid period that you want to use as the default in the **Default Aid Period** field. You can select the Default Aid Period button or LIST to see a list of available aid period codes on the Aid Period Validation Form (RTVAPRD).
Initial SAP Status	This field defines the Satisfactory Academic Progress code that is used as the default in the creation of an SAP record.
Update Transaction Number, EFC, Auto Zero EFC Indicator	This field provides the following options with regard to the updating of the transaction number, SAR EFC, and Auto Zero EFC Indicator fields when loading a record as non-current: *A* Always Update *N* Never Update *L* Update Unless Locked
Current Term Code	Enter the term code that you want to use as the default term code in the field.
Message Expiration Days	This field indicates the number of days until a message expires. The number of days information is used as a default value when messages are created on the Applicant Messages Form (ROAMESG).

Fields	Descriptions
Methodology Indicator	Select the **Methodology Indicator** for your institution by selecting either the **Federal** (Federal Methodology) or **Institutional** (Institutional Methodology) radio button.
Non-Custodial Parent Contribution Option	The INAS record layout only accommodates one value for the INAS non-custodial parent contribution. Since Banner can potentially have two values (a reported value or a calculated value), this option determines how the value is passed on a global basis. (The calculated value is created by manually entering non-custodial data and executing INAS on the RNAPRxx form or by manually entering a value in the **Non-Custodial Parent Contribution (Calculated)** field on the RNAOVxx form.) The allowable values for this global **Non-Custodial Parent Contribution Option** field (non-custodial parent contribution option) are as follows: *R* — Always pass the Reported value *C* — Pass the Calculated value if available; otherwise pass the reported value *H* — Pass the higher of the two values
Budgeting Group	Enter a default budget group. Press LIST for valid codes.
Tracking Group	Enter a default tracking group. Press LIST for valid codes.
Packaging Group	Enter a default packaging group. Press LIST for valid codes.
Exception SAP Status	This field contains the SAP status code that you want to assign to a student if that student fails to meet all existing SAP status code rules. Press LIST for valid codes.
SAR Requirement Code	Enter the Pell Grant Student Aid Report tracking requirement code for SAR processing in this field. If necessary, you can select LIST to access the Tracking Requirements Validation Form (RTVTREQ) to verify a requirement code
SAR Requirement Status	Enter the status code that indicates that the requirement has been satisfied in this field. Select LIST if you need to check a status code on the Tracking Requirements Status Validation window.

Loan Options Window

This window has been designed to capture fields related to both Direct Lending and Electronic Loan processing. Fields in this window are used with the Entrance and Exit Counseling Results processing to allow the school to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ).

Fields	Descriptions
Loan Process Type	This field indicates which types of loans your institution processes. Valid values are: *D* Direct Loans *E* Electronic Loans *B* Both Direct Loans and Electronic Loans *N* Neither
Institution HPPA Indicator	(RORSTAT_FORMER_HEAL_IND) A check in this field indicates that Health Profession Programs Amount (HPPA) loan limits are used to determine annual eligibility for Stafford loans for those students whose **HPPA** indicator is checked on the RPAAWRD, RPAAPMT, or ROARMAN forms.
Electronic School Code	This field is the Department of Education school code for use with Electronic Loan processing for this specific campus.
Electronic Branch ID	This field is the two-digit campus ID associated with the six-digit Electronic Loan school code.
Process Electronic Change Transaction	This field may be checked for institutions that want to process CommonLine Change Transactions for all Electronic Loan funds. When this box is checked, the values that can be changed and submitted for Electronic Loans will be logged for transmitting in the CommonLine Change Transaction Send File for all Electronic Loan funds. Institutions that do not want to process CommonLine Change Transactions for any Electronic Loans should leave this field unchecked.
Number of Days for Electronic Changes	This field is used as a default value for the number of days prior to a scheduled disbursement that specific changes should be made for Change Transaction processing. This will assist you with identifying changes that may not be processed in an adequate amount of time.

Fields	Descriptions
Use Multi-Award Year Perkins MPN	This field, if checked, indicates the institution is using the option for multi-award years Perkins MPN. Special processing will be done by the system to calculate an expiration date for the Perkins MPN. Schools also need to update information on the Fund Management Form (RFRMGMT/(ROAMGMT), using the Fund Requirement Assignment Window to implement the Multi-Award Years Perkins MPN option.
Direct Loan School Code	This field is the code assigned by the Department of Education for those schools participating in the Direct Lending program. This value is derived from the value in the **Direct Loan School Code** field that is assigned as the institutional default value on the COD Entity ID Rules Form (RORCODI).
Direct Loan Affirmation Pilot	This field indicates whether the school participates in the Direct Loan Affirmation Pilot Program and chooses to prevent disbursements of Direct Loans to borrowers who do not authorize the disbursement of funds under the MPN.
Multi-Year Note Eligibility	The **Multi-Year Note Eligibility** field indicates if your school qualifies to use the multi-year note function of the Master Promissory Note (MPN).
Entrance Interview Requirement Code	This field is the Entrance Interview Requirement Code. Dynamic Help is available for this field.
(Entrance Interview Requirement Code) Satisfied Status	This field is the entrance interview requirement satisfied code. Press LIST for valid values.
Exit Interview Requirement Code	This field is the Exit Interview requirement code.
(Exit Interview Requirement Code) Satisfied Status	This field is the exit interview requirement satisfied code. Press LIST for valid values.

Fields	Descriptions
Apply First-Year, First-Time Borrower Rule	The first-year, first-time borrower loan rule specifies that the disbursement of Stafford loan proceeds to a student in their first year of an undergraduate program of study who has not previously received a Federal Subsidized, Unsubsidized, or SLS loan must be delayed 30 calendar days from the date the student begins his/her program of study. Check this field to apply the first-year, first-time borrower rule at the institutional level.

Credit Hours Window

Use the Credit Hours window to define institutional credit hour values by term for each student level code. For example, you would use this window to define credit hour values for graduate students for a specific term by entering the cut-off values for full time, 3/4 time, and 1/2 time students.

Fields	Descriptions
Term	This is the Term Code. Press LIST for valid values.
Level	This is the Level Code. Press LIST for valid values.
Description	This is the description of the level.
Credit Hours Full Time	This is the amount of full-time credit hours.
Credit Hours 3/4 Time	This is the amount of three quarter time credit hours.
Credit Hours 1/2 Time	This is the amount of half time credit hours.

Exclude Course Levels Window

Use this window to enter the student level and the course levels to be excluded from the enrollment calculation for the aid year. Courses with the levels inserted/updated from this window will be excluded for the student level when enrollment is calculated.

Fields	Descriptions
Student Level	This is the Student Educational Level Code.
Description	This is the Student Educational Level Code Description.
Course Level	This is the Course Level Code to exclude. The following Dynamic Help appears for this field: Course Level Code: Enter the course levels to exclude for the student's educational level when calculating enrollment. The course levels entered here will be excluded from the student's registration record.
Description	This is the Course Level Code to exclude Description.

Defaults Window

Institutional Defaults

Fields	Descriptions
Prevent Automatic Pell Calculation	Check the **Prevent Automatic Pell Calculation** checkbox to disable the automatic online Pell calculation for all students at an institution. The default is unchecked.
Main Campus Entity ID	Main Campus Entity ID.
Attending ID	This value is derived from the value in the **Attending ID** field that is assigned as the institutional default value on the COD Entity ID Rules Form (RORCODI).
Reporting ID	This value is derived from the value in the **Reporting ID** field that is assigned as the institutional default value on the COD Entity ID Rules Form (RORCODI).
Source ID	This value is derived from the value in the **Source ID** field that is assigned as the institutional default value on the COD Entity ID Rules Form (RORCODI).

Fields	Descriptions
Pell ID	Main Campus Pell ID. This value is derived from the value in the **Pell ID** field that is assigned as the institutional default value on the COD Entity ID Rules Form (RORCODI). COD-related processes use the Pell ID for the Pell calculation, disbursement validation and award validation. There are other (non-COD) processes that also use the Pell ID columns. For transfer monitoring, the Pell ID or OPE ID (which is typically the same as the Pell ID) is required to be sent in the monitoring or FAH history requests. Electronic loan processing defaults to the Pell ID if the Electronic School Code is blank on ROAINST for the institution.
Pell Fund Code	This field is the default Pell fund code used when multiple Pell funds are defined on RFRBASE.
Financial Aid Director Name	This is the financial aid director's name.
Phone Number	This is the Institution's phone number, including area code.
Service Agent Code	If you use an EDE Service Agent, enter the code in this field.
Title IV Destination Number	For Title IV records, the 5 alpha-numeric characters after TG. TG numbers were assigned to SAIG users in the *TGxxxxx* format, where *xxxxx* represented five numbers, such as *TG50001*. This format is only available until the end of 2007 for existing TG account holders. New TG numbers will be assigned in the format *TGAxxxx*, where *A* represents a letter from A-Z in upper case and *xxxx* represents four numbers, such as *TGA0001* for new requests for TG accounts.
Federal School Code	(`ROBINST_FED_SCHOOL_CODE`) Main Campus Federal School Code. This field is used by RCBTPxx to determine the institutional housing code and by REBCDxx to determine the correct school code to send on the EDE correction record.
Pell Reduced Eligibility Indicator	Check the **Pell Reduced Eligibility Indicator** checkbox to flag reductions.

Fields	Descriptions
Cash Monitoring or Reimbursement Indicator	This field indicates whether you are following Department of Education cash monitoring rules.
Just In Time or Advance Pay for Pell	Indicates whether you want these disbursement edits applied to Pell disbursements. You cannot change the value of this field once you have extracted Pell disbursement records for the aid year. (The **Action Code** field on the Pell Disbursement Acknowledgement Form (READIxx) contains a value if a Pell disbursement record has been extracted.)
Number of Days for Just In Time or Advance Pay for Pell	This field is the number of days prior to the scheduled disbursement date that a disbursement will be allowed to be extracted. The **Number of Days for Just In Time or Advance Pay for Pell** field is only navigable (and can only be populated) if the **Just In Time or Advance Pay for Pell** field is checked. If it is unchecked, then the form skips this field. If the **Just In Time Payment** indicator is manually unchecked, the **Number of Days for Just In Time** value will automatically be set back to *Null*. **Note:** **Just In Time or Advance Pay for Pell** and **Number of Days for Just In Time or Advanced Pay for Pell** will be used by both Full and Phase-In Participant Pell disbursements for the 2003 - 2004 aid year. If you are a Full Participant school and **Just In Time or Advance Pay for Pell**, the **Disbursement Release Indicator** can be set to *true* up to the number of days defined here prior to the scheduled disbursement date. This will report the disbursement as Actual, and will impact your funding.
Alternate Pell Schedules Used	This field is used by the Pell Process (RPEPELL) to identify students who require using the Alternate Pell Schedules for determination of their Pell award. Institutions that wish to use both the Alternate Pell and the regular Pell schedules should check this field. When the field is unchecked, only the Regular Pell Schedule will be used to calculate Pell awards. **Note:** The College Cost Reduction and Access Act retroactively eliminated the use of the Alternate Pell Schedule for the 2007-2008 award year and eliminated its use for all subsequent years. The **Alternate Pell Schedules Used** field has been disabled for 2007-2008 and beyond.

Fields	Descriptions
Use Pell Less than Half Time Calculation	Check this indicator to calculate Pell less than half budgets based on RTVCOMP Used for less than half Pell.

Return of Title IV Funds Defaults Section

Fields	Descriptions
Return Indicator	This field is the institutional default return of Title IV funds return indicator. This field indicates whether the institution has optionally decided to return funds on the student's behalf to the Title IV programs.
Rounding Indicator	This field indicates whether the final repayment amounts that the institution and the student are each responsible to return are rounded to the nearest dollar.

Application Source Codes Section

Fields	Descriptions
College Scholarship Service ID	This field identifies the institution's CSS ID number.

Campus/EDE Defaults Window

The Campus/EDE Defaults window enables you to enter payment voucher default information.

Fields	Descriptions
Campus Code	Enter the campus code for which you want to define EDE default information in the **Campus Code** field. If there is more than one campus at your institution, you can define separate default information for each campus (you can scroll through this field to see information for other campuses).

Fields	Descriptions
Attending ID	(RORCAMP_COMMON_SCHOOL_ID) Multi-campus schools set up COD identifiers on the COD Entity ID Rules Form (RORCODI) and assign a particular **Attending ID** from RORCODI to each campus with this field.
Reporting ID	This value is associated with the **Attending ID** in this window and is derived from the value in the **Reporting ID** field that is assigned as the default value on the COD Entity ID Rules Form (RORCODI).
Source ID	This value is associated with the **Attending ID** in this window and is derived from the value in the **Source ID** field that is assigned as the default value on the COD Entity ID Rules Form (RORCODI).
Federal Pell ID	This value is associated with the **Attending ID** in this window and is derived from the value in the **Federal Pell ID** field that is assigned as the default value on the COD Entity ID Rules Form (RORCODI).
Pell Fund Code	Use this field to select which Pell fund to use when RPEPELL is run – both online and in batch – when a student has been assigned to this specific campus.‘
Direct Loan School Code	(RORCAMP_DL_SCHOOL_CODE) The Department of Education's school code for Direct Loan processing for a specific campus. You cannot update this field. This field is derived from the **Direct Loan School Code** field on the COD Entity ID Rules Form (RORCODI) based on the value in the **Attending ID** field.
Electronic School Code	Enter the six-digit electronic loan school code.
Branch ID	Enter the Campus Code associated with the School Code.
Federal School Code	(RORCAMP_FED_SCHOOL_CODE) Campus Federal School Code. This field is used by RCBTPxx to determine the institutional housing code and by REBCDxx to determine the correct school code to send on the EDE correction record.

Fields	Descriptions
Payment Method	This is the payment methodology. Valid values are: *1* Credit Hours with Standard Terms >= 30 Weeks *2* Credit Hours with Standard Terms < 30 Weeks *3* Credit Hours with Standard Terms or Non-Standard Terms *4* Clock or Credit Hours without Terms *5* Correspondence Coursework *(None)*
Institution Type	This is the type of institution. Valid values are *1* through *6*, and blank.
Institutional Cross Reference	This field enables you to specify whether you want to print the Banner Financial Aid student ID on the Pell payment voucher as a cross-reference aid.
Financial Control	This is the Institution Financial Control. Valid values are: *1* Public *2* Private non-Profit *3* Proprietary Blank
Academic Calendar	This is the academic calendar. Valid values are: *1* Non-Standard 2 Quarters *3* Semesters *4* Trimesters *5* Clock Hours *6* Credit Hours
Expected Hours	If this campus is based on a clock hour or credit hour program without terms, enter the expected hours for a student in this field.
Expected Weeks	If this campus is based on a clock hour or credit hour program without terms, enter the expected weeks for a student in this field.
School Hours	If this campus is based on a clock hour or credit hour program without terms, enter the number of hours in a full school year in this field.

Fields	Descriptions
School Weeks	If this campus is based on a clock hour or credit hour program without terms, enter the number of weeks in a full school year in this field.
Number of Months to Pay	This field is a view-only field that represents the summation of the number of Pell payment months that you schedule in the **Payment Months/Year** fields.
Prevent Automatic Pell Calculation	Check this checkbox to disable the automatic online Pell calculation for all students assigned to a campus. The default is unchecked. If the student attended more than one campus in the aid period, all campuses must have the new **Prevent Automatic Pell Calculation** checked in order to prevent Pell from running automatically from forms. **Caution:** Checking this checkbox does *not* prevent the RPEPELL calculation from being run, nor will it prevent you from performing the **Immediate Pell Calculation** from the Applicant Immediate Process Form (ROAIMMP).
Apply First-Year, First-Time Borrower Rule	The first-year, first-time borrower loan rule specifies that the disbursement of Stafford loan proceeds to a student in their first year of an undergraduate program of study who has not previously received a Federal Subsidized, Unsubsidized, or SLS loan must be delayed 30 calendar days from the date the student begins his/her program of study. Check this field to apply the first-year, first-time borrower rule at the campus level.
Aid Administrator	Enter the Financial Aid Administrator Name.
Address Line 1	Enter the Financial Aid Office Mailing Address Line 1.
Address Line 2	Enter the Financial Aid Office Mailing Address Line 2.
City	Enter the Financial Aid Office City.
State or Province	Enter the Financial Aid Office State. Press LIST for valid values.

Fields	Descriptions
ZIP or Postal Code	Enter the Financial Aid Office ZIP Code. Press LIST for valid values.
Phone Number	Enter the Financial Aid Office phone number, including area code.
Fax Number	Enter the Financial Aid Office fax number, including area code.
E-Mail	Enter the Financial Aid Administrator e-mail address.

Web Processing Rules Window

This window displays some of the Web display and tracking rules.

Fields	Descriptions
Requirement Code	This is the code to be updated when all non-Pell funds are accepted. Press LIST for valid codes.
(Requirement) Description	This is the requirement code description.
Status	This is the status code used for updates. Press LIST for valid values.
(Status) Description	This is the status code description.

Section Unavailable for Aid Form (ROASECT)

Use this form to add or remove sections, such as remedial and/or correspondence courses, from the Unavailable for Financial Aid Table (RORSECT). Any course sections that exist in the RORSECT table are excluded from the calculation of enrollment for financial aid. When the Term code is entered in the Key Block, the form validates if any financial aid has been authorized or paid.

If aid has been authorized or paid, a warning message alerts you that changes to exclude/include sections may affect aid that is currently authorized or paid to students.

The form opens in Query mode, allowing you to select specific criteria when determining eligibility for financial aid.

Once you have determined a course section should be excluded from the calculation of enrollment for financial aid, you may check the **Unavailable for Aid** checkbox on the first window to add the section to the Unavailable for Financial Aid Table (RORSECT). After you save the record, the Section to be Excluded window displays. You may also insert specific course sections in this window.

If a course section previously excluded from the calculation of enrollment later needs to be reinstated, you may delete the course section from the Section to be Excluded window.

Fields	Descriptions
Term	This is the Term Code.
CRN	(SSBSECT_CRN). The Course Reference Number (CRN) assigned to this course section when it was initially added.
Subject	(SSBSECT_SUBJ_CODE). This field is required in order to add a section. In addition, the combination of Subject, Course Number and Term must identify a valid course version as maintained in the Catalog Module.
Course	(SSBSECT_CRSE_NUMB). This field, the Term, and Subject must identify a valid course version from the Catalog Module. If you try to schedule a section for a term restricted on the Schedule Restrictions Form (SCARRES), an error occurs.
Section	(SSBSECT_SEQ_NUMB). This field identifies the section number of a course. A Section number can only be used once to identify a Subject/Course Number combination in a term, however, multiple sections of a course can share a 0 section number.
Campus	(SSBSECT_CAMP_CODE). This field defines the campus on which the section is scheduled. If you attempt to schedule a course for a campus which is restricted on the Course Schedule Restrictions Form (SCASRES), an error occurs.
Status	(SSBSECT_SSTS_CODE). This field maintains the status of a section. The **Allow Registration** indicator on the Section Status Validation Form (STVSSTS) determines whether the status entered will prevent or allow registration for this section.

Fields	Descriptions
Part of Term	(SSBSECT_PTRM_CODE). This field is used to specify the part-of-term in which the section is offered. The value you enter must be defined for the term on the Term Control Form (SOATERM).
Schedule Type	(SSBSECT_SCHD_CODE). This field identifies the instructional type of the section being scheduled. It is a required field on an add.
Instructional Method	(SSBSECT_INSM_CODE). The instructional method code assigned to the section.
Grade Mode	(SSBSECT_GMOD_CODE). This field can be used to specify one grading mode for this section from the grading mode(s) defined for the course on the Basic Course Information Form (SCACRSE).
Duration	(SSBSECT_NUMBER_OF_UNITS). Duration Number of Units. The number of units the student will be given to complete the course.
Units	(SSBSECT_DUNT_CODE). The duration unit code assigned to the section.
Unavailable for Aid	A check in this field indicates the section is unavailable for aid.

Logging Control Form (ROALOGC)

Use this form to control which Banner Financial Aid tables should have logging activated and which actions should be logged. A process to activate logging for all columns within the table has been included.

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.

Fields	Descriptions
Table Name	This is the table name.

Fields	Descriptions
Table Description	This is the table description.
Active?	This is the Logging Active indictor. When checked, the table will be logged.
Log Inserts	This is the Log Inserts indicator. When checked, inserts to the table are logged.
Log Updates	This is the Log Updates indicator. When checked, updates to the table are logged.
Log Deletes	This is the Log Deletes indicator. When checked, deletes to the table are logged.
Activate All Columns	This is the Activate All Columns indicator. When checked, all columns in the table are active for logging.
Inactivate All Columns	Inactivates all columns for the table listed in the **Table Name** field. When checked, all columns in the table are inactive for logging.
Activity Date	This is the Activity Date.

Logging Detail Block

Fields	Descriptions
Column Name	This is the Column Name.
Column Description	This is the Column Name Description.
Log?	This is the Log Column. When checked, this indicates that the column is to be logged.
Activity Date	This is the Activity Date.

Miscellaneous Validation Rules Inquiry Form (ROIMVAL)

On several forms in Banner, Miscellaneous Validation rules are used to display the value for a field (as stored in the Banner database) along with the description of the value in either a drop-down list or a List of Values (LOV) for the field. The Miscellaneous Validation rules attempt to standardize validation and translation of this data.

In short, the Miscellaneous Validation methodology streamlines the coding behind fields that previously permitted only specific hard-coded values by removing the logic from the individual Banner Financial Aid forms and storing the valid codes in a single validation table.The Miscellaneous Validation Rules Inquiry Form (ROIMVAL) displays the validation rules that are contained in the corresponding RORMVAL Table.

When Banner attempts to verify the valid entries for a particular field, the Miscellaneous Validation structure is used. Values are keyed to the default aid year, and depending upon the year accessed, different values may appear. This consolidation centralizes field validation and allow for a more consistent and standardized approach for data display. This approach also eliminates the need to hard code field value content within the form. This is especially helpful in the coding for fields which change periodically across aid years.

Fields	Descriptions
Column	The column for which validation is being provided.
Key 1	The first component in a compound key to uniquely identify the data being validated, often the four-digit aid year.
Key 2	The second component in a compound key to uniquely identify the data being validated.
Code	A valid value for the column.
Description	The description corresponding to the code.
Translation	An alternate code into which the valid value can be translated, for example, for a different system or data source.
Comment	A comment to explain how the translation code is used.
Activity Date	The date this validation record was created or modified.

Data Log Rules Form (RORDATA)

The Data Log Rules Form controls whether a field in the database is eligible to be recorded in the management audit log table (included in the Electronic Data Exchange correction process) or can be used in the methodology specific data override function in INAS.

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Main Window

All fields in this window are queryable. Press F8 to execute. Ctrl+Q to cancel.

Fields	Descriptions
Data Element	Code defining data base elements.
Audit Trail	Check to include this element in the data trail.
(EDE) Correction	Check to include this element in the Electronic Data Exchange process.
(EDE) SAR Number	SAR field number where changes should be made.
(EDE) Type	SAR type indicator: *A* Alpha *N* Numeric *B* Both
(EDE) Length	Length of field on the EDE Correction record.
(Direct Loans) Indicator	Check to include this element in the Direct Lending process.

Fields	Descriptions
(Direct Loans) Stafford	Direct Loan student loan field number. This field indicates that the record is logged as a change to Subsidized or Unsubsidized Stafford loans.
(Direct Loans) PLUS	Direct Loan parent loan field number. This field indicates that the record is logged as a change for PLUS loans.
(Direct Loans) Type	Direct Loan type.
(Direct Loans) Length	Direct Loan length.
(Electronic Loans) Indicator	Check to include this element in the electronic loan change transaction processing.
(Electronic Loans) Change Type	Change record type for this element.
Description	Description for the code in the **Data Element** field.

Supplemental Log Data Rules Form (RORDSUP)

The Supplemental Log Data Rules Form displays information about supplemental data elements associated with primary data elements from the Data Element Dictionary Table (RORDATA). This is used in the Management Audit Log function only.

Fields	Descriptions
If this Data Element is Logged...	This is the Data Element. Press LIST for valid values.
...this Data Element will also be Logged	This is the Supplemental Data Element Code. Press LIST for valid values.

Fields	Descriptions
Activity Date	This is the most recent activity date.

Message Rules Form (RORMESG)

The Message Rules Form enables you to associate a message code with an aid year, tracking or budgeting group type, and tracking or budgeting requirement code.

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year. If this is an existing aid year, the aid year description appears next to the code. Choices come from the Aid Year Validation window.
Type	Group Type for message rules. The valid values for this field are: *Budgeting* *Tracking* If you select the *Budgeting* type, enter a budgeting requirement code in the **Code** field. If you select the *Tracking* type, enter a tracking requirement code in the **Code** field. The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.
Code	Tracking requirement code (if you selected *Tracking* for the **Type** field) or budgeting requirement code (if you selected *Budgeting* for the **Type** field). The **Aid Year**, **Type**, and **Code** fields in the Key Block are used to associate a particular set of message records in the next block.

Message Code Block

Use the Message Code Block to associate a set of message codes with the aid year, group type, and requirement code specified in the Key Block.

Fields	Descriptions
Message Code	Enter the tracking or budgeting message code that you want to associated with the group type and requirement code. Choices come from the Message Validation (RTVMESG) window.
Message Description	Default message description associated with the message code.
Activity Date	The activity date for the given message code.

Batch Posting Rules Form (RORPOST)

The purpose of the Batch Posting Rules Form is to allow identification (through Selection IDs) of students who are to receive a change in their data in any of the many different areas (new aid period, tracking requirement, budget component and value, fund/award amount, and so on).

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.

Main Window

In this window, the **Select Category** and the **Deselect Category** buttons work as non-base table items that update the data when selected, immediately process the changes, and requery the form. The only data updated is the `RORPOST_USE_IND` field.

Fields	Descriptions
Category Value	This field is populated when either button is selected and only executes the desired action for the category value selected – that is, category value = `RORPOST_CATEGORY_CODE`. If either the select or deselect buttons are selected and a category value is not present, an error message is returned: **ERROR* Requires a Category Value*. When the deselect button is used, the rows to be updated set the `RORPOST_USE_IND = Null`, and when the Select button is used, the rows to be updated set the `RORPOST_USE_IND = Y`.
Use Indicator	Indicates which defined batch posting rules to execute the next time the batch posting process is run.
Category	You can categorize various rows together and mass enable/disable the select indicator through the this field.
Creator ID	This is the User ID that created the Selection Identifier.
Application Code	This is the Application Code. Press LIST for valid codes.
Selection ID	This is the Selection Identifier. Press LIST for valid IDs.
User ID	This is the User ID of the user that is associated with the results of population selection.
ISIR Type	This is the type of ISIR data to be used to determine whether to batch post this item. Valid values are: *R* Reject Codes *C* Comment Codes Null
ISIR Value	This is the value of the ISIR data used to determine whether to batch post this item.

Fields	Descriptions
Type Indicator	This is the Batch Post Type Indicator. Press LIST for valid codes. One of the allowed values for **Type Indicator** is *U* - User-Defined Variable/Value. When a *U* is entered for type, you must then enter a value from *1 – 360* in the **Code to Post** item corresponding to the **User Defined Variable** field you wish to be updated, and a value in the **Status/Term Code** item which is the actual value to be posted to the selected field. Other type indicators include *FL*, Fund Lock and *TL*, Term Lock.
Code to Post	When **Type Indicator** is *FL*, valid values for **Code to Post** are: *Y* Always pay the locked amount *E* Adjust for enrollment decreases only (Note: true for Pell only) *N* Award is not locked When **Type Indicator** is *TL*, valid values for **Code to Post** are: *Y* Always pay the locked amount *E* Adjust for enrollment decreases only (Note: true for Pell only) *N* Award is not locked You can disable and later enable the Pell calculation for a group of students using population selection and Batch Posting processing. This is accomplished through the batch posting type, *PI*. Selecting this type allows you to check/uncheck an indicator to prevent the RPEPELL process from running for a particular student. Specifically, when you select *PI* as the **Type**, you can then navigate to the **Code to Post** field. Once there, you can select either a *Y* or type *null*.
Amount to Post	Amount to be posted to student records through the batch posting process.
Status or Term Code	*F* Fund/Amount *R* Requirement Code *S* Satisfactory Academic Progress *H* Hold *R* Remove
Date	Date to modify or post updates to the student record.
Miscellaneous Code	Miscellaneous code to post.

SAP Translation Rules Form (RORSTRF)

Many institutions need 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.

This rules form supports the additional process that defines the actual SAP status code that you want to post to the RORSAPR record. 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 Letter Code is validated against GTVLETR and the other three columns against RTVSAPR. The 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.

Fields	Descriptions
Previous SAP Status	Enter the value for the previous SAP Status Code. Press LIST for valid values.
Calculated SAP Status	Enter the value for the Calculated SAP Status Code. Press LIST for valid values.
New SAP Status	Enter the value for the New SAP Status Code. Press LIST for valid values.
SAP Letter	Enter the value for the letter to be posted. Press LIST for valid values.
Activity Date	This is the most recent activity date.

Aid Period/Term Rules Form (RORTPRD)

The Aid Period/Term Rules Form enables you to specify the terms that you want to associate with an aid period.

Key Block

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Aid Period	Enter an aid period in the **Aid Period** field.

Aid Period Base Information Block

All fields in this block are view-only fields.

Fields	Descriptions
EFC Percent	The **EFC Percent** field contains the percentage of the expected family contribution that you want to apply to this aid period.
EFC Proration	The **EFC Proration** field indicates whether you chose to use expected family contribution proration; this indicator is set to *Y* (Yes) or *N* (No) on the Institution Financial Aid Options (ROAINST) Form.
Percentage of Full-Year	The percent of the full academic year that this aid period represents appears in the **Percentage of Full-Year** field.
Pell Percentage of Full-Year	The Pell percent of the full academic year that this aid period represents appears in the **Pell Percentage of Full-Year** field.

Aid Period/Term Code Rules Block

Fields	Descriptions
Term Code	Enter the term code(s) in the **Term Code** field to represent the terms that you want to associate with the aid period in the Key Information section. If you need to verify a term code, you can select the Code button or the LIST function to access the Term Code window to see a list of valid term codes for the aid year.
Term Description	This is the Term Code Description. Display Only.
Start Date	This is the Start Date of the Aid Period. Display Only.
End Date	This is the End Date of the Aid Period. Display Only.
Activity Date	This is the most recent activity date. Display Only.

Aid Period Validation Form (RTVAPRD)

Use the Aid Period Validation Form to maintain valid aid periods, descriptions of each period, the percent of full academic year that this aid period represents, the Expected Family Contribution (EFC) percentage for the period, and the activity date of the maintenance.

Fields	Descriptions
Code	Enter an aid period code in the **Code** field. The period code represents the full academic year, or any other terms within the year, that you expect students to attend.
Description	Enter a description for the period code in this field.

Fields	Descriptions
Budget Full Year Percent	The amount that you enter in this field is the percent of the standard academic year for the aid period code. You need to define one aid period that represents 100% of your aid year. (You can only define one period code as 100% of a full year.) 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 less than or greater than 100% should use this one as its reference point. For example, a semester-based school should use the aid period which represents the Fall and Spring semesters as its 100% of year aid period (rather than one that represents Fall, Spring, and Summer). If the standard academic year is for the Fall and Spring semesters (100%), then a student that attends Fall, Spring and Summer might be in attendance for 133.333% of a standard academic year.
Pell Full Year Percent	Use the **Pell Full Year Percent** field to calculate the maximum percentage of the Full Aid Year/Full Time Pell award that a student is eligible to receive for the aid period based on the EFC. Unlike the **Budget Full Year Percent** field, **Pell Full Year Percent** allows for multiple values of 100%. The **Pell Full Year Percent** value is used by the Pell Award Calculation (RPEPELL) and the Disbursement (RPEDISB) processes to determine the Pell award and disbursement amounts respectively, when combined with the student EFC and the award percentage on either the Default Award & Disbursement Schedule (RFRDEFA) or Fund Award & Disbursement Schedule Rules (RFRASCH) forms. For example, if the highest percentage any student can receive in a particular aid period is 100% of the Full Year/Full Time Pell award, 100% appears in this field. However, if the highest percentage any student can receive in the aid period is 50% of the Full Year/Full Time Pell award, 50% appears in this field.

Fields	Descriptions
EFC Percent	Use the **EFC Percent** field to prorate the expected family contribution for students who will *not* attend the full nine-month school year. The system uses this field for INAS calculations, rather than budgeting calculations. You must check the **Use EFC Proration** field on the Institution Financial Aid Options Form (ROAINST) in order to perform this proration. The system multiplies the EFC percent by the student and parent contributions to arrive at a contribution adjusted for the student's period of enrollment. **Note:** It is possible to adjust the EFC if you change the number of months in the **Budget Duration** field of the Applicant Override Form (RNAOVRD) and run an INAS calculation. INAS creates a contribution that is adjusted for the length of enrollment.
Activity Date	This is the most recent activity date.

Comment Category Code Validation Form (RTVCCOM)

The Comment Category Validation Form (RTVCCOM) allows you to define category codes that can be used for comments entered on the Applicant Comments Form (RHACOMM).

Fields	Descriptions
Category Code	(`RTVCCOM_CODE`) The category code for applicant comments. You can use the category code on RHACOMM to query the form by category, with the RHRPCOM process to purge by category, and with the RHRCOMM process to report by category.
Description	(`RTVCCOM_DESCRIPTION`) The description of the comment category code.

Hold Type Validation Form (RTVHOLD)

The Hold Type Validation Form permits the creation of hold types and defines what processes the hold type prevents.

Fields	Descriptions
Hold Type	Enter the Hold Type Code.
Hold Description	Enter the Hold Type Code Description.
Pckg Hold	This is the Packaging Hold Indicator. Checked = Yes.
Memo Hold	This is the Memo Hold Indicator. Checked = Yes.
Disb Hold	This is the Disbursement Hold Indicator. Checked = Yes.
Msg No	Enter the Information Access Message Number.
Activity Date	This is the most recent activity date. Display Only.

ISIR Comment Code Validation Form (RTVICMT)

Key Block

Fields	Descriptions
Aid Year	The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Main Window

Fields	Descriptions
Type Code	This is the Type Code. Valid values: *A* Acknowledgement Codes *I* ISIR Codes
Comment Code	This is the Comment Code.

Fields	Descriptions
Description	This is the Comment Code Description.
Print Indicator	If checked, the comment will be printed on the ISIR.

Message Code Validation Form (RTVMESG)

The Message Code Validation Form permits the maintenance of message-related codes, indicators, and dates.

Fields	Descriptions
Message Code	Enter a message code.
Info Access	This is the Information Access indicator. Check for yes.
Activity Date	This is the most recent activity date.
Text	This is the text message associated with the **Message Code** field.

Batch Posting Type Indicator Validation Form (RTVPTYP)

The Batch Posting Type Indicator Validation Form displays valid batch posting type codes. Processes in the Financial Aid System use these indicators. SunGard Higher Education updates the information on this form; you cannot update this data. The `RTVPTYP_CODE = PO` supports batch posting the Pell Origination Indicator.

Fields	Descriptions
Type Ind	This is the Post Type code.
Description	This is the Post Type description.
(Required) Amount	This is the Amount required indicator. Valid values: *Y* Yes *N* No *O* Optional
(Required) Status	This is the Status required indicator. Valid values: *Y* Yes *N* No *O* Optional
(Required) Date	This is the Date required indicator. Valid values: *Y* Yes *N* No *O* Optional
(Required) Misc	This is the Miscellaneous code required indicator. Valid values: *Y* Yes *N* No *O* Optional
(Reject) Code	This is the Reject Code indicator. Valid values: *Y* Yes *N* No *O* Optional
(Reject) Type	This is the Reject Code indicator. Valid values: *Y* Yes *N* No *O* Optional

Rejection Code Validation Form (RTVRJCT)

The Rejection Code Validation Form enables you to view the reject codes used for RFMS, EDE, Direct Lending, need analysis, disbursement, and memo processing.

These codes appear on Financial Aid forms such as the Need Analysis Form (RNARSxx), Grant Origination/Acknowledgement Form (REAORxx), Grant Disbursement/Acknowledgement Form (READIxx), and the Federal Direct Loan Origination Form (RPALORG).

Key Block

This form displays information based on the value in the **Type Code** field.

Fields	Descriptions
Type Code	The Rejection Code Validation Form lists reject codes for a multiple set of financial aid programs. The RTVRJCT Form also lists memo and disbursement reject codes. The **Type Code** field enables you to select the class of reject codes that you want to review. For example, if you just wanted to see direct lending reject codes, you would select *Y* (DL Disbursement Reject Codes) from the drop-down list. If you want to see the entire list of reject codes regardless of their associated program, select *(None)* from the drop-down list. The allowable values for this field are as follows: *A* Direct Loan Promissory Note *B* Direct Loan Booking Reject Codes *C* Electronic Loan Appl/Chg *D* Disbursement *E* EDE *F* COD Full Participant *M* Memo *N* Pell *O* Pell Origination *P* Pell Disbursement/Special Disbursement *Q* Pell Batch Edits/Rejects *R* Pell Data Request Records *T* Transfer Monitoring *X* Direct Loan Origination/Change *Y* Direct Loan Disbursement Reject Codes (None)

Reject Code Validation Block

The Reject Code Validation Block lists reject codes and their associated descriptions based on the value in the **Type Code** field in the Key Block.

Fields	Descriptions
Type Code	The value that you enter in the **Type Code** field in the Key Block determines which type codes display in this field. Refer to the preceding Key Block **Type Code** field description for the list of allowable values.
Reject/ Comment Code	This field contains the pre-assigned edit and reject codes for batch edits, origination edits, data request edits, disbursement edits, and school data edits. The corresponding explanation for this edit or reject code is maintained in the **Description** field.
Description	This field stores the description of the associated edit or reject code in the **Reject/Comment Code** field.

Satisfactory Academic Progress Validation Form (RTVSAPR)

Use this form to create and modify academic progress validation codes. The form is used in a query-only mode when accessed through the List function key. The codes can be defined to prevent packaging, prevent disbursement, or both.

Fields	Descriptions
SAP Status	Enter the Satisfactory Academic Progress Status Code.
Description	This is the Satisfactory Academic Progress status code description.
Priority	Enter the SAP Status Code Priority.
Prevent Packaging	This is the Prevent Packaging Indicator: Check for Yes, Leave Unchecked for No.
Prevent Disbursement	This is the Prevent Disbursement Indicator. Check for Yes, Leave Unchecked for No.

Fields	Descriptions
Prevent Which Aid	Select the Valid aid code in this field. Valid choices include: *All Aid* *Title IV Only* *All Federal Aid* *None* *Institutional Only* *State Only* *Federal and Institutional* *Federal and State*
Letter	This is the Letter Code. Press LIST for valid values.
Message Number	This is the SAP Voice Response Message Number.

Non Year User-Defined Variables Description Form (RORNYVD)

The RORNYVD form allows you to enter non year-specific descriptions for user-defined fields.

Fields window

Each Fields window displays 40 user-defined descriptions and values. There are a total of 360 descriptions and values.

Fields	Descriptions
Description	(`RORNYVD_DESC_1 through 360`) The description for the non year-specific, user-defined variable field number.

User-Defined Variables Description Form (RORUSER)

The User-Defined Variables Description Form allows you to define and maintain descriptive labels to be associated with each of the 360 hard-coded, user-defined fields. These field labels are maintained separately for each aid year.

Fields window

Each Fields window displays 40 user-defined descriptions and an associated CSS question. There are a total of 360 descriptions and CSS questions.

Fields	Descriptions
Description	(`RORUSER_DESC_1 through 360`) The description for the user-defined variable field number.
CSS Question	(`RORUSER_ASSOC_CSS_QUEST_1 through 360`) The CSS question number associated with the user-defined variable field number.

Financial Aid Suspended Records Maintenance Form (RCRSUSP)

Records that are assigned a status of *Suspend, Hold, Duplicate, **, or *Error* during Data Load Part 2 (RCPMTCH) display on the Financial Aid Suspended Records Maintenance 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.

Key Block

Fields	Descriptions
Data Source	This is the Data Interface Source Code. Press LIST for valid data codes.
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years.

Data Load Record Block

The Data Load Record block of the RCRSUSP Form displays data for a record in the temporary tables, including a temporary ID assigned during Data Load Part 1 (RCBTPxx, RCBCTxx). The ID may be the Social Security Number from the incoming record or a temporary generated ID depending on your parameter choice during Data Load Part 1 (RCRTPxx, RCBCTxx). 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 Form (GOAMTCH). 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 button or perform the Next Block function. This will open the Common Matching Entry form (GOAMTCH). Information from the record in the temporary table will display in the Data Entry Window. Press the Duplicate Check button 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 form (GORCMRL), 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.

Note: Refer to the *Data Load* section of the *Processing Chapter* for complete information regarding the data load process.

Fields	Descriptions
ID	Student's ID. You can search for an ID using the Person Search Form (SOAIDEN).
SSN	Student's social security number.
Last Name	Student's last name.
First Name	Student's first name.
Middle Initial	Student's middle initial.

Fields	Descriptions
Street Line 1	Student's address line 1.
Street Line 2	Student's address line 2.
City	Student's city.
State or Province	Student's state or province.
ZIP or Postal Code	Student's ZIP or postal code. Press LIST for valid values.
Status	This is the current Status, for example *S* for Suspended.
Error	This is the match status error code, for example 10.
Gender	Student's gender code. Valid values are: *M* Male *F* Female *N* Not Available
Birth Date - Day	Student's birth date. Valid values are *1* through *31*.
Birth Date - Month	Student's birth month. Valid values are *1* through *12*.
Birthday - Year	Student's birth year in format YYYY.
Telephone	Student's telephone number with area code.
E-mail	Student's e-mail address.
Transaction Number	SAR transaction number.
EFC	Primary Pell expected family contribution.
Process Date	This is the date the application was processed.

Fields	Descriptions	
Receipt Date	This is the application receipt date to help you distinguish between duplicate records.	
CSS Code	CSS code for the application source.	
Override	This is the override status indicator. Valid values are:	
	M	Matched
	N	New
	-	Reset
Delete Record	Check this indicator to delete this record.	

Match Results Block

Fields	Descriptions
ID	Student's ID.).
Change Ind	Change Indicator.
Address	Address
Telephone	Telephone number
Birth Date	Birth date.
SSN/SIN/TIN	SSN, SIN, or TIN
Address (line 2)	Address Line 2.
E-mail	E-mail address.
Gender	Gender
Address (line 3)	Address Line 3

Data Source Rules Form (RCRDTSR)

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 Form (RCRSUSP). 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.

Refer to the *Data Load Procedures* section of the *Processing Chapter* for information describing the set up of a parameter set.

Fields	Descriptions
Aid Year	The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the Aid Year button or press the LIST function to access the Application Data ID Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active. Column: RCRINFR_AIDY_CODE
Source Code	Source of the application data. The value must exist on the Data Source Code Validation Form (RTVINFC). Column: RCRINFR_INFC_CODE
Common Matching Source Code	The **Common Matching Source Code** you want to use for matching records with this data source and aid year. Column: RCRINFR_CMSC_CODE
Parameter Set	The saved parameter set for the process you use when loading records online for this source code and aid year. Column: RCRINFR_PARAMETER_SET
User ID	User ID of the User who created or last updated the record. Column: RCRINFR_USER_ID
Activity Date	Date the record was created or last updated. Column: RCRINFR_ACTIVITY_DATE

Interface Data Translation Rules Form (RCRTPTR)

The data load process loads financial aid applicant records into Banner from external sources via electronic media. The Interface Data Translation Rules Form converts the codes on these interface data to valid Banner values before the fields are added to the system.

Key Block

Fields	Descriptions
Data Source Code	Enter the data source code for which you want to establish conversion codes in the **Data Source Code** field. Select the Data Source Code button or LIST to access the Application Data ID Validation window if you need to verify a code.
Validation Table Name	You can optionally enter a value in this field. The value that you enter in this field represents the last four characters of the validation table name for the **Table Name** field in the Main Window. If you enter a value and press Next Block, the system only queries the table name with these characters as the last four characters. For example, if you enter *MAJR* in this field, the system displays any available conversion codes associated with the STVMAJR Table.

Main Window

Fields	Descriptions
Table Name	The **Table Name** field contains the validation table that references the converted code you want to associate with the input tape value. The allowable values for this field are *MAJR* (STVMAJR), *MRTL* (STVMRTL), and *SBGI* (STVSBGI).
Data Value	Enter the source data value that you want to convert to an Banner equivalent in this field.

Fields	Descriptions
Converted Value	Enter the conversion code that corresponds to the value in the **Data Value** field in this field. **Note:** The **Major** field on the STVMAJR Form must be checked for the converted major code in order to be considered a valid major. A valid major is necessary if you want to create recruitment records using the RCRTPxx process Recruiting Option parameter.
Description	This is the Converted Code Description. Display Only.

Name Translation Rules Form (GORNAME)

This form allows you to set up rules that the Common Matching process will use when searching to see if a record already exists for the specified person.

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

You cannot change the name/alias combinations after you save them on this form. You must delete the record and enter it again.

Fields	Descriptions
Name	Name of the person. Column: GORNAME_NAME
Alias	Nickname of the person. Column: GORNAME_ALIAS
User ID	ID of the person who created the record. Display-only. Column: GORNAME_USER_ID
Activity Date	Date the record was created. Display-only. Column: GORNAME_ACTIVITY_DATE

Common Matching Rules Form (GORCMRL)

This form allows you to set up the rules that the Common Matching process will use to search the database to see if a person or non-person record already exists when a new record is being added to the database.

Determine if you need to use more than one rule for your matching process. Using multiple rules allows you to compare different sets of data. Each rule has a priority (1 is the most stringent rule - it is executed first) and will be processed completely before the next rule is executed.

Determine the data elements that will be used for matching, and the length of the data to be used by the matching process (where applicable).

Creating Rules Using the Data Elements

Now you will create the actual rules that will determine what is considered a match at your institution.

1. Access the Common Matching Rules Form (GORCMRL).
2. Enter the source code in the **Matching Source** field, or use the Search button to select one from the Common Matching Source Code (GTVCMSC) list of values.
3. Perform a Next Block function to access the Rules Priorities block.
4. Enter the priority of this rule in the **Priority** field, and a description of the rule in the **Description** field.
5. Save your changes.
6. Select the **Create Required Rules** button if you want to bring the required data elements from the data dictionary into the next block automatically, instead of adding them manually.
7. Perform a Next Block function if you do not use the **Create Required Rules** feature.
8. Enter the column and element to be used in the comparison in the **Column** field, or select the down arrow to select one from GORCMDD.
9. If necessary, you can change the length of the element in the **Length** field if the **Length Updateable** checkbox was selected on GORCMDD. This would be necessary if you only wanted to compare the last four digits of the SSN, for example. The length is *9* in the data dictionary, and you would change it to be *-4*. (The **Allow Negative Length** checkbox must be selected for the SSN element on GORCMDD.)

Note: When you set up your matching rules, consider using a fairly short length for matching for first name. *Fred* will not match *Frederick* unless the length of the rules is 4 (or *Fred* is associated with *Frederick* on the GORNAME form).

10. If the data element must exist in both the record being compared and the database, select *Required* from the **Data Required** pull-down list. Select *Exists* instead if:

    (a) The data element can be null in the database or the new record, or

    (b) The data element can be null in both.

11. Save your changes.

Note: If you do not enter all the required data elements, you will receive a warning message in a pop-up window.

Copying Rules to a Different Rule Priority or a Different Common Matching Source Code

You can copy a set of rules for a source code to another rule for the same source code. You can also copy a set of rules from one source code to another one.

1. Access the Common Matching Rules Form (GORCMRL).

2. Enter the source code that has the rules you want to copy in the **Matching Source** field, or use the Search button to select one from the list of values.

3. Navigate to the Rule Priorities block.

Note: If you are copying rules from one priority to another for the same source, define all the priorities and save your changes.

If you are copying rules from one source to another, you must create the rule priorities for the new source before you can copy the rules.

4. Select the Copy Rules To tab.

5. Enter the source code and rule priority to which you want to copy the existing rules, or use the Search button to select one from the list of Common Matching Rule Priorities that do not currently have any rules.

6. Save your changes. The source code to which you have copied the rules is displayed in the Key block, and the priority is displayed in the Rules Priority block.

Key Block

Fields	Descriptions
Matching Source	The source of the data entered into the database. The value must exist on the Common Matching Source Code Form (GTVCMSC) Column: GTVCMSC_CODE
(Untitled)	The corresponding description of the source. Display-only. Column: GTVCMSC_DESC

Rule Priorities Block

This block allows you to create a description for your rule and assign a priority to it. The elements that make up the rule appear in the Matching Rules tab. You can scroll through the records to see the elements associated with each rule.

Note: If you select Create Required Rules, Banner automatically moves the required rules defined on GORCMDD for that data source into the next block.

Fields	Descriptions
Priority	The priority of the rule. Column: GORCMSP_PRIORITY_NO
Description	Description of the rule. Column: GORCMSP_DESC
User ID	User ID of the person who created or last updated the record. Display-only. Column: GORCMSP_USER_ID
Activity Date	Date the record was created or last updated. Display-only. Column: GORCMSP_ACTIVITY_DATE

Matching Rules Window

This window shows the elements that comprise the rule.

Fields	Descriptions
Column	Column that contains the data to be used in the comparison. Common Matching Data Dictionary Form (GORCMDD) Column: GORCMSR_COLUMN_NAME
Element	Description of that column. For example, if the column contains SPRIDEN_SEARCH_FIRST_NAME, the element would *be First Name*. Display-only. Column: GORCMDD_ELEMENT
Length	Number of characters to be used in the comparison. If you want to use a negative number in this field (so the comparison will begin at the end of this element), the **Allow Negative Length** checkbox must be selected for this element on GORCMDD. This field is automatically populated from GORCMDD, but you can change it, unless it is a code used by Banner, e.g., State. Column: GORCMSR_LENGTH
Data Required	Indicates if the element is required by the Common Matching algorithm. Valid values are: *Required* - the data element must exist in both the database and the new record being added for the algorithm to decide that there is a match. For example, if the rule specifies that the SSN is required, and a record exists on the database with the same last name as the record you are entering but the SSN is null, the algorithm does not consider them to be a match. *Exists* - the data element can be in the database or the new record, or it can be null. The information will be used for the comparison if it exists, but it is not required. In the example above, the algorithm would consider the two records to be a match. Column: GORCMSR_DATA_REQ_IND
User ID	ID of the person who created or last updated the record. Display-only. Column: GORCMSR_USER_ID

Fields	Descriptions
Activity Date	Date the record was created or last updated. Display-only. Column: GORCMSR_ACTIVITY_DATE

Note: If you attempt to delete a record that is required by the system, you will receive a warning message.

Copy Rules To Window

This window lets you copy the rule details to another rule. You can only copy to an existing matching source/priority combination that does not already have any details.

Fields	Descriptions
Matching Source	Data source code to which the existing rules will be copied. It is automatically populated if you select a priority. Column: GORCMSR_CMSC_CODE
Priority	Number that indicates the rule's priority. It is automatically populated when you select a matching source. Column: GORCMSR_PRIORITY_NO

Matching Procedures Window

This window allows you to include site-specific procedures with the rules for Common Matching.

Note: Banner programming logic does not validate these procedures.

Fields	Descriptions
Sequence	The order in which the site-specific procedures will be executed. Column: GORCMUP_SEQ_NO
Procedure	Database procedure you want to include in the Common Matching rules, in *PACKAGE.PROCEDURE_NAME* format. Column: GORCMUP_PROCEDURE_NAME

Fields	Descriptions
User ID	User ID of the person who created or last updated the record. Display-only. Column: GORCMUP_USER_ID
Activity Date	Date the record was created or last updated. Display-only. Column: GORCMUP_ACTIVITY_DATE

Common Matching Source Rules Form (GORCMSC)

Note: This form is required for Common Matching processing.

On this form, you may take a matching source and associate it with default information. A corresponding source code must already exist on GTVCMSC.

You must specify whether the source code will be matching person, non-person, or both types of records. If you specify that the source code will be matching person records, only SPRIDEN records with the entity indicator *P* will be used for matching, and if you specify that the source code will be matching non-person records, only SPRIDEN records with the entity indicator *C* will be used for matching. If you specify that the source code will be matching both types of records, all SPRIDEN records will be reviewed.

Define the address, telephone, and e-mail types that will be used as default values whenever a user creates new records or chooses to update a record that the process determines to be matched. These values automatically appear in the Data Entry window when the user accesses the GOAMTCH form, but the user can change them before creating or updating a record.

If the source code will be used for online matching from the %IDEN forms, select the **Use for Online Common Matching** checkbox. This will allow only the data elements that are available for online processing to be selected for the rules.

You can also specify which forms users will employ to investigate potential matches when they appear on the GOAMTCH form (for this source code). Then, when potential matches are found, the Details button on GOAMTCH will be enabled. The users can select the button to display a pop-up box that lists these forms for users to access. You can specify up to six forms.

Defining the Common Matching Source Code Rules

1. Access GORCMSC.

2. In the **Matching Source** field, enter a Source Code. You can also click on the down arrow to see a list of valid codes from GTVCMSC; then select one.

3. Perform a Next Block function to access the Matching Source Rules block.

4. You can enter default values for **Address Type**, **Telephone Type**, and **E-mail Type**. A list of valid values is available for each field.

5. You can also select the **Use for Online Common Matching** checkbox if the source will be used for online processing.

   Note: When this checkbox is selected, only the data elements and associated columns that are enterable on GOAMTCH can be included in the rules used by the Common Matching algorithm.

   Matching source codes used by Student batch processes may use high school information as part of the matching rules. Because there are no fields on GOAMTCH for high school data, the **Use for Online Common Matching** checkbox should be unchecked for those source codes.

6. Specify if the source will be used for person records, non-person records, or both by selecting the appropriate value for **Match Type**.

7. Save your changes.

8. Perform a Next Block function to access the Common Matching Detail List block. This block lets you specify the forms users can navigate to when they research potential matches on the GOAMTCH form.

9. Enter the name of the Banner form in the **Object** field. You can also select the down arrow to see a list of Banner forms from the Object Maintenance Form (GUAOBJS), then select the one you want. You can specify a maximum of six forms.

10. In the **Sequence** field, enter a number that indicates the order in which the form will be displayed on GOAMTCH.

11. Save your changes.

Key Block

This block specifies the source code for which you are assigning rules.

Fields	Descriptions		
Matching Source	The Common Matching source code.		
	(lookup)	List	Common Matching Source Code (GTVCMSC)
	Column: GORCMSC_CMSC_CODE		
(Untitled)	The corresponding description of the source code.		
	Column: GTVCMSC_DESC		

Matching Source Rules Block

This block lets you specify how the source code will be used and the defaults associated with it.

Fields	Descriptions		
Address Type	Default address type associated with this source code.		
	(lookup)	List	Address Type Validation (STVATYP)
	Column: GORCMSC_ATYP_CODE		
Telephone Type	Default telephone type associated with this source code.		
	(lookup)	List	Telephone Type Validation (STVTELE)
	Column: GORCMSC_TELE_CODE		
Email Type	Default e-mail type associated with this source code.		
	(lookup)	List	E-Mail Type Validation (GTVEMAL)
	Column: GORCMSC_EMAL_CODE		
Use for Online Common Matching	Indicates if the source code will be used for processing data entered online. Valid values are: *Selected* - the source code will be used for online processing *Cleared* - the source code will be used for batch processing		
	Column: GORCMSC_ONLINE_MATCH_IND		

Fields	Descriptions
Match Type	Specifies if the source code will be used for processing person records, non-person records, or both. Valid values are: *Person* *Non-Person* *Both* Column: GORCMSC_ENTITY_CDE
User ID	User ID of the person who created or last updated the record. Display-only. Column: GORCMSC_USER_ID
Activity Date	Date the record was created or last changed. Display-only. Column: GORCMSC_ACTIVITY_DATE

Common Matching Detail List Block

This block allows you specify which forms and processes the users will employ when they investigate potential matches on the GOAMTCH form. Users can select the Details button to see a pop-up box with the objects and can select one from that list.

For example, you might include the SOAIDNS and RNANAXX forms for a source code if the data source is online Financial Aid processing.

Fields	Descriptions
Object	The form or process you would like to make available to users who are investigating potential matches. Column: GORCMDO_OBJS_NAME
Sequence	Specifies the order in which the object will appear on the pop-up box. Column: GORCMDO_SEQ_NO
User ID	User ID of the person who created or last updated the record. Display-only. Column: GORCMDO_USER_ID
Activity Date	Date the record was created or last updated. Display-only. Column: GORCMDO_ACTIVITY_DATE

Data Source Code Validation Form (RTVINFC)

Use this form to maintain the list of valid data interface source codes and descriptions. Banner utilizes these codes for the data interface and need analysis processes.

Main Window

Fields	Descriptions
Source Code	This is the interface data code.
Description	This is the interface data description.
Code Requirements	This is the requirements code for the FAFSA. Press LIST for valid codes. Since the receipt of an application is frequently a requirement that a student must satisfy as a tracking requirement, you can use the **Code Requirements** field to specify the requirement code that is satisfied by a successful data load.
Supplemental Requirements	If loading data from a particular MDE also satisfies a requirement for a supplemental financial aid form, enter the code in this field. For example, CSS data may satisfy both the FAFSA requirements.
Requirements Status	This field provides you with the status of the tracking requirement.
Recruiting Source	You can enter a recruiting source from the Source/Background Institution Code Validation Form (STVSBGI) in the **Recruiting Source** field.
Contact Type	You can specify the recruiting contact type in this field.
Activity Date	This is the latest activity date in format MON-DD-YYYY.

Aid Year Specific Rules Window

Fields	Descriptions
Source Code	This is the source code of the data source. Press LIST for valid values.
Aid Year Code	This is the aid year code of the data being loaded. Press LIST for valid values.
Requirements Code	This is the requirements code. Press LIST for valid values.
Status	This is the requirements status. Press LIST for valid values.
Activity Date	This is the most recent activity date.

Common Matching Source Code Validation Form (GTVCMSC)

This form allows you to set up a code that represents each source of new person and non-person records. You can use a different set of rules for each data source. Some examples include Financial Aid Online Processing, ACT Test Scores, EDE Data Load, Student Online Processing, SAT Batch Load and Web Admissions.

Fields	Descriptions
Matching Source	Code that identifies the source of the data to be used by Common Matching. Column: `GTVCMSC_CODE`
Description	Description that corresponds to the code. Column: `GTVCMSC_DESC`
User ID	User ID of the person who created or last updated the record. Column: `GTVCMSC_USER_ID`
Activity Date	Date the record was created or last changed. Column: `GTVCMSC_ACTIVITY_DATE`

QuickFlow Form (GUAQFLW)

Use this form to access the defined sequence of forms in the QuickFlow Definition Form (GUAQUIK). When you enter the quickflow name and press Next Item, Banner executes the first form defined in the quickflow list. After you exit the first form in the quickflow list, Banner executes the second form in the quickflow list. This pattern continues until Banner executes all of the forms in the quickflow list. Banner form-level security is checked before each form is accessed, ensuring that only those you authorize can execute the proper forms.

You can only execute quickflow lists that have been defined in the QuickFlow Definition Form (GUAQUIK). You must have the proper authorization for each form in the quickflow list to enter the form when form-level security is enabled on the Installation Control Form (GUAINST).

QuickFlow Definition Form (GUAQUIK)

Use this form to establish quickflow lists. A quickflow list is a list or grouping of forms that you want to link together. After the first form in the list is executed and you press Next Item, the system executes the first form defined in the quickflow list. After you exit the first form in the quickflow list, the system executes the second form in the quickflow list. This pattern continues until the system executes all of the forms in the quickflow list. The quickflow list enables you to transfer directly from one form to another without the use of the Banner menu or option menu system. You execute the quickflow list with the QuickFlow Form (GUAQFLW).

You define the quickflow code with the QuickFlow Code Validation Form (GTVQUIK). The forms that you enter in the quickflow list must be valid form names from Banner. Chain together a group of those forms that you want to use in a specific function. To speed data entry, you can add forms to the quickflow list in their process order. You can only execute the quickflow list through the use of the QuickFlow Form (GUAQFLW).

QuickFlow Code Validation Form (GTVQUIK)

The QuickFlow Code Validation Form displays valid quickflow codes, their descriptions, and the activity date that the quickflow list was entered or most recently updated.

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Chapter 13

Student System Shared Data

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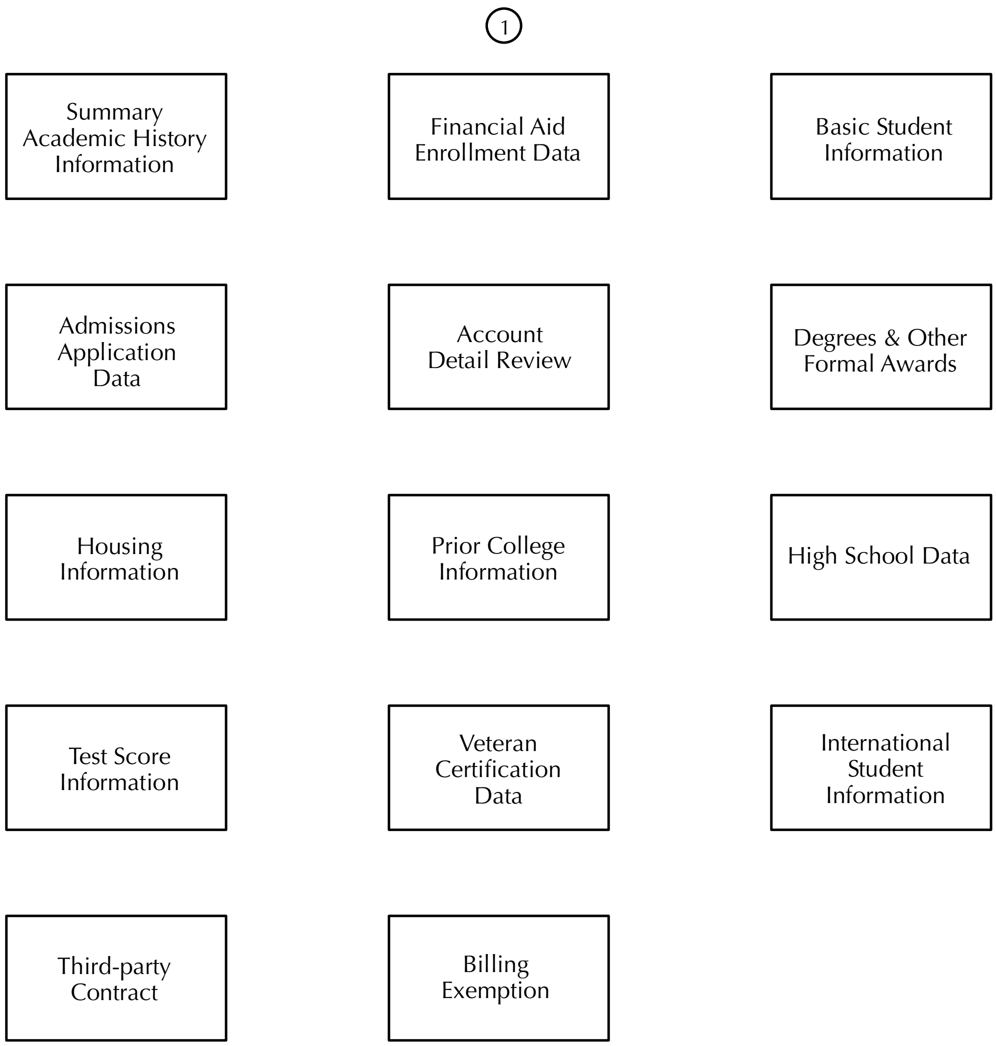
Overview

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

- Recruiting
- Admissions
- Registration
- Housing
- Accounts Receivable
- Academic History

Information in these Banner Student areas are important to the financial aid decision-making process.

Student System Shared Data Process Flow



Student System Shared Data Process Flow Narrative

1. Student System Shared Data

   Data is shared with Banner Student through a series of views that contain information that the Financial Aid system may require for certain processes.

   This information is available through a series of inquiry-only forms listed on the Banner Student Shared Data menu. Banner Student data is shared through these views, rather than by direct access of the Banner Student tables, for the following reason.

   In the event that Banner Financial Aid is installed as a standalone product, in an environment in which Banner Student is not installed, these views can be created as tables by the institution and periodically populated with data from its Student System.

Forms

This section provides examples and descriptions for each form within the Student System Shared Data module.

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

Summary Academic History Inquiry Form (RSIHIST)

Use this form to review a student's term, cumulative GPA, and hours.

Key Block

Fields	Descriptions
ID	The **ID** is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Level	This is the Level Code. Press LIST for valid codes.

Term Information Block

The Term Information section enables you to view the academic information for a student for one term at a time. If there is more than one term, you can scroll from one term to another to view the information for each term.

Fields	Descriptions
First Term Attended	This is the first term attended by the student.
Last Term Attended	This is the last term attended by the student.
Last Term Attended Standing	This is the last term attended standing.
Last Term Attended Class Code	This is the last term attended class code.

Fields	Descriptions
Attempted Hours	This is the number of credit hours attempted by the student.
Passed Hours	This is the number of credit hours passed by the student.
Earned Hours	This is the number of credit hours earned by the student.
GPA Hours	This is the Grade Point Average Hours for the student.
Quality Points	This is the number of Quality Points for the student.
GPA	This is the student's Grade Point Average for the student.

Basic Student Information Inquiry Form (RSISTDN)

Use this form to view a student's non-course related information.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Campus	Enter the Campus code for the school, for example *M* for Main.

Fields	Descriptions
Level	Enter the Level code for the student, for example *UG* for Undergraduate.
Status	Enter the Student Status code, for example *AS*, for Active.
Type	Enter the Student Type code, for example, *N*, for New First Time.
Beginning Effective Term	Enter the Beginning Effective Term
Ending Effective Term	Enter the Ending Effective Term.
Expected Graduation Date	Enter the student's Expected Graduation Date.
History Standing	Enter the History Academic Standing code.
(History Standing) Term	Enter the History Academic Standing Term code.
Override Standing	Enter the Override Academic Standing Code.
(Override Standing) Term	Enter the Override Academic Standing Term Code.
Residency	Enter the Residency from the Basic Student Record, for example, *O* for Out of State Residency.

Primary Curriculum Block

Fields	Descriptions
Degree	Enter the Primary Degree Code, for example, *BA* for Bachelor of Arts.
College	Enter the student's college.

Fields	Descriptions
Major 1	Enter the student's Primary Major Code 1.
Major 2	Enter the student's Primary Major Code 2.
Minor 1	Enter the student's Primary Minor Code 1.
Minor 2	Enter the student's Primary Minor Code 2.
Concentration1	Enter the student's Primary Concentration 1.
Concentration 2	Enter the student's Primary Concentration 2.
Concentration1	Enter the student's Secondary Concentration 1.
Concentration 2	Enter the student's Secondary Concentration 2.

Secondary Curriculum Block

Fields	Descriptions
Degree	Enter the Secondary Degree Code, for example, *BA* for Bachelor of Arts.
College	Enter the student's college.
Major 1	Enter the student's Secondary Major Code 1.
Major 2	Enter the student's Secondary Major Code 2.
Minor 1	Enter the student's Secondary Minor Code 1.
Minor 2	Enter the student's Secondary Minor Code 2.
Concentration1	Enter the student's Secondary Concentration 1.
Concentration 2	Enter the student's Secondary Concentration 2.

Admissions Application Inquiry Form (RSIAPPL)

Use this form to review a student's admissions application-related information.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Entry Term	This is the Entry Term (for example, 200510).
Application Number	This is the Application Number.
Application Date	This is the Application Date in format DD-MON-YYYY.
Campus	This is the Campus of the College or University.
Site	This is the Campus Site
Date	
Level	This is the Level, for example, *UG* for Undergraduate.
Student Type	This is the Student Type, for example *A* for first time Freshman.

Fields	Descriptions
Residency	This is the Residency field, for example, *O* for Out of State Resident.
Admission Type	This is the Admission Type, for example *SP* for Special Program.
Admission Status	This is the Admission Status, for example *D* for Decision Made.
Application Decision	This is the Application Decision Code, for example *31* for Quick Entry/Non-Matriculated.
Student Acceptance	This is the Student Acceptance flag (*Y/N*).
Significant Decision	This is the Significant Decision flag (*Y/N*).
Institution Acceptance	This is the Institution Acceptance flag (*Y/N*),
Application Inactive	This is the Application Inactive flag (*Y/N*).

Primary Curriculum Block

Fields	Descriptions
Degree	This is the student's primary degree program, for example *BA* for Bachelor of Arts.
College	This is the student's primary college, for example *AS* for College of Arts and Sciences.
Major	This is the student's proposed primary major, for example, *ENG* for English.

Secondary Curriculum Block

Fields	Descriptions
Degree	This is the student's secondary degree program, for example *BA* for Bachelor of Arts.
College	This is the student's secondary college, for example *AS* for College of Arts and Sciences.
Major	This is the student's proposed secondary major, for example, *ENG* for English.

Account Detail Review Inquiry Form (RSIAREV)

Use this form to review charge and payment information for an account. This form receives account detail information from many functional areas, such as transcript fees from academic history, application fees from admissions, registration charges from registration and housing, and meal and phone charges from location management and housing.

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Account Detail Block

All fields in the Account Detail Block are display-only fields and display charges and payments to an account. All activity for this account appears within this section. The effective date of the charge or payment determines the current amount due. The form does not use charges or payments with an effective date greater than today in the calculation. Charges and payments created in other modules are indicated by the source.

The balance of the account and the current amount due are calculated and displayed on the last line of this form. Any changes to the account information will modify these balances.

Fields	Descriptions
Detail Code	This is the Charge/payment detail code, such as *CASH* or *T101*.
Transaction Number	This is the transaction number.
(Description)	This is the transaction number description.
Charge	This is the Charge amount, if applicable.
Original	If checked, this indicates that the transaction is an original institutional charge.
Payment	This is the Payment amount, if applicable.
Balance	This is the Balance amount.
Term	This is the Term Code.
Transaction Paid	This is the Transaction Number Paid.
Source Code	This is the Source Code, for example *T*.
Effective Date	This is the Effective Date in format DD-MON-YYYY.

Account Summary Block

Fields	Descriptions
Query Balance	This is the sum of all charges and payments queried and displayed to date
Account Balance	This is the sum of all charges and payments.

Fields	Descriptions
Amount Due	This is the sum of all charges and payments with an effective date less than or equal to the current date, plus the sum of any memo charges and payments recorded for the account.
Memo Balance	This is the sum of the amount memoed.
Authorized Aid Balance	This is the sum of the authorized aid balance.
Applicant Pay?	This is the **Applicant Pay** field.
NSF Count	This is the Insufficient Funds Indicator.

Degrees and Other Formal Awards Inquiry Form (RSIDEGR)

Use this form to review degree and award-related information for a student. Degrees are captured by number to provide an optional method of identifying the student's primary degree, if more than one degree exists. This form displays the degree number, degree code and description, applied date, graduation date, degree status and description, bulletin year, level code and description, term code, primary curriculum, and secondary curriculum.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Degree Number	Enter the Degree Number.
Degree	Enter the Type of Degree, for example, *DIPL* for Diploma.
Status	Enter the Status of the Degree, for example *AW* for Awarded.
Level	Enter the Level of the Degree for example, *CR* for Credit.
Term	Enter the Term Code for example, *200310*.
Applied Date	Enter the Applied Date of the Degree.
Graduation Year	Enter the Graduation Date for the student.
Bulletin Year	Enter the Bulletin Year.

Primary Curriculum Block

Fields	Descriptions
College	Enter the code for the student's primary school, for example *EN* for the College of Engineering.
Major 1	Enter the student's primary Major 1.
Major 2	Enter the student's primary Major 2.
Minor 1	Enter the student's primary Minor 1.
Minor 2	Enter the student's primary Minor 2.
Concentration 1	Enter the student's primary Concentration 1.
Concentration 2	Enter the student's primary Concentration 2.
Concentration 3	Enter the student's primary Concentration 3.

Secondary Curriculum Block

Fields	Descriptions
College	Enter the code for the student's secondary school, for example *EN* for the College of Engineering.
Major 1	Enter the student's secondary Major 1.
Major 2	Enter the student's secondary Major 2.
Minor 1	Enter the student's secondary Minor 1.
Minor 2	Enter the student's secondary Minor 2.
Concentration 1	Enter the student's secondary Concentration 1.
Concentration 2	Enter the student's secondary Concentration 2.
Concentration 3	Enter the student's secondary Concentration 3.

Housing Information Inquiry Form (RSIHOUS)

The Housing Information Inquiry Form displays information that pertains to a student's dormitory room assignment, any special attributes for the room, and meal plan assignments.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Room Assignments Block

Fields	Descriptions
Term	Enter the term for the room assignment.
Start	Enter the start date of the room assignment.
End	Enter the end date of the room assignment.
Status	Enter the status of the room assignment.
Building	Enter the building where the room is located.
Room	Enter the room to which the student is assigned.
Phone	Enter the phone number with area code.
Assessed	This is the Assessed indicator.
Rate	Enter the rate code for the building.
Days	Enter the total days of the room assignment.
Months	Enter the total months of the room assignment.
Terms	Enter the total terms for the room assignment.

Special Attributes Block

Fields	Descriptions
Term	Enter the term code.
Code	Enter the attribute code.
(Description)	Enter a description for the term code.
Must Match	This is the Must Match indicator. Check for Match.

Meal Assignments Block

Fields	Descriptions
Term	Enter the term code for the meal assignment.
Start	Enter the start date for the meal assignment.
End	Enter the end date for the meal assignment.
Status	Enter the status code for the meal assignment.
Plan	Enter the meal assignment plan.
Days	Enter the total days for the meal assignment.
Months	Enter the total months for the meal assignment.
Terms	Enter the total terms for the meal assignment.
Assessed	This is the Assessed Indicator.

Prior College Inquiry Form (RSIPCOL)

Use this form to check a person's prior college history, such as the college address, degrees, and period of attendance. The data displays in College Code sequence.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
College Code	This is the College Code.
Address	This is the college Address: (line 1, line 2, line 3)
City	This is the college City.
State or Province	This is the college State or Province.
ZIP or Postal Code	This is the college ZIP or Postal Code.
Country	This is the college Country Code.
Level	This is the Level Code.
Attend Period	This is the Attendance Period.
Attend From	This is the Beginning Attendance Date.
Attend To	This is the Ending Attendance Date.
Degree Code	This is the Degree Code.

High School Inquiry Form (RSIHSCH)

Use this form to view a student's high school information such as school name and address, graduation date, overall GPA, and class rank/size.

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
High School	Enter the High School Code.
Address	Enter the High School Street Address (line 1, line 2, line 3)
City	Enter the High School City.
State or Province	Enter the High School State or Province.
ZIP or Postal Code	Enter the High School ZIP or Postal Code.
Country	Enter the High School Country Code.
Graduation Date	Enter the High School Graduation Date.
GPA	Enter the student's high school GPA.
Class Rank	Enter the student's class rank.

Fields	Descriptions
Class Size	Enter the student's class size.
Percentile	Enter the student's class percentile.
College Preparation	This is the College Prep Indicator.
Diploma	Enter the student's high school diploma type.

Test Score Inquiry Form (RSITEST)

The Test Score Inquiry Form displays a student's test history.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Test Code	Enter the test code.
(Description)	This is the test code description.
Score	Enter the test score code.
Source	Enter the test source.
(Description)	This is the test source code description.
Administration Type	Enter the administration type code.
Date Taken	Enter the date taken in format DD-MON-YYYY.

Veteran Certification Inquiry Form (RSIVETN)

Use this form to view veteran-related information by term for a student.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the LIST function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Veteran Code	Enter the veteran type code.
(Description)	Enter the veteran type code description
Term	Enter the Certification Term Code. Press LIST for valid term codes.
Certification Credit Hours	Enter the Certification Credit Hours.
Date	Enter the date in format in DD-MON-YYYY.

Third Party Contract Inquiry Form (RSICONT)

The Third Party Contract Inquiry Form displays those students authorized for a third party contract for a given term.

Fields	Descriptions
Contract ID	Enter the Contract ID. Press COUNT HITS for valid codes.
(Description)	This is the Contract ID Description.
Term Code	Enter the Term Code. Press LIST for valid codes.
Contract Number	Enter the Contract Number. Press LIST for valid numbers.

Contract Base Block

Fields	Descriptions
Description	Enter a description of the contract base.

Person Authorization Block

Fields	Descriptions
Delete	This is the Delete Indicator.
ID Number	Enter the ID Number.
Person Name	Enter the Person's Name.
Priority	Enter a priority.
Payment Amount	Enter a payment amount.

Billing Exemption Inquiry Form (RSIEXPT)

The Billing Exemption Inquiry Form displays those students authorized for a billing exemption for a given term code.

Key Block

Fields	Descriptions
Exemption	Enter the Exemption Code. Press LIST for listing.
Term	Enter the Term Code. Press LIST for valid codes.

Exemption Base Block

Fields	Descriptions
Description	Enter a description of the exemption base.

Person Authorization Block

Fields	Descriptions
Delete	This is the Delete Indicator.
ID Number	Enter the ID Number.
Person Name	Enter the Person's Name.
Priority	Enter a priority.
Payment Amount	Enter a payment amount.

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Chapter 14

Short-Term Credit

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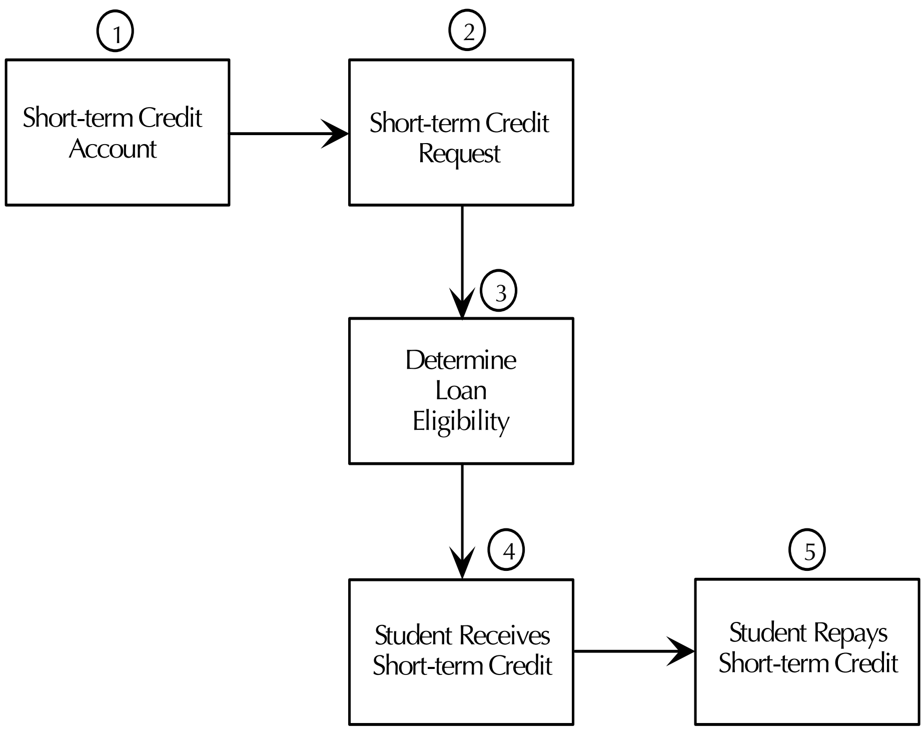
Overview

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

Short-Term Credit Process Flow



Short-Term Credit Process Flow Narrative

1. 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.

2. 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.

3. Determine Loan Eligibility

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

4. 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.

5. Student Repays Short-Term Credit

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

Forms

The forms segment provides you with examples and descriptions for each form within the Short-Term Credit module.

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

Short-Term Credit Detail Form (RPASTCD)

Use this form to create and maintain short-term loans for a student. You generally use these loans to provide a student with sufficient funds to handle emergency situations. The student does not have to receive financial aid in order to receive short-term credit. However, if the student does receive financial aid, the student's unmet need or other financial data has no effect on the student's eligibility for short-term credit.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or List to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Detail Block

The information in the Detail Block is not arranged by aid year. The system displays all short-term credit information for all aid years in descending order by sequence number.

Fields	Descriptions
Credit Account	Identifies the funding source for the loan, for example, *INST*, for Institutional Short Term Funds or *MISC*, for Miscellaneous Funds.
Sequence Number	This is the sequence number of the loan.
Activity Date	This is the latest activity date of the loan, in format (DD-MON-YYYY).
Requested Amount	Enter the amount of the student loan request in this field. You can enter a requested amount that is greater than the maximum loan amount for the credit account, but you cannot enter a requested amount that is greater than the available fund balance for the credit account. If you do not enter an approved or received amount in the next two fields, the **Available to Loan** balance on the RPRSTAM form is reduced by this amount, effectively reserving this amount for the student. The amount reserved will be replaced by the approved amount and later by the received amount.
Requested Date	Enter the date the loan was applied, in format (DD-MON-YYYY).
Approved Amount	Enter the portion of the requested loan amount that you approve for the student in this field. You do not need to enter an approved amount until you are about to enter a received amount in the **Received** field. You can enter an approved amount that is more or less than the requested amount. However, the approved amount must be between the minimum and maximum amounts established for the loan. The approved amount that you enter replaces the requested amount in the calculation of the **Available to Loan** balance on the RPRSTAM form.
Approved Date	Enter the date the loan was approved, in format (DD-MON-YYYY).

Fields	Descriptions
Initials	Enter approval initials in this field after you enter an approved amount. Press LIST for valid codes. These initials must exist on the Certification Initials Form (RTVCINT). You cannot change the amount in the **Approved** field when initials appear in the **Initials** field. You must also remove these initials if you want to delete the loan record for the student.
Received Amount	Enter the loan amount that the student received in this field. You cannot enter an amount in this field that is greater than the approved amount; however, this amount can be less than the approved amount. An approved amount must exist before you can enter a received amount. The received amount that you enter replaces the approved amount in the calculation of the **Available to Loan** balance on the RPRSTAM Form.
Received Date	Enter the date the loan was received, in format (DD-MON-YYYY).
Collection Fee	Use this field to increase the balance the student owes as a result of additional charges that a student must pay. This amount could represent fees from collection agencies for collecting delinquent loans, processing fees, interest charges, penalty fees, and so on. The repaid amount can be greater than the original amount received due to the addition of these fees. The collection fee amount cannot be negative.
Repaid Amount	Enter the amount that the student repays in the **Repaid** field. This amount can be greater than or less than the balance in the **Balance Due** field. This enables you to enter partial student loan repayments.
Repaid Date	Use this field to record the most recent payment date if the loan was not repaid in full. The system automatically enters the repaid date for the first entry to the **Repaid** field. You must manually change the **Repaid Date** field for any subsequent payments that are directed to the repayment of the loan.
Source	Enter a valid repayment source code in the **Source** field. This code must exist on the Repayment Source Validation Form (RTVRPSR). Press LIST for valid codes.

Fields	Descriptions
Balance Due Amount	You cannot maintain this field. Banner calculates the amount in this field by adding the received amount to the collection fee amount and subtracting the repaid amount. The balance due can be negative if the repaid amount is more than the original balance due. You cannot delete a short-term loan record from this form unless the balance due is zero and you remove the approval initials from the **Initials** field.
Balance Due Date	Banner calculates the **Balance Due Date** based on the requested date plus the number of duration days as defined in the **Duration** field of the RPRSTAM form. The loan is not considered delinquent until the due date has passed and the balance due is greater than zero. The system does not automatically do any processing on delinquent loans.

Comments Window

Use the Comments Window to enter any comments that are relevant to this short-term student loan.

Fields	Descriptions
Comments	Enter the comment in this field.
User ID	This is the User ID of the person who last accessed the loan.
Activity Date	This is the most recent activity date that the loan was accessed.

Short-Term Account Maintenance Form (RPRSTAM)

Use this form to define the accounts that you want to include with the short-term credit processing portion of the packaging module. This form enables you to maintain a description of the credit account, establish an account budget, maintain the amount of the loan that is currently available to lend, modify minimum and maximum loan amounts, and determine the duration of the loan.

Key Block

Fields	Descriptions
Credit Account	If you want to add base data for a new short-term credit account, enter a descriptive name for the account in this field and press Next Block. If you want to maintain base data for an existing short-term credit account, enter the name of the account in the this field and press Next Block. You can select the Credit Account button or LIST to access the Short-Term Accounts window to verify an existing credit account.

Base Data Block

Fields	Descriptions
Description	Enter a description of the credit account in this field.
Budget Amount	Enter the amount of funds budgeted for this short-term credit account in this field. For example, you can use this field to track all capital donations to the account. The system uses this field for informational purposes only; the system does not perform any processing on the amount that you enter in this field. You can change the budget amount whenever necessary.

Fields	Descriptions
Available to Loan	The amount in the **Available to Loan** field represents the loan funds that are currently available to students from the credit account. This amount is decreased accordingly as loans are requested, approved, or received by the student. If you only enter a requested amount for the student on the Short-Term Credit Detail Form (RPASTCD), the **Available to Loan** field is reduced by this amount. When you approve an amount for that same student, the amount in this field uses the approved amount instead of the requested amount since a student cannot receive a loan greater than the approved amount. If the student receives a loan which is less than the approved amount, the **Available to Loan** balance is adjusted for that amount. The **Available to Loan** balance increases as these loans are repaid by the students. You can manually adjust the amount in this field at any time. For example, you may need to adjust the amount in order to restore funds to the account for loans that were reserved, but never approved or processed any further.
Minimum Loan Amount	This field maintains the lowest amount that you want to permit a student to borrow for a single loan from this account.
Maximum Loan Amount	This field maintains the largest amount that you want to allow a student to borrow for a single loan from this account. The system checks these minimum and maximum amounts when you enter loan information on the Short-Term Credit Detail Form (RPASTCD).
Loan Duration	Enter the number of days from the requested date that you want to use to calculate the due date for each student loan in this field.
Amount Requested	This is a view-only field that displays Amount Requested information for all loans related to the fund in the Key Block This field displays the sum of all loans from a fund that have been requested.
Amount Approved	This is a view-only field that displays Amount Approved information for all loans related to the fund in the Key Block. The sum of all loans from a fund that have been approved appear in this field.

Fields	Descriptions
Amount Received	This is a view-only field that displays Amount Received information for all loans related to the fund in the Key Block. This field contains the sum of the amounts of loan funds actually paid to students.
Collection Fees	This is a view-only field that displays Collection Fees information for all loans related to the fund in the Key Block. This field displays the sum of all additional charges to students for this particular fund. This amount could represent fees from collection agencies for collecting delinquent loans, processing fees, interest charges, penalty fees, and so on
Amount Repaid	This is a view-only field that displays Amount Repaid information for all loans related to the fund in the Key Block.
Balance Due	This is a view-only field that displays Balance Due information for all loans related to the fund in the Key Block. This field is the sum of all the individual balances due from the students.
Activity Date	This is the latest activity date in format (DD-MON-YYYY).

Comments Window

Use the Comments Window to enter any comments that are relevant to this loan account. Any user can maintain these comments.

Fields	Descriptions
Comments	Enter the comment text in this field.
User ID	This is the User ID of the person who entered the comment.
Activity Date	This is the Activity Date of when the Comment was entered.

Short-Term Credit Inquiry Form (RPISTCI)

The Short-Term Credit Inquiry Form displays short-term loan information for a student in descending order by loan sequence number. This information is created on the Short-Term Credit Detail Form (RPRSTCD).

Note: Refer to the Detail Block of the Short-Term Credit Detail Form (RPASTCD) for more information regarding the fields on this inquiry form.

Key Block

Fields	Descriptions
ID	Applicant's identification number. All data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can select the ID button or List to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

Fields	Descriptions
Sequence Number	This is the sequence number of the short-term credit application.
Credit Account	This field identifies the funding source of the loan, for example Emergency Loan Fund.
Date Applied	This is the application date in format DD-MON-YYYY of the short-term loan.
Amount Requested	This is the requested amount of the short-term loan.

Fields	Descriptions
Amount Approved	This is the approved amount of the short-term loan.
Amount Received	This is the received amount of the short-term loan.
Due Date	This is the due date in format DD-MON-YYYY of the short-term loan.
Balance Due	This is the current balance due on the loan record accounting for the amount actually paid, partial repayments, and extra fees charged for collection, interest, penalties, or processing fees.

Certification Initials Validation Form (RTVCINT)

Use this form to enter and maintain the initials of persons who are responsible for certifying loan applications. The initials that you enter on this form are the only initials that can be used on the Certification Data window of the Loan Application Form (RPALAPP). Banner also uses these initials for the certification of short-term credit loans.

Fields	Descriptions / Buttons
Certification Initials	Enter the person's initials. These initials indicate that the person is authorized to certify loan applications.
Last Name	Enter the person's last name.
First Name	Enter the person's first name.
MI	Enter the person's middle initial.
Activity Date	Shows the date that the Certifications Initials were entered or updated in format DD-MON-YYYY.

Repayment Source Validation Form (RTVRPSR)

Use this form to define and maintain all of the possible loan repayment sources necessary for short-term loan processing. The repayment source codes that you define on this form are the only valid codes that you can use in the **Source** field on the Short-Term Credit Detail Form (RPASTCD).

Fields	Descriptions
Repayment Source	This field lists the various source codes for repayment, such as *AID*, *CASH*, and *CHK*.
Description	This field is the description of the repayment code.
Activity Date	This is the most recent activity date in format DD-MON-YYYY.

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Chapter 15

Student Employment

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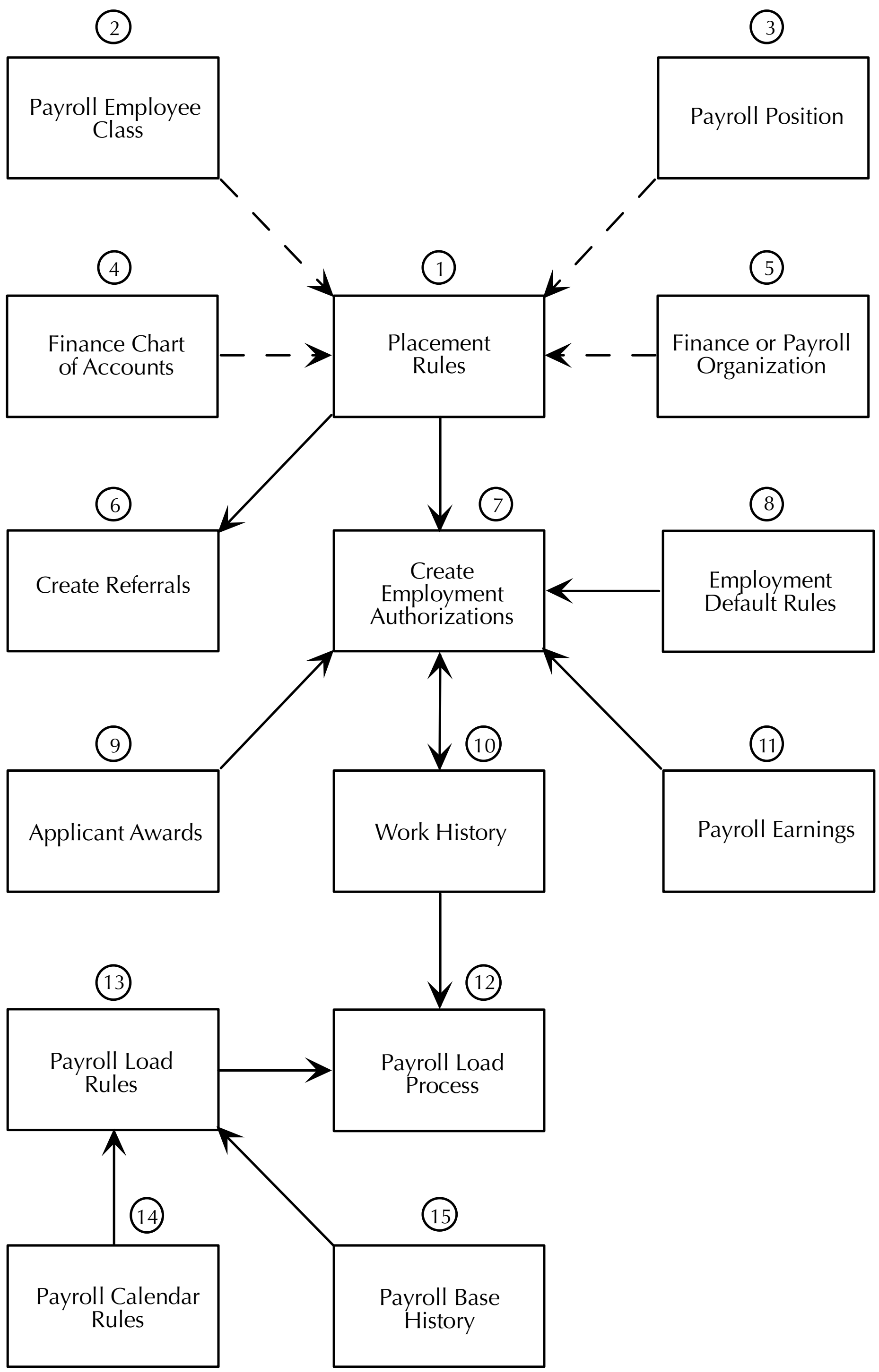
Overview

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

- Work Authorization - Allows processing of the student's work location, employment dates, rate of pay, and authorized hours and earnings.
- Departmental Time Reports - Permits submission and monitoring of the student's hours worked.

Student Employment Process Flow



Student Employment Process Flow Narrative

1. Placement Rules

   Placement rules define the position, allocation, employee class, chart of accounts code, and organization code with which a placement code is associated.

2. 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.

3. See #2, above.

4. 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.

5. 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.

6. Create Referrals

   Position referrals are created for each employed student by placement code.

7. 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.

8. 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.

9. Applicant Awards, Work History, and Payroll Earnings

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

10. See #9, above

11. See #9, above

12. Payroll Load Process

    This process updates Financial Aid student employment data with actual payroll earnings and produces the Payroll Load Result Report.

13. 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.

14. 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.

15. See #14, above

Forms

The forms section provides you with examples and descriptions for each form within the Student Employment module.

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

Student Employment Authorization Form (RJASEAR)

Use this form to assign employment authorizations to a specified student for a specific aid year.

Key Block

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window, which lists valid aid years from which you can choose.
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in the Key Block section. Additionally, you can search for a Banner ID by using either the Person Search Form (SOAIDEN), Financial Aid Person Name/ ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI) in this field.

Awards Block

The Awards Block allows you to view the current status of awards for the student. The only awards that display in this block are those with an aid type of *W* (Work).

Fields	Descriptions
Fund	This is the Fund award code.
Status	This is the Award Status Fund code.
Offered	This is the Offered amount of the award.
Accepted	This is the Accepted amount of the award.
Paid	This is the Paid amount of the award.
Remaining	This is the Remaining amount of the award.

Authorizations Block

If you authorize earnings on the Student Employment Referral Form (RJASERF), the information from the Position Referral section of that form defaults to the Authorizations section of this form. Banner also defaults additional information based on values on the Job Title Base Data Form (RJRJOBT) and the Student Employment Default Rules Form (RJRSEDR). You can modify these default values, if necessary.

If you did not use the Student Employment Referral Form (RJASERF) to default the necessary information, you must enter the required values for this block.

Fields	Descriptions
Fund	Enter a fund code in this field if the position is associated with an award. The award must have an accepted status in the student's package before you can enter an award in this field. The only acceptable funds for this field are those with an Aid Type of *W* (Work)
Placement	Enter a placement code in this field. Access the Placement Base Data Form (RJAPLBD) if you need to verify a placement code.
Position	Enter a position code in this field; if necessary, go to the Placement Rules Form (RJRPLRL) for a list of position codes. The position must be associated with the placement code. (The system assigns the position suffix after you save the entry.)
Suffix	Suffix
Job Title	Enter the Job Title. Press **List** for codes.
Status	Employment status indicator.
Pay Rate	Enter an amount greater than zero.
Authorized Hours	Hours the student is authorized to work.
Authorized Earnings	Pay rate multiplied by the authorized hours.
Stipend Amount	Student’s stipend amount.
Activity Date	Date this record was created or last updated.

Authorization Block

Fields	Descriptions
Start Date	Default value is to today's date.
End Date	Displays from the Student Employment Default Rules Form (RJRSEDR).

Payroll Block

Fields	Descriptions
Start Date	Default value is to today's date.
End Date	Displays from the Student Employment Default Rules Form (RJRSEDR).

Enter the job title in the **Job Title** field. You can go to the Job Title Base Data Form (RJRJOBT) if you need to verify a job title code. You can also press Count Query Hits to access the Job Title Requirements Form (RJRJREQ) to check the requirements associated with the job title code.

Banner defaults values for the **Status**, **Authorization End Date,** and **Payroll End Date** fields from the Student Employment Default Rules Form (RJRSEDR). The **Authorization Start Date** and **Payroll Start Date** fields default to today's date. If necessary, you can change these fields.

If the student is an hourly employee, Banner defaults the rate associated with the job title in the **Pay Rate** field. You can change a student's pay rate, but the change is limited to the range of valid pay rates defined on the Job Title Base Data Form (RJRJOBT). You can enter the number of dollars authorized for the position and let Banner calculate the number of hours represented by the dollar amount.The amount that appears in the **Authorized Earnings** field is a reflection of the pay rate multiplied by the authorized hours. Press Save to complete the entry.

If a student receives a stipend amount, Banner defaults the pay associated with the job title in the **Stipend Amount** field. You can adjust this default value, if necessary. Press Save to complete the entry.

Note: If you've entered a fund in the **Fund** field, the system does not allow you to enter an authorized earnings amount that exceeds the accepted award amount.

Student Employment Referral Form (RJASERF)

Use the Student Employment Referral Form when you refer a student to a job location for possible employment. You maintain the information on this form for a specified aid year. (The use of this form is optional.)

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Go to the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can search for a Banner ID by using either the Person Search Form (SOAIDEN), Financial Aid Person Name/ ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Student Employment Referral Information

Fields	Descriptions
Referral Date	Referral date.
Status	Referral status code.
Fund	Fund code if the position is associated with an award. Only funds with an Aid Type of *W* (Work) are acceptable.
Accepted Amount	Accepted award amount.
Placement	Placement code. Press List for valid codes.
Position	Position title. Press List for position codes.
Job Title	Job title. Press List for job codes.

Fields	Descriptions
Comment	Referral comment.
Authorized	Authorization indicator.
Authorized Earnings	Student's authorized earnings. Required if **Authorized** field is *Y.*
Total Authorized Earnings	Student's total authorized earnings.

Enter the referral date in the **Referral Date** field. Enter a referral status code in the **Status** field; if necessary, access the Referral Status Validation window. Enter a fund code in the **Fund** field if the position is associated with an award. The award must have an accepted status in the student's package before you can enter an award in this field. The only acceptable funds for this field are those with an Aid Type of *W* (Work). If you enter a valid fund code that is associated with this student ID, the award accepted amount displays in the **Accepted Amount** field and the total authorized earnings to date appears in the **Total Authorized Earnings** field.

Enter a placement code in the **Placement** field. Access the Placement Base Data Form (RJAPLBD) if you need to verify a placement code. Enter a position code in the **Position** field; if necessary access the Placement Rules Form (RJRPLRL) for a list of position codes. Enter the job title in the **Job Title** field. Access the Job Title Base Data Form (RJRJOBT) if you need to verify a job title code. You can also press Count Query Hits to access the Job Title Requirements Form (RJRJREQ) to check the requirements associated with the job title code.

You can optionally authorize an earnings amount if you change the default of *N* in the Authorized field to *Y* (Yes). Enter the amount in the **Authorized Earnings** field (If you leave this field blank, Banner utilizes the default amount for the job title). If you've entered a fund in the **Fund** field, Banner does not allow you to enter an authorized earnings amount that exceeds the accepted award amount. When you authorize earnings on this form, the information from this block defaults to the Authorization Block on the Student Employment Authorization Form.

Miscellaneous Window

The medical, disability, and citizenship information that displays in the Miscellaneous section is derived from Banner Student.

This window displays an international student's visa type from the General System's Visa Information Table (GORVISA). Previously, the student visa type was displayed from the Student System's International Table (SPRINTL).

Note: This form only displays the visa type if a record exists for the student in GORVISA.

Satisfactory Academic Progress Window

The Satisfactory Academic Progress section displays the student's academic progress for financial aid purposes. This information is maintained on the Applicant Status Form (ROASTAT). The SAP status codes are derived from the Satisfactory Academic Progress Validation Form (RTVSAPR).

Student Employment Mass Entry Form (RJASEME)

Use the Student Employment Mass Entry Form to enter payroll data if your institution does not utilize Banner Human Resources or if you do not choose to run the Payroll Load Process (RJRLOAD) that automatically loads payroll data from Banner Human Resources to Banner Financial Aid.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
Term	Enter a term code in the **Term** field. Press **List** to access the Term Code Validation window for a list of term codes and descriptions.
Period End Date	Enter the pay period in the **Period End Date** field in DD-MMM-YYYY format.
Placement Code	Enter a **Placement Code** to select only those student employment entries with a particular placement code. Press **List** to access the Placement Base Data Form (RJAPLBD) for a list of placement codes.

After you enter the necessary information in the Key Information section, press Next Block to access the Student Employment Mass Entry section.

Student Employment Mass Entry

Banner displays student employment information based on the information in the Key Information section. If the **Active** indicator for the Student ID is checked, you can enter or change data in the **Hours** and **Gross Amount** fields. You can only adjust the data in these two fields. If you add or change the hours in the **Hours** field, the gross pay is adjusted accordingly. If you add or change the hours in the **Gross Amount** field, the **Hours** field is adjusted

After you enter the hours and gross pay for the students, press Save. Banner uses the hours and gross pay information to create a work history record for the Student Employment Work History Form (RJISEWH). Banner uses the gross pay to update the student's award record and the paid amount for the appropriate fund.

Fields	Descriptions
ID	Student ID.
Authorization	Authorization status as defined on the Employment Authorization Status Form (RTVAUST).
Name	Name of the student employee.
Placement Code	(RJRSEAR_PLACE_CDE) Placement code. Press List for valid codes.
Position Suffix	(RJRSEAR_POSN) The suffix for the job position associated with the student. You cannot update this field.
Pay Rate	Rate of hourly pay.
Hours	Hours the student worked.
Gross Amount	Gross amount of pay for the pay period.
Adjusted Amount	Adjusted pay amount.
Active	If this indicator is checked for the Student ID is checked, you can enter or change data in the **Hours** and **Gross Amount** fields.

Student Employment Work History Form (RJISEWH)

The Student Employment Work History Form displays a student's employment hours by pay period for a particular aid year.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.
ID	Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in the Key Block. If necessary, you can search for a Banner ID by using either the Person Search Form (SOAIDEN), Financial Aid Person Name/ ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Student Employment Work History

This section displays the **Pay Period End** date and **Position** code and **Position Suffix** from Banner Human Resources. The **Placement** code is a valid code as defined on the Placement Base Data Form (RJAPLBD). Banner also displays the actual **Hours**, **Rate**, and calculated **Gross Pay**. The **Total Hours to Date** and **Earnings** for the student appear at the bottom of the form.

Student Employment Default Rules Form (RJRSEDR)

The Student Employment Default Rules Form maintains default authorization start/end dates, start/end pay dates, and an authorization status code for a specified aid year. Banner uses these default values in the Authorizations section of the Student Employment Authorization Form (RJASEAR) defined for the aid year on the ROAINST Institutional Option Form.

Key Block

Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Employment Default Rules

Enter an **Authorization Start Date** and **Authorization End Date**. Enter the **Starting Pay Date** and the **Ending Pay Date**. The only restriction on these fields is that the range of the start and end dates must fall between the start and end dates defined for the aid year. Enter the authorization status in the **Authorization Status** field; this field is required and is validated against those statuses defined on the Employment Authorization Status Validation Form (RTVAUST).

Payroll Load Control Form (RJRPAYL)

The Payroll Load Control Form associates predefined payroll periods from Banner Human Resources with a specified aid year. You can only use this form if the Banner Human Resources is installed on your system.

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active. Press Next Block to advance to the Payroll Load Rules section.

Payroll Load Rules

Use this section to identify the payroll periods that you want to interface to the Student Employment module. Enter the payroll year in the **Payroll Year** field, the payroll ID in the **Payroll ID** field, and the payroll number in the **Payroll Number** field.The Payroll Department must account for all records of all students eligible to work during a payroll period. Each record must have a disposition code of 50.

The combination of payroll year, payroll ID, and payroll number must exist on the Payroll Calendar Rule Form (PTRCALN) in Banner Human Resources. Banner Financial Aid defaults the values from this form into the **Start Date**, **End Date**, and **Check Date** fields; you cannot maintain these fields. Enter the term code for this payroll period in the **Term Code** field. This term code must be associated with the aid year in the Key Information section. The system uses the term code during the payroll load process. At this time, the system posts earnings to the student's award record and to the Funds Management Module for the term.

The **Pay Disposition** and **Process Indicator** fields are display-only fields. The **Pay Disposition** displays a *C* (Complete) if Banner Human Resources 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. A blank space displays in the **Pay Disposition** field if all three elements of this combination do not equal 50. If the **Process Indicator** field is set to *Y*, you cannot change or delete the entry.

Placement Rules Form (RJRPLRL)

Use the Placement Rules Form to associate an employment position with a placement code for a specified aid year. This enables you to assign an allocation (set a fixed dollar limit for the aid year) for the position and placement code. You may enter an unlimited dollar amount if the Financial Aid does not maintain accounting balances for departmental work expenditures.

Key Block

Fields	Descriptions
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether the aid year is still active.
Placement Code	Enter the placement code that you want to associate with a position control code. Press **List** to access the Placement Base Data Form (RJAPLBD) for valid placement codes.

Placement Rules

Fields	Descriptions
Position	Enter the position control code that you want to associate with a placement code. Press **List** to access the Position Codes window to verify a position control code. **Note:** More than one position may be associated with a placement area.

Fields	Descriptions
Allocation	Assign an allocation amount to the position for the aid year and placement code. The allocation represents the maximum amount of money allotted for the position.
Employee Class	Employee class code.
Chart of Accounts Code	Chart of Accounts Code.
Organization Code	Organization Code

Enter the position control code (more than one position may be associated with a placement area) that you want to associate with a placement code in the **Position** field. If necessary, access the Position Codes window to verify a position control code. Assign the position an allocation amount in the **Allocation** field for the aid year and placement code. The allocation represents the maximum amount of money allotted for the position.

If Banner Human Resources is installed on your system, Banner Financial Aid defaults the Employee Class Code, Chart of Accounts Code, and Organization Code from Human Resources; you cannot maintain theses fields from this form. However, if Banner Human Resources is *not* installed on your system, you can enter or change values in the **Employee Class**, **Chart of Accounts Code**, and **Organization Code** fields, but the Banner does not validate the information that you enter. The Organization code must be entered by the user even if Banner Human Resources if installed. This code is not linked back to Banner Finance.

Placement Base Data Form (RJAPLBD)

The Placement Base Data Form stores name and address information for all locations (both on- and off-campus) that employ students.

Fields	Descriptions
Placement	Code and description of the employment position.
Supervisor	Student's supervisor.
Address	Employment site address.
City	Employment site city.
State/Province	Employment site state or province.
ZIP/Postal Code	Employment site ZIP or postal code.
Nation	Employment site nation.
Telephone	Employment site telephone number with area code.
Activity Date	Date this record was created or last updated.

Enter a **Placement** code and description to describe each job location. The **Supervisor** field contains the name of the person responsible for the supervision of the students at the employment site. Use the remaining fields to enter the employment site location and telephone number information.

Job Title Base Data Form (RJRJOBT)

The Job Title Base Data form enables you to associate job titles and descriptions with a range of valid pay rates. Banner utilizes this job title data in the Authorizations section of the Student Employment Authorization Form (RJASEAR). Data from this form is also utilized on the RJASERF referral form. Once you create the job title code on this form, you can define requirements for the position on the Job Title Requirements Form (RJRJREQ).

Data from this form is also utilized on the RJASERF referral form.

Fields	Descriptions
Job Title Code	Enter a job title in the **Job Title Code** field.
Description	Enter a description for the job title in the **Description** field.
Hourly Pay Indicator	Indicates if the pay range and default amounts are for hourly wages (checked), or for a stipend amount (unchecked).
Pay Range Low Pay Range High	You define the low and high pay range for the job title in the **Pay Range Low** and **Pay Range High** fields. **Note:** You can change a student's pay rate on the Student Employment Authorization Form, but the change is limited to the low and high range of valid pay rates defined on this form.
Pay Default	Assign a default wage or stipend amount.

Job Title Requirements Form (RJRJREQ)

The Job Title Requirements Form stores information that you can use to identify the job skills/levels that are required for the job title codes created with the Job Title Base Data Form (RJRJOBT). You can use the **Requirements Search** section to find all of the job title codes associated with the listed requirements - for example, all job titles that require typing. The information on this form is for reference purposes only and is useful for job placement personnel. Banner Financial Aid does not perform any internal student job skill comparisons.

Note: You can track student skill information in more detail on the Person Skills Form (PPASKIL) in the Banner Human Resources System.)

Referral Status Validation Form (RTVRFST)

The Referral Status Validation Form creates and maintains codes that define the origin of a student employment referral.

For example, you can establish **Referral Status** codes to indicate a referral by an advisor, counselor, or other administrator; or, you can provide a code for those students who applied for a position without a specific referral.

You use referral status codes in the Position Referral section of the Student Employment Referral Form (RJASERF).

Fields	Descriptions
Referral Status	Create a code to indicate a referral source.
Description	Enter a description associated with the **Referral Status** code.
Activity Date	Date the **Referral Status** code was created or updated.

Employment Authorization Status Validation Form (RTVAUST)

Use the Employment Authorization Status Validation Form to create and maintain status codes that identify the status of a work authorization. Check the **Active Indicator** field to indicate that the status means the authorization is active. An unchecked field for the status code indicates that the authorization is inactive.

Employment authorizations indicate those students with the proper authorization to work for a specific time period and pay period. The Student Employment Authorization Form (RJASEAR) utilizes the authorization status code in the Authorizations section. The Student Employment Default Rules Form (RJRSEDR) maintains default authorization start and end dates, starting and ending pay dates, and a default authorization code for this same section. The Student Employment Mass Entry Form (RJASEME) also uses authorization status codes during the mass entry of student employment information.

Fields	Descriptions
Status	Create a code to identify the status of work authorization.
Description	Description associated with the **Status** code.
Active Indicator	Indicates whether the status authorization is active. A check indicates that the status is active.
Activity Date	Date the Status code was created or last updated.

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Chapter 16

Loan Processing

Overview

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

Note: Banner Financial Aid clients who process Pell, ACG, SMART, and/or Direct Loans must process the files as Common Origination and Disbursement (COD) Full Participants. Refer to the *Banner Financial Aid 2007-2008 COD Handbook* for information on the entire COD Process.

Note: Refer to the *Banner Financial Aid 2005-2006 Electronic Loan Handbook* for complete information on CommonLine Loan processing.

Manual Loan Process

1. Student Returns Completed Application

2. Determine Award Amount

   The loan amount is determined based on need.

3. Create/Update Loan Information

   The loan information is created and maintained on the Loan Application Form (RPALAPP). 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 term and disbursement schedules, and certify the loan.

4. 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 Form (RPALDSB).

5. 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.

Forms

The forms segment provides you with descriptions of each form within the Loan Processing module.

Federal Direct Loan Origination Form	RPALORG
Direct Loan Batch Control Form	RPIBATC
COD Document Control	REICODD
Direct Loan Corrections Form	RPADLCR
Promissory Note Form	RPAPROM
Loan Electronic Counseling Status Form	RPILECS
Direct Loan Cash Drawdown Form	RPACASH
Direct Loan Account Summary Form	RPIDLAS
COD State Codes Form	RTVCDST
COD Nation Codes Form	RTVCDNT
Electronic Loan Application Form	RPAELAP
Loan Disbursement Form	RPALDSB
Change Transaction Record Request Form	RPACTRR
Electronic Payment Receipt Form	RPAEPMT
Electronic Loan Disbursement Form	RPAELDB
Loan Parent Inquiry Form	RPILPAR
Batch Control Form	RPIBATC
Loan Electronic Counseling Status Form	RPILECS
Loan Application Form	RPALAPP
Loan Disbursement Form	RPALDSB
Loan Parent Inquiry Form	RPILPAR
Loan Period Base Data Form	RPRLPRD
Lender Base Data Form	RPRLNDR
Lenders/Disbursing Agents Rules Form	RPRLNDA
Loan Options Form	RPRLOPT
Class Code Translation Form	RPRCLSS
Federal Rules Inquiry Form	RPIFEDR
Loan Status Validation Form	RTVLNST
Certification Initials Validation Form	RTVCINT
COD State Codes Form	RTVCDST
COD Nation Codes Form	RTVCDNT

Direct Loan Processing Forms

The following forms display on the Direct Loan Processing submenu of Loan Processing.

Federal Direct Loan Origination Form (RPALORG)

The Federal Direct Loan Origination Form processes loan applications for the Federal Direct Loan programs. Use this form to update or delete existing records.

Key Block

This form displays information based on the financial aid processing year and the applicant's ID.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	Enter the student's identification number. Select List to search for existing students on the ROAIDEN, SOAIDEN, or GUIALTI forms. The student's ID number and name are displayed.

Loan Information Summary Block

The fields in this block are described in the following text.

Fields	Descriptions
Loan ID	The Loan ID is a 21-character, system-generated field. The only process that creates Loan IDs is the Direct Loan Record Creation Process (RPRLORC) that creates loan origination records. You cannot update the Loan ID.

Fields	Descriptions
Loan Type	(RPRLAPP_LOAN_TYPE) Loan type for the origination record. The allowable values for this field are as follows. *G* Graduate/Professional PLUS *O* Other *P* Parent PLUS *S* Subsidized *U* Unsubsidized (None)
Lock	This field controls whether or not you can replace the term/disbursement schedules associated with this origination record with new default schedules created by the Direct Loan Record Creation process (RPRLORC). These schedules are used by the Promissory Note Printing Program (RPRPNPT). You may need to manually change and then lock the schedules to prevent them from being automatically changed by the RPRLORC process. Check this field to lock the schedules, or clear it if you don't want to lock the schedules.
School Code	(RPRLAPP_SCHOOL_CODE) The Department of Education's school code used for loan processing for a specific campus. This field is populated by the Direct Loan Record Creation Process (RPRLORC). You can only update this field before the record has been sent (as indicated by the presence of a value in the **Date Sent** field). Once an origination has been sent, you can no longer update the field. If you manually update the School Code, the school code portion of the **Loan ID** is also updated with the new school code value.
Fund	This field contains the fund code for the Direct Loan.

Fields	Descriptions
Approved Amount	You can increase or decrease the amount in this field. The sum of the anticipated disbursements can be any amount up to the awarded amount, but never more. The valid range is 0 - 99,999. If the award amount increases for the student and the approved amount is not manually increased on RPALORG, the batch loan origination program (RPRLORC) will either create another loan origination record for the difference, or in the case when a promissory note has not yet been produced, delete the existing origination record and replace it with another record based on the new award amount. If the award amount is decreased, you must also reduce the loan requested amount. The loan amount approved may or may not be reduced depending upon the circumstances and the school's policies. **Note:** When a PLUS MPN includes an **Endorser Amount** in the PLUS Parent or Endorser Data window for this particular application, the approved amount of the PLUS Loan cannot be greater than the **Endorser Amount**. The approved value may decrease and subsequently be increased, but the amount may never exceed the **Endorser** Amount for this application. If the PLUS Borrower wants to borrow more than the amount in the **Endorser** Amount field, you must create a new origination record for the additional amount.
Requested Amount	This display-only field shows the sum of the anticipated gross disbursement amounts from 0 - 99,999. It can't be greater than the Approved Amount. The only way that the Requested Amount can be changed is by changing the disbursement schedule, since the sum of the gross amounts will then replace the Requested Amount.
Loan Period	This field shows the period in which the loan occurs. You can verify a loan period in the Loan Period Validation (RPBLPRD) window by selecting List for the valid periods.
Loan Period Start/Loan Period End	These dates coincide with the value in the Loan Period field and represent the dates for the actual loan.

Fields	Descriptions
Academic Year Start/Academic Year End	These dates indicate when the student's academic year starts and ends at the institution. These dates represent the entire academic year. The **Loan Period Start/End** fields on this form reflect the dates for the actual loan.
Graduation Date	The anticipated graduation date for the student. This value is not sent to COD.
Year in College	Select the applicable value that represents the student's year in college from the drop-down list. The values for the drop-down list may vary, depending on the aid year.
Loan Fee Rate	The rate of the origination fee on this loan. You can enter a rate between the range of 0 - 99.999 percent.
Rebate Fee Percent	Direct Loan borrowers, in anticipation of making their first 12 consecutive payments on time, receive a 1.5% rebate on their origination fee when the loan is disbursed. An adjustment is made during repayment if the payments are not made on time. The rebate fee percent field that determines the default for this field is maintained on the RFRMGMT Form.
Application Number	Application number generated by the system during the record creation process.
Loan Sequence Number	This is a display-only, one-character (1-9) field. It cannot be updated.

Fields	Descriptions
Origination Status	(RPRLAPP_DL_STATUS) The Origination and Credit Check Status Codes are returned by COD as part of the loan award response record. When the response is processed, the status code is updated to reflect the current status at COD. This field is maintained by the system, but you can update it manually. For manual updates, select one of the following values: *N* Not ready to send *R* Ready to send *S* Sent *A* Accepted *B* Rejected *C* Accepted Origination/Credit Check Accepted (PLUS only) *D* Accepted Origination/Credit Check Denied (PLUS only) *X* Accepted Origination/Credit Check Pending (PLUS only) *(None)*
Date Created	The date the origination record was created.
Date Sent	This field indicates the date that this student's loan origination record was submitted to COD. **Note:** This field is maintained by the system, but you can update it manually.
Batch ID	The Batch ID is a system-generated field. It identifies the origination records file that was sent to COD for this student. This field is maintained by the system, but you can update it manually. This field is no longer used for COD processing.
Document ID	The Document ID is a system-generated field. It identifies the XML document in which the origination records were sent to COD for this student. This field is maintained by the system, but you can update it manually.
SAR Transaction Number	The eligible SAR transaction number that was reported with the Direct Loan origination record. The SAR transaction number is not required or reported to COD for PLUS loans.
Confirmation Date	The date the origination record was confirmed by COD via the loan origination response.

Fields	Descriptions
Loan Status	This field indicates the current status of the loan using valid loan status codes from the Loan Status Validation (RTVLNST) window. The status is originally set during the creation of the loan based upon the default value established for the Initial Loan Status field on the Loan Options Form (RPRLOPT).
Booking Date	The document date for the booking notification.
Booking Amount	The total net amount of the booking disbursement.
Booking Batch	The disbursement batch number associated with the booking of the loan. This field is no longer used for COD processing.
Booking Document ID	The Document Identification number associated with notification from COD of the student's loan being booked.
PLUS Credit Check Status	This field indicates the status of the PLUS Loan credit check on the student's parent and/or endorser. This field is maintained by the system, but you can update it manually. For manual updates, select one of the following values: *A* Credit Approved *N* Credit Denied, Endorser Required *C* Credit Overridden, New Credit Information Provided *E* Credit Overridden, Endorser OK *D* Credit Denied, Endorser Denied *(None)*
PLUS Credit Check Date	This field indicates the date the credit check was performed.
Credit Check Document ID	(`RPRLAPP_CREDIT_DOCUMENT_ID`) The Document ID in which the credit check status was received. This field is updated by *CO* document imports or by *RS* document imports of PLUS loans when the credit decision information is updated.

Fields	Descriptions
Preparatory or Teacher Certification	(RPRLAPP_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *G = Pre-Graduate Coursework, N = No, T = Teacher Certification Coursework,* or *U = Pre-Undergraduate Coursework.* You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Year in College** field on the Main window to *1st year, no prior college, 1st year, prior college*, or *(None).* If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification Coursework,* the system validates the value to the **Year in College** field on the Main window to *5th year, other undergraduate* or *(None).* If the values do not match the previously mentioned criteria, an error message displays to indicate that the indicator value is invalid for the year in college. **Note:** You can only update this field if the **Loan Type** on the Main window is *S=Subsidized* or *U=Unsubsidized* since this field is only valid for Stafford loans.
Parent PLUS to Student	(RPRLAPP_PLUS_TO_STUDENT) This field indicates whether a residual check on a Parent PLUS loan may be given to the student. Parent PLUS loan proceeds can only be given to the student with specific approval from the parent borrower. A check in this check box indicates that the parent borrower has given approval. If this field is blank (default), the parent borrower has not responded either way. This field is used by the Accounts Receivable refunding processes when determining whether or not Parent PLUS loan refunds are sent to the student or to the Parent borrower.
HPPA	(RPRLAPP_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.

Promissory Note Summary Window

Fields	Descriptions
School PN Status	This field is maintained by the system, but you can update it manually. For manual updates, select one of the following values: *A* — Acknowledged (paper note acknowledged by a COD response or by a PN document) *E* — E-MPN signed *N* — Not ready to print *P* — Printed *Q* — E-MPN ready *R* — Ready to print *S* — Signed and Returned *X* — Rejected by School *(None)*
Print Date	This is the date the promissory note was printed.
Satisfied Date	This is the date the promissory note was satisfied.
Print Sequence Number	This field indicates the number of times the promissory note was printed for this loan. This field is updated automatically by the batch promissory note print process (RPRPNPT).
Promissory Note Shipped	This field indicates the date on which the paper promissory note for this origination record was sent to COD.
Batch ID	This field indicates the file ID printed on the Loan Manifest for promissory note records sent to COD for this student. This field is no longer used for COD processing.
PN Document ID	This is the Document Identification number printed on the Loan Manifest for promissory note records sent to COD. This Document ID is populated by the RPRDLPM process.
Acknowledge-ment Date	This field indicates the date the promissory note was processed by COD.

Fields	Descriptions
Promissory Note Status	This status is loaded from Promissory Note Acknowledgement records or COD response records. Values are *A (Accepted), R (Rejected), X (Pending),* and *None.*
Reject Reasons/ Descriptions	These fields indicate the reasons the promissory note was rejected for this student. The values for the Reject Reasons are listed on the Rejection Code Validation Form (RTVRJCT).
Disclosure Reprinting Requested	After the origination process is complete, COD or the school sends the borrower a disclosure statement. The disclosure statement is a separate document that provides the borrower with information about loan types, loan amounts, the loan fee rate, the amount of the loan fee, anticipated disbursement dates, and net disbursements. Check this field to allow COD to reprint the Disclosure Statement. The REREX08 Process extracts the reprint request along with any other Direct Loan changes that were logged to ROBALOG. The REREX08 Process sends a value of *Z* in the `<DisclosureStatementPrintCode>` tag of the extracted award record. When COD receives this file, COD reprints the Disclosure Statement and mails it to the student. For the school to reprint a Disclosure Statement, you must remove the print date from the Disclosure Statement Options Window.
MPN Reprinting Requested	You can request a reprint of an MPN by COD with a choice to have it sent to either the Borrower or the School. You can also indicate that you want to reprint your own MPN, provided the **School PN Status** is either a *P (Printed)* or an *S (Signed and Returned).* *S* School Reprints *V* COD Reprints and Sends to School *Z* COD Reprints and Sends to Borrower *(None)* The RPRPNPT Process uses the *S* value. The REREX08 Process uses the *V* and *Z* values. Please note that the reprinting of the MPN does not update any of the RPALORG fields. The original statuses and dates will be retained.

Fields	Descriptions
MPN Status	This field indicates the status of the student's Master Promissory Note (MPN) at COD. The values for this field are: *A* Accepted MPN *B* Banner generated *P* MPN not on file *I* Inactive *C* Closed *Q* MPN not on file or rejected *R* PLUS MPN rejected/not on file *(None)*
MPN ID	This field indicates the ID that is printed on the Master Promissory Note (MPN).
MPN Expiration Date	The date this MPN expired. The MPN expiration date as provided by COD in an origination response file, a system-generated promissory note (PN) document, an MPNDISOP file, or an MPNINAOP file. If you manually update the **MPN Expiration Date** to indicate than an MPN is expired, you must also update the **MPN Status** to *Closed* or *Inactive*.
MPN Expiration Code	The expiration reason code for this MPN.
MPN Expiration Description	The expiration code description for this MPN.
MPN Batch ID	For years prior to 2001-2002, this field indicated the batch ID used to report the Master Promissory Note (MPN) status and ID.
MPN Doc ID	Promissory Note acknowledgements are received as a part of the MPN/PLUS Promissory Note Response with a document type of PN or in a COD Response Document. The MPN Document ID reflects the Document ID in which this information was received.
Cross Reference Loan ID	This field indicates the cross-reference ID of the loan with which this loan was combined when producing a Direct Loan Promissory Note. You can update the values in this field.

Disbursement Information Window

The Disbursement Information window displays all sequences for all disbursements for the loan selected in the Loan ID field in the first window. Records are listed by disbursement number and then sequence number.

Fields	Descriptions
Disbursement Number	This field lists the disbursement number transmitted to and recorded by COD for the Loan ID. Disbursement numbers are assigned in ascending order of scheduled disbursement dates. For example, Fall will be 1, Winter will be 2, Spring will be 3, etc. Normally, you should not have to update the disbursement. An update to this field would only be necessary if the actual disbursements were made out of sequence.
Sequence Number	The **Sequence Number** field lists the sequence number for the individual **Disbursement Number** for this Loan ID. A sequence number of 1 in this field indicates that the record is the original record for a disbursement. A sequence number greater than 1 indicates adjustments to the original record.
Term Code	This field shows the term code for the specified disbursement record.
Scheduled Date	This field indicates the scheduled date of the disbursement. The field defaults from the Loan Period Base Data Form (RPRLPRD) or you can update the field manually. For first-time borrowers, this date should be 30 days after the beginning of the aid period. First-time borrowers could, as a group, have a Loan Period defined with a delayed disbursement date.
PN Disbursement Date	This field indicates the promissory note disbursement date. This date is no longer used with MPN processing.
Disbursement Percent	The percentage of the loan that you intend to disburse on the scheduled disbursement date. The total of all term code loan percentages for a loan period must equal 100. You can not enter a negative percentage in this field.
Document ID	(`RPRLADB_DOCUMENT_ID`) The Document Identification number is associated with the student's Direct Loan award record and indicates the document in which the origination record was initially extracted and sent to COD. This ID is updated with each import or extract that contains data related to the disbursement.

Fields	Descriptions
Comment	(RPRLADB_COMMENT) Loan comment for the disbursement.
Gross Amount	This field indicates the gross amount of the disbursement. You can update the amount in this field as necessary. If changes are made, the form recalculates the fee and net amounts for the record and recalculates new totals. The term totals are not displayed on this form but are still used in the loan memoing process. The form also compares the sum of the gross amounts to the approved amount to ensure that it is less than or equal to the approved amount. If it isn't, an error message is displayed. The comparison of the anticipated gross amounts to the approved amount is not performed until you commit the record because you may be making changes to other records as well.
Fee Amount	The loan fee percentage multiplied by the Gross Amount.
Rebate Amount	The calculated rebate amount as applied to the origination fee when the loan is disbursed. Refer to the *COD Technical Reference* for information regarding the calculation of the rebate amount.
Net Amount	This field displays either a system-generated net amount of the disbursement for Direct Loans, or the disbursement amount you enter here. This amount will be moved to the student's account by the loan disbursement process.
Returned Amount	The amount to be recovered from the student's account and returned to COD.
Returned Date	The returned date field records the entry date related to the **Returned Amount**.
Status	(RPRLADB_DISB_STATUS) The processing status of the disbursement. Valid values are: *S* Sent *A* Accepted *D* Not to be Extracted *E* Rejected (no longer used *R* Rejected) *1* Edit Only Sent *2* Edit Only Accepted *3* Edit Only Rejected

Fields	Descriptions
Reject Codes (1 - 5)	(RPRLADB_DL_REJECT_CODE_1) Five disbursement reject columns exist immediately following the **Status** field and list the reject codes sent from COD for this loan disbursement.
Description	This field contains descriptive text concerning the status of the loan disbursement or a particular edit reject code. The text displayed in this field is dependent on which field the cursor is currently located. For example, if the cursor is in the disbursement status field, the disbursement status description displays. If the cursor is in one of the edit reject code fields that is populated, the edit reject code description displays.
Edit Field	(RPRLADB_DL_EDIT_FIELD_1_5) Direct Loan disbursement response edit field. The field (XML tag) associated with the edit code. This field will display when the cursor is located on an edit reject code field that is populated.
Feed	The **Feed** indicator field indicates whether or not the check has been fed to the Accounts Receivable system.
Paid Date	The date the disbursement was paid. The date on Seq 01 of the particular Disbursement Reference Number is the date sent to COD for all sequences of the disbursement
Transaction Number	The transaction number that represents the detail when posted to the student A/R account.
Disbursement Load	This field displays one of the following values to indicate the student's enrollment status at the point of disbursement: *1 - Full Time, 2 - 3/4 Time, 3 - 1/2 Time, 4 - less than 1/2 Time,* or *5 - Not Enrolled.*
Option	Indicates how Financial Aid calculates a student's course load at the point of disbursement. The display values are *B (Billing Hours), E (Expected Enrollment),* or *A (Adjusted Hours).*
Affirmed	This field is the loan disbursement affirmation field that indicates that the student has authorized the disbursement of Direct Loan funds under the Master Promissory Note. “Affirmation” is the act of a borrower declaring that he/she authorized the disbursement of funds under the Master Promissory Note process. Borrower affirmations are conducted by pilot schools using various methods. Only pilot schools are required to get borrower affirmations.

Fields	Descriptions
Override Indicator	Allows the override of the disbursement edit when the sum of the loan term disbursements is greater than the sum of the loan term expected amount.

Student Data

The Student Data section captures demographic information about the student. On Subsidized and Unsubsidized loans, the student data becomes “borrower” data. Most student data is automatically loaded from data on the RNANAxx forms that is stored in the RCRAPPx tables when the record is created by the batch origination program (RPRLORC). Address information can come from the SPRADDR record or the RNANAxx record, depending on parameters entered for the RPRLORC Process.

Fields	Descriptions
Student Social Security Number	Social Security Number of the student. **Note:** The Social Security Number sent to COD for the student is part of the Student Identifier record maintained on the REASTID form, rather than the value entered here.
Last Name	Last Name of the student. **Note:** The Last Name sent to COD for the student is part of the Student Identifier record maintained on the REASTID form, rather than the value entered here.
First Name	First Name of the student.
Middle Initial	Middle Initial of the student.
Address	Home street address of the student.
Nation	This is the valid nation code according to the COD Technical Reference. Valid values may differ from the nation codes defined at your institution. If an invalid nation code is entered and there is no crosswalk code entered on RTVCDNT for the invalid code, the student's record will not be extracted.

Fields	Descriptions
City	City of the student.
State or Province	The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. If an invalid state code is entered and there is no crosswalk entered on RTVCDST for the invalid code, the student's record will not be extracted.
Zip or Postal Code	ZIP code or postal code of the student.
Date of Birth	Birth Date of the student in *DD-MON-YYYY* format. **Note:** The Birth Date sent to COD for the student is part of the Student Identifier record maintained on the REASTID form rather than the value entered here.
Phone	Phone number of the student.
Citizenship	Citizenship of the student. The allowable values are *1 = U.S. Citizen*, *2 = Eligible Non-Citizen*, or *3 = Ineligible Non-Citizen*. **Note:** *3 = Ineligible Non-Citizen* should only be used as a correction record.
Alien Number	The alien registration number for the student. This field is no longer used for COD processing.
Driver's License Number	The student's driver's license number.
State or Province	The state or province in which the driver's license was issued. The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. If an invalid state code is entered and there is no crosswalk entered on RTVCDST for the invalid code, the student's record will not be extracted.
E-mail Address	(`RPRLAPP_STU_EMAIL`) Student's e-mail address.

Fields	Descriptions
Local Address	The local address of the student.
Nation	This is the valid nation code according to the COD Technical Reference. Valid values may differ from the nation codes defined at your institution. If an invalid nation code is entered and there is no crosswalk code entered on RTVCDNT for the invalid code, the value will not be extracted.
Local City	The local city of the student.
State or Province	The local state or province of the student. The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. If an invalid state code is entered and there is no crosswalk entered on RTVCDST for the invalid code, the student's record will not be extracted.
Zip or Postal Code	The local ZIP code or postal code of the student.
Loan Default	This field identifies whether the student is in default on a Title IV loan as reported in the student's need analysis record. The valid values are *N* (not in default), *Z* (institutional override), or *(None)*.
Dependency	The **Dependency** field contains the student's dependency status. The valid values are *D* (Dependent), *I* (Independent), *P* (Professional Judgement), or *(None)*. **Note:** *P* will be converted to an *I* in Full Participant extract records, as *D* and *I* are the only valid values for COD processing.
Enrollment Start	The **Enrollment Start** field contains the student's anticipated enrollment start date in the program or at the college. You can leave this field blank.
Additional Unsubsidized Eligibility	A check in this field indicates that a dependent student is eligible for an additional unsubsidized loan amount. This field is no longer used for COD processing.

Plus Parent or Endorser Data

The PLUS Parent or Endorser Data section captures demographic information about the parent for a Parent PLUS loan and the endorser amount, if applicable for both Parent PLUS and Graduate/Professional PLUS borrowers. On Parent PLUS loans, the parent data becomes "borrower" data. Parent information is not automatically entered when the origination is created through RPRLORC. This data must be entered manually by the school.

Fields	Descriptions
Social Security Number	Social Security Number of the parent. Because multiple Parent PLUS Loan Borrowers may exist for the same student, a *Prior PLUS MPN satisfied for this Borrower* warning message displays if you try to update the Parent Social Security Number for any PLUS Loan application with a **School PN Status** of *P (Printed)*, *S (Signed/Returned)*, *E (E-MPN Signed)*, or *None*. You must create a new promissory note record if you want to use another borrower for this application. Also, when a new Parent PLUS Loan is created, Parent Borrower data is copied from the previous Parent Borrower data if it existed in the same aid year. Parent data is not copied from any prior aid year. If you are using another borrower, be sure to update all of the Parent data related fields. Review the data on the Promissory Note Summary window. If the **School PN Status** is *None*, update the field to either *Q* (E-MPN Ready) or *R* (Ready to Print). The **MPN Status** field should have a value of *None* and the **MPN ID** and **MPN Document ID** fields should be blank. You can then extract the origination record for approval. **Note:** The Social Security Number sent to COD for the Parent Borrower is part of the PLUS Borrower Identifier record maintained on the REASTID form
PLUS Borrower ID Number	This **PLUS Borrower ID Number** is used for COD Full Participant processing. The ID is used to match this loan with the corresponding Parent Borrower Identifier on the COD Identifier Form (REASTID). When making a change to any part of the Identifier for this loan on REASTID, be sure to update the appropriate fields on the loan record where the ID numbers match.

Fields	Descriptions
Last Name	Last Name of the parent. **Note:** The Last Name sent to COD for the Parent Borrower is part of the PLUS Borrower Identifier record maintained on the REASTID form.
First Name	First Name of the parent.
Middle Initial	Middle Initial of the parent.
Address	Home street address of the parent.
Nation	This is the parent's valid nation code according to the COD Technical Reference. Valid values may differ from the nation codes defined at your institution. If an invalid nation code is entered and there is no crosswalk code entered on RTVCDNT for the invalid code, the record will not be extracted.
City	City of the parent.
State or Province	State or province of the parent. The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. If an invalid state code is entered and there is no crosswalk entered on RTVCDST for the invalid code, the record will not be extracted.
Zip or Postal Code	ZIP code or postal code of the parent.
Date of Birth	Birth date of the parent in *DD-MON-YYYY* format. **Note:** The birth date sent to COD for the Parent Borrower is part of the PLUS Borrower Identifier record maintained on the REASTID form.
Phone	Phone number of the parent.

Fields	Descriptions
Citizenship	Citizenship of the parent. he allowable values are *1 = U.S. Citizen*, *2 = Eligible Non-Citizen*, or *3 = Ineligible Non-Citizen*. **Note:** *3 =Ineligible Non-Citizen* should only be used as a correction record.
Alien Number	The alien registration number for the parent. This field is no longer used in COD processing.
Driver's License Number	The parent's driver's license number.
State or Province	The state or province in which the driver's license was issued. The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. If an invalid state code is entered and there is no crosswalk entered on RTVCDST for the invalid code, the value will not be extracted.
E-mail Address	(`RPRLAPP_BORROWER_EMAIL`) Borrower's e-mail address.
Local Address	The local address of the parent. The parent's local address is not extracted to send to COD.
Nation	This is the parent's valid local nation code according to the COD Technical Reference. Valid values may differ from the nation codes defined at your institution. The parent's local address is not extracted to send to COD.
Local City	The local city of the parent. The parent's local address is not extracted to send to COD.
State	The local state of the parent. The RPALORG form is designed to only display Federal data, which requires a two-character state code. Values entered are validated to valid values for COD Full Participants as entered on the RTVCDST form. The parent's local address is not extracted to send to COD.

Fields	Descriptions
Zip or Postal Code	The local ZIP code or postal code of the parent. The parent's local address is not extracted to send to COD.
Loan Default	This field identifies whether the parent is in default on a Title IV loan as recorded by information gathered from the parent. The valid values are *N* (not in default), *Z* (institutional override), or *(None)*.
Endorser Amount	This co-signer amount displays only if an endorser was needed to secure the Parent PLUS or Graduate PLUS Loan. This amount is derived from the DL PLUS Response block or the CO system-generated record. If an endorser exists, the multi-year MPN automatically becomes a single-year MPN regardless of whether a school is using multi-year MPN processing. No further loans can be attached to this record/MPN. You must create a new record for the next PLUS loan. A disbursement does not occur if the amount exceeds the Endorser Amount.

Term Schedule

The Term Schedule window contains a term-by-term breakdown of the recommended and approved amounts of a student's loan application. The information in the Aid Period Rules section, or the Term Schedule Rules section, on the Loan Period Base Data Form (RPRLPRD) determines the term schedule distribution. You can adjust the percentages in the **Loan Percent** field provided the sum of the percentages equals 100 percent.

These values are not sent to COD. Instead, all disbursement values sent to COD are extracted from the Disbursement Information window.

Fields	Descriptions
Term Code	Institutionally-defined code that identifies a period of enrollment.
Loan Percent	The loan percentage for the term code. The total of all term code loan percentages for a loan period must equal 100. You can not enter a negative percentage in this field.
Requested Amount	The dollar amount the student requests for the given aid period.

Fields	Descriptions
Approved Amount	The actual dollar amount approved for the given aid period.
Certified Hours	The number of credit hours at the time the loan is certified. You maintain this field.
Exclude Flag	This field indicates that the RPRLNEX report should not display a line for this loan and term, even if there was a discrepancy in the amounts.

Disbursement Details

The Disbursement Detail window contains disbursement, booking, and account statement data.

Disbursement Block

Fields	Descriptions
Disbursement Status	The processing status of the disbursement. Valid values are: *S* Sent *A* Accepted *D* Not to be Extracted *E* Rejected (no longer used) *R* Rejected *1* Edit Only Sent *2* Edit Only Accepted *3* Edit Only Rejected
Disbursement Reject Codes 1-5	Five disbursement reject columns exist immediately following the **Disbursement Status** field and list the reject codes sent from COD for this loan disbursement.
Disbursement Status Description	This field contains descriptive text concerning the status of the loan disbursement or a particular edit reject code. The text displayed in this field is dependent on which field the cursor is currently located. For example, if the cursor is in the disbursement status field, the disbursement status description displays. If the cursor is in one of the edit reject code fields that is populated, the edit reject code description displays

Fields	Descriptions
Edit Field	Direct Loan disbursement response edit field. The field displays the XML tag associated with the edit code. This field will display when the cursor is located on an edit reject code field that is populated.
Document ID	The COD document ID associated with the student's loan disbursement status record. This field is updated with each import or extract that contains data related to the disbursement record.
Acknowledged	The actual date COD acknowledged the receipt of this disbursement record.
Batch Number	This is the batch number related to the disbursement acknowledgement file for this individual disbursement. This field is no longer used for COD processing.
Booking Date	This booking transaction detail is related to disbursements that took place prior to the 2002-2003 aid year. Beginning with the 2002-2003 aid year, booking information is located in the main window of RPALORG. Booking notifications no longer exist for each disbursement transaction. There is only one booking notification that occurs with the first disbursement.

Account Statement Block

Fields	Descriptions
End Date	The month end date of the Direct Loan School Account Statement for the month in which this loan disbursement was recorded.
Record Sequence Number	The record number assigned by COD in the School Account Statement for this loan detail record.
Disbursement Number	This disbursement number corresponds to the disbursement number in the Disbursement Information window of this form.

Fields	Descriptions
Disbursement Sequence Number	This disbursement sequence number corresponds to the disbursement sequence number in the Disbursement Information window of this form.
Transaction Type	The disbursement activity recorded at COD. The transaction type may be a Disbursement or an Adjusted disbursement.
Previous Sequence Number	The previous disbursement sequence number on the COD database for the disbursement number.
COD Booked Date	Date disbursement is booked at COD.
Gross	The gross disbursement amount on record with COD.
Fees	The loan fee amount on record with COD that is charged against the loan. The fee is based on a percentage of the gross loan amount.
Rebate	This is the amount of an up-front interest rebate that may be received as part of a program to encourage timely repayment of Direct Loans. The interest rebate amount is added back after the loan fee amount is deducted.
Net Disbursement	The amount of the loan that remains after the loan fee amount is subtracted from the gross loan amount and the rebate amount is added.
Net Adjustment	The net adjustment amount COD has on record for this disbursement, if it differs from the reported amount.

Servicer Refunds window

Servicer refunds notify you that Servicing received a refund from a borrower on a current year Subsidized or Unsubsidized loan. The Servicer then applies the payment to the student's loan and applies it as a refund if it is made within 120 days of disbursement. The loan's gross amount, fee amount, and net amount are adjusted by the Servicer accordingly.

Fields	Descriptions
Disbursement Number	The disbursement number to which the refund was applied.
Sequence Number	The sequence number of the payment to servicer disbursement record.
Servicer Posting Date	The date that the DL Servicer posted the refund.
Batch Number	The batch number used to report the refund. This field is no longer used for COD processing.
Document ID	The Document ID associated with notification from COD of a servicer refund for the student's loan. This field is updated with each RERIM08 import of a *PS* document type for the student.
Refund Amount	The amount refunded by the borrower to Servicing. A negative amount indicates a refund. A positive amount indicates a reversal of the refund.
Previous Sequence Number	The previous disbursement sequence number on the COD database for the disbursement number.

Loan Reject Codes window

Origination edit codes 1-5 display in this window. The Direct Loan response edit field (XML tag) associated with the origination edit code also displays in this window. This window is accessed by selecting the Loan Reject Codes option.

Account Statement Loan Detail

This window enables you to view the Account Statement Loan Level information. When you choose this window from the Options menu, information from RPRDLAS for the associated Direct Loan displays.

Fields	Descriptions
Booked Date	Date the loan was booked at COD.
Gross Amount	Actual gross amount for the loan recorded at COD.
Fee Amount	COD actual fee amount for the loan.
Rebate Amount	COD actual rebate amount for the loan.
Net Amount	COD actual net amount for the loan.
SAS End Date	Account statement end date.
Process Date	Date the loan was processed at COD.
Batch Number	Batch number of the account statement.
Sequence Number	Sequence number reported in the Account Statement.

Disclosure Statement Options

This window enables you to maintain Disclosure Statement Print options.

Fields	Descriptions
Allow COD to Print Disclosure Statement	This field indicates who should print the Disclosure Statement; COD (a check in this box) or the school (blank).
Disclosure Statement Print Date	This field contains the last date that the Disclosure Statement was printed for this loan by the school. To request a local reprint by the school, remove the date from this field and remove the check mark (if present) from the **Allow COD to Print Disclosure Statement** field. The Disclosure Statement will print the next time RPRDSPT is run.

Batch Control Form (RPIBATC)

The Batch Control Form monitored the status of all data batches that processed Direct Loan applications. This included batches sent to COD as well as batches received from COD (i.e., confirmation of batches and status of individual records in batches). You can still use this form for tracking the Phase In processing batches that were used in years prior to the 2004-2005 aid year,

You cannot review any Direct Loan batches on the RPIBATC Form beginning with the 2004-2005 aid year.

The COD Document Control Form (REICODD) tracks all XML export and import files for Full Participant processing, which was mandatory beginning with the 2004-2005 aid year.

COD Document Control Form (REICODD)

The COD Document Control Form is an inquiry form that tracks the import and export of XML Document files. The base table for the form is the RERCODD table. The records display in Document ID order.

Key Block

Fields	Descriptions
Aid Year	Financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
Attending ID	(RORCODI_ATTENDING_ID) Attending School Entity ID. The Routing ID of the school or campus where the student attends class for the records in this document. If you enter an **Attending ID** in this Key Block field, only those records in the Main window where the **Attending ID** equals this value are displayed. If you leave this field blank, records for all **Attending ID**s are displayed.
Document Type	(RERCODD_DOCUMENT_TYPE) Based on the value you select, this field limits the display by **Document Type** (Booking Notification, Credit Override, etc.). If you select *All Documents*, all documents display. The valid values are: *All Documents* *BN=Booking Notification* *CO=Credit Override* *Null=Extracted Documents* *ND=Negative Disbursement* *PS=Payment to Servicer* *PN=Promissory Note Acknowledgements* *PM=Promissory Note Manifest* *RC=Receipt* *RS=Response*

Main Window

Fields	Descriptions
Document ID	COD Document ID for the award or disbursement record. This Document ID is the number associated with the student's award or disbursement record. The Document ID is used to track the import and export of XML files. No processing can occur without a Document ID.
Resent As	When a document is resent, this field is populated with the new Document ID. This is true for both XML documents created by the REREX08 Process and for Manifest documents created by the RPRDLPM Process.
Extract File	This field displays the XML document file that was created by the COD Extract Process (REREX08). This file name includes the message class, job sequence number and the .xml file extension.
Receipt Date	Document ID Receipt Received Date. The date the Document ID receipt file was processed by COD. When the receipt file is imported, the **Receipt Date** and **Receipt Status** for the matching **Document ID** are added to the appropriate fields on this form.
Receipt Status	Document ID Receipt Status. The status of the Document ID receipt file from COD. When the receipt file is imported, the **Receipt Date** and **Receipt Status** for the matching **Document ID** are added to the appropriate fields on this form. The valid values for this field are: *A* - Accepted *R* - Rejected *D* - Duplicate *Blank*
Extract Date	Document ID Create Date. The date the file was extracted.
Response Date	Document ID Response Received Date. The date the Document ID Response file was processed. The format for this field is DD-MON-YYYY.

Fields	Descriptions
Response Status	Document ID Response Status. The status of the Document ID response file from COD. The valid values for this field are: *A* - Accepted *R* - Rejected *D* - Duplicate *Blank*
Document Type	The Document Type for this Document ID. Valid values are: *BN* (Response – Booking Notification — Direct Loan Only) *CO* (Response – Credit Decision Override — Direct Loan Only) *ND* (Response – Negative Disbursement - Pell, ACG, or SMART) *PS* (Response – Payment to Servicer — Direct Loan Only) *PN* (Response – Promissory Note — Direct Loan Only) *RC* (Receipt) *RS* (Response) *PM* (Promissory Note Manifest - Direct Loan Only) *(Blank)* (Extracted — Not Yet Responded To)
Attending ID	(`RERCODD_ATTENDING_ID`) Attending School Entity ID. The Routing ID of the school or campus where the student attends class for the records in this document.
Reporting ID	(`RERCODD_REPORTING_ID`) Reporting School Entity ID. The Routing ID of the school that reports the Common Record data for the Attending IDs in this document.
Source ID	(`RERCODD_SOURCE_ID`) Source Entity ID. The Routing ID of the school/organization that physically sends or transmits the Common Record document.

Direct Loan Corrections Form (RPADLCR)

The Direct Loan Corrections Form lets you review all of the Direct Loan corrections that are pending transmission to COD. The form shows the most recent changes for a field.

All fields on this form are display-only except the **Del?** indicator, which lets you delete correction records from the form.

Note: When you check the Del? indicator, the record in the ROBALOG Table is not physically deleted. Instead, indicators are changed so that the record is no longer recognized as a Direct Loan correction and it will not be submitted to COD to be corrected.

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.

Fields	Descriptions
Fld #	The DL Change Field Number from the COD Technical Reference that corresponds to the data that was logged in Banner. This field is not used by COD Full Participants.
Loan ID	The Loan ID, one for each logging record, is a combination of the Social Security number of the student, the loan type, and the loan year.
Del?	Check the **Del?** indicator if you do not want to transmit a correction to COD. When you save this change, the correction record no longer displays when you requery the form.
Data Element	The data element is the Direct Loan field for which a change was logged.
Correction Data	This field identifies the value for the data element that was changed.
Disbursement Number	This field shows the Disbursement Reference Number that's associated with the changed record. This field is not valid for COD Full Participants.

Promissory Note Form (RPAPROM)

The Promissory Note Form provides a summary of all Promissory Notes for the student for the aid year designated. Use this form to maintain the promissory note satisfied status for Direct Loans. This status is also maintained on the Direct Loan Origination Form (RPALORG).

Key Block

This form displays information based on the financial aid processing year and the student's ID.

Fields	Descriptions
Aid Year	Enter the financial aid processing year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid years.
ID	Enter the student's identification number. Select List to search for existing students on the ROAIDEN, SOAIDEN, or GUIALTI forms. The student's ID number and name are displayed.

Status Block

This block shows the status of the student's promissory notes for the specified aid year.

Fields	Descriptions
Fund Code	Shows the fund code that was packaged for the student (display only).
Fund Description	Shows the description of the fund (display only).
Term Code	This field is blank for Direct Lending.

Fields	Descriptions
Direct Loan Sequence Number	The Seq No field lists the sequence number for the Loan ID. A sequence number of 1 in this field indicates that the record is the original record for a disbursement. A sequence number greater than 1 indicates adjustments to the original record.
Direct Loan Status	This display only field shows one of the following status codes: *A* Acknowledged *E* E-MPN signed *N* Not ready to print *P* Printed *Q* E-MPN ready *R* Ready to print *S* Signed and Returned *X* Institutionally Rejected
Satisfied Indicator	Check this field to indicate that the promissory note requirement has been satisfied. If you check this field, the form also updates the Direct Loan Status value to *S (Signed/Returned)* and inserts the current date in the Satisfied Date field. (The system also updates this satisfied indicator to a checked status (Y) if you change the School PN Status in the Promissory Note Summary Block on the RPALORG Form to S.)
Satisfied Date	Shows the date on which the promissory note requirement was satisfied.
Effective Date	Shows the date on which the promisory note requirement will become effective. This is the date that is used by the Letter Generation process.

Note: Promissory note records for Direct Loans do not use a term code. All other records use a term code.

Note: Promissory Note requirements for non-direct loans can also be maintained on the Applicant Requirements Form (RRAAREQ) or the Financial Aid Summary Form (ROASMRY).

Loan Electronic Counseling Status Form (RPILECS)

The Loan Electronic Counseling Status Form displays the status of electronic Entrance and Exit Counseling sessions completed by the student via the Direct Loan Web sites. The information on this form is derived from the Entrance Counseling Results (DECFxxOP) files or the Exit Counseling Results (DLFFxxOP) files sent to you by COD and uploaded into Banner with the RPRDU08 Process. You have the option to request the receipt of the file on a daily, weekly, or monthly basis via COD website. The default format for the results file is the fixed length file (required for Banner) and is sent on a monthly basis containing only those test results that were not previously delivered.

The form is a query-only form that supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function. Currently, only the Direct Loan program is sending this information electronically in files that can be uploaded to Banner. This processing only occurs for subsidized and unsubsidized Direct Loans (PLUS loans are not included).

The E**ntrance Interview Requirement Code**/**Exit Interview Requirement** fields and their respective **Satisfied Status** fields on the Institution Loan Options window of the ROAINST Form are used with the Entrance and Exit Counseling Results processing to allow you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ).

Fields	Descriptions / Buttons
	Entrance/Exit Interview Data
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECFxxOP/DLFFxxOP or blank.
Date Completed	This is the date Entrance or Exit Counseling was completed.
Associated Aid Year	This is the aid year associated with the Entrance or Exit Counseling Results file.

Fields	Descriptions / Buttons
Rights and Responsibilities Acknowledged by Borrower	This field shows whether the borrower has acknowledged the Rights and Responsibilities statement.
	Exit Interview Only Data
Address Line 1	This is the first line of the current street address.
Type	This is the type of media. The valid values are *P – Paper* or *E - Electronic*.
Address Line 2	This is the second line of the current street address.
Home Telephone Number	This is the current home telephone number.
City	This is the current city for the address.
State or Province	This is the current state or province for the address.
Zip or Postal Code	This is the current zip or postal code for the address.
Driver License Number	This is the borrower’s driver’s license number.
Driver's License State	This is the borrower’s driver’s license state code.
Permanent Street Line 1	This is the first line of the permanent street address.
Permanent Street Line 2	This is the second line of the permanent street address.
Permanent City	This is the city for the permanent address.

Fields	Descriptions / Buttons
State or Province	This is the state or province for the permanent address.
Zip or Postal Code	This is the zip or postal code for the permanent address.
Permanent Telephone Number	This is the permanent telephone number.
	Reference 1
Name	The name of the reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the address.
State or Province	This is the state or province for the address.
Zip or Postal Code	This is the zip or postal code for the address.
Telephone Number	This is the telephone number for the reference.
	Reference 2
Name	The name of the second reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the reference.
State or Province	This is the state or province for the reference.

Fields	Descriptions / Buttons
Zip or Postal Code	This is the zip or postal code for the reference.
Telephone Number	This is the telephone number for the reference.
	Next of Kin
Name	The name of the next of kin.
Street Line 1	This is the first line of the next of kin's street address.
Street Line 2	This is the second line of the next of kin's street address.
City	This is the city for the next of kin.
State or Province	This is the state or province for the next of kin.
Zip or Postal Code	This is the zip or postal code for the next of kin.
Telephone Number	This is the telephone number for the next of kin.
	Employer
Name	The employer's name.
Street Line 1	This is the first line of the employer's address.
Street Line 2	This is the second line of the employer's address.
City	This is the city for the employer.
State or Province	This is the state or province for the employer.
Zip or Postal Code	This is the zip or postal code for the employer.

Fields	Descriptions / Buttons
Telephone Number	This is the employer's telephone number.

Current Borrower Data Provided window

This window contains the current borrower data provided from COD records for the Entrance Interview or the DL Servicer records from the Exit Interview. This allows you to determine whether there are any discrepancies.

Fields	Descriptions / Buttons
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECF08OP/DLFF08OP or blank.
Borrower SSN	This is the borrower's SSN as recorded by COD/Servicer.
Date of Birth	This is the borrower's birthdate as recorded by COD/Servicer.
Last Name	This is the borrower's last name as recorded by COD/Servicer.
First Name	This is the borrower's first name as recorded by COD/Servicer
Middle Initial	This is the borrower's middle initial as recorded by COD/ Servicer

Direct Loan Cash Drawdown Form (RPACASH)

The Direct Loan Cash Drawdown Form (RPACASH) enables you to record the receipt (drawdown) of cash from the Department and enables you to enter the return of excess cash to the Department.

COD sends a monthly file to your school, which you can format much like a bank statement, to allow you to reconcile the cash drawdowns, returns of excess cash, and disbursements to students. You use the School Account Statement upload portion of the RPRDU08 Process to upload and print this School Account Statement.

Fields	**Descriptions**
Draw/Return Date	This required field is the date on which cash was received (drawn down) from the direct loan servicer or that the unused cash was returned.
Draw/Return Amount	This required field is the amount of cash which was received from or returned to COD. You can only enter a negative amount if a positive amount exists for the same Draw/Return Date and Action code. In other words, enter a negative receipt to adjust a positive receipt, or enter a negative return to adjust a positive return. Normal entries are usually positive amounts, while negative transaction amounts are mainly used to correct a previous entry. (Note: In most cases, you can modify an existing entry, rather than entering a negative amount.)
Aid Year	This designates the aid year to which the cash transaction applies.
Action	Valid values in this required field are *R (Receipt)* or *X (Return of excess cash).*
GAPS Ctrl No	This is the control number received from GAPS for cash receipts. There is no control number associated with the return of funds.
Check Number	This contains the check number used by your school on a check for return of excess cash.
Batch ID	This is obtained from the reconciliation or School Account Statement on which this ID appeared.
Batch Date	This represents the Direct Loan School Account Statement batch date.
Process Date	This is the date on the School Account Statement that indicated when the Drawdown or Return occurred.
School Code	This contains the school's Direct Loan code for the cash transaction.
SAS Seq	This contains the SAS record count sequence to which this transaction was matched.

Fields	Descriptions
User ID	This is the ID of the user who created or last updated this field.
Activity Date	This is the date that the record was last updated.
Recon Stat	This displays one of the following reconciliation codes: *S* Sent to Servicer (the record has been extracted and sent to the servicer) *A* Accepted by Servicer (the record has been acknowledged and accepted; you can no longer update a record with this status) *R* Rejected (acknowledged, but rejected because the servicer had no record of the transaction, the associated confirmation number could not be matched, or there was a miscellaneous error such as an incorrect amount) *(Blank)* Record created, but not yet extracted.
Reject codes	DL Cash reconciliation code 1: May contain a reject code from the DL servicer if the cash reconciliation was not accepted by the DL servicer.

Direct Loan Account Summary Form (RPIDLAS)

The Direct Loan Account Summary Form displays account summary detail directly from the School Account Statement. The Next Record function allows you to sort through the detail, which is arranged by Batch ID.

The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the List function to access the Aid Year Validation window, which lists valid aid years.

Fields	Descriptions
Cash Summary Type	Y1 = Year-To-Date Cash Summary Total T1 = Monthly Cash Summary Total
Statement End Date	The date for which this statement was run (should always be the last day of the month).

Fields	Descriptions
Process Date	The actual date that COD created the file for this School Account Statement.
Batch ID	The batch ID of this School Account Statement. This ID will be assigned by COD when the statement file is created.
School Code	The Direct Loan school code for this statement.
Beginning Cash Balance	COD's beginning balance for this report. It reflects all booked activity up to and through the prior month's end date.
Total Cash Receipts	Total receipts of cash for the period. This is the sum of all cash receipts for drawdown transactions for the period.
Total Excess Returned	Total return of excess cash transactions for the current month.
Net Cash Receipts	The sum of cash receipt transactions (drawdowns) minus excess cash returned.
Total Booked Disb-Act	This is the sum of all actual disbursements that COD booked during the current month.
Total Booked Disb-Adj	This is the sum of all adjusted disbursements that COD booked during the current month.
Total Booked Disb-Cncl	This is the sum of all actual disbursement cancellations that COD booked during the current month.
Net Booked Detail	This field indicates the sum of net booked disbursements and net booked adjustments
Ending Cash Balance	COD's ending cash balance for booked transaction activity as of the end date of the statement.
Prior Month Unbooked	The sum value of all unbooked disbursements on file at COD, cycle (year) to date, at the end of the prior month.
Current Month Unbooked	The sum value of all unbooked disbursements on file at COD, cycle (year) to date, as of the end date of this statement.

Fields	Descriptions
Total Unbooked Disb Actual	This field indicates the sum of all actual net disbursements at COD that are unbooked from the beginning of the current aid year to the end of the current statement period.
Total Unbooked Disb Adj	This field indicates the sum of all actual net disbursement adjustments at COD that are unbooked from the beginning of the current aid year to the end of the current statement period.
Net Unbooked	This field indicates the sum of all unbooked disbursements on file at COD, cycle to date, at the end of the current month.
Adjusted Ending Balance	This is the current month's unbooked amount applied to the ending balance.

COD State Code Rules Form(RTVCDST)

The COD State Code Rules Form displays all valid state codes for COD processing as specified in the 2007-2008 COD Technical Reference. You can only update the Crosswalk Code values on this form.

Fields	Descriptions
State Code	A valid Common Record state code.
Description	The state code description.
Crosswalk Code	You can enter your own values to represent a state code on STVSTAT in the **Crosswalk Code** field on RTVCDST. The **Crosswalk Code** field is an optional field. If you enter a **Crosswalk Code** for a COD **State Code**, both the Direct Loan Record Creation (RPRLORC) and COD Extract Process (REREX08) use this field to translate the non-COD state code on the Banner Student State/Province Code Validation Form (STVSTAT) to the valid COD state code value on this form. The **Crosswalk Code** value must be unique and exist on the STVSTAT Form. You cannot enter the same STVSTAT code for more than one RTVCDST State Code. However, you can enter more than one STVSTAT code for a specific COD State Code by using the Duplicate Record function.

COD Nation Code Rules Form (RTVCDNT)

The COD Nation Code Rules Form displays all valid nation codes for COD processing as specified in the State, Jurisdiction, and Country Codes section of the 2007-2008 COD Technical Reference. You can only update the Crosswalk Code values on this form.

Fields	Descriptions
Nation Code	A valid Common Record nation code.
Description	The nation code description.
Crosswalk Code	You can enter your own values to represent a nation code on STVNATN in the **Crosswalk Code** field on RTVCDNT. The **Crosswalk Code** field is an optional field. If you enter a **Crosswalk Code** for a COD Nation Code, both the Direct Loan Record Creation (RPRLORC) and COD Extract Process (REREX08) use this field to translate the non-COD nation code on the Banner Student Nation Code Validation Form (STVNATN) to the valid COD nation code value on this form. The **Crosswalk Code** value must be unique and exist on the STVNATN Form. You cannot enter the same STVNATN code for more than one RTVCDNT Nation Code. However, you can enter more than one STVNATN code for a specific COD Nation Code by using the Duplicate Record function.

Electronic Loan Processing Forms

The following forms display on the Electronic Loan Processing submenu of Loan Processing.

Electronic Loan Application Form (RPAELAP)

Use the Electronic Loan Application Form to process CommonLine applications. This form does not permit you to manually create electronic loan application records. The form is used to update and query existing records; you can only query electronic loan application records on this form.Use the Electronic Loan Application batch process (RPRELAP) to create electronic loan application records.

Key Block

The applicant ID is the applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can select List to search for existing applicants with the Person Search Form (ROAIDEN). After you enter the necessary information in this section, press Next Block to access the Application Status section.

Applicant Status Window

This window provides you with the current status of a student's electronic loan application. The fields are explained in the text that follows.

Fields	Descriptions / Buttons
Application Number	This sequence number uniquely identifies the loan application. It does not indicate the number of loan applications the student has. Due to the delete/replace function of the RPRELAP process, some application numbers may not be used for a student.

Fields	Descriptions / Buttons
Loan ID	This is the unique identifier in CommonLine format that identifies this loan application. The Electronic Loan Application process (RPRELAP) creates a temporary, non-unique loam ID. When the application is extracted by the Electronic Loan Application Extract (RPRELAX), the unique identifier is assigned. If the RPRELAX process combines a Subsidized and an Unsubsidized loan, the unique identifier is assigned to the Subsidized loan and as the XREF loan id of the Unsubsidized loan.
Loan Type	(`RPRLAPP_LOAN_TYPE`). The type of loan being applied for: *S* (Subsidized), *U* (Unsubsidized), *P* (Parent PLUS), *G* (Graduate/ Professional PLUS), *A* (Alternative), *O* (Other), or null. Display only.
Fund Code	Fund Code that was packaged for the student.
Aid Year	Aid Year Code from the award record.
Lender ID	The six-digit ID is the lender code assigned by the Department of Education. If the student had a prior loan from the same fund code, use the lender on that loan application. Otherwise, the default lender ID from the Loan Options Form (RPRLOPT) displays. You can update this field. The List function transfers you to the Non-Person Name/ID Search Form (SOACOMP) to perform a non-person name search.
Return ID	The ID (from the SPRIDEN table) for the entity that is to receive the funds that must be returned for students that are no longer eligible or have reduced loan eligibility. This should be the lender code assigned by the Department of Education if the entity is a lender. It should be the Guarantor ID if the entity is the guarantor. The system initially assigns the default lender ID from the Loan Options Form (RPRLOPT). You can update this field. The List function transfers you to the Non-Person Name/ID Search Form (SOACOMP) to perform a non-person name search.

Fields	Descriptions / Buttons
Guarantor ID	The ID (from the SPRIDEN table) for the guarantor of the loan. This should be the code assigned to the guarantor as published in the CommonLine Reference Manual. If there is a default guarantor associated with the lender on the Lender Base Data Form (RPRLNDR), that Guarantor ID displays. Otherwise, the default guarantor from RPRLOPT is used. You can update this field. The List function transfers you to the Non-Person Name/ ID Search Form (SOACOMP) to perform a non-person name search.
Loan Period	This is the code that was defined on the Loan Period Base Data Form (RPRLPRD) that identifies the period covered by the loan. You can only update the code; the start and end dates automatically default from the loan period code.
Loan Period Start Date	Begin date associated with the loan period.
Loan Period End Date	End date associated with the loan period.
Loan Status	The Loan Status code prevents memos and/or disbursements from taking place if the assigned code means "Hold" or "Inactive".
Recommended Amount	The amount packaged for the student at the time the loan application record was first created. You cannot update this field and it does not change with changes to the award.
Requested Amount	This is initially set to the amount of the award that the student accepts, however, you can adjust the amount.
Maximum Eligibility Amount	This is the Budget - Total aid and resources - EFC (non-EFC replacement funds).
Certified Amount	This is the lowest of a) Max Elig, b) requested, c) annual loan limit for the fund and the student's grade level. This is the gross amount for which Banner anticipates the loan will be approved.
Approved Amount	This is the amount which the guarantee agency has guaranteed for the loan. It is initially set to blank and is updated by the response received from the guarantor.

Fields	Descriptions / Buttons
Eligible Reinstate Amount	The amount of previously cancelled pre- or post-disbursement changes that are available for reinstatement. This is the amount available for reinstatement for a loan which has been either fully or partially cancelled.This amount is uploaded from the Response File as a result of a Change Transaction.
Cross Reference Loan ID	The cross reference loan ID field indicates whether the Subsidized and Unsubsidized Loans were processed as a combined loan application. The field contains the unique loan ID of the application with which it was combined. Banner maintains separate unique loan IDs for each loan, but only one loan ID is reported on the combined application. After processing by the lender/guarantor, two response records will be returned with the same unique loan ID (the Subsidized Loan ID).
EL Seq No	The Electronic Loan Sequence Number displays in the field directly following the **Cross Reference Loan ID** field. This field only displays at this location if a **Cross Reference Loan ID** exists.
Fee Percent	The percentage that will be subtracted from the loan proceeds because of origination fees, etc.
Process Type	A two character code to indicate the type of processing that will be performed for the loan application. The codes are: *GP* — Guarantee and Print Prom Note *GO* — Guarantee Only *PG* — Print Guarantee *PO* — Print Prom Note Only *RP* — Reprint Prom Note Only *CR* — School Certification Request (return of loan application with certification data) *CO* — Credit Only (CommonLine 5 only) *CP* — Credit/Print (CommonLine 5 only)

Fields	Descriptions / Buttons
Record Type	A one character code to indicate if this detail record contains a new loan application submitted for processing. The codes are: *A* — New loan application submitted for processing *C* — Corrected loan application submitted for processing *R* — Reprint of loan application *T* — Terminate request (This is a withdrawal of the loan(s) prior to guarantee, not a loan cancellation. A cancellation of the loan(s) after guarantee is submitted via the NCHELP FFELP CommonLine Network Change Transaction Send File.) The batch process that creates electronic loan application records defaults to an A Record Type.
Pre-Disbursement Recipient	The Change Transaction Send File can be submitted either pre- or post-disbursement; pre-disbursement changes at the *loan* level must be requested prior to the issue of any funds, while pre-disbursement changes at the *disbursement* level must be requested prior to the issuance of that disbursement. The Change Transaction Send File can only be used to submit changes to loans which have been reported in the CommonLine Response File with a status of *G* (Guaranteed) or *B* (Guaranteed, promissory note received and approved for disbursement).The recipient ID for the pre-disbursement Change Transaction records for this lender. This field associates the Recipient ID with the Lender ID if it exists on the RPRLNDR Form when the loan application is created. The CommonLine Manual stipulates that the default Recipient of the Change Transaction Send File for pre-disbursement change records for a specific loan is the Source ID of the initial Response file that acknowledged the loan application. However, for pre-disbursement changes, the Recipient of the Change Transaction Send file may be changed to a more appropriate recipient such as the loan servicer or disbursing agent.

Fields	Descriptions / Buttons
Post-Disbursement Recipient	The Change Transaction Send File can be submitted either pre- or post-disbursement; pre-disbursement changes at the *loan* level must be requested prior to the issue of any funds, while pre-disbursement changes at the *disbursement* level must be requested prior to the issuance of that disbursement. The Change Transaction Send File can only be used to submit changes to loans which have been reported in the CommonLine Response File with a status of *G* (Guaranteed) or *B* (Guaranteed, promissory note received and approved for disbursement).The recipient ID for the post-disbursement Change Transaction records for this lender. This field associates the Recipient ID with the Lender ID if it exists on the RPRLNDR Form when the loan application is created. For post-disbursement change records, the Recipient of the Change Transaction Send file is defined as the Source ID of the most recent Disbursement Roster File for loans contained within that Disbursement Roster File. (**Note:** CommonLine Release 5 changes the post-disbursement Recipient to allow changes to be sent to other than the default recipient ID from the Disbursement Roster File.)
Application Status	This code indicates the processing status of the electronic loan application. The codes are typically set by the system, but may be changed manually. The codes of *N*, *R*, and *S* are set by Banner processes and the remainder are set based on input from the guarantor of the loan. The valid status codes are: *I* Submitted *G* Guaranteed *B* PN Received/Approved *P* Pending processing (error resolution underway by sending organization) *D* Denied/Rejected; no further processing unless school, borrower, or lender provides updated data *M* Modification to previously reported guarantee *C* School certification requested for a loan application *T* Terminated record; no action required *N* Not ready to send *R* Ready to send *S* Sent *A* Application Accepted

Fields	Descriptions / Buttons
Batch ID	This is the batch ID assigned by Banner to the batch of loan application records which included this loan. The format is: Positions 1-2 — EA for Electronic Application Position 3-8 — Date batch was created in MMDDYY format Position 9 — End year for the applicable aid year submitted (i.e., 2003 = 3). Positions 10-12 — Sequence number (starting with 001 each day)
Version Number	The **Version Number** field contains the CommonLine Version used to create the electronic application that was sent to the Lender/Guarantor. The RPRELAX process populates this field in the database.
Created Date	The date that the application record was created in Banner. System maintained, you can adjust the date.
Activity Date	The date that the record was last updated. System maintained.
Submission Date	The date that this loan application was extracted for transmission to the guarantor. System maintained, you can adjust the date.
Approval Date	The date that the loan application was guaranteed by the guarantor. System maintained, you can adjust the date.
Cancel Date	When you check the **Cancel Ind** field to perform a full loan cancellation, the value in the **Cancel Date** field is logged for this Loan ID/Sequence number.

Fields	Descriptions / Buttons
Preparatory or Teacher Certification	(RPRLAPP_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *U = Pre-Undergraduate Coursework, G = Pre-Graduate Coursework, T = Teacher Certification Coursework,* or *N = No* (default). You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Grade Level** field on the Certification window to a value of *Freshman* or NULL. If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification Coursework,* the system validates the value to the **Grade Level** field on the Certification window to a value of *Fifth Year Undergraduate* or NULL. If the values do not match the previously mentioned criteria, an error message displays to indicate that the indicator value is invalid for the grade level. **Note:** You can only update this field if the **Loan Type** on the Application Status window is *S=Subsidized* or *U=Unsubsidized* since this field is only valid for Stafford loans.
Cancel Indicator	The Loan Cancellation/Reinstatement (@1-08) Detail Record is used to request full loan cancellations prior to the release of the first disbursement. You can request a full loan cancellation when a loan is no longer needed and you have not yet disbursed the funds. In this case, all scheduled disbursements are cancelled. Check the **Cancel Ind** field to perform a full loan cancellation. When you check the **Cancel Ind** field, the value in the **Cancel Date** field is logged for this Loan ID/Sequence number and will send the value as a CommonLine format @1-08 Detail Record in the extract file to indicate a loan cancellation. Refer to the *Change Transaction Processing* section of the *Procedures Chapter* for more information regarding loan cancellations and reinstatements.
HPPA	(RPRLAPP_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.

Fields	Descriptions / Buttons
Lock	Check the Lock Indicator to prevent the loan application record from being deleted and replaced by the RPRELAP process. This prevents the loss of manually changed data before the loan application is sent to the guarantor or extracted for import to a school-based-software system. For example, changes to the loan requested amount, the loan disbursement schedule, or parent information will be lost if made before the record is extracted, the application is not locked, and you run the RPRELAP process again. RPRELAP will delete the current loan application record and replace it with a new application where all fields are reset to their default values.
Parent Plus to Student	(`RPRLAPP_PLUS_TO_STUDENT`) Indicates if the proceeds of a Parent PLUS loan or a credit balance generated by a Parent PLUS loan may be issued to the student. Valid values are *Y* (Yes) *N* (No) or *Blank*. This field is not used in Banner processing. Banner disburses funds to the student account, regardless of the value of this field. This field can be used in a population selection, or for a visual review by cashiers, to prevent any refunds from occurring when this field does not contain a *Y*.
Request Amount Confirmed	PLUS Requested Amount Confirmation. A check in this field indicates that the school has collected the Federal PLUS requested amount for this loan. PLUS MPN processing requires the school or the lender, depending upon which party has agreed to fulfill the function, collect the requested loan amount from the parent borrower prior to either the school certifying each loan or the lender approving each loan, as appropriate. Selecting this field indicates that the school has collected and will maintain the documentation for the PLUS requested amount for this loan.

Error Codes

The loan error codes in this window are uploaded from the Application Response file.

Fields	Descriptions / Buttons
Code	Error code for electronic loan application.
Description	Description for the associated error code.

MPN/Loan Status

This window contains promissory note and miscellaneous information related to electronic loans.

Fields	Descriptions / Buttons
Promissory Note Delivery	Indicates the preferred method of delivering the promissory note to the borrower.Valid values for the drop list are: *E - Email, P - Paper, W - Web, (None).*
Federal Application Form	(`RPRLAPP_FED_APP_FORM_CDE`) This field provides the version of the application and promissory note for the borrower. Valid values for the drop list are: *B* (Old PN), *G (*Graduate/ Professional PLUS MPN), *M - (*Stafford MPN), *P (*PLUS Note), *Q (*PLUS MPN), or *(None).* For Federal subsidized and unsubsidized loans, the Federal Application Form code of *M* is valid for loans certified after 01-JAN-2003. For Federal Graduate/Professional PLUS loans (the Federal fund ID associated with the fund code on the first window is *PLUS* and the Electronic Loan Indicator is G), the Federal Application Form code of *G* is valid for loan certified after 01-JUL-2005. For Federal Parent PLUS loans (the Federal fund ID associated with the fund code on the first window is PLUS and the Electronic Loan Indicator is P), the Federal Application Form code maybe either *P* or *Q* based on the following criteria. • *P* - For loan periods with a loan period beginning date prior to 01-JUL-2003. • *Q* - For loan periods with a loan period beginning date on or after 01-JUL-2003. Alternative loans do not use a Federal Application Form code, so the value used for this field is *(None).*
Servicer Federal Application Form	(`RPRLAPP_SERV_FED_APP_FORM_CDE`) A one-character code indicating the version of the application and promissory note processed by the lender/servicer for this loan. Valid values for the drop list are: *B* (Old PN), *G* (Graduate/Professional PLUS MPN), *M* (Stafford MPN), *P (*PLUS Note), *Q* (PLUS MPN), *(None).*
Serial Loan	The **Serial Loan** field indicates how the school intends to use the MPN. Valid values for the drop list are: *N - New MPN, S - Serial, (None).*

Fields	Descriptions / Buttons
Master Promissory Note Confirmation	Indicates if a valid MPN exists at the time of certification. Valid values for the drop list are: *Y - Yes, N - No, U - Unknown, (None).*
Borrower Confirmation	Indicates if borrower confirmation of the loan request was received.Valid values for the drop list are: *Y* Borrower confirmation has been received for the certified amount. *N* Borrower confirmation is needed but has not been received. *R* Borrower information has been received for a reduced amount. *D* Borrower confirmation received with a declination (loan will be cancelled). *None*
Electronic Signature Source Code	The Electronic Signature Source Code indicates the organization that has possession of the electronically signed promissory note. Only the organization that has collected the electronic signature provides this information. The Electronic Signature Source Type Code includes the source type of the organization *(S - School, L - Lender, O - Servicer, G - Guarantor)* and the organization's OPE ID or NCHELP assigned ID.
Lender Use Only Field	A field reserved for lender information that must be maintained at the loan level. Lenders may use the field to store information not otherwise tracked. This information is uploaded from the CommonLine Response File.
Guarantor Use Only Field	A field reserved for guarantor information that must be maintained at the loan level. Guarantors may use the field to store information not otherwise tracked. This information is uploaded from the CommonLine Response File.
Borrower Credit Authorization	Indicator that the school has obtained the borrower's authorization to perform a pre-approval credit check. A signed Federal PLUS loan promissory note constitutes one method of providing authorization to perform a credit check. This information is sent in the Application Send File for a Credit Only or Credit and Print request for a PLUS or Alternative loan. (CommonLine 5 only)

Fields	Descriptions / Buttons
Promissory Note Date	The date that the school received a valid, signed promissory note from the borrower. You maintain this field.
Student Electronic Signature	Checked if student electronically signed the student certification and authorization of the PLUS or Alternative loan promissory note. This value is returned in the Response file. If a Certification Request is received, the value received for this field must be returned in the Application Send File when the school later submits the Certification Request. This field and the **Borrower E-PNote** field should only be submitted by the school when completing a Certification Request.This field is also updated by the Response file when returned in the Response file indicating the Student signed the certification and authorization electronically.
Borrower Electronic Promissory Note	Indicator that the borrower has completed an Electronic Promissory Note for CommonLine processing.This value is returned in the Response file. If a Certification Request is received, the value received for this field must be returned in the Application Send File when the school later submits the Certification Request. This field and the **Student E-Sign** field should only be submitted by the school when completing a Certification Request. This field is also updated by the Response file when returned in the Response File indicating the Borrower signed the Promissory Note electronically.
Electronic Funds Transfer Authorization	Indicates whether this loan has been authorized for electronic fund
References	Indicates that the borrower has supplied the necessary references for the loan.
Deferment Request	Indicates that the borrower has requested immediate deferment of principal payments on the new loan and all outstanding Stafford and PLUS loans while enrolled in school.
Capitalize Interest	Indicates that the borrower wants to capitalize interest on the unsubsidized Stafford or PLUS loan while enrolled and when in grace or deferment periods.
Guarantor Status	The loan status reported by the guarantor from the CommonLine Application Response file.

Fields	Descriptions / Buttons
Lender Status	The loan status reported by the lender/servicer from the CommonLine Application Response file.
Promissory Note Status	The promissory note status from the CommonLine Application Response file.
Credit Status	The credit status from the CommonLine Application Response file.
Application Phase Code (CommonLine 4 Processing)	Indicates the current processing phase for the application or loan. This field is populated in the database during the RPRELRU Response Upload process. Descriptions for the valid codes are stored in the Phase Code Validation Table (RTVPHAS).

Certification

The Certification Data window is initially populated automatically by the Electronic Loan Application (RPRELAP) batch creation program,. However, you can delete the existing certification record and either manually enter the data, or have the system create a new certification record based on current system information if you select the Create Record function. This would be useful if, for example, you manually changed the **Requested Amount** in the Main window. You can have Banner create a new certification record using the new requested amount as the upper limit for the loan amount. The logic for calculating the various amounts in the Certification Block will be the same between the RPRELAP process, the RPAELAP and the RPALAPP forms.

It is not necessary to enter certification initials in the certification block to process loans electronically. The extract process will use the data regardless of the status of the initials.

Fields	Descriptions / Buttons
Cost of Attendance	The estimated cost of attending school during the requested loan period before subtracting any financial aid or expected family contribution. The calculation used to derive Cost of Attendance for alternative loans may differ from the calculation used for FFELP loans.

Fields	Descriptions / Buttons
Estimated Financial Aid	The estimated amount of financial aid that has been or will be awarded to the student for the loan period. This does not include the current requested loan amount. This amount includes all financial aid awarded by all federal, state, or privately-supported sources for the loan period. This includes college work-study programs, Pell Grants, Social Security Educational Benefits, Veteran's Educational Benefits, and other educational loans for the loan period.
Expected Family Contribution	The amount the student's family is expected to contribute toward the cost of education for the requested loan period.
Maximum Eligible Amount	The maximum amount of the loan that the student is eligible to receive.
Adjusted Gross Income	The family adjusted gross income.
Certified Amount	The certified amount of the loan. This amount is the lesser of either the processed amount or the requested amount.
Reallocation Indicator	You request a subsidized/unsubsidized reallocation when the subsidized and unsubsidized Federal Stafford loan amounts are adjusted due to a change in the borrower's eligibility. This transaction can occur at any stage in the loan process up to 90 days after the end of the loan period as long as the sum of the subsidized and unsubsidized loan amounts does not exceed the original sum before the change. Refer to the *Change Transaction Processing* section of the *Procedures Chapter* for more information regarding the Sub/Unsub Reallocation @1-13 Loan Decrease/@1-14 Loan Increase records.
Activity Date	The date on which this record was last updated.

Fields	Descriptions / Buttons
Grade Level (Class)	A 1-character code indicating the student's grade level during the requested loan period. **Note:** The grade level is calculated based on the student's class from the most recent General Student Record (SGASTDN) where the effective term of the General Student Record is equal to or less than the first term of the student's loan period. If a General Student Record does not exist, the year in college from RNANAxx is used. **Undergraduate** *1* (1st year (freshman)) *2* (2nd year (sophomore)) *3* (3rd year (junior)) *4* (4th year (senior)) *5* (5th year (undergraduate)) **Graduate or professional** *6* (1st year) *7* (2nd year) *8* (3rd year) *9* (Beyond 3rd year)
Expected Graduation Date	The expected graduation date is received from the most recent General Student Record (SGASTDN) where the effective term of the General Student Record is equal to or less than the first term of the student's loan period. If a General Student Record does not exist, or if the expected graduation date does not exist on the General Student Record, the date will be calculated based on the student's grade level.
Housing	This field maintains the housing code that represents where the student will be living during the loan period.
Enrollment Status	The student's enrollment status for the loan period.
Dependency Status	This field identifies the dependency status of the student.

Fields	Descriptions / Buttons
Certification Initials	After you determine that you want to certify the loan, enter your initials in this field. Your initials must exist on the Certification Authorization Form (RTVCINT) in order to be considered valid. **Note:** Certification is not required for processing CommonLine loans.
Certification Date	Banner automatically updates this field with the current date when you enter your initials in the **Certification Init** field.

Student

The data for the student block originally defaults from information in the current need analysis record.

Fields	Descriptions / Buttons
Social Security Number	The student's social security number.
Last Name	The student's last name.
First Name	The student's first name.
Middle Initial	The student's middle initial.
Address	The first line of the student's address.
Address 2	The second line of the student's address.
Nation	The student's nation.
City	The student's city.
State	The student's state.
Zip	The student's zip code.
Date of Birth	The birth date of the student.

Fields	Descriptions / Buttons
Phone	The student's phone number (including area code).
Citizenship	A one-digit code indicating the student's citizenship status. Valid values are: *1 (U.S. citizen),* or *2 (Eligible Non-Citizen).*
Alien Number	This field identifies the student alien registration number if applicable.
Driver's License Number	The student's driver's license number.
State	The 2-character abbreviation for the state that issued the student's driver's license.
Local Address	The first line of the student's local address.
Local Address 2	The second line of the student's local address.
Nation	The nation associated with the student's local address.
Local City	The city of the student's local address.
State	The state of the student's local address.
Zip	The zip code of the student's local address.
Loan Default	A one-character code indicating the student's loan default status. Valid values are: *Y (in default),* or *N (not in default).*
Local Phone No	The phone number for the student's local address.
Dependency	The **Dependency** field contains the student's dependency status. The valid values are *D (Dependent), I (Independent), P (Professional Judgement).*
Enrollment Start	The **Enrollment Start** field contains the student's anticipated enrollment start date in the program or at the college.

Parent Data

Information for the Parent or Alternative loan borrower when the student is not the borrower must be entered for the initial loan application each year. If you default your loan records to have an application of *N* (Not Ready to send), it is advised that you lock the loan record on the Application Status window to avoid losing manually entered data if RPRELAP is executed again prior to submitting the record. RPRELAP will perform a delete/replace function when the application status is 'N'ot Ready and the record is not locked.

Fields	Descriptions / Buttons
Social Security Number	The parent's social security number.
Last Name	The parent's last name.
First Name	The parent's first name.
Middle Initial	The parent's middle initial.
Address	The first line of the parent's address.
Address 2	The second line of the parent's address.
Nation	The parent's nation.
City	The parent's city.
State	The parent's state.
Zip	The parent's zip code.
Legal Residence	The parent's state of residence.
Date of Birth	The birth date of the parent.
Phone	The parent's phone number (including area code).
Citizenship	A one-digit code indicating the parent's citizenship status. Valid values are: *1 (U.S. citizen)*, or *2 (Eligible Non-Citizen)*.

Fields	Descriptions / Buttons
Alien Number	This field identifies the parent's alien registration number if applicable.
Driver's License Number	The parent's driver's license number.
State	The 2-character abbreviation for the state that issued the parent's driver's license.
Local Address	The first line of the parent's local address.
Local Address 2	The second line of the parent's local address.
Nation	The nation associated with the parent's local address.
Local City	The city of the parent's local address.
State	The state of the parent's local address.
Zip	The zip code of the parent's local address.
Loan Default	A one-character code indicating the parent's loan default status. Valid values are: *Y (In Default), N (Not in Default)* or *(None).*

Alternative Loan

This window permits you to enter and store Alternative Loan data. You can only access this block if the fund code for the application is an Alternative Loan fund.

The Student Information section contains information that may be required for Alternative Loan programs

Fields	Descriptions / Buttons
Housing Payment	The total monthly housing payment paid by the student.
Educational Loan Payment	The total monthly educational loan payment paid by the student.

Fields	Descriptions / Buttons
Credit Card Payment	The total monthly credit card payment paid by the student.
Other Payment	The total monthly payment for other debts paid by the student.
Car Payment	The total monthly car payment paid by the student.

The Borrower section contains income and debt data for the borrower.

Fields	Descriptions / Buttons
Student is Borrower	(RPRLAPP_ALT_LOAN_SB_IND) Alternative Loan Student is Borrower Indicator. A one-character code to indicate if the alternative loan borrower is also the student indicated on the loan application. If this field is set to *N*, Banner assumes that the parent is the borrower and processes accordingly. This field is required if the **Process Type** is *CO, CP, GO, GP,* or *PG* and you've entered a value in the **Alternative Loan Program Type** field on the Packaging window of the RFRMGMT Form. Valid Values are: *Y* Yes, the alternative loan borrower is the student, *N* No, the alternative loan borrower is not the student, *(Blank)* No.
Stafford Debt	Stafford Loan amount. The borrower's total Federal Stafford Loan Debt prior to the loan period which should include the Federal Stafford Loan portion of the borrower's Federal Consolidation Loan.
SLS Debt	SLS Loan Debt. The borrower's total Federal SLS Loan debt prior to the loan period which should include the Federal SLS Loan portion of the borrower's Federal Consolidation Loan.
HEAL Debt	The borrower's total HEAL Loan debt prior to the loan period.

Fields	Descriptions / Buttons
Perkins Debt	The borrower's total Perkins Loan debt prior to the loan period.
Other Debt	The borrower's total other student educational loan debt prior to the requested loan period.
Credit In Other Name	Credit in different name code. A one-character code indicating if the borrower has been granted credit under a different name. Valid Values are: *Y (Yes), N (No),* and *Blank (No).*
Other Loans For Period	Other loans for the period. The borrower's total other student educational loan debt for the requested loan period.
Gross Annual Income	Borrower annual income. The total income earned by the borrower from his or her primary employment.
Other Income	The total income earned by the borrower from a source other than his or her primary employment.
Major	The student's major field of study.
Repayment Option	Repayment option code. A one-character field that indicates the type of repayment option requested by the borrower. Valid values: *D (Deferment)*, *I (Interest Only)*, or *P (Principal and interest).*
Interest Rate Option	Interest rate option code. A one-character field that indicates the type of interest rate associated with the loan. Valid values are: *F (Fixed)* or *V (Variable).*
Total Student Loan Debt	Alternative borrower loan debt. The total amount of outstanding education debt (undergraduate and graduate) for the alternative loan borrower prior to the application. The amount includes all federal and alternative loans including Federal Consolidation loans.
Program Type	Alternative loan program type code. A three-character code assigned by NCHELP indicating the specific category of alternative loan. This is required for all processes.

Cosigner1/Cosigner2

The Cosigner sections contain basic information about the cosigner(s).

Fields	Descriptions / Buttons
Last Name	The last name of the cosigner.
First Name	The first name of the cosigner.
Middle Initial	The middle initial of the cosigner.
Social Security Number	The social security number of the cosigner.
Name Suffix	A 3-character field that identifies the suffix of the cosigner's name.
Address	The first line of the cosigner's last known address.
Signature	A one-character code indicating if the signature of the cosigner is present. Valid values are: *Y (Yes, signature is present), N (No, signature not present)*, or *Blank (No).*
Address2	The second line of the cosigner's last known address.
Credit Authorization	Indicator that the school has obtained the cosigner's authorization to perform a pre-approval credit check for a PLUS or Alternative loan.
City	The city of the cosigner's last known address.
State	The state of the cosigner's last known address.
Zip	The 5-digit zip code of the cosigner's last known address.
Foreign Post Code	A 14-character field indicating the foreign postal code of the cosigner's last known address.
Years at Address	A 2-digit field that indicates the number of years the cosigner has been at his/her address.

Fields	Descriptions / Buttons
Date of Birth	The cosigner's date of birth.
Relationship to Borrower	The cosigner's relationship to the student. Valid values are: *E (Employer)*, *F (Friend)*, *G (Guardian)*, *O (Other)*, *P (Parent)*, *R (Relative)*, *S (Sibling)*, or *(Blank)*.
Citizenship	A one-digit code indicating the cosigner's citizenship status. Valid values are: *1 (U.S. citizen),* or *2 (Eligible Non-Citizen).*
Phone	The cosigner's last known home telephone number (includes the area code).
Driver's License Number	The cosigner's driver's license number.
State	The 2-character abbreviation for the state that issued the cosigner's driver's license.
Gross Annual Income	The total income earned by the cosigner from his or her primary employment.
Other Income	The total income earned by the cosigner from a source other than his or her primary employment.
Housing Payment	The total monthly housing payment paid by the cosigner.
Car Payment	The total monthly car payment paid by the cosigner.
Credit Card Payment	The total monthly credit card payment paid by the cosigner.
Educational Loan Payment	The total monthly educational loan payment paid by the cosigner.
Electronic Promissory Note	Indicator that the cosigner for this Alternative loan has completed an Electronic Promissory Note for CommonLine processing.
Other Payment	The total monthly payment for other debts paid by the cosigner.

Term Schedule

The Term Schedule window contains a term-by-term breakdown of the recommended, requested, expected, and approved amounts of a student's loan application. The information in the Aid Period Rules section, or the Term Schedule Rules section, on the Loan Period Base Data Form (RPRLPRD) determines the term schedule distribution. You can adjust the percentages in the **Loan Percent** field provided the sum of the percentages equals 100 percent.

Fields	Descriptions / Buttons
Term Code	User-defined code that identifies a period of enrollment.
Loan Percent	The loan percentage for the term code. The total of all term code loan percentages for a loan period must equal 100. You can't enter a negative percentage in this field.
Recommended Amount	The dollar amount the institution recommends for a student's grade level and financial need.
Requested Amount	The dollar amount the student requests for the given aid period.
Certified Amount	The student's certified amount for the given aid period.
Approved Amount	The actual dollar amount approved by the lender for the given aid period.
Certified Hours	The number of credit hours at the time the loan is certified.
Exclude Flag	This field indicates that the RPRLNEX report should not display a line for this loan and term, even if there was a discrepancy in the amounts.

Disbursement Schedule

The Disbursement Schedule window shows the dates and amounts that the lender expects to disburse the loan. The system uses the amount in the **Amount Approved** field as the highest priority for the **Disbursement Amount** field. The information in the Disbursement Schedule Rules Block of the Loan Period Base Data Form (RPRLPRD) determines the disbursement schedule distribution.

Fields	Descriptions / Buttons
Disbursement Number	The disbursement number associated with this electronic loan disbursement record.
Term Code	User-defined code that identifies a period of enrollment.
Disbursement Percent	The percentage of the award to be disbursed in the given period. The disbursement percentage may be updated to schedule unequal disbursements for Alternative loans.
Scheduled Date	The expected disbursement date of the funds. You can reschedule disbursement dates prior to the release of each disbursement. When processing Change Transactions, updating this field when the loan has been guaranteed will log the change to be sent as a Disbursement Cancellation/Change record. (@1-09).
Expected Gross Amount	The calculated amount including all fees that are expected for this disbursement based on the Approved Amount, if it exists. Otherwise, the Certified (Expected) Amount is used, if it exists. If the Certified Amount does not exist, the Requested Amount is used.
Expected Net Amount	The calculated net amount that is expected for this disbursement based on the Approved Amount, if it exists. Otherwise, the Certified (Expected) Amount is used, if it exists. If the Certified Amount does not exist, the Requested Amount is used.
Confirmation Flag	This field indicates if the student has authorized the disbursement. The allowable values are: *Y* Borrower confirmation has been received for the certified amount. *N* Borrower confirmation is needed, but has not been received. *R* Borrower confirmation has been received for a reduced amount.

Fields	Descriptions / Buttons
Cancel Indicator	If a disbursement cancellation is made prior to the release of funds, you can either fully or partially reinstate the funds with this record (a Disbursement Cancellation/Change @1-09 Detail Record). The sum of all scheduled disbursements, including those that have been reinstated, must not exceed the original guarantee amount. Check to this field to cancel a pending disbursement in full. Uncheck this field to reinstate the disbursement amount. When you check this box, the current date displays in the **Cancel Date** field. The **Cancel Date** field is logged and used to identify this as an @1-09 disbursement cancellation for the specific disbursement number and Loan ID/seq number. To make a revision to the disbursement amount, enter the new gross amount of the disbursement in the **Rev Gross Amt** field. When you submit disbursement cancellations, all subsequent disbursements are not automatically cancelled. If you do not submit subsequent disbursements for cancellation, but it is the service provider's policy to cancel all subsequent disbursements, you will receive an error message in the response file. Contact the service provider with questions regarding disbursement cancellations. **Note:** If the funds for this disbursement have already been issued, do not use this field to cancel disbursements. Instead, you must cancel each disbursement individually using the Disbursement Notification/Change (@1-10) Detail Record.
Direct Disbursement Indicator	(`RPRLADB_EL_BOR_DIRECT_DISB_IND`) Check this field to request the direct disbursement of loan funds or to indicate the receipt of loan funds for borrowers enrolled in a study-abroad program. If this field is checked, the borrower enrolled in a study-abroad program has requested and is to receive an EL direct disbursement of his/her loan funds.
Hold or Release Status	A code indicating the status of the school's requested disbursement hold or release. This field is updated by the RPRHDRL Process when the hold/release request is sent and by the RPRELRU Process when the hold/release status is acknowledged. Valid values are: *HR (Hold Req), HS (Hold Sent), HA (Hold Acpt), RR (Release Req), RS (Release Sent), RA (Release Acpt), N (Not Supported)*, or *F (Forwarded).*

Fields	Descriptions / Buttons
Hold or Release Date	The most recent date the Hold/Release status was sent or acknowledged. This field is updated by the RPRHDRL Process when the Hold/Release Request is sent and by the RPRELRU Process when the Hold/Release Status is acknowledged.
Servicer Disbursement Date	The Disbursement Date that has been scheduled by the lender/ servicer at the time of guarantee for this disbursement.This date is uploaded from the CommonLine Response File.
Servicer Disbursement Gross	The gross disbursement amount that has been scheduled by the lender/servicer at the time of guarantee for this disbursement. This amount is uploaded from the CommonLine Response File.
Servicer Disbursement Net	The net disbursement amount that has been scheduled by the lender/servicer at the time of guarantee for this disbursement. This amount is uploaded from the CommonLine Response File.
Revised Gross Amount	Use this field to make a revision to the disbursement amount or a disbursement reinstatement (@1-09 detail record).
Revised Net Amount	The disbursement amount actually paid to the student's account after a revision, excluding all fees retained by the lender. This field remains for historical reference for any disbursement net amounts previously entered to submit a disbursement amount change using the Hold/Release process (RPRHDRL). This field is no longer used.
Cancel Date	When you check the **Cancel Indicator** field, the value in the **Cancel Date** field is logged for this Loan ID/Sequence number.

Loan Disbursement Form (RPALDSB)

The Loan Disbursement Form lets you to view a summary of all loan activity for the student. This form also lets you record the receipt of loan checks and track the processing of the check.

Key Block

This form displays information based on the applicant's identification number. Enter the applicant's identification number in the ID field. Select List to search for existing applicants on the Person Search Form (ROAIDEN). The applicant's ID number and name are displayed.

Loan Summary Block

The Loan Summary Block displays all the loan application and disbursement schedule information for the applicant. You can select Count Query Hits to access the Loan Application Form (RPALAPP) to update loan application data.

Fields	Descriptions / Buttons
Fund	This field shows the Fund Code associated with the loan application. Once the loan application is established, the Fund Code can't be changed.
App #	The Application Number is assigned when the application is added. It can't be changed by the user.
Period	(Loan Period) The period covered by the loan.
Recommended	(Recommended Amount) The packaged loan recommendation from the student's award record. This defaults from the student's offered amount. If the fund has not been packaged than the aid year, this field will be blank.
Expected	(Expected Amount) The amount of the loan that the student is expected to receive. It is the lower amount of either the Maximum Eligible Amount or the Requested Amount.
Approved	(Approved Amount) The loan amount that was approved by the approving agency.
Return ID	Enter the entity authorized to receive the return of loan proceeds for students that lose their eligibility in the Return ID field. Select List to view existing IDs on the Non-Person Name/ID Search Form (SOACOMP).
Loan Status	The code used to identify the current status of the loan in processing.

Disbursement Details Window

Use the Disbursement Details window to enter the receipt of a loan check, record information about a returned check, change a disbursement schedule date, feed the disbursement detail transaction to the Banner Accounts Receivable module, and enter the date that the student received the check.

Note: Changes to the disbursement scheduled date made on the RPALDSB Form will not be logged and submitted as a Change Transaction (@1-09 Disbursement cancellation/change record).

When you access the Disbursement Detail Section, the display of queried records begins with records that match the PIDM, Fund Code, and Application Number of the record from the Loan Summary Section where the cursor was last positioned. Note that all records for the student are still displayed and you can still scroll forward or backward to see loan disbursement records associated with other funds and applications

Fields	Descriptions / Buttons
Fund	This field shows the Fund Code associated with the loan application. Once the loan application is established, the Fund Code can't be changed
Reference ID	Enter the check number or EFT (electronic funds transfer) number in this field (fifteen-character maximum). The are nod edits for this field.
Feed	Use this field to indicate whether the disbursement detail transaction should be sent to the Banner Accounts Receivable module. The allowable values for this field are: Y (Yes), N (No), or F (Fed, a display-only value).
Application	This field shows the Fund Code associated with the loan application. Once the loan application is established, the Fund Code can't be changed
Check/Net Amount	This field displays either the net amount received in the roster file, or the check amount you enter here. This amount will be moved to the student's account by the loan disbursement process.
Feed Date	Indicates the date the disbursement detail was sent to Accounts Receivable.
Term Code	Displays the term in which the loan disbursement takes place.
Check Received	Indicates the date the check amount was recorded.

Fields	Descriptions / Buttons
Transaction Number	This field displays the transaction number that represents the detail when posted to the student A/R account. A transaction sequence number of 1 indicates that the record is the original record for a disbursement. A sequence number greater than 1 indicates there are adjustments to the original record.
Scheduled Date	(Scheduled Disbursement Date) Indicates the scheduled date of the disbursement. The field will default from the Loan Period Base Data Form (RPRLPRD) or can be updated manually. For first-time borrowers, this date should be 30 days after the beginning of the aid period. First-time borrowers could, as group, have a Loan Period defined with a delayed disbursement date. This field can be updated manually only if the Prior Disbursement Date field is set to null. **Note:** The Prior Disbursement Date field (RPRLADB_PRIOR_DISB_DATE) is not shown on this form.
Returned Amount	The amount to be recovered from the student's account and returned to the lender or disbursing agent.
Student Received	Indicates the date that loan proceeds were delivered to the student. You must maintain this field. (The contents of this field are not system-generated.)
Disbursement Number	The disbursement number associated with the electronic loan disbursement record.
Returned Date	This is the entry date that the returned check was recorded.
Disbursement Load	Displays a value that indicate the student's enrollment status at the point of disbursement. The displayed values are: *1 - Full Time, 2 - 3/4 Time, 3 - 1/2 Time, 4 - less than 1/2 Time, or 5 - Not Enrolled.*
Sequence	A sequence number of 1 in this field indicates that the record is the original record for a disbursement. A sequence number greater than 1 indicates adjustments to the original record.

Fields	Descriptions / Buttons
Returned to Lender	Indicates the date that the original loan check was returned to the student's lender without being processed by the school. This field can be entered only if the Feed indicator is set to either Y or N. An entry in this field prevents the record from being processed by the disbursement process. There will be no check amount, no returned amount, no memos, and no authorizations. If a memo or authorization exists for that record, it will be backed out.
Option	Indicates how Financial Aid calculates a student's course load at the point of disbursement. The displayed values are: *B (Billing Hours), E (Expected Enrollment),* or *A (Adjusted Hours).*
Estimated Amount	Electronic and Manual Loans: The calculated net amount of the disbursement using the Round Schedule Indicator on the Fund Management Form (RFRMGMT). This calculated amount is based on the approved amount (if it exists), else the certified (expected) amount (if it exists), else the requested amount.The last disbursement of the loan is adjusted so the sum of all the disbursements equals the total amount for the loan.
Electronic Funds Transfer (EFT)	This field will be populated by the EFT Posting Process when the EFT Authorization is returned in the Disbursement Roster File.
Exclude	(`RPRLADB_EXCLUDE_LNEX_FLAG`) Check to exclude this disbursement from Loan Fund Exception reporting (RPRLNEX). After reviewing RPRLNEX results, you can check this field to prevent a disbursement from displaying on subsequent RPRLNEX reports.
Servicer Net Amount	The net disbursement amount that has been scheduled by the lender/servicer at the time of guarantee for this disbursement. This amount is uploaded from the CommonLine Response File.

Fields	Descriptions / Buttons
Disbursement Bypass	This field is used by the Disbursement Process to bypass the posting of the returned amount to the two lender/return entity accounts (lender payment and lender refund). If you check this field, the disbursement process will only process the payment to the student account and will bypass payments to the lender accounts. This is necessary to prevent the procedure of correcting a data entry error that would otherwise cause the money to be returned to the lender. For example, suppose the school receives a loan check for $1,000, but accidentally posts it as $10,000. After disbursement, the student account contains an excess of $9,000. To correct the student's account, the operator inserts an adjustment record and enters a returned amount of $9,000. After posting a -9,000 payment to the student's account, the net payment to the student will be $1,000, which is correct. However, the disbursement process should not post a $9,000 credit to the lender's account because the money really isn't being sent back to the lender.
Override	Check this field to allow the disbursement of a loan when the sum of the disbursement amount is greater than the sum of the term loan amounts.
Certified Hours	Displays the loan application credit hours for loan eligibility.
EL Direct Disbursement Indicator	(`RPRLADB_EL_BOR_DIRECT_DISB_IND`) Indicates the request and receipt of a direct disbursement of loan funds for borrowers enrolled in a study-abroad program. If this field is checked, the borrower enrolled in a study-abroad program has requested, and is to receive an EL direct disbursement of his/her loan funds.
EL Direct Disbursement Check	(`RPRLADB_EL_DIRECT_CHECK_AMT`) Direct disbursement amount received by borrower enrolled in a study-abroad program. This field displays the amount of the direct disbursement if the EL Direct Disbursement Indicator is checked. The Chk/Net Amt field is not populated for direct disbursement processing.
Comment	This a 60-character optional field. The form displays the first 38 characters on the screen, the remainder can be displayed by scrolling horizontally. The entire comment can be displayed by pressing the Edit Key.

Change Transaction Record Request Form (RPACTRR)

The Change Transaction Record Request Form lets you review all of the change transaction detail records that are pending transmission. The form shows the most recent changes for a field, by loan ID and sequence number. The form also includes the Recipient ID for the records to assist you with the identification of the Recipient ID for use with the Change Transaction Extract Process (RPRELCT).

All fields on this form are display-only except the **Del?** indicator, which lets you delete correction records from the form. When the **DEL?** field is checked, Banner prohibits the Change Transaction Record from being sent.

Note: When you check the Del? indicator, the record in the ROBALOG Table is not physically deleted. Instead, indicators are changed so that the record is no longer displayed as an Electronic Loan correction. The Change Transaction record is not selected for transmission.

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field. Select the List function to access the Aid Year Validation window, which lists valid aid years.

Fields	Descriptions / Buttons
ID	The student's ID.
Loan ID	The Electronic Loan ID of the Subsidized loan or the cross reference ID of the Unsubsidized loan for combined Subsidized/Unsubsidized loans.
Seq No	The Electronic Loan Sequence number for this Loan ID.
Fund Type	The fund type for the Loan ID. The possible values for this field are: *SF - Subsidized, SU - Unsubsidized, PL - PLUS, AL - Alternative.*
Recip ID	Recipient ID for this Change Transaction Record.
Change Type	The Change Record Transaction type associated with this data code for Electronic loans.

Fields	Descriptions / Buttons
Del?	Check the **Del?** indicator if you do not want to transmit a correction. When you save this change, the correction record no longer displays when you requery the form.
Data Element	The data element is the Electronic Loan field for which a change was logged.
Correction Data	This field identifies the value for the data element that was changed.

Electronic Payment Receipt Form (RPAEPMT)

When funds are actually received (via EFT transfer or physical check), you access this form to find the records that correspond to the EFT transfer/check and check the **Receipt Flag** field. You must record the receipt of the funds on this form in order to upload the funds to the student's loan record on RPALDSB.

The system date defaults into the **Receipt Date** field, but you can manually change this date. To record the receipt of a new EFT payment, you can enter query mode, and query where the **Dist Method** field is set to *E* (EFT) and the **Receipt Flag** field is blank. Whenever the form executes a query it sorts the records based on descending order of roster date and then ascending order of reference ID.

If you want to record the receipt of a batch of individual checks, you can query where the **Dist Method** field is set to *I* (Individual Check) and the **Roster Date** = xx-xxx-xxxx and the batch of checks would be listed in ascending order of check number, which should be the same order as the actual batch of checks.

Fields	Descriptions / Buttons
Distribution Method	The type of distribution for an EFT receipt. The allowable values for this field are: *E* EFT *M* Master Check *I* Individual Check *N* Netted EFT Payment
Reference ID	The EFT roster number or check number.
Source ID	The Banner ID of the source of the funds. This is either a six-character Lender ID or a three-character Guarantor ID. If using a central disbursing agent, this would be their six-character SPRIDEN ID.
Roster Date	This is the date that the EFT/Disbursement Roster was posted to the BANNER holding area.
Roster Amount	This is the sum of the payments for a specific type of record on the electronic roster. For example, all type *E* (EFT) records on the electronic roster would be added and placed in this field for a type *E* record. All type *M* (Master Check) records on the electronic roster would be added and placed in this field for a type *M* record.

Fields	Descriptions / Buttons
Direct Disbursement Indicator	(RPREPMT_BOR_DIRECT_DISB_IND) Indicates the direct disbursement of loan funds for borrowers enrolled in a study-abroad program. If this field is checked, the borrower enrolled in a study-abroad program has requested and is to receive an EL direct disbursement of his/her loan funds.
Receipt Flag	Indicates if funds for this type of payment have been received by the institution. If it is for a type *E* (EFT) records, a checked box means that the electronic transfer of funds has been received. If it is a type *M* (Master Check) record, a checked box means that the corresponding Master Check has been received.
Receipt Date	The date that the payment was received.

Electronic Loan Disbursement Form (RPAELDB)

The purpose of the Electronic Loan Disbursement Form (RPAELDB) is to review and delete (if necessary) records in the temporary EFT Disbursement Table (RPREFTD) before the information is posted to the Loan Disbursement Table (RPRLADB). You can delete a record with the **Delete Pending Electronic Disbursement** field (a display field, not a database field). If you enter a *Y* and select *Save*, the form deletes that record from the RPREFTD table. The *Delete Record* function is disabled on this form.

Since more than 1 record can exist in the RPREFTD table for a student ID, the Next Record and Previous Record functions are available.

From the **ID** field in the Key Section, you can access the Person Search Form (SOAIDEN) to perform a name search by selecting the List function. You can also query the Loan Parent Inquiry Form (RPILPAR) if you select the Count Query Hits function. Since the record that may need to be deleted could be a PLUS (parent) loan, you need to be able to use the RPILPAR Form to find the student when only the parent's name is known.

Fields	Descriptions / Buttons
ID	The BANNER User ID of the person who created or last updated the record.
Delete Pending Electronic Disbursement	If you enter a *Y* and select Save, the form deletes that record from the RPREFTD table.

Fields	Descriptions / Buttons
Loan ID	CommonLine Unique Loan ID received in the Roster File.
EL Seq No	Loan sequence number generated by lender/guarantor.
Reissue Ind	The Reissue Indicator. The allowable values for this field are: *N* New disbursement record *R* Reissued disbursement record
Loan Type	Indicates the type of loan program. The allowable values for this field are: *01* Sub STFD *03* PLUS *06* Unsub STFD
Reference ID	Records in this table are unique with a combination of **Distribution Method**, **Reference ID**, and **Source ID**. The **Reference ID** field can be blank on the EFT file if the **Distribution Method** is *EFT* or *Netted EFT*. Therefore, Banner generates a unique reference ID to insert into the RPREPMT table when the Check Number field in the data file is blank. A sequence number generator similar to the one for creating the CommonLine Unique Loan ID is used. To distinguish an internally generated reference ID from an externally generated reference ID, all Banner generated reference IDs begin with an @- similar to those generated for student IDs.
Disb Number	The disbursement number and the number of scheduled disbursements from the Roster file are displayed. Example: Disb Number 1 of 6.
Distribution Method	The allowable values for this field are: *E* EFT *I* Individual Check *M* Master Check *N* Netting EFT. (Netting is when funds are not returned by the school. Instead, the next EFT payment is reduced.)
Student SSN/ Name	The student social security number and student name.

Fields	Descriptions / Buttons
Source ID	The federal identifier of the lender or guarantor who sent the disbursement information.
Direct Disbursement Indicator	(RPREFTD_BOR_DIRECT_DISB_IND) Indicates the direct disbursement of loan funds for borrowers enrolled in a study-abroad program. If this field is checked, the borrower enrolled in a study-abroad program has requested, and is to receive an EL direct disbursement of his/her loan funds
LenderID	The ED Lender Code associated with the loan.
Guarantor ID	Guarantor of the loan.
Loan Guarantee	Gross Amount approved by the guarantor.
Gross Disb	Gross amount of this disbursement (before fees are deducted).
Orig Fee	Origination fee.
Guar Fee	Guarantee Fee.
Net Disb	Net Disbursement Amount.
Fees Paid	This is the total amount of fees subsidized by the guarantor or lender on behalf of the borrower for the disbursement.
Loan Period Start	The loan period start date for the loan.
Loan Period End	The loan period end date for the loan.
Lender Disb	The actual lender disbursement date. This is not the same as the scheduled disbursement date in Banner.
Guarantee	Date that the loan was guaranteed.
Activity	The date that the record was created or last updated.

Loan Parent Inquiry Form (RPILPAR)

The Loan Parent Inquiry Form enables you to find a student's name and ID that is associated with a parent name and ID. The form starts in query mode. Enter the Parent's Name or ID (or both) and execute the search. The form retrieves all of the records in the RPRLAPP Table that match the entered search criteria and displays the **Student Name**, **Student ID**, **Parent Name**, **Parent ID**, **Fund Code**, **Aid Year Code**, **Loan Period Code**, and **Application Number**. You can access this form from the Loan Disbursement Form (RPALDSB) and the Financial Aid Summary Form (ROASMRY).

Fields	Descriptions / Buttons
Parent SSN	Parent’s social security number.
Last Name	Parent’s last name.
First Name	Parent’s first name.
MI	Parent’s middle initial.
Fund	The fund code associated with the loan application. Once the loan application is established, the fund code cannot be changed.
Aid Year	The aid year associated with the information in this record. This code cannot be changed once the loan has been certified.
Loan Period	The period for which the loan covers.
App#	The application number is assigned by Banner when the application is created.
Student ID	The student’s identification number.
Student Name	The student’s name.

The Loan Parent Inquiry Form enables you to find a student's name and ID that is associated with a parent name and ID. The form starts in query mode. Enter the Parent's Name or ID (or both) and execute the search. The form retrieves all of the records in the RPRLAPP Table that match the entered search criteria and displays the **Student Name**, **Student ID**, **Parent Name**, **Parent ID**, **Fund Code**, **Aid Year Code**, **Loan Period Code**, and **Application Number**. You can access this form from the Loan Disbursement Form (RPALDSB) and the Financial Aid Summary Form (ROASMRY).

Fields	Descriptions / Buttons
Parent SSN	Parent's social security number.
Last Name	Parent's last name.
First Name	Parent's first name.
MI	Parent's middle initial.
Fund	The fund code associated with the loan application. Once the loan application is established, the fund code cannot be changed.
Aid Year	The aid year associated with the information in this record. This code cannot be changed once the loan has been certified.
Loan Period	The period for which the loan covers.
App#	The application number is assigned by Banner when the application is created.
Student ID	The student's identification number.
Student Name	The student's name.

Batch Control Form (RPIBATC)

The Loan Electronic Counseling Status Form displays the status of electronic Entrance and Exit Counseling sessions completed by the student via the Direct Loan Web sites. The information on this form is derived from the Entrance Counseling Results (DECFxxOP) files or the Exit Counseling Results (DLFFxxOP) files sent to you by COD and uploaded into Banner with the RPRDU08 Process. You have the option to request the receipt of the file on a daily, weekly, or monthly basis via COD website. The default format for the results file is the fixed length file (required for Banner) and is sent on a monthly basis containing only those test results that were not previously delivered.

The form is a query-only form that supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function. Currently, only the Direct Loan program is sending this information electronically in files that can be uploaded to Banner. This processing only occurs for subsidized and unsubsidized Direct Loans (PLUS loans are not included).

The **Entrance Interview Requirement Code/Exit Interview Requirement** fields and their respective **Satisfied Status** fields on the Institution Loan Options window of the ROAINST Form are used with the Entrance and Exit Counseling Results processing to allow you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ).

Fields	Descriptions / Buttons
	Entrance/Exit Interview Data
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECFxxOP/DLFFxxOP or blank.
Date Completed	This is the date Entrance or Exit Counseling was completed.
Associated Aid Year	This is the aid year associated with the Entrance or Exit Counseling Results file.
Rights and Responsibilities Acknowledged by Borrower	This field shows whether the borrower has acknowledged the Rights and Responsibilities statement.
	Exit Interview Only Data
Address Line 1	This is the first line of the current street address.
Type	This is the type of media. The valid values are *P – Paper* or *E - Electronic*.
Address Line 2	This is the second line of the current street address.
Home Telephone Number	This is the current home telephone number.
City	This is the current city for the address.

Fields	Descriptions / Buttons
State or Province	This is the current state or province for the address.
Zip or Postal Code	This is the current zip or postal code for the address.
Driver License Number	This is the borrower’s driver’s license number.
Driver's License State	This is the borrower’s driver’s license state code.
Permanent Street Line 1	This is the first line of the permanent street address.
Permanent Street Line 2	This is the second line of the permanent street address.
Permanent City	This is the city for the permanent address.
State or Province	This is the state or province for the permanent address.
Zip or Postal Code	This is the zip or postal code for the permanent address.
Permanent Telephone Number	This is the permanent telephone number.
	Reference 1
Name	The name of the reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the address.

Fields	Descriptions / Buttons
State or Province	This is the state or province for the address.
Zip or Postal Code	This is the zip or postal code for the address.
Telephone Number	This is the telephone number for the reference.
	Reference 2
Name	The name of the second reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the reference.
State or Province	This is the state or province for the reference.
Zip or Postal Code	This is the zip or postal code for the reference.
Telephone Number	This is the telephone number for the reference.
	Next of Kin
Name	The name of the next of kin.
Street Line 1	This is the first line of the next of kin’s street address.
Street Line 2	This is the second line of the next of kin’s street address.
City	This is the city for the next of kin.
State or Province	This is the state or province for the next of kin.

Fields	Descriptions / Buttons
Zip or Postal Code	This is the zip or postal code for the next of kin.
Telephone Number	This is the telephone number for the next of kin.
	Employer
Name	The employer's name.
Street Line 1	This is the first line of the employer's address.
Street Line 2	This is the second line of the employer's address.
City	This is the city for the employer.
State or Province	This is the state or province for the employer.
Zip or Postal Code	This is the zip or postal code for the employer.
Telephone Number	This is the employer's telephone number.

Current Borrower Data Provided window

This window contains the current borrower data provided from COD records for the Entrance Interview or the DL Servicer records from the Exit Interview. This allows you to determine whether there are any discrepancies.

Fields	Descriptions / Buttons
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECF08OP/DLFF08OP or blank.

Fields	Descriptions / Buttons
Borrower SSN	This is the borrower's SSN as recorded by COD/Servicer.
Date of Birth	This is the borrower's birthdate as recorded by COD/Servicer.
Last Name	This is the borrower's last name as recorded by COD/Servicer.
First Name	This is the borrower's first name as recorded by COD/Servicer
Middle Initial	This is the borrower's middle initial as recorded by COD/ Servicer

Loan Electronic Counseling Status Form (RPILECS)

The Loan Electronic Counseling Status Form displays the status of electronic Entrance and Exit Counseling sessions completed by the student via the Direct Loan Web sites. The information on this form is derived from the Entrance Counseling Results (DECFxxOP) files or the Exit Counseling Results (DLFFxxOP) files sent to you by COD and uploaded into Banner with the RPRDU08 Process. You have the option to request the receipt of the file on a daily, weekly, or monthly basis via COD website. The default format for the results file is the fixed length file (required for Banner) and is sent on a monthly basis containing only those test results that were not previously delivered.

The form is a query-only form that supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function. Currently, only the Direct Loan program is sending this information electronically in files that can be uploaded to Banner. This processing only occurs for subsidized and unsubsidized Direct Loans (PLUS loans are not included).

The E**ntrance Interview Requirement Code**/**Exit Interview Requirement** fields and their respective **Satisfied Status** fields on the Institution Loan Options window of the ROAINST Form are used with the Entrance and Exit Counseling Results processing to allow you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ).

Fields	Descriptions / Buttons
	Entrance/Exit Interview Data

Fields	Descriptions / Buttons
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECFxxOP/DLFFxxOP or blank.
Date Completed	This is the date Entrance or Exit Counseling was completed.
Associated Aid Year	This is the aid year associated with the Entrance or Exit Counseling Results file.
Rights and Responsibilities Acknowledged by Borrower	This field shows whether the borrower has acknowledged the Rights and Responsibilities statement.
	Exit Interview Only Data
Address Line 1	This is the first line of the current street address.
Type	This is the type of media. The valid values are *P – Paper* or *E - Electronic*.
Address Line 2	This is the second line of the current street address.
Home Telephone Number	This is the current home telephone number.
City	This is the current city for the address.
State or Province	This is the current state or province for the address.
Zip or Postal Code	This is the current zip or postal code for the address.
Driver License Number	This is the borrower's driver's license number.

Fields	Descriptions / Buttons
Driver's License State	This is the borrower's driver's license state code.
Permanent Street Line 1	This is the first line of the permanent street address.
Permanent Street Line 2	This is the second line of the permanent street address.
Permanent City	This is the city for the permanent address.
State or Province	This is the state or province for the permanent address.
Zip or Postal Code	This is the zip or postal code for the permanent address.
Permanent Telephone Number	This is the permanent telephone number.
	Reference 1
Name	The name of the reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the address.
State or Province	This is the state or province for the address.
Zip or Postal Code	This is the zip or postal code for the address.
Telephone Number	This is the telephone number for the reference.
	Reference 2

Fields	Descriptions / Buttons
Name	The name of the second reference.
Street Line 1	This is the first line of the street address.
Street Line 2	This is the second line of the street address.
City	This is the city for the reference.
State or Province	This is the state or province for the reference.
Zip or Postal Code	This is the zip or postal code for the reference.
Telephone Number	This is the telephone number for the reference.
	Next of Kin
Name	The name of the next of kin.
Street Line 1	This is the first line of the next of kin's street address.
Street Line 2	This is the second line of the next of kin's street address.
City	This is the city for the next of kin.
State or Province	This is the state or province for the next of kin.
Zip or Postal Code	This is the zip or postal code for the next of kin.
Telephone Number	This is the telephone number for the next of kin.
	Employer
Name	The employer's name.

Fields	Descriptions / Buttons
Street Line 1	This is the first line of the employer's address.
Street Line 2	This is the second line of the employer's address.
City	This is the city for the employer.
State or Province	This is the state or province for the employer.
Zip or Postal Code	This is the zip or postal code for the employer.
Telephone Number	This is the employer's telephone number.

Current Borrower Data Provided window

This window contains the current borrower data provided from COD records for the Entrance Interview or the DL Servicer records from the Exit Interview. This allows you to determine whether there are any discrepancies.

Fields	Descriptions / Buttons
Counseling Type	Indicates whether Entrance or Exit Counseling was completed. The valid values are *Entrance* - the data is loaded from the DECF08OP file or *Exit* - the data is loaded from the DLFF08OP file.
Data Source	This field indicates the source of data. Valid Values: *D* for files loaded from DECF08OP/DLFF08OP or blank.
Borrower SSN	This is the borrower's SSN as recorded by COD/Servicer.
Date of Birth	This is the borrower's birthdate as recorded by COD/Servicer.
Last Name	This is the borrower's last name as recorded by COD/Servicer.
First Name	This is the borrower's first name as recorded by COD/Servicer

Fields	Descriptions / Buttons
Middle Initial	This is the borrower's middle initial as recorded by COD/ Servicer

Manual Loan Processing Forms

The following forms display on the Manual Loan Processing submenu of Loan Processing.

Loan Application Form (RPALAPP)

The Loan Application Form creates and maintains all of the loan information for a student. The form allows you to create a loan application, review eligibility and admissions data, establish references for the applicant, view the application information, modify the loan term and disbursement schedules, and certify the loan. You use this form primarily for third party Stafford and PLUS federal loans.

Key Block

Fields	Descriptions / Buttons
ID	The Applicant ID is the applicant's identification number. All of the data on this form refers to the Applicant ID that you enter in this section. If necessary, you can select LIST to search for existing applicants with the Person Search Form (SOAIDEN), Financial Aid Person Name/ID Search Form (ROAIDEN), or the Alternate ID Search Form (GUIALTI).

Main Window

Fields	Descriptions / Buttons
Application Number	This is the application number for the student.
System Indicator	This is the System/Manual indicator.
Loan Type	(`RPRLAPP_LOAN_TYPE`). The type of loan being applied for: *S* (Subsidized), *U* (Unsubsidized), *P* (Parent PLUS), *G* (Graduate/Professional PLUS), *A* (Alternative), *O* (Other), or null. Display only.

Fields	Descriptions / Buttons
Fund Code	If you want to add an application, enter the fund code in the **Fund Code** field; if necessary, you can select the LIST function to access the Fund Base Data Form (RFRBASE). You can also use the Next Record and Previous Record functions to review or modify existing loan applications.
Aid Year	Banner displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the LIST function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active. If you are adding a fund, Banner issues a warning message after you enter the aid year if the **Loan Process** field for the fund code on the Funds Management Form (RFRMGMT) is not checked for this fund code and aid year.
Lender ID	You can optionally enter the ID that represents an established lender in the **Lender ID** field. You can verify a lender if you press the List function to access the Lender ID Validation window. A default ID displays in this field if a default value exists in the **Default Lender ID** field on the Loan Options Form (RPRLOPT).
Return ID	Although not a required field, a Return ID must be present in order to enter a returned check amount on the Loan Disbursement Form (RPALDSB). When you create new records, the default Guarantor ID and/or the Return ID from the Loan Options Form (RPRLOPT) for the aid year and fund will populate these fields.
Guarantor ID	You can optionally enter the ID of a guarantee agency in the **Guarantor ID** field
Loan Period	Enter the loan period for the fund in the **Loan Period** field. Select the LIST function to access the Loan Period Validation window if you need to see a list of valid loan periods.
Loan Status	Enter the current status of the loan in the **Loan Status** field. You can review a list of valid loan status codes if you select the LIST function to access the Loan Status Validation window.
Recommended Amounts	The **Recommended Amount** field displays the accepted amount of an award if you created an award for the first time in the packaging module with the **Create Application When Loan Accepted** field set to *Y* on the Loan Options Form (RPRLOPT).

Fields	Descriptions / Buttons
Requested Amount	Enter the loan amount that the student requested in the **Requested Amount** field.
Maximum Eligibility Amount	This field is derived from the Certification Data Window.
Expected Amount	This field is derived from the Certification Data Window.
Approved Amount	Enter the approval amount of the loan when approved in the **Approved** field.
Parent Plus to Student	(RPRLAPP_PLUS_TO_STUDENT) Indicates if the proceeds of a Parent PLUS loan or a credit balance generated by a Parent PLUS loan may be issued to the student. Valid values are *Y* (Yes), *N* (No), or *Blank*. This field is not used in Banner processing. Banner disburses funds to the student account, regardless of the value of this field. This field can be used in a population selection, or for a visual review by cashiers, to prevent any refunds from occurring when this field does not contain a *Y*.
Activity Date	This is the latest activity date in format DD-MON-YYYY.
Fee Percent	Enter the origination fee and insurance premium for the loan in the **Fee Percent** field. Banner automatically deducts this percentage from the loan amount. A loan fee percentage defaults in this field if a value already exists for this fund on the **Loan Fee Percent** field on the Funds Management Form (RFRMGMT).
Grade Level (Class)	This is the student's grade level.
Loan Period Start Date	The start date for the loan period.
Loan Period End Date	The end date for the loan period.
Received Date	Enter the received date of the application

Fields	Descriptions / Buttons
Processed Date	Enter the processed date of the application.
Certification Date	Enter the certification date of the application.
Submission Date	Enter the submission date of the application.
Approval Date	Enter the approval date of the application.
Preparatory or Teacher Certification	(RPRLAPP_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *U = Pre-Undergraduate Coursework, G = Pre-Graduate Coursework, T = Teacher Certification Coursework,* or *N = No* (default). You can only update this field for the 2007-2008 aid year or beyond. If you change the value of this field to *U = Pre-Undergraduate Coursework,* the system validates the value to the **Grade Level** field on the Certification window to a value of *Freshman* or NULL. If you change the value of this field to *G = Pre-Graduate Coursework* or *T = Teacher Certification Coursework,* the system validates the value to the **Grade Level** field on the Certification window to a value of *Fifth Year Undergraduate* or NULL. If the values do not match the previously mentioned criteria, an error message displays to indicate that the indicator value is invalid for the grade level. **Note:** You can only update this field if the **Loan Type** on the Application Status window is *S=Subsidized* or *U=Unsubsidized* since this field is only valid for Stafford loans.
HPPA	(RPRLAPP_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.

Certification Data Window

Use this window to create and store loan certification data.

Banner defaults certification record data if you select the Default Certification Record option or the Insert Record function.

Fields	Descriptions / Buttons
Sequence Number	This is the sequence number of the loan application.
Cost of Attendance	This is the student's Cost of Attendance.
Estimated Financial Aid	This is the student's estimated financial aid.
Expected Family Contribution	The amount the student's family is expected to contribute toward the cost of education for the requested loan period.
Maximum Eligible Amount	This is the student's maximum eligible amount.
Adjusted Gross Income	This is the student's adjusted gross income.
Expected Amount	This is the student's expected amount.
Activity Date	This is the activity date in format DD-MON-YYYY.
Grade Level (Class)	This is the student's grade level.
Expected Graduation Date	This is the student's expected graduation date.
Housing	This is the student's choice of housing. Valid values are: *Parents* *Campus* *Off-Campus* *Relatives* None

Fields	Descriptions / Buttons
Enrollment Status	This is the student's enrollment status. Valid values are: *1* Full *2* 3/4 *3* 1/2 *4* <1/2 None **Note:** The student's **Enrollment Status** is calculated by using the packaged function, `rpkloan.p_calc_loan_enroll_status`. This packaged function will not include courses excluded due to course level or specific sections when determining the enrollment status.
Dependency Status	This is the student's dependency status. Valid values are: *Dependent* *Independent* *Unknown* None
Certification Initials	After you determine that you want to certify the loan, enter your initials in the **Initials** field. Your initials must exist on the Certification Authorization Form (RTVCINT) in order to be considered valid. You cannot add, change, or delete a field on the form after you successfully certify the loan by entering your initials and selecting Save.

Application Data Window

The Application Data window displays data from the student's current financial aid application that would normally also apply to a loan application.

Fields	Descriptions / Buttons
SSN	This is the student's social security number.
Birth Date	This is the student's birthdate in format DD-MON-YYYY.
Citizenship	Is the student a citizen of the U.S.?
Alien Number	This is the student's alien number, if applicable.

Fields	Descriptions / Buttons
Legal State	This is the student's legal state of residence.
Since	This is the year since which the student has been a legal resident of the student.
Drivers License Number	This is the student's driver's license number.
State Licensed	This is the state in which the student is licensed.
Application Source	Application source code.
NSLDS Match	The NSLDS match from the current NSLDS record for the aid year.

Parent Data Window

Fields	Descriptions
Social Security Number	The parent's social security number.
Last Name	The parent's last name.
First Name	The parent's first name.
Middle Initial	The parent's middle initial.
Address	The first line of the parent's address.
Address 2	The second line of the parent's address.
Nation	The parent's nation.
City	The parent's city.
State	The parent's state.

Fields	Descriptions
Zip	The parent's zip code.
Legal Residence	The parent's state of residence.
Date of Birth	The birth date of the parent.
Phone	The parent's phone number (including area code).
Citizenship	A one-digit code indicating the parent's citizenship status. Valid values are: *1* (U.S. citizen), or *2* (Eligible Non-Citizen).
Alien Number	This field identifies the parent's alien registration number if applicable.
Driver's License Number	The parent's driver's license number.
State	The 2-character abbreviation for the state that issued the parent's driver's license.
Local Address	The first line of the parent's local address.
Local Address 2	The second line of the parent's local address.
Nation	The nation associated with the parent's local address.
Local City	The city of the parent's local address.
State	The state of the parent's local address.
Zip	The zip code of the parent's local address.
Loan Default	A one-character code indicating the parent's loan default status. Valid values are: *Y (In Default), N (Not in Default)* or *(None).*

References Window

The References window allows you to enter the reference data that you want to include on the student's Loan Application Form. If necessary, you can scroll through the window to enter as many references as you need for this loan applicant.

Fields	Descriptions / Buttons
Name	This is the reference’s name.
Address	This is the reference’s address (line 1, line 2, line 3).
City	This is the reference’s city.
State	This is the reference’s state. Press LIST for valid codes.
Zip	This is the reference’s zip code.Press LIST for valid codes.
Legal State	This is the reference’s legal state code. Press LIST for valid codes.

Term Schedule Window

The Term Schedule window contains a term-by-term breakdown of the recommended, requested, expected, and approved amounts of a student's loan application. The information in the Aid Period Rules section, or the Term Schedule Rules section, on the Loan Period Base Data Form (RPRLPRD) determines the term schedule distribution.

Fields	Descriptions / Buttons
Term Code	This is the student’s term code.
Loan Percent	This is the Loan Percent. You can adjust the percentages in the **Loan Percent** field provided the sum of the percentages equals 100%.
Recommended Amount	This is the dollar amount recommended for the loan.
Requested Amount	This is the dollar amount requested for the loan.
Expected Amount	This is the dollar amount expected for the loan.
Approved Amount	This is the dollar amount approved for the loan.

Fields	Descriptions / Buttons
Certified Hours	This is the student's certified hours.
Exclude Flag	Check this indicator to indicate that the RPRLNEX report will not display a line for this loan and term.

Disbursement Schedule Window

The Disbursement Schedule window shows the dates and amounts that the lender expects to disburse the loan.

Fields	Descriptions / Buttons
Schedule Date	This is the scheduled date of the disbursement in format DD-MON-YYYY.
Sequence Number	This is the sequence number for this disbursement.
Term Code	This is the term code for this disbursement.
Disbursement Percent	This is the disbursement percent.
Disbursement Amount	This is the disbursement amount, which contains either the amount recommended, amount requested, amount expected, or amount approved amounts, adjusted for any loan fees.

Loan Disbursement Form (RPALDSB)

Use this form to view a summary of all loan activity for the student. You can also record the receipt of loan checks and track the check processing.

Key Block

Fields	Descriptions / Buttons
ID	This form displays information based on the applicant's identification number. Enter the applicant's identification number in the **ID** field. Select LIST to search for existing applicants using either the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.

Main Window

The Main Window displays all the loan application and disbursement schedule information for the applicant. You can select Count Query Hits to access the Loan Application Form (RPALAPP) to update loan application data.

Fields	Descriptions / Buttons
Fund	This field shows the Fund Code associated with the loan application. Once the loan application is established, the Fund Code cannot be changed.
Application Number	The Application Number is assigned when the application is added. It cannot be changed by the user.
Loan Period	The period covered by the loan.
Recommended Amount	The packaged loan recommendation from the student's award record. This defaults from the student's offered amount. If the fund has not been packaged than the aid year, this field will be blank.

Fields	Descriptions / Buttons
Expected Amount	The amount of the loan that the student is expected to receive. It is the lower amount of either the Maximum Eligible Amount or the Requested Amount.
Approved Amount	The loan amount that was approved by the approving agency.
Return ID	Enter the entity authorized to receive the return of loan proceeds for students that lose their eligibility in the **Return ID** field. Select List to view existing IDs on the Non-Person Name/ID Search Form (SOACOMP).
Loan Status	The code used to identify the current status of the loan in processing.

Disbursement Details Window

Use the Disbursement Details window to enter the receipt of a loan check, record information about a returned check, change a disbursement schedule date, feed the disbursement detail transaction to the Banner Accounts Receivable module, and enter the date that the student received the check.

When you access the Disbursement Detail Section, the display of queried records begins with records that match the PIDM, Fund Code, and Application Number of the record from the Loan Summary Section where the cursor was last positioned. Note that all records for the student are still displayed and you can still scroll forward or backward to see loan disbursement records associated with other funds and applications

Fields	Descriptions / Buttons
Fund	This field shows the Fund Code associated with the loan application. Once the loan application is established, the Fund Code cannot be changed.
Application	This field shows the application number for an application.
Reference ID	Enter the check number or EFT (electronic funds transfer) number in this field (fifteen-character maximum).

Fields	Descriptions / Buttons
Feed	Use this field to indicate whether the disbursement detail transaction should be sent to the Banner Accounts Receivable module. Valid values are: *Y* (Yes) *N* (No) *F* (Fed – a display-only value)
Term Code	Displays the term in which the loan disbursement takes place.
Check/Net Amount	This field displays either a system-generated net amount of the disbursement check for Direct Lending, or the check amount you enter here. This amount will be moved to the student's account by the loan disbursement process.
Feed Date	Indicates the date the disbursement detail was sent to Accounts Receivable.
Scheduled Date	This field indicates the scheduled date of the disbursement. The field will default from the Loan Period Base Data Form (RPRLPRD) or can be updated manually. For first-time borrowers, this date should be 30 days after the beginning of the aid period. First-time borrowers could, as group, have a Loan Period defined with a delayed disbursement date. This field can be updated manually only if the Prior Disbursement Date field is set to null. **Note:** The **Prior Disbursement Date** field is not shown on this form.
Check Received	Indicates the date the check amount was recorded.
Transaction Number	This field displays the transaction number that represents the detail when posted to the student A/R account. A transaction sequence number of *1* indicates that the record is the original record for a disbursement. A sequence number greater than *1* indicates there are adjustments to the original record.
Sequence Number	A sequence number of *1* in this field indicates that the record is the original record for a disbursement. A sequence number greater than *1* indicates adjustments to the original record.
Returned Amount	The amount to be recovered from the student's account and returned to the lender or disbursing agent.

Fields	Descriptions / Buttons
Student Received	Indicates the date that loan proceeds were delivered to the student. You must maintain this field – the contents of this field are not system-generated.
Estimated Amount	Displays the amount that Banner calculates as the probable amount that the loan check will be issued for. The actual disburse amount is the check amount.
Returned Date	This is the entry date that the returned check was recorded.
Disbursement Load	Displays a value that indicate the student's enrollment status at the point of disbursement. Valid values are: *1* (Full Time) *2* (3/4 Time) *3* (1/2 Time) *4* (< than 1/2 Time) *5* (Not Enrolled)
Option	Indicates how Financial Aid calculates a student's course load at the point of disbursement. Valid values are: *B* (Billing Hours) *E* (Expected Enrollment) *A* (Adjusted Hours).
Certified Hours	Displays the loan application credit hours for loan eligibility.
Returned to Lender	Indicates the date that the original loan check was returned to the student's lender without being processed by the school. This field can be entered only if the Feed indicator is set to either *Y* or *N*. An entry in this field prevents the record from being processed by the disbursement process. There will be no check amount, no returned amount, no memos, and no authorizations. If a memo or authorization exists for that record, it will be backed out.
Electronic Funds Transfer	This checkbox is the Electronic Funds Transfer indicator.
Comment	This a 60-character optional field. The form displays the first 38 characters on the screen – the remainder can be displayed by scrolling horizontally. The entire comment can be displayed by pressing the Edit Key.

Fields	Descriptions / Buttons
Disbursement Bypass	This field is used by the Disbursement Process to bypass the posting of the returned amount to the two lender/return entity accounts (lender payment and lender refund). If you check this field, the disbursement process will only process the payment to the student account and will bypass payments to the lender accounts. This is necessary to prevent the procedure of correcting a data entry error that would otherwise cause the money to be returned to the lender. For example, suppose the school receives a loan check for $1,000, but accidentally posts it as $10,000. After disbursement, the student account contains an excess of $9,000. To correct the student's account, the operator inserts an adjustment record and enters a returned amount of $9,000. After posting a -9,000 payment to the student's account, the net payment to the student will be $1,000, which is correct. However, the disbursement process should not post a $9,000 credit to the lender's account because the money really isn't being sent back to the lender.
Override	Check this field to allow the disbursement of a loan when the sum of the disbursement amount is greater than the sum of the term loan amounts.
EL Direct Disbursement Indicator	(`RPRLADB_EL_BOR_DIRECT_DISB_IND`) Indicates the request and receipt of a direct disbursement of loan funds for borrowers enrolled in a study-abroad program. If this field is checked, the borrower enrolled in a study-abroad program has requested, and is to receive an EL direct disbursement of his/her loan funds.
EL Direct Disbursement Check	(`RPRLADB_EL_DIRECT_CHECK_AMT`) Direct disbursement amount received by borrower enrolled in a study-abroad program. This field displays the amount of the direct disbursement if the **EL Direct Disbursement Indicator** is checked. The **Chk/Net Amt** field is not populated for direct disbursement processing.

Loan Parent Inquiry Form (RPILPAR)

Use this form to find a student's name and ID that is associated with a parent name and ID. The form starts in Query mode. Enter the Parent's Name or ID (or both) and execute the search. The form retrieves all of the records in the RPRLAPP Table that match the entered search criteria and displays the **Student Name**, **Student ID**, **Parent Name**, **Parent ID**, **Fund Code**, **Aid Year**, **Loan Period**, and **Application Number**. You can access this form from the Loan Disbursement Form (RPALDSB) and the Financial Aid Summary Form (ROASMRY).

Main Window

Fields	Descriptions
Parent SSN	Parent's social security number.
Last Name	Parent's last name.
First Name	Parent's first name.
MI	Parent's middle initial.
Fund	The fund code associated with the loan application. Once the loan application is established, the fund code cannot be changed.
Aid Year	The aid year associated with the information in this record. This code cannot be changed once the loan has been certified.
Loan Period	The period for which the loan covers.
Application Number	The application number is assigned by Banner when the application is created.
Student ID	The student's identification number.
Student Name	The student's name.

Loan Control Forms

The following forms display on the Loan Control submenu of Loan Processing.

Loan Period Base Data Form (RPRLPRD)

Use the Loan Period Base Data Form to create and maintain loan period information for all possible loan periods. Enter base data information for each loan period. You can either associate the loan period to an aid period (if applicable), or link the loan period to a term schedule.

Key Block

Enter a loan period in the **Loan Period** field. Select the List function to access the Loan Period Validation window for a list of existing loan periods. You can also enter a new, unique loan period. Select Next Block to advance to the Base Data section.

Base Data Block

This block lets you enter a description for a new loan period or maintain a description for an existing loan period. You can also define or maintain the start date and end date for a new or existing loan period, respectively. Select Next Block to advance to the Aid Period Rules section.

Fields	Descriptions
Description	The description of the loan period.
Start Date	The starting date of the loan period.
End Date	The ending date of the loan period.

Aid Period Rules Block

Use this block to add and maintain aid year and aid period information for the loan period. You can only define one loan period with the a particular aid year and aid period combination.

Note: Since you can associate a loan period with either an aid period or a term schedule, you aren't required to enter information in the Aid Year or Aid Period fields.

Note: If you want to enter information in the Term Schedule Rules window, you must leave the Aid Year and Aid Period fields blank. Otherwise, the system will bypass the Term Schedule Rules window and advance directly to the Disbursement Schedule Rules window.

Fields	Descriptions
Aid Year	This is an optional field. If you enter the financial aid processing year in this field, you must also enter an Aid Period. Select the List function to access the Aid Year Validation window to verify an aid year and its description, or to find out if an aid year is still active.
Aid Period	This an optional field. Enter a valid aid period code. Select the List function to access the Aid Period Validation window , which lists the defined aid period codes.

Term Schedule Rules Window

Note: This window will be bypassed if you entered an Aid Year and/or Aid Period in the Aid Period Rules block. If you want to make entries in this window, make sure the Aid Year and Aid Period fields are blank.

The Term Schedule Rules window lets you to add and maintain term code and loan percent information for the loan period. The fields are described as follows.

Fields	Descriptions
Term Code	Enter a term code. If necessary, select the List function to access the Term Code Validation window, which lists term codes and their descriptions. When you enter the term code, some portion of the associated term must fall within the start and end dates of the loan period. Loans that span more than one aid year are valid, so you don't need to associate the term code with a single aid year. Therefore, all aid years associated with the term on the Term Code Validation Table (STVTERM) must have their status indicator set to (A)ctive on the Institution Parameters block of the Institution Financial Aid Options Form (ROAINST).

Fields	Descriptions
Loan Percentage	Enter the loan percentage for the term code. The total of all term code loan percentages for a loan period must equal 100. You can't enter a negative percentage in this field.
Memo Expiration Date	Enter the date that you want the memo to expire for the term in this field.

Disbursement Schedule Rules Window

Create the disbursement schedule rules for the loan period in this window.

Fields	Descriptions
Scheduled Date	Enter the scheduled disbursement date for the loan. The disbursement date is required and must fall within the start and end date for this loan period. A minimum of two disbursement dates in a loan period must exist. You can use the same disbursement date for multiple entries. **Note:** PLUS loans do not need a minimum of two disbursement dates. Ignore the warning message in this case.
Term Code	Enter the term code. If necessary, select the List function to access the Term Code Validation window, which lists the term codes and their descriptions. If a loan period is associated with an aid year and aid period (on the Aid Period Rules block), the term code must be present on the Default Award and Disbursement Schedule Rules Form (RFRDEFA). If the loan period is not associated with an aid year and aid period, the term code must be related to a term in the Term Schedule Rules window.
Disbursement Prom Note Date	Enter the disbursement date to be printed on the Promissory Note.
Disbursement Percent	Enter the percentage of the loan that you intend to disburse on the scheduled disbursement date. The total of all term code loan percentages for a loan period must equal 100. You can't enter a negative percentage in this field.

Fields	Descriptions
Memo Expiration Days	Enter the number of days from the scheduled disbursement date that you want the memo to expire.

Lender Base Data Form (RPRLNDR)

Use the Lender Base Data Form to establish and maintain address information about lenders and to assign a default Guarantor ID to a specific lender

Lender Code

Fields	Descriptions / Buttons
Lender Code	Enter a code for the lender in the **Lender Code** field. If you want to add a new lender, enter a unique lender code. If you need to verify a lender code that already exists, select the LIST function to access the Lender ID Validation window.

Lender Block

Use the fields in this block to add, change, or delete information for a lender. Select Save to save any changes.

Fields	Descriptions / Buttons
Name	Enter the name of the lending institution.
Contact	Enter the name of a contact person at the lending institution.
Address	Enter the address of the lending institution.
City	Enter the city of the lending institution.
State/Prov	Enter the state or province of the lending institution. Press LIST for valid values.
Zip/PC	Enter the zip code or postal code of the lending institution.
Nation	Enter the nation code of the lending institution. Press LIST for valid values.

Fields	Descriptions / Buttons
Telephone	Enter the telephone of the lending institution.
Lender ID	Enter the ID of the lending institution. Select the Search function to search through a list of existing Lender IDs.
Guarantor ID	Enter the Guarantor ID of the lending institution. Select the Search function to search through a list of existing Guarantor IDs.
PreDisb Recip	The Recipient ID for the pre-disbursement Change Transaction records for this lender. The RPRELAP Process updates RPRLAPP with the correct change transaction recipients to be associated with this lender/guarantor. This value also becomes the default value when the **Lender ID** is manually entered on the RPAELAP form. The CommonLine Manual stipulates that the default Recipient of the Change Transaction Send File for pre-disbursement change records for a specific loan is the Source ID of the initial Response file that acknowledged the loan application. However, for pre-disbursement changes, the Recipient of the Change Transaction Send file may be changed to a more appropriate recipient such as the loan Servicer or disbursing agent.
PostDisb Recip	The Recipient ID for the post-disbursement Change Transaction records for this lender. The RPRELAP Process updates RPRLAPP with the correct change transaction recipients to be associated with this lender/guarantor. This value also becomes the default value when the **Lender ID** is manually entered on the RPAELAP Form. For post-disbursement change records, the Recipient of the Change Transaction Send file is defined as the Source ID of the most recent Disbursement Roster File for loans contained within that Disbursement Roster File.
# of Days for Changes	This field enables you to identify an adequate processing lead time for those change transaction records that you are updating in close proximity to a scheduled disbursement date. Enter the minimum number of days allowed prior to a scheduled disbursement to send a Change Transaction record to this specific lender/guarantor.
Activity Date	Shows the date that the lending institution information was entered or updated.

Lender/Disbursing Agent Rules Form (RPRLNDA)

Use this form to establish relationships between lenders and their disbursing agents, or the combination of lenders and guarantors with their disbursing agents.

Typically, loan applications are sent to the guarantor and disbursement Hold/Release requests are sent to the Lender, or the lender's disbursing agent. Hold/Release requests are time sensitive and funneling the requests from the guarantor to the lender to the disbursing agent may take too long. This rules form facilitates the population of the Recipient ID field within the Hold/Release record created by the RPRHDRL process.

Fields	Descriptions / Buttons
Lender ID	This field contains the ID of the lender that is associated with the disbursing agent. The length of the field is six characters and is required.
Guarantor ID	This field holds the guarantor to be used in conjunction with the lender to determine the appropriate disbursing agent. The length of the field is three characters and is optional.
Disb Agent ID	The Disbursing Agent ID field maintains the ID of the disbursing agent to be associated with the lender, or optionally, with the combination of guarantor and lender. This length of this field is six characters and is required.

Loan Options Form (RPRLOPT)

The Loan Options Form lets you enter loan processing information. You can also use this form to select options that control the performance of related functions in the Financial Aid System. For example, for FFEL, you can use this form to direct the system to create an award in the packaging module when you enter a loan application in the loan module. Or, you can specify whether or not you want the entry of a loan application to satisfy a tracking requirement.

Note: The required field names for Direct Loan processing are in bold print.

Key Block

The system displays information based on the financial aid processing year specified in the Aid Year field.

Fields	Descriptions / Buttons
Aid Year	Enter the aid year. The default for this field is the current aid year or the last aid year accessed on a prior form. Select the List function to access the Aid Year Validation window, which lists valid aid year entries and their descriptions.
Fund	Enter the fund code, which lets you set specific loan options in the Fund field. Select the List function to access the Fund Code Validation window , which lists valid fund code entries and their descriptions. **Note:** The Loan Process indicator must be checked on the Fund Management Form (RFRMGMT) for this fund code in order to continue.

Note: You must use a valid combination of Aid Year and Fund Code entries. The combinations are set up in the Fund Management Form (RFRMGMT).

Loan Options Block

Fields	Descriptions / Buttons
Create Application When Loan Accepted	Check this field if you want to automatically create a loan application within the packaging process at the time that the award is accepted. Otherwise, leave it blank. When this field is checked, the system will automatically create a loan application with the fund code, aid year, loan period, and any default lender ID, loan status, and fee percent values on the Loan Application Form (RPALAPP) if you accepted a PLUS award for a student for the first time on the Award Form (RPAAWRD), and a loan application had not yet been created for this award. Valid values for this field are Y (Yes) and N (No).
Create Application When Requirement Satisfied	Check this field if you want to automatically create a loan application record when a particular tracking requirement has been satisfied. Otherwise, leave it blank. The loan application requirement code identified on this form is the requirement that must be satisfied to automatically create the loan application. When the loan application requirement code is associated with the loan fund code on the Applicant Requirements Form (RRAAREQ), and that requirement is satisfied on the form, the Loan Application record is automatically created by the system when this field is checked. It is important to remember that the requirement code must be associated with the fund code. If the fund code on the tracking requirement is null and the loan application requirement code is satisfied, no loan application record will be created because the system can't tell which loan fund to use. The RRAAREQ Form is the only form that can be used to satisfy the loan application requirement code for this feature. Neither the Applicant Requirements Mass Entry Form (RRAMASS) nor the Batch Posting Rules Form (RORPOST) allow you to maintain the requirements associated with fund codes; for this reason, these forms have no impact on this feature. **Note:** You can set both of these fields to Y (Yes) because Banner can create loan applications when the award is accepted or when the tracking requirement is satisfied. (These fields are not mutually exclusive.)

Fields	Descriptions / Buttons
Initial Loan Status	The loan status entered in this field will be the default loan status value for the automatic creation of the loan application. Select the List function to access the Loan Status Validation window (RTVLNST), which lists valid loan status entries. You can access this field only if the Create Application When Loan Accepted field is checked.
Default Return ID	Enter the default entity authorized to receive the return of loan proceeds for students that lose their eligibility in the Default Return ID field. Select List to view existing IDs on the Non-Person Name/ID Search Form (SOACOMP).
Default Lender ID	If you use a lender on a recurring basis for this fund code, enter that lender's ID in this field. This ID will then be used as the default. Select List to access the Non-Person Search Form (SOACOMP) to see a list of established lender IDs.
Default Guarantor ID	Enter the default guarantee agency ID that provides insurance to the lender for the loan in the Default Guarantor ID field. Select List to view existing IDs on the Non-Person Name/ID Search Form (SOACOMP).
Satisfy Loan Application Requirement	Check this field if the entry of a loan application satisfies a loan application tracking requirement. (Refer to the Requirements Tracking Chapter for additional information.) If you check this field, the cursor advances to the Loan Application Requirement Code field.
Loan Application Requirement Code	Enter the tracking requirement code to indicate the tracking requirement to use when you satisfy a loan application requirement. Select the List function to access the Requirements Tracking Validation Form (RTVTREQ), which lists the valid requirement codes and their descriptions.
Loan Application Requirement Status	Enter the tracking requirement status code that will be used when you satisfy a loan application requirement. Select List to access the Tracking Requirements Validation window (RTVTRST), which lists valid status codes and their descriptions. **Note:** You can only access this field if the Satisfy Loan Application Requirement field is checked.

Fields	Descriptions / Buttons
Memo Actual Loan Amount	This field determines whether the actual loan amounts on the Loan Term Schedule Table (RPRLATR) will be used during memoing. The actual loan amount is defined as the calculated disbursement amount. A loan application must exist for a Disburse Amt to be calculated by the system. The Disburse Amt has the fees already subtracted. If this field is blank, the system uses the packaged amount for the term without any fees subtracted.
Authorize Loan	If you check this field, loan authorizations for this aid year and fund code will be created when disbursing funds. (The default value is checked.)
Request Amt Required for Certification	If you check this field, you can't certify the loan (by entering certification initials in the Certification window of the Loan Application Form (RPALAPP)) unless a requested loan amount was entered in the Requested Amount field in the Application Status Section. A blank entry means that you can certify the loan without a requested amount.
Returned Check Detail Codes	
Student Charge/ Pmt	Enter the Accounts Receivable (A/R) Detail Code that will be used when the disbursement process (RPEDISB) processes the returned check amount from the Loan Disbursement Form (RPALDSB) in the Student Charge/Pmt field. This code could either be defined as a Charge (Type C) or as a Payment (Type P) in Accounts Receivable. The disbursement process places a positive charge on the student's A/R account for the returned check amount if you use a Charge detail code. The disbursement process places a negative payment on the student's A/R account for the returned check amount if you use a Payment detail code. Select List to review the Accounts Receivable detail codes in the Detail Code Query Form (RFRDETC).
Return Payment	Enter the Accounts Receivable (A/R) Detail Code that represents the payment code used by RPEDISB when the process posts a payment to the return entity's account. This code allows the lender to receive this returned check amount.

Fields	Descriptions / Buttons
Return Refund	Enter the Accounts Receivable (A/R) Detail Code that represents the Charge to the Refund account for the return entity. **Note:** Set the A/R Detail Code as a Charge (Type C) and the Refund Code to Y on the Detail Code Control Form (TSADETC) for this code.

Direct Lending Information Block

Direct Loan Origination Options

Fields	Descriptions / Buttons
Prom Note Required	Check this field if you want to require a promissory note before sending an origination record to COD. Otherwise, leave it blank.
Disbursement Required	Check this field if you want to require an actual disbursement before sending an origination record to COD. Otherwise, leave it blank.

Direct Loan Disbursement Options

Fields	Descriptions / Buttons
Acknowledgement of Orig Required	Check this if you want to require COD acknowledgement of an origination record before disbursement. Otherwise, leave it blank.
Acknowledgement of Prom Note Required	Check this field if you want to require COD acknowledgement of a promissory note before disbursement. Otherwise, leave it blank.

Packaging Options

Fields	Descriptions / Buttons
Create Award for Loan Within Packaging	Check this field if you want to create an award at the time you create a loan application, if one does not already exist within the applicant's package. For example, if you create a loan application on the Loan Application Form (RPALAPP) for a PLUS loan, the system creates a PLUS award for the student in the packaging module (i.e., the award would be part of the student's package and would appear on a packaging form such as the Award Form (RPAAWRD)).
Use Requested Amount	Check this field if you want the award to use the requested amount from the loan application. Otherwise, leave it blank.

Packaging Options

Loan Applic-ation Award Status Code	Enter an optional award status code in this field as a default for the fund. Select List to access the Award Status Validation Form (RTVAWST), which lists the valid award status codes.

Class Code Translation Form (RPRCLSS)

Use the Class Code Translation Form to convert a Student System level code and Student System class code combination into a Financial Aid System class code. A separate Financial Aid class code is necessary to account for different combinations of institutionally-defined Student System level codes and class codes since (1) the packaging and disbursement process uses the student's actual class level from the Student System (the Student System level code) to determine the maximum eligible amounts for certain financial aid funds, and (2) federal regulations define eligibility for some funds differently for different class years (the Student System class code).

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field or the last aid year accessed on a prior form. The default for this field is the current aid year. Select the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Class Code Translation

Fields	Descriptions / Buttons
Student System Level	Enter a level code in the field. For example, level code 01 may represent an undergraduate student. You can select the List function to access the Level Code Validation window if you need to verify a code.
Student System Class	Enter a class code in the field. For example, class code 01 may indicate a first year student without prior attendance. Select the List function to access the Class Code Validation window for a list of class codes.

Fields	Descriptions / Buttons
Student System Level	Enter a level code in the field. For example, level code 01 may represent an undergraduate student. You can select the List function to access the Level Code Validation window if you need to verify a code.
Financial Aid Class	Enter a class code in the field to represent the combination of values in the Student System Level and Student System Class fields. Prior to the 1998-1999 aid year, you could enter values in the range of *0* through *9* for the Financial Aid Class Code field (*8* represented a 2nd year graduate, *9* represented a 3rd year graduate, and *0* represented beyond a 3rd year graduate). Beginning with the 1999-2000 aid year, you should enter a financial aid class code value in the range of 1 through 7. Refer to the table that follows for a list of valid Financial Aid class codes for the 9900 aid year. Be sure to complete the form for all possible combinations of Student System class codes.

Financial Aid Class Code	Year in College
1	1st year/never attended college
2	1st year/attended college before
3	2nd year/sophomore
4	3rd year/junior
5	4th year/senior
6	5th year/other undergraduate
7	Graduate/Professional

Fields	Descriptions / Buttons
Activity Date	The date on which this record was last updated.

Note: New students do not have a Student System class code if they have not had any courses accumulated in academic history. Therefore, you must define a rule for the class code translation in which the Student System class code is null (blank). To do this, create a rule for the condition in which the Student System Level field is undergraduate and the Student System Class field is blank; use a Financial Aid class code of 1 to indicate a freshman. Create a similar rule for graduate students with a Financial Aid class code of 7.

Federal Rules Inquiry Form (RPIFEDR)

The Federal Rules Inquiry Form displays valid federal fund IDs and a set of rules for the major student financial aid programs. Processes in the Financial Aid System use these hard coded rules to validate some federal awards and disbursements. SunGard Higher Education updates the information on this form for each aid year. You cannot update this data.

Key Block

The system displays information based on the financial aid processing year specified in the **Aid Year** field. The default for this field is the current aid year. Select the List function to access the Aid Year Validation window if you need to verify an aid year and its description, or to check whether or not the aid year is still active.

Federal Rules Block

This block lists the rules for the specified Federal Fund ID.

Fields	Descriptions / Buttons
Federal Fund ID	The name of the federal fund is listed in this field. You can exit this form and access the Federal Fund ID Inquiry Form (RFIFFID) if you need to see a description of a Federal Fund ID.
Class Code	This value is the financial aid class code. The Class Code Translation Form (RPRCLSS) associates level and class code combinations within the Student System to a Financial Aid System class code.
Minimum Load	This value describes the student's eligibility for the grant or loan in terms of the minimum course load required by the source of federal aid. The Minimum Load values are listed as follows: *1 - Full Time, 2 - Three Quarter Time, 3 - Half Time, 4 - Less than Half Time.*
ELO Ind	(Expanded Lending Option Indicator) Has a Y or N flag to indicate whether or not your institutions uses higher annual and aggregate limits for the Federal Perkins Loan Program. The Institutional Options Form (ROAINST) enables you to indicate whether or not you are an ELO participant.

Fields	Descriptions / Buttons
Preparatory or Teacher Certification	(RPRFEDR_PREP_OR_TEACH_IND) Indicates if specific loan limits should be applied due to enrollment in preparatory coursework required prior to enrolling in an undergraduate degree or certificate program, or in a graduate or professional program, or due to coursework necessary for teacher certification. The allowable values for this field are: *U = Pre-Undergraduate Coursework, G = Pre-Graduate Coursework, T = Teacher Certification Coursework,* or *N = No* (default).
HPPA Ind	(RPRFEDR_FORMER_HEAL_IND) Indicates whether this student qualifies for Health Profession Programs Amount loan limits.
Additional Stafford	Determines whether or not the packaging process uses the increased annual and cumulative maximum amounts for a student that is eligible for an additional Unsubsidized loan.
Maximum Annual	Displays the maximum amount per year permissible for each federal fund and financial aid class code.
Maximum Cumulative	Displays the maximum cumulative amount permissible for each federal fund and financial aid class code.

Loan Status Validation Form (RTVLNST)

The Loan Status Validation Form lets you to define and maintain all of the necessary loan statuses for loan application processing.

Fields	Descriptions / Buttons
Loan Status	Enter a loan status code to represent the status of a loan.
Loan Description	Enter a description of the loan status code.
Inactive	Check the **Inactive** field if you do not want the system to disburse a loan check. For example, you might check this field for cancelled or declined loans.

Fields	Descriptions / Buttons
Hold	Check the Hold field to indicate that the application requires additional information, or verification of information, before approval. A check in this field also indicates that you do not want the system to disburse a loan check.
VR Msg No	(Voice Response Message Number) If you license Banner Voice Response for Financial Aid, you can enter a Voice Response message number in this field to associate an appropriate audio message with a fund code.
Activity Date	Shows the date that the loan status was entered or updated.

Certification Initials Validation Form (RTVCINT)

Use this form to enter and maintain the initials of persons who are responsible for certifying loan applications. The initials that you enter on this form are the only initials that can be used on the Certification Data window of the Loan Application Form (RPALAPP).

Note: Banner also uses these initials for the certification of short-term credit loans (refer to the Short Term Credit Chapter of this guide for additional information.)

Fields	Descriptions / Buttons
Certification Initials	Enter the person's initials. These initials indicate that the person is authorized to certify loan applications.
Last Name	Enter the person's last name.
First Name	Enter the person's first name.
MI	Enter the person's middle initial.
Activity Date	Shows the date that the Certifications Initials were entered or updated in format DD-MON-YYYY.

COD State Code Rules Form(RTVCDST)

The COD State Code Rules Form displays all valid state codes for COD processing as specified in the 2007-2008 COD Technical Reference. You can only update the Crosswalk Code values on this form.

Fields	Descriptions
State Code	A valid Common Record state code.
Description	The state code description.
Crosswalk Code	You can enter your own values to represent a state code on STVSTAT in the **Crosswalk Code** field on RTVCDST. The **Crosswalk Code** field is an optional field. If you enter a **Crosswalk Code** for a COD **State Code**, both the Direct Loan Record Creation (RPRLORC) and COD Extract Process (REREX08) use this field to translate the non-COD state code on the Banner Student State/Province Code Validation Form (STVSTAT) to the valid COD state code value on this form. The **Crosswalk Code** value must be unique and exist on the STVSTAT Form. You cannot enter the same STVSTAT code for more than one RTVCDST State Code. However, you can enter more than one STVSTAT code for a specific COD State Code by using the Duplicate Record function.

COD Nation Code Rules Form (RTVCDNT)

The COD Nation Code Rules Form displays all valid nation codes for COD processing as specified in the State, Jurisdiction, and Country Codes section of the 2007-2008 COD Technical Reference. You can only update the Crosswalk Code values on this form.

Fields	Descriptions
Nation Code	A valid Common Record nation code.
Description	The nation code description.
Crosswalk Code	You can enter your own values to represent a nation code on STVNATN in the **Crosswalk Code** field on RTVCDNT. The **Crosswalk Code** field is an optional field. If you enter a **Crosswalk Code** for a COD Nation Code, both the Direct Loan Record Creation (RPRLORC) and COD Extract Process (REREX08) use this field to translate the non-COD nation code on the Banner Student Nation Code Validation Form (STVNATN) to the valid COD nation code value on this form. The **Crosswalk Code** value must be unique and exist on the STVNATN Form. You cannot enter the same STVNATN code for more than one RTVCDNT Nation Code. However, you can enter more than one STVNATN code for a specific COD Nation Code by using the Duplicate Record function.

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Chapter 17

Return of Title IV Funds

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Overview

Banner Return of Title IV Funds and Title IV Authorizations features assist you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products and enable 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.

Return of Title IV Funds Process Flow

1. Run the Title IV Recipients Withdrawn Process.

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

2. Calculate the Title IV fund amount to be returned for students.
   - Batch Process: Calculate the Title IV fund amount to be returned for students by running the Title IV Fund Returns Calc Process (RPRTIVC).
   - Online Process: Calculate the Title IV fund amount to be returned online for individual students by using the Return of Title IV Funds Calculation Form (RPATIVC).

   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.

3. (Optional) Review calculations for all students by running Return of Title IV Funds With Process (RPRTIVI), or review individual student records using the Return of Title IV Funds Calculation Inquiry Form (RPITIVC).

4. Update the student’s award based on the results of the Return of Title IV Calculation.

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

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

Forms

The forms section provides you with examples and descriptions for each form within the Return of Title IV Funds module.

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

Return of Title IV Funds Calculation Form (RPATIVC)

Use this form to calculate a student's Title IV repayment.

You can use one of two modes to run this form:

- *Simulation mode* – Use this mode to calculate and view the student's repayment without saving the data. If you like, you can make changes to the data in the **Fund Lock**, **Eligible Disbursement**, **Comment**, and **Disbursed** fields for review purposes. Your changes will not be saved.
- *Calculation and Save mode* – Use this mode to calculate a student's repayment and save the calculation. You can make changes to the information, and then save and view the information on RPITIVC. If you want to print the information, run RPRTIVI in Audit mode with a population selection for the single student.

This form displays only the current calculation of Title IV repayment. To view all of the repayment calculations for a student, use the Return of Title IV Funds Inquiry Form (RPITIVC).

Main Window

Use this window to select the student ID and term for which you want to calculate Title IV repayment information. This window displays Title IV amounts by Title IV fund.

Fields	Descriptions
ID	ID of the student for whom you want to calculate and review Title IV repayment information. You can search for a Banner ID using either the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Term Code	Code of the term for which you want to calculate Title IV repayment information. Choices come from the Term Code list.
Withdrawal Code	Code that indicates the type of withdrawal made by the student. This field is display-only.
Simulation Mode	Check box that indicates whether the form is running in *Simulation* mode or *Calculate and Save* mode.

Fields	Descriptions
Student Sequence Number	Number used to cross-reference a student's withdrawal record.
Financial Aid Sequence Number	Number assigned to this particular repayment calculation. You can later use this number to view the calculation information on the Return of Title IV Funds Calculation Inquiry Form (RPITIVC).
Withdrawal Date	Date of the withdrawal. This field is display-only.
Title IV Fund	Code of the Title IV fund.
Fund Lock	Fund lock indicator. If you enter *Y* in this field, then Banner will use the amounts in the **Eligible Disbursement** and **Disbursed** fields to calculate the student's repayment. If you enter *N* in this field, then Banner will revert to the original amounts.
Eligible Disbursement	Potential amount of the financial aid award.
Disbursed	Amount of the financial aid award that was actually disbursed It can be changed if you are running the form in *Simulation* mode.
Not Disbursed	Difference between the eligible disbursement and the actual disbursed amount. Banner calculates this value. It can be changed by changing the amounts in the **Elig Disb** and **Disb** fields.
Institution's Required Returns	Amount of the award that your institution is required to return to the federal agency. Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.
Institution's Optional Return	Amount that the institution chooses to return on the student's behalf. Your institution may choose to return this amount. Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.

Fields	Descriptions
Student's Return	Amount that the student owes. Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.
Post-Withdrawal Disbursement	Amount of earned Title IV aid that may be disbursed after the student withdrew. Banner calculates this value based on the withdrawal information entered on the Student Withdrawal Form (SFAWDRL). It cannot be changed.
Revised Award	Revised Title IV award based on the repayment calculation. Banner calculates this value. It cannot be changed.
System Indicator	Indicates whether the values in the **Elig Disb** or **Disb** fields were adjusted manually on this form: *M*: The amounts were adjusted manually. *S* The amounts came from the Awards table.
Totals	Displays the total amounts for each of the following columns: Eligible Disbursement, Disbursed, Not Disbursed, Institution's Required Return, Institution's Optional Return, Student's Return, Post-Withdrawal Disbursement, and Revised Award.
Comment	Text that you want to associate with the current Title IV repayment calculation. Comments are only saved in *Calculate & Save* mode.
Calculation Lock	Indicates whether the calculation has been saved: *Selected* The calculation has been saved. *Cleared* The calculation has not been saved.
User ID	ID of the user who initially performed the calculation. Banner generates this value. It cannot be changed.
Activity Date	Date on which the calculation was performed. Banner generates this value. It cannot be changed.

Title IV Calculation Window

Use this window to view dollar amounts and percentages for the total repayment amounts.

Fields	Descriptions
Enrollment Period Start Date	Start date of the enrollment period for the term specified on the main window. This value comes from SFAWDRL. It cannot be changed.
Enrollment Period End Date	End date of the enrollment period for the term specified on the main window. This value comes from SFAWDRL. It cannot be changed.
Days in Enrollment Period	Number of days in the enrollment period for the term specified on the main window. This value comes from SFAWDRL. It cannot be changed.
Days Attended	Number of days that the student attended classes during the enrollment period. This value comes from the Student Withdrawal Form (SFAWDRL). It cannot be changed.
Title IV Earned%	Percentage of the total Title IV financial aid award that the student earned during the term. Banner determines this value based on SFAWDRL. It cannot be changed.
Title IV Earned $	Dollar amount of the total Title IV financial aid award that the student earned during the term. Banner determines this value based on SFAWDRL. It cannot be changed.
Title IV Unearned %	Percentage of the total Title IV financial aid award that the student did not earn during the term. Banner determines this value based on SFAWDRL. It cannot be changed.
Title IV Unearned $	Dollar amount of the total Title IV financial aid award that the student did not earn during the term. Banner determines this value based on SFAWDRL. It cannot be changed.
Total Institutional Charges	Total dollar amount of the institutional charges that Banner will use to determine the Title IV repayment amounts. Banner determines this value based on SFAWDRL. It cannot be changed.

Fields	Descriptions
Remaining Aid To Be Disb To Student	Dollar amount of the remaining financial aid award that may be disbursed to the student. Banner calculates this value. It cannot be changed.
Total Title IV Aid To Be Returned	Total dollar amount of the Title IV funds (student + institution). Banner calculates this value. It cannot be changed.
Institution's Required Share	Dollar amount of Title IV funds that your institution must return to the federal agency. Banner calculates this value. It cannot be changed.
Student Share	Dollar amount of Title IV funds that the student must return to the federal agency. Banner calculates this value. It cannot be changed.
Open Learning Enrollment Exists for Term	This is used to determine if Open Learning enrollment exists for the term record of the student. Dynamic Help appears for this field as follows: If Open Learning enrollment exists for the term, a Y will be displayed. The Enrollment Period Start Date and Enrollment Period End Date are not automatically calculated on the Student Withdrawal Form (SFAWDRL) when the student is enrolled in Open Learning courses and use of part-of-term start and end dates has been specified on the Term Control Form (SOATERM). The student's enrollment for the term may be viewed on the Enrollment by Course window of the Financial Aid Enrollment Form (ROAENRL).

Return of Title IV Funds Calculation Inquiry Form (RPITIVC)

Use this form to view a history of calculations of Title IV repayment information for a student. With this form you can view any of the saved calculations that you have made either on the Return of Title IV Funds Calculation Form (RPATIVC) or with the Return of Title IV Funds Calculation Process (RPRTIVC). Calculations appear in order of most recent to oldest.

Main Window

Use this window to view and query detail information by term for the calculation of a student's Title IV repayment.

Fields	Descriptions
ID	ID of the student for which you want to view calculated Title IV repayment information. Applicant's identification number. All of the data on this form refers to the applicant ID that you enter in this section. If necessary, you can use the List function to search for existing applicants with the Person Search Form (SOAIDEN) or the Alternate ID Search Form (GUIALTI). To return to the calling form, you must either exit or exit with value. If an exit with value is performed, the current `SPRIDEN_ID` is returned.
Term Code	Code of the term for which you want to view calculated Title IV repayment information. Choices come from the Term Code list.
Withdrawal Code	Code that indicates the type of withdrawal made by the student.
Student Sequence Number	Number used to cross-reference a student's withdrawal record.
Financial Aid Sequence Number	Number assigned to this particular repayment calculation. You can later use this number to view the calculation information on the Return of Title IV Funds Calculation Inquiry Form (RPITIVC). Banner assigns this value.
Withdrawal Date	Date of the withdrawal. This field is display-only.
Title IV Fund	Code of the Title IV fund.
Fund Lock	Fund lock indicator. If you enter *Y* in this field, then Banner will use the amounts in the **Elig Disb** and **Disb** fields to calculate the student's repayment. If you enter *N* in this field, then Banner will revert to the original amounts.
Eligible Disbursement	Potential amount of the financial aid award.

Fields	Descriptions
Disbursed	Amount of the financial aid award that was actually disbursed.
Not Disbursed	Difference between the eligible disbursement and the actual disbursed amount.
Institution's Required Returns	Amount of the award that your institution is required to return to the federal agency.
Institution's Optional Return	Amount of the award that your institution may elect to return on the student's behalf.
Student's Return	Amount of the award that the student must return to the agency.
Post-Withdrawal Disbursement	Amount of the award that may be disbursed after the student withdrew.
Revised Award	Amount of the award that remains after repayment calculation.
System Indicator	Sys/Man Indicates whether the Title IV repayment calculation was performed manually on this form or by the Return of Title IV Calculation Process (RPRTIVC): *M*: The calculation was performed by using this form. *S* The calculation was performed by the Return of Title IV Calculation Process (RPRTIVC).
Totals	Displays the total amounts for each of the following columns: Eligible Disbursement, Disbursed, Not Disbursed, Institution's Required Return, Institution's Optional Return, Student's Return, Post-Withdrawal Disbursement, and Revised Award.
Comment	Text associated with the Title IV repayment calculation.
User ID	ID of the user who initially performed the calculation.
Activity Date	Date on which the calculation was performed.

Calculations Window

Use this window to view summary amount information about a student's Title IV repayment.

Fields	Descriptions
Enrollment Period Start Date	Start date of the enrollment period for the term specified on the main window.
Enrollment Period End Date	End date of the enrollment period for the term specified on the main window.
Days in Enrollment Period	Number of days in the enrollment period.
Days Attended	Number of days that the student attended classes during the enrollment period.
Title IV Earned %	Percentage of the total financial aid award that the student earned during the term.
Title IV Earned $	Dollar amount of the total financial aid award that the student earned during the term.
Title IV Unearned %	Percentage of the total financial aid award that the student did not earn during the term.
Title IV Unearned $	Dollar amount of the total financial aid award that the student did not earn during the term.
Total Institutional Charges	Total dollar amount of the institutional charges that Banner will use to determine the Title IV repayment amounts.
Remaining Aid To Be Disb To Student	Dollar amount of the remaining financial aid award that will be returned to the student.
Total Title IV Aid To Be Returned	Total dollar amount of the Title IV repayment (student + institution).

Fields	Descriptions
Institution's Required Share	Dollar amount that your institution must return to the federal agency.
Student Share	Dollar amount that the student must return to the federal agency.
Open Learning Enrollment Exists for Term	This is used to determine if Open Learning enrollment exists for the term record of the student. Dynamic Help appears for this field as follows: If Open Learning enrollment exists for the term, a Y will be displayed. The Enrollment Period Start Date and Enrollment Period End Date are not automatically calculated on the Student Withdrawal Form (SFAWDRL) when the student is enrolled in Open Learning courses and use of part-of-term start and end dates has been specified on the Term Control Form (SOATERM). The student's enrollment for the term may be viewed on the Enrollment by Course window of the Financial Aid Enrollment Form (ROAENRL).

Also used is the Institutional Financial Aid Options Form (ROAINST).

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Chapter 18

Reports and Processes

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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.

Naming Conventions

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: SunGard Higher Education has reserved the letters *W*, *Y*, and *Z* 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 SunGard Higher Education 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:

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

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Reports and Processes

Applicant Budget Report (RBRABUD)

Description 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 Form (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 Form (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 Form (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 Form (RTVAPRD)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (RTVBTYP)
Campus Based Type Indicator	No	If this optional parameter is used, enter a *Y* for the value.	*Y*
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 Form (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 Form (RTVBTYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (RTVBTYP)
Year in College	No	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 Form (GUAIDEN)
User ID of Selection ID	No	The ID of the person using the sub-population rules.	

Applicant Budget Report Sample

```
17-MAY-2002 01:33 PM                                    SunGard Higher Education Development                                             PAGE      1
AID YEAR: 0203 Award Year 2002-2003                        Applicant Budget Report                                          RBRABUD

  STUDENT'S NAME                                         ID          AID        % OF       BUDGET
                                                                     PERIOD     YEAR       GROUP      YR IN SCH  LOAD

  Magrone, Aaron C.                                      181030505  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $10,775.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $10,775.00

  Magrone, Anand R.                                      181030521  FA/SPR     100.000     UGINOF         6
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $11,025.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $11,025.00

  Magrone, Brian A.                                      181030503  FA/SPR     100.000     UGINOF         5
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $10,400.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $10,400.00

  Magrone, Caroline M.                                   181030514  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Christian R.                                  181030508  FA/SPR     100.000     UGINOF         0
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Collin C.                                     181030510  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Daniel B.                                     181030504  FA/SPR     100.000     UGINOF         5
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $10,500.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $10,500.00

  Magrone, Jason M.                                      181030513  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $16,330.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Jenell M.                                     181030507  FA/SPR     100.000     UGINOF         0
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Jodi L.                                       181030502  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $19,950.00

  Magrone, Kyle D.                                       181030515  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Lea C.                                        181030524  FA/SPR     100.000     UGINOF         0
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $6,830.00

  Magrone, Melanie N.                                    181030501  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $29,950.00       BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Michael J.                                    181030511  FA/SPR     100.000     UGINOF         1
```

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AID YEAR: 0203 Award Year 2002-2003                     Applicant Budget Report                                  RBRABUD


                                                                   AID        % OF        BUDGET
  STUDENT'S NAME                                         ID        PERIOD     YEAR        GROUP      YR IN SCH  LOAD

  Magrone, Nathaniel M.                                  181030516  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Neggy                                         181030509  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Magrone, Onkar                                         181030520  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $11,025.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $11,025.00

  Magrone, Peter N.                                      181030522  FA/SPR     100.000     UGINOF         0
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $11,025.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $11,025.00

  Magrone, Shannon M.                                    181030512  FA/SPR     100.000     UGINOF         7
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $19,950.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $16,330.00

  Silvaint, Kevin Y.                                     181030506  FA/SPR     100.000     UGINOF         5
      BUD TYPE CD: CAMP  TYPE IND: CAMP    TOT BUD:  $11,025.00      BUD TYPE CD: PELL  TYPE IND: PELL    TOT BUD:  $11,025.00
```

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PAGE     4
AID YEAR: 0203 Award Year 2002-2003                    Applicant Budget Report                                    RBRABUD


                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RBRABUD
VERSION#: (5.3)
REPORT SEQUENCE NUMBER: 786760
AID YEAR: 0203
SELECTION IDENTIFIER: 0203_APPS
APPLICATION CODE: FINAID
CREATOR ID: SMAGRONE
AID PERIOD: FA/SPR
BUDGET GROUP:
BUDGET TYPE:
CAMPUS INDICATOR (Y/N):
PELL INDICATOR (Y/N): Y
INSTITUTION INDICATOR (Y/N):
STATE_INDICATOR (Y/N):
OTHER_INDICATOR (Y/N):
YEAR IN COLLEGE:
LINE COUNT: 55

RECORD COUNT - PART ONE: 21
RECORD COUNT - PART TWO:
```

Budget Component Report (RBRBCMP)

Description

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 Form (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 Form (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 Form (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 Form (RTVAPRD)

Budget Component Report Sample

```
17-MAY-2002 01:38 PM                          SunGard Higher Education Development                                  PAGE     1
AID YEAR: 0203 Award Year 2002-2003                Budget Component Report                                 RBRBCMP


     GROUP                                TYPE                                  AID                                 % OF
     CODE   DESCRIPTION                   CODE   DESCRIPTION                    PERIOD  DESCRIPTION                 YEAR

     UGINOF Undergrad Resident Off Campus  CAMP   Campus based                   FA/SPR  Fall-Spring Semesters       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                      $800.00
               50         PERS          Personal Expenses                       $950.00
               60         TRAN          Transportation                          $650.00
               120        COMP          Computer Fees                         $2,500.00
                                                                         --------------
                                                          TOTAL:         $19,950.00

     UGINOF Undergrad Resident Off Campus  PELL   Pell Based                     FA/SPR  Fall-Spring Semesters       100.000
          PRINT ORDER  COMPONENT CD  DESCRIPTION                         VALUE
               10         T+F           Tuition and Fees                      $9,500.00
               20         R+B           Room and Board                        $5,000.00
               30         B+S           Books and Supplies                      $800.00
               50         PERS          Personal Expenses                       $950.00
               60         TRAN          Transportation                           $80.00
                                                                         --------------
                                                          TOTAL:         $16,330.00


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AID YEAR: 0203 Award Year 2002-2003                Budget Component Report                                 RBRBCMP


                                       * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RBRBCMP
REPORT SEQUENCE NUMBER: 786764
AID YEAR: 0203
BUDGET GROUP: UGINOF
BUDGET TYPE:
AID PERIOD: FA/SPR
LINE COUNT: 55

RECORD COUNT: 2
```

Financial Aid CSS Data Load Part 1 Process (RCBCTxx)

Description

The parameters for the CSS Data Load - Part 1 are similar to the Financial Aid EDE Data Load - Part 1 process. The RCBCTxx process substitutes for the RCBTPxx process as step 1 in the data load procedure when you load CSS PROFILE records. Like the RCBTPxx process, the RCBCTxx process stores this information in temporary Oracle tables, which are 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.

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 Form (ROIAIDY)
Data Source for CSS	Yes	The only valid value for this parameter is CSS.	Interface Data Code Validation Form (RTVINFC)
Data Delivery Method	Yes	Identifies delivery method.	*D* Electronic Data Delivery

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
Address Type Code	Yes	This parameter determines the address type that you want to use for a student.	Address Type Validation Form (STVATYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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. 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*
Email Address Type Code	No	The email address type you want to use for a student.	E-mail Address Type Validation Form (GTVEMAL)

Note: Banner adds address and telephone records on new students (not currently in the database). Also, parameters for Financial Aid 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 CSS Data Load Part 1 Process Sample

```
               Log file for program RCBCT03
               ============================
 Program Version = 6.2

Command Line Parameters:
      User Id   = smagrone
      Password  = ????????
      ONE-UP-NO = 978335
      Jobname   = RCBCT03

CONNECTED TO ORACLE RDBMS
 on 26-OCT-2001 at 01:40:36

Job Submission Parameters:
      Parm 1 = 0203
      Parm 2 = CSS
      Parm 3 = D
      Parm 4 = S
      Parm 5 = N
      Parm 6 = BI
      Parm 7 = PR
      Parm 8 = 00000001
      Parm 9 =

WARNING STVATYP Phone Type for Address Type was used
   Phone Type entered was ignored
   Address Type/Phone Type = BI

Number of records read from input data: 00000010
Number of data records skipped/dropped: 00000000
Number of applicants loaded to tables:  00000010

HALT 999, NORMAL EOJ
Connected.

Job Summary
-----------
Job Name...: rcbct03.shl
Number.....: 978335
Submit Date: 26-Oct-2003
Submit Time: 01:40:33 PM
Database...: B40
Userid.....: smagrone
Printer....: DATABASE
Directory..: /u/designer/smagrone/jobsub
```

Financial Aid EDE Data Load Part 1 Process (RCBTPxx)

Description

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 RCBCTxx 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.

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 Form (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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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)
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 Form (STVATYP)

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
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. 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.	Telephone Type Validation Form (STVTELE)
Starting Record Number	Yes	This parameter contains the record number for the restart process.	*0 - 99,999*
Email Address Type Code	No	The email address type that should be created if it is a new student.	E-mail Address Type Validation Form (GTVEMAL)

Note: Banner adds address and telephone records on new students (not currently in the database). Also, parameters for Financial Aid 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 RCBTP03
               ============================
Program Version = 5.3
Command Line Parameters:
      User Id   = faisusr
      Password  = ????????
      ONE-UP-NO = 7392
      Jobname   = RCBTP03

CONNECTED TO ORACLE RDBMS
 on 04-MAR-2002 at 01:39:00

Job Submission Parameters:
      Parm 1 = 0203
      Parm 2 = EDE
      Parm 3 = D
      Parm 4 = S
      Parm 5 = N
      Parm 6 = PR
      Parm 7 = PR
      Parm 8 = 00000001
      Parm 9 = HOME

The address for this person contains a
    Pidm = 00001762  SSN = 165294202
    Name = ISAAC        DRUM
    Addr = 259790 HWY 101 #44

The address for this person contains a
    Pidm = 00001763  SSN = 165390880
    Name = BERTHA       AVILA
    Addr = 1816 #B 16TH ST.

The address for this person contains a # . , & ^ or *.
    Pidm = 00001765  SSN = 165568697
    Name = ALON         TRAUT
    Addr = 3330 NORTHWEST AVE #D5
```

Financial Aid Data Load Table Deletes Process (RCPDTMP)

Description

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. FThis parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry Form (ROIAIDY)
Data Source Code	No	Enter a valid data source code.	Interface Data Code Validation Form (RTVINFC)
Delete Flagged Records Only?	Yes	Delete flagged records only?	*Y* Yes *N* No (default)

Financial Aid Data Load Table Deletes Process Sample

```
04-MAR-2002 01:38:06 PM                    BANNER University                                  1
Aid Year: 0203                       Data Load Table Delete Process                     RCPDTMP
-----------------------------------------------------------------------------------------------
Rows deleted from RCRTMP1 : 6

Rows deleted from RCRTMP2 : 6

Rows deleted from RCRTMP3 : 6

Rows deleted from RCRTMP4 : 6

Rows deleted from RCRTMP5 : 0

Rows deleted from RCRTMP6 : 0

Rows deleted from RCTLDS1 : 0

Rows deleted from RCTLDS2 : 0

Rows deleted from RCTLDS3 : 0

Rows deleted from RCTLDS4 : 6

Rows deleted from RCTLDS5 : 0

Rows deleted from RCTLDS6 : 36

Rows deleted from RCTLDS7 : 0

Rows deleted from RCTESAR : 6

Rows deleted from ROTPERS : 6

Rows deleted from ROTADDR : 6

Rows deleted from RCTRECR : 6

Rows deleted from RPTCONT : 6

Rows deleted from RCTRSRC : 6

Rows deleted from ROTSTAT : 6

Rows deleted from ROTSAPR : 6

Rows deleted from ROTEMAL : 6
```

```
Rows deleted from ROTIDEN : 6
 04-MAR-2002 01:38:06 PM                                BANNER University                                                         2
Aid Year: 0203                                   Data Load Table Delete Process                                            RCPDTMP
-------------------------------------------------------------------------------------------------------------------------------------

                                                       CONTROL SUMMARY
                                                       ---------------
                                          Program Name                          :RCPDTMP(5.1)
                                          One up Number                         :7391
                                          Aid Year Code                         :0203
                                          Data Source Code                      :EDE
                                          Delete Flagged Records Only           :N
                                          Number of lines per page              :55
                                          Report file name                      :c:\temp\jobsub\fatest_faisusr_rcpdtmp_7391.lis

                                          Total pages Printed                   :2

                                                ****** END OF REPORT ******
```

Copy IM Data to FM Process (RCPIMFM)

Description

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 noncurrent 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 thecurrent FM record. The RCIMTOFM process is run as part of data load Step 3.However, this process also may need running 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 Cod	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry Form (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 Form (SOAIDEN)
Application ID	No	General area for which the selection ID was defined.	Application Inquiry Form (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.	

Financial Aid Data Load Part 2 Process (RCPMTCH)

Description

The RCPMTCH process compares data in temporary tables is 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 Form (ROIAIDY)
Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation Form (RTVINFC)
Generated ID/ Use SSN	Yes	Use SSN or Generated IDs.	*G* Use Generated ID *S* Use SSN (default)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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		*I* Sort by ID *N* Sort by Name (default) *T* Sort by Temporary PIDM
Common Matching Source code	Yes	Common Matching Source Code defined on the Common Matching Source Code Validation Form (GTVCMSC). 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 Form (GTVCMSC)

Financial Aid Data Load Part 2 Process Sample

```
25-APR-2002 08:02:09 AM                          BANNER University                                                             1
Aid Year: 0203                                 Data Load Match Process                                                   RCPMTCH
                                                      Parameters
------------------------------------------------------------------------------------------------------------------------------------

Financial Aid Data Load Matching Process - Parameters
Aid Year Code = 0203
Data Source Code = EDE
ID Type SSN/Generated = S
Status for New Students = N
Sort Order Indicator = I



SSN              O
Last Name       R O
First Name       O
Middle Initial
Birthday Month
Birthday Day
Birthday Year
Gender
Address
City            R O
State
Zip
Area Code
Phone
```

```
25-APR-2002 08:02:09 AM                              BANNER University                                                   2
Aid Year: 0203                                    Data Load Match Process                                          RCPMTCH
                                                        All Records
-------------------------------------------------------------------------------------------------------------------------------

INFC    PIDM     ID        SSN       NAME                         STATUS    CODE MESSAGE
------- -------- --------- --------- ---------------------------- --------- ---- ----------------------------------------------
EDE         1777 181030501 181030501 Magrone, Melanie N           New            Ready for processing
            1778 181030502 181030502 Magrone, Jodi L              New            Ready for processing
            1779 181030503 181030503 Magrone, Brian A             New            Ready for processing
            1780 181030504 181030504 Magrone, Daniel B            New            Ready for processing
            1781 181030505 181030505 Magrone, Aaron C             New            Ready for processing
            1782 181030506 181030506 Magrone, Kevin Y             New            Ready for processing
            1783 181030507 181030507 Magrone, Jenell M            New            Ready for processing
            1784 181030508 181030508 Magrone, Christian R         New            Ready for processing
            1785 181030509 181030509 Magrone, Neggy               New            Ready for processing
            1786 181030510 181030510 Magrone, Collin C            New            Ready for processing
            1787 181030511 181030511 Magrone, Michael J           New            Ready for processing
            1788 181030512 181030512 Magrone, Shannon M           New            Ready for processing
            1789 181030513 181030513 Magrone, Jason M             New            Ready for processing
            1790 181030514 181030514 Magrone, Caroline M          New            Ready for processing
            1791 181030515 181030515 Magrone, Kyle D              New            Ready for processing
            1792 181030516 181030516 Magrone, Nathaniel M         New            Ready for processing
            1793 181030517 181030517 Magrone, Jyoti R             New            Ready for processing
            1794 181030518 181030518 Magrone, William L           New            Ready for processing
            1795 181030519 181030519 Magrone, Julie M             New            Ready for processing
            1796 181030520 181030520 Magrone, Onkar               New            Ready for processing
            1797 181030521 181030521 Magrone, Anand R             New            Ready for processing
            1798 181030522 181030522 Magrone, Peter N             New            Ready for processing
            1799 181030523 181030523 Magrone, Ella A              New            Ready for processing
            1800 181030524 181030524 Magrone, Lea C               New            Ready for processing
            1801 181030525 181030525 Magrone, Michael             New            Ready for processing
            1802 181030526 181030526 Magrone, Chinaemerem B       New            Ready for processing
            1809 181030527 181030527 Magrone, Kirsten             New            Ready for processing
            1810 181030528 181030528 Magrone, Virginia C          New            Ready for processing
            1805 181030701 181030701 Magrone, Andrea R            New            Ready for processing
            1806 181030702 181030702 Magrone, Alon A              New            Ready for processing
            1807 181030703 181030703 Magrone, Johnni E            New            Ready for processing
            1803 181030704 181030704 Magrone, Isaac J             New            Ready for processing
            1804 181030705 181030705 Magrone, Bertha L            New            Ready for processing
            1808 181030706 181030706 Magrone, Kil B               New            Ready for processing
```

```
25-APR-2002 08:02:09 AM                                BANNER University                                                    3
Aid Year: 0203                                        Data Load Match Process                                         RCPMTCH
                                                       Summary of Totals
-----------------------------------------------------------------------------------------------------------------------------------

     COUNT STATUS DESCRIPTION CODE MESSAGE
---------- ------ ----------- ---- ------------------------------------------------------------

        34   N    New              Ready for processing
 25-APR-2002 08:02:09 AM                                BANNER University                                                    4
Aid Year: 0203                                        Data Load Match Process                                         RCPMTCH
                                                        Control Summary
-----------------------------------------------------------------------------------------------------------------------------------

                                                      CONTROL SUMMARY
                                                      ---------------
                                          Program Name                            :RCPMTCH(5.1)
                                          One up Number                           :7515
                                          Aid Year Code                           :0203
                                          Data Source Code                        :EDE
                                          ID Type SSN/Generated                   :S
                                          Status for New Students                 :N
                                          Sort Order Indicator                    :I
                                          Number of lines per page                :55
                                          Report file name                        :c:\temp\jobsub\fatest_faisusr_rcpmtch_7515.lis

                                          Total pages Printed                     :4

                                                  ****** END OF REPORT ******
```

Financial Aid Data Load Part 3 Process (RCRTPxx)

Description

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.

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 Form (ROIAIDY)
Data Source Code	Yes	Enter a valid data source code.	Interface Data Code Validation Form (RTVINFC)

Parameters *(cont.)*

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. Tape load options 6 and 7 are the only valid options if you enter CSS for the Data Source Code.	*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
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
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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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.	*Y* Create ISIR Records (default) *N* Do Not Create ISIR Records
Load VA Data to Resource Table	Yes	Option to load VA Educational Benefits into the RPRARSC table.	*Y* Load to Resource Table (default) *N* Do Not Load to Resource Table
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

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
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
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

Parameters *(cont.)*

Name	Required?	Description	Values
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

Note: Separate files are create 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.lis	NSLDS Discrepancy Report
Rcrtpxx_nnnnn_errs.lis	Errors Listing

Financial Aid Data Load, Part 3 Report Sample (Student Listing)

```
Aid Year: 0506                                         BANNER University                               Run Date: 16-MAR-2005 16:36:30
Data Source Code: EDE                              2005-2006 FA Dataload Part 3                                  RPT name: RCRTP06
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
------------------------------------ ---------  -------  --------------  -------------
Blattner, Studentoo L.               200506318  EDE            Y               Y
Blattner, Studentoo L.               200506318  ISIR           N
Blattner, Studentpp D.               200506319  EDE            Y               Y
Blattner, Studentpp D.               200506319  ISIR           N
Blattner, Studentqq A.               200506320  EDE            Y               Y
Blattner, Studentqq A.               200506320  ISIR           N
Blattner, Studentrr M.               200506321  EDE            Y               Y
Blattner, Studentrr M.               200506321  ISIR           N
Blattner, Studentss M.               200506322  EDE            Y               Y
Blattner, Studentss M.               200506322  ISIR           N
Blattner, Studenttt D.               200506323  EDE            Y               Y
Blattner, Studenttt D.               200506323  ISIR           N*
Blattner, Studentuu L.               200506324  EDE            Y               Y
Blattner, Studentuu L.               200506324  ISIR           N
Blattner, Studentvv G.               200506325  EDE            Y               Y
Blattner, Studentvv G.               200506325  ISIR           N
Blattner, Studentnn A.               200506317  EDE            Y               Y
Blattner, Studentnn A.               200506317  ISIR           N*

* = Duplicate transaction number

End of Applications Report
```

Financial Aid Data Load, Part 3 Report Sample (Discrepancy Report)

```
Aid Year: 0506                                        BANNER University                                     Run Date: 16-MAR-2005 16:36:30
Data Source Code: EDE                            2005-2006 FA Dataload Part 3                                             RPT name: RCRTP06
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
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentoo L.                                                                              200506318
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------

    PARENTS' CONTRIBUTION:                  0
    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentpp D.                                                                              200506319
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------

    PARENTS' CONTRIBUTION:                  0
    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentqq A.                                                                              200506320
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------

    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentrr M.                                                                              200506321
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------

    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentss M.                                                                              200506322
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------

    PELL EFC:                               32521
    STUDENT'S CONTRIBUTION:                 35
    PARENTS' CONTRIBUTION:                  32486
    SAR TRAN NO:                            01                                02
```

```
Aid Year: 0506                                         BANNER University                                Run Date: 16-MAR-2005 16:36:30
Data Source Code: EDE                             2005-2006 FA Dataload Part 3                                       RPT name: RCRTP06
Load Opt:   ONLY for matched students with             Discrepancy Report                                           Page:     2
(for Need   current application records for
Analysis)   this year.
            Load as current records

NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentvv G.                                                                              200506325
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------
    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studenttt D.                                                                              200506323
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------
    PARENTS' CONTRIBUTION:                  0

NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentuu L.                                                                              200506324
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------
    SAR TRAN NO:                            01                                02
NAME                                                                                                ID NUMBER
--------------------------------------------------------------------------------------------------- ---------
Blattner, Studentnn A.                                                                              200506317
                                            CURRENT RECORD                    NEW DATA RECORD
                                            ------------------------------    ------------------------------
    PELL EFC:                               0
    STUDENT'S CONTRIBUTION:                 0
    PARENTS' CONTRIBUTION:                  0
 LAST NAME:                              BLATTNER                          SMYTHE

End of Discrepancy Report
```

Financial Aid Data Load, Part 3 Report Sample (NSLDS Discrepancy Report)

```
Aid Year: 0506                                   BANNER University                               Run Date: 31-MAY-2005 11:51:21
Data Source Code: EDE                       2005-2006 FA Dataload Part 3                                 RPT name: RCRTP06
Load Opt:   ONLY for matched students with        NSLDS Discrepancy Report                                     Page:     1
(for Need   current application records for
Analysis)   this year.
            Load as non-current records


NAME                                                                                                 ID NUMBER
---------------------------------------------------------------------------------------------------- ---------
Rucker, Test4002 R.                                                                                  517004002
                                            CURRENT RECORD                     NEW DATA RECORD
                                            ------------------------------     ------------------------------
    AGGREGATE SUB OUT PRIN BAL:             1000                               2000

End of NSLDS Discrepancy Report
```

Financial Aid Data Load, Part 3 Report Sample (Errors Listing)

```
Aid Year: 0506                                   BANNER University                               Run Date: 26-MAY-2005 15:40:49
Data Source Code: CSS                       2005-2006 FA Dataload Part 3                                 RPT name: RCRTP06
Load Opt:   ONLY for matched students with             Errors Listing                                          Page:     1
(for Need   current application records for
Analysis)   this year.



NAME                                 ID NUMBER  SOURCE   STATUS  ROTIDEN PIDM
------------------------------------ ---------  -------  ------  ------------
Blattner, Maxine F.                  A00034039  CSS         N    14711         *** Student not loaded ***
SPBPERS API - Citizen Code is invalid.
```

Financial Aid Data Load, Part 3 Report Sample (Report Control Listing)

```
Aid Year: 0506                                          BANNER University                                        Run Date: 16-MAR-2005 16:36:30
Data Source Code: EDE                              2005-2006 FA Dataload Part 3                                              RPT name: RCRTP06
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...................................................: RCRTP06
VERSION.......................................................: 7.2
REPORT SEQUENCE NUMBER........................................: 36019
AID YEAR......................................................: 0506
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..............................................: N
NSLDS OUTPUT APPLICATION ID...................................:
NSLDS OUTPUT SELECTION ID.....................................:
NSLDS OUTPUT CREATOR ID.......................................:
RUN USER ID for NSLDS OUTPUT USER ID..........................: KBLATTNE
LOAD ISIR RECORDS.............................................: Y
LOAD VA DATA..................................................: 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.......: 9
Total number of people processed..............................: 9
Number of ISIRs added.........................................: 9
Number of ISIRs added for existing transactions..............: 2
Number of people who had NSLDS data 'Tran 01' Dropped........: 9
Number of people who had NSLDS data added....................: 9
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
 Completion time..............................................: 16:36:37
```

ISIR Correction/Request Process (REBCDxx)

Description

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 Institutional Options Form (ROAINST) 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 or submit the RLBLOGG job through Job Submission. 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 request duplicate ISIRs for individual students and also to report Institution Changes. All three types of changes (that is, History Corrections, Institution Changes, and Duplicate Requests) are handled by the REBCDxx program.

REBCDxx will create two output files if necessary: (1) CORRxxIN.DAT will contain the history corrections, if any are ready to process; (2) and DUPRxxIN.DAT will contain the duplicate ISIR requests, if any are ready to process.

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.

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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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-MMM-YYYY
Application ID	No	General area for which the selection ID was defined.	Application Inquiry Form (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*

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
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*.	*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

Parameters *(cont.)*

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. REBCD08 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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Processing Type (continued)		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.	*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.

ISIR Correction/Request Process Sample

```
Performing Cobol program REBCD03 ...

Selecting ROBALOG institution changes...
Selecting ROBALOG housing changes...
Selecting ROBALOG history corrections...
Selecting ROBALOG duplicate requests...

Report Name..................REBCD03
Program Version.............5.3
One Up Number ..............786793
Aid Year ...................0203
Resend Prev.Processed Recs...N
Resend for Prior Date .......
Application ID .............FINAID
Selection ID................0203_APPS
Creator ID..................SMAGRONE
User ID.....................SMAGRONE
Resend for Prior Date/Hour...
Resend for Prior Date/Minute.
Send with Discrepant Trans #.N

Date and time stamp
  for DATE SENT
  DATE           = 17-MAY-2002
  Hour           = 14
  Minute         = 51

Inst.Change requests processed = 00000
Corrections processed = 00068
Duplicate requests processed = 00000
Change/correction records written = 00012
Duplicate requests written = 00000

Connected.
```

CAL MIS Extract Process (RERCALX)

Description

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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	
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*

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GLIAPPL)

Parameters *(cont.)*

Name	Required?	Description	Values
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.	
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)	

Parameters ***(cont.)***

Name	*Required?*	*Description*	*Values*
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)	

2007-2008 COD Print Process (RERCD08)

Description

The COD Print Process prints a report of Pell, ACG, SMART, or Direct Loan 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.

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 Form (ROIAIDY)
Fund Type	Yes	Enter the fund type that you want to report.	*AL* All fund types - Pell, Direct Loan, ACG, and SMART (default) *AG* All grants *PL* Pell Grant *DL* Direct Loan *AC* ACG Grant *SM* SMART 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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
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)
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
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 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.	
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 (RERCD08)

```
30-MAR-2007 10:17:38 AM                                 BANNER University                                                     1
Aid Year: 0708                                  2007-2008 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 (RERCD08)

```
30-MAR-2007 10:17:38 AM                            BANNER University                                                     1
Aid Year: 0708                                2007-2008 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 (RERCD08)

```
30-MAR-2007 10:17:38 AM                            BANNER University                                               1
Aid Year: 0708                             2007-2008 SMART Origination Report                                RERCD08
-------------------------------------------------------------------------------------------------------------------

*****     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 (RERCD08)

```
30-MAR-2007 10:17:38 AM                                   BANNER University                                                        1
Aid Year: 0708                                       2007-2008 DL Origination Report                                         RERCD08
-----------------------------------------------------------------------------------------------------------------------------------

*****     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 (RERCD08)

```
30-MAR-2007 10:18:29 AM                                   BANNER University                                                            1
Aid Year: 0708                                    2007-2008 Pell Origination Report                                              RERCD08
-----------------------------------------------------------------------------------------------------------------------------------------
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
511070819 511070819LA200860000500 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 (RERCD08)

```
30-MAR-2007 10:18:29 AM                           BANNER University                                                          1
Aid Year: 0708                               2007-2008 ACG Origination Report                                          RERCD08
------------------------------------------------------------------------------------------------------------------------------------
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
511070819 511070819A08000110002   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 (RERCD08)

```
30-MAR-2007 10:18:29 AM                          BANNER University                                              1
Aid Year: 0708                           2007-2008 SMART Origination Report                                RERCD08
-----------------------------------------------------------------------------------------------------------------------------------
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
511070819 511070819T08000110002   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 (RERCD08)

```
30-MAR-2007 10:18:29 AM                              BANNER University                                                    1
Aid Year: 0708                                   2007-2008 DL Origination Report                                    RERCD08
------------------------------------------------------------------------------------------------------------------------------------
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
511070819 511070819U08000110002   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 (RERCD08)

```
30-MAR-2007 10:15:53 AM                              BANNER University                                             1
Aid Year: 0708                               2007-2008 Pell Disbursement Report                              RERCD08
----------------------------------------------------------------------------------------------------------------------

*****    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 (RERCD08)

```
30-MAR-2007 10:15:53 AM                                  BANNER University                                                  1
Aid Year: 0708                                      2007-2008 ACG Disbursement Report                                 RERCD08
-----------------------------------------------------------------------------------------------------------------------------------

*****     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 (RERCD08)

```
30-MAR-2007 10:15:53 AM                               BANNER University                                               1
Aid Year: 0708                               2007-2008 SMART Disbursement Report                                 RERCD08
------------------------------------------------------------------------------------------------------------------------------

*****     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   200810              01    01    P        2000.00     A       2000.00
530910002 530910002T08000110001    TEST2, STUDENT P.    SMART   200810              01    02    N        2000.00     A       2000.00
530910009 530910009T08000110001    TEST9, STUDENT C.    SMART4  200820              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  200820              01    03     N        1000.00     A       1000.00
530910003 530910003T08000110001    TEST3, STUDENT P.    SMART   200810              01    01     P        2000.00     A       2000.00
530910008 530910008T08000110001    TEST8, STUDENT C.    SMART4  200810              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 (RERCD08)

```
30-MAR-2007 10:15:53 AM                               BANNER University                                      1
Aid Year: 0708                                  2007-2008 DL Disbursement Report                       RERCD08
-----------------------------------------------------------------------------------------------------------------------------------

****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     200810        01    01             1313.00    A        Yes
530910002 530910002U08000110001    TEST2, STUDENT P.    DLUNSB  U     200810        01    02             2000.00    2        No
530910009 530910009S08000110001    TEST9, STUDENT C.    DIRECT  S     200820        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     200820        01    03              2500.00    R       Yes
530910003 530910003S08000110001    TEST3, STUDENT P.    DIRECT  S     200810        01    01              2750.00    A       Yes
530910008 530910008P08000110001    TEST8, STUDENT C.    DGPLUS  G     200810        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 (RERCE09)

Description

The Correction Error Report loads ISIR correction response files showing ISIR correction processing errors. The Record Level error reports are returned to institutions in the CORE09OP message class. During the RERCE09 import process, the CORE09OP file is 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 CORE09OP message file contains the following type of rejected records.

- The *Record Level* rejects, which deal with student errors. The Correction Error Report (RERCE09) includes the following information for each rejected record: the name, SAR ID, Trans. No., Federal School Code, SAR Number, error message text, and error message code.

Warning: CORE09OP files do not contain a header or trailer record. In order for RERCE09 to recognize the CORE09OP header-less files and associate them with an aid year, you must use the required naming conventions. Therefore, in order for RERCE09 to process the CORE09OP message class file, you must name the files with *CORE09*... or *core09* in the first 6 positions. If the CORE09OP 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 CORE09OP 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.

Parameters

Name	*Required?*	*Description*	*Values*
Correction Error File	Yes	Enter EDE correction error file name with extension (case sensitive).	*CORE09OP*

Correction Error Report Sample

```
17-MAY-2002 03:00 PM                              SunGard Higher Education Development                                        PAGE     1
21-DEC-2007 02:10:11 PM       BANNER University                                   1
Aid Year: 0809                                                                RERCE09
--------------------------------------------------------------------------------
                      EDE CORRECTIONS RECORD LEVEL ERRORS
--------------------------------------------------------------------------------

Name                          SAR ID       Trans. No.  Fed School Code
SAR Number   Message                                        Error Code   Invalid Content
--------------------------------------------------------------------------------
GILLI, JAQCASS                007006011GI  01          001002
015          INVALID VALUE                                  11           A55245623

GILLIAMS, ACASSA              007006012GI  01          001002
015          INVALID VALUE                                  11           A55245623

GUILL002, ALCASS              007006013GI  01          001002
015          INVALID VALUE                                  11           A55245623

GILLIAMS, CASS                007006014GI  01          001002
015          INVALID VALUE                                  11           A55245623

GILM, NACASSY                 007006015GI  01          001002
015          INVALID VALUE                                  11           A55245623
```

```
21-DEC-2007 02:10:11 PM       BANNER University                                   2
Aid Year: 0809                                                                RERCE09
--------------------------------------------------------------------------------


                                      CONTROL SUMMARY

                                   --------------------

                         Program Name.......................: RERCE09

                         Version............................: 7.10

                         Run Sequence Number................: 219754

                         Correction Error File..............: core09op.dat
```

ISIR Corr/Request Control Report (RERCRCR)

Description

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 Form (ROIAIDY)
Activity Date	No	You can optionally enter an activity date to print records processed on that particular date.	DD-MMM-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                                SunGard Higher Education 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
```

```
17-MAY-2002 03:00 PM                                SunGard Higher Education Development
PAGE     2
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   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                            SunGard Higher Education 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
```

```
17-MAY-2002 03:00 PM                          SunGard Higher Education Development                                  PAGE     4
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

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
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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

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17-MAY-2002 03:00 PM                             SunGard Higher Education Development                                   PAGE     7
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AID YEAR: 0203 Award Year 2002-2003           EDE Correction/Request/Change Control Report                    RERCRCR

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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   074       RCRAPP1_PAR_US_INC_TAX_PD
                                                           72483                                             17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   073       RCRAPP1_PAR_US_INC
                                                           72483                                             17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   099       RCRAPP1_SIGNED
                                                           B                                                 17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   032       RCRAPP1_DEGREE_BY_JULY
                                                           2                                                 17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   009       RCRAPP1_BIRTH_DATE
                                                           06-DEC-2001 12:41
                                                           02-APR-1984                                       17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   046       RCRAPP4_WORKSHEET_C
                                                           0                                                 17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   080       RCRAPP4_PAR_WORKSHEET_C
                                                           0                                                 17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   081       RCRAPP4_PAR_INV_NET_WORTH
                                                           500                                               17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.      EDE     1   082       RCRAPP4_PAR_BUS_NET_WORTH
                                                           0                                                 17-MAY-2002 14:51
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17-MAY-2002 03:00 PM                             SunGard Higher Education Development                                                   PAGE     12
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

181030503 MA 01 MAGRONE,BRIANA.         EDE     1   047        RCRAPP4_INV_NET_WORTH
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181030503 MA 01 MAGRONE,BRIANA.         EDE     1   053        RCRAPP3_GRAD_OR_PROF
                                                               2                                                      17-MAY-2002 14:51
181030503 MA 01 MAGRONE,BRIANA.         EDE     1   030        RCRAPP3_YR_IN_COLL_2
                                                               4                                                      17-MAY-2002 14:51
181030510 MA 01 MAGRONE,COLLINC.        EDE     1   042        RCRAPP1_INC_FR_WRK
                                                               1004                                                   17-MAY-2002 14:51
181030510 MA 01 MAGRONE,COLLINC.        EDE     1   040        RCRAPP1_US_INC_TAX_PD
                                                               1004                                                   17-MAY-2002 14:51
181030510 MA 01 MAGRONE,COLLINC.        EDE     1   009        RCRAPP1_BIRTH_DATE
                                                               26-JUL-1919                                            17-MAY-2002 14:51
181030510 MA 01 MAGRONE,COLLINC.        EDE     1   052        RCRAPP1_BORN_BEFORE_1_1_XX
                                                               1                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   029        RCRAPP3_DEGREE_TYPE
                                                               1                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   053        RCRAPP3_GRAD_OR_PROF
                                                               2                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   032        RCRAPP1_DEGREE_BY_JULY
                                                               2                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   052        RCRAPP1_BORN_BEFORE_1_1_XX
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181030504 MA 01 MAGRONE,DANIELB.        EDE     1   009        RCRAPP1_BIRTH_DATE
                                                               09-JUL-1984                                            17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   080        RCRAPP4_PAR_WORKSHEET_C
                                                               0                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   046        RCRAPP4_WORKSHEET_C
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181030504 MA 01 MAGRONE,DANIELB.        EDE     1   079        RCRAPP4_PAR_WORKSHEET_B
                                                               15000                                                  17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   078        RCRAPP4_PAR_WORKSHEET_A
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181030504 MA 01 MAGRONE,DANIELB.        EDE     1   081        RCRAPP4_PAR_INV_NET_WORTH
                                                               7800                                                   17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   030        RCRAPP3_YR_IN_COLL_2
                                                               4                                                      17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   083        RCRAPP1_PAR_CASH_AMT
                                                               3300                                                   17-MAY-2002 14:51
181030504 MA 01 MAGRONE,DANIELB.        EDE     1   099        RCRAPP1_SIGNED
                                                               B                                                      17-MAY-2002 14:51
181030513 MA 01 MAGRONE,JASONM.         EDE     1   009        RCRAPP1_BIRTH_DATE
                                                               14-OCT-1916                                            17-MAY-2002 14:51
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
                                                                                                                      17-MAY-2002 14:51
181030502 MA 01 MAGRONE,JODIL.          EDE     1   009        RCRAPP1_BIRTH_DATE
                                                               10-FEB-1917                                            17-MAY-2002 14:51
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17-MAY-2002 03:00 PM                          SunGard Higher Education Development                                    PAGE    13
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

181030515 MA 01 MAGRONE,KYLED.       EDE     1   907       ASSM_6
                                                           1                                                 17-MAY-2002 14:51
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
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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
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181030103 MA 01 MAGRONE,TRUMBONE     EDE     1   073       RCRAPP1_PAR_US_INC
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181030103 MA 01 MAGRONE,TRUMBONE     EDE     1   045       RCRAPP4_WORKSHEET_B
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181030103 MA 01 MAGRONE,TRUMBONE     EDE     1   046       RCRAPP4_WORKSHEET_C
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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
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17-MAY-2002 03:00 PM                             SunGard Higher Education 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
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181030506 MA 01 SILVAINT,KEVINY.     EDE      1   029       RCRAPP3_DEGREE_TYPE
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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
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17-MAY-2002 03:00 PM                             SunGard Higher Education 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
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17-MAY-2002 03:00 PM                              SunGard Higher Education 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
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17-MAY-2002 03:00 PM                              SunGard Higher Education 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
```

2007-2008 COD Extract Process (REREX08)

Description

The COD Extract Process:

- Extracts Federal Pell Grant, Direct Loan, ACG, and SMART award and disbursement data from Banner and formats the data in the appropriate XML format for transmission to COD.
- Selects or creates a COD student identifier.
    - If a student identifier does not currently exist for the student for any aid year, the process creates a student identifier with a sequence number of 1.
    - If a student identifier already exists for a student for any aid year, the process selects the highest accepted sequence number associated with the student identifier. This ensures that the most recent student identifier is used in those cases where the student identifier record spans more than one aid year.

Selecting ACG and SMART Records to Extract

ACG Award Records

ACG award records are selected for extraction if the following conditions are met:

- The Extract ACG Funds parameter is set to Y.
- The **Date Sent** field for the origination on the ACG/SMART window of the REAOR08 Form is blank.

  or

  The record is (1) the latest origination for the Fund Code, (2) the **Action Code** status of the origination on the ACG/ SMART window of the REAOR08 Form is *A=Accepted* or *C=Corrected*, and (3) there is an ACG disbursement record for extraction (see below).

ACG Disbursement Records

Note that Just in Time (JIT) functionality does not apply to ACG.

ACG disbursement records are selected for extraction if the following conditions are met:

- The Extract ACG Funds parameter is set to *Y*.
- The disbursement has been paid as indicated by an amount in the **Disbursement Amount** field on the READI08 Form.
- The **Lock** field on the READI08 Form for the disbursement record is not checked.
- The disbursement record has not yet been sent to COD (there is no date in the **Date Sent** field on the READI08 Form) and the disbursement is not a correction or COD system-generated disbursement record (the **Action Code** field on the READI08 Form is not *X*).

  or

The disbursement record has been sent (there is a date in the **Date Sent** field on the READI08 Form) and the disbursement record is rejected (the **Action Code** field on the READI08 Form is *R*).

SMART Award Records:

SMART award records are selected for extraction if the following conditions are met:

- The Extract SMART Funds parameter is set to *Y*.
- The **Date Sent** field for the origination on the ACG/SMART window of the REAOR08 Form is blank.

  or

  The record is (1) the latest origination for the Fund Code, (2) the **Action Code** status of the origination on the ACG/SMART window of the REAOR08 Form is *A=Accepted* or *C=Corrected*, and (3) there is a SMART disbursement record for extraction (see below).

SMART Disbursement Records:

Note that Just in Time (JIT) functionality does not apply to SMART.

SMART disbursement records are selected for extraction if the following conditions are met:

- The Extract SMART Funds parameter is set to *Y.*

  The disbursement has been paid as indicated by an amount in the **Disbursement Amount** field on the READI08 Form.

  The **Lock** field on the READI08 Form for the disbursement record is not checked.
- The disbursement record has not yet been sent to COD (there is no date in the **Date Sent** field on the READI08 Form) and the disbursement is not a correction or COD system-generated disbursement record (the **Action Code** field on the READI08 Form is not *X*).

  or

  The disbursement record has been sent (there is a date in the **Date Sent** field on the READI08 Form) and the disbursement record is rejected (the **Action Code** field on the READI08 Form is *R*).

COD Address Requirements and the REREX08 Process

For Pell, ACG, or SMART 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.

REREX08 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 RNANA08 Form)

2. Students with Pell, ACG, or SMART only
   - uses the address from RCRAPP1 (entered on the RNANA08 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. REREX08 will select the latest record if multiple current/active records exist with a foreign address. The address type is not considered in the selection.

Output Files

Full Participant Message Classes are used to exchange data with the COD System. Effective December 16, 2006, all extracted files use the COD 2.0e schema.

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:

- *craa08in_jobsubnumber.xml*: (Pell/Direct Loan/ACG/SMART - any combination of two or more)
- *crpg08in_jobsubnumber.xml*: (Pell only)
- *crdl08in_jobsubnumber.xml*: (Direct Loan only)
- *crag08in_jobsubnumber.xml*: (ACG only)
- *crsg08in_jobsubnumber.xml*: (SMART only)

Once REREX08 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 REREX08.

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 Form (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 Form (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 *(cont.)*

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 REREX08 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.	*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.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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	Yes	The Extract ACG Funds parameter determines whether or not to extract ACG origination and disbursement records.	Valid values are: *Y* Yes, extract all ACG origination and disbursement records *N* No, do not extract any ACG origination or disbursement records.
Extract SMART Funds	Yes	The Extract SMART Funds parameter determines whether or not to extract SMART origination and disbursement records.	Valid values are: *Y* Yes, extract all SMART origination and disbursement records *N* No, do not extract any SMART origination or disbursement records.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Attending School ID	No	The Attending School ID parameter enables you to extract Pell, Direct Loan, ACG and SMART 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, ACG, and SMART records (when the Extract Pell Funds, Extract ACG Funds, and Extract SMART Funds parameters are respectively set to *Y*) when the **Campus Pell ID** for the origination record on REAOR08 matches the **Federal Pell ID** on RORCODI using the **Attending ID** as the reference point.	COD Entity ID Rules (RORCODI)

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	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 *(cont.)*	*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 RERIM08 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. 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 RERIM08 Process. If necessary, request that COD resend the response file.	Validates to an existing Document ID on the COD Document Control Form (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.
	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.	

Parameters *(cont.)*

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 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.	
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 REREX08.	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 RNANA08 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.

2007-2008 COD Extract Process (REREX08.lis)

```
04-MAY-2007 05:39:25 PM                BANNER University                               Page  1
Aid Year: 0708                        COD Export Process                               REREX08
-----------------------------------------------------------------------------------------------
                 CONTROL SUMMARY
                 ---------------
     Program Name.................: REREX08
     Version......................: 7.8
     One up Number................: 100576
     Aid Year Code................: 0708
     DL Fund Code(s)..............:
     Extract Pell Funds...........: Y
     Records to extract...........:
     Promissory Note Print........:
     Attended ID..................: 65167086
     Response type................: F
     Resend Document ID...........:
     Application Code.............: FINAID
     Selection ID.................: MANUAL
     Creator ID...................: DRUCKER
     User ID......................: DRUCKER
     Print Report.................: Y
     Update Student Identifier?...: Y
     Number of Lines Per Page.....: 55

     Document ID: 2007-05-04T17:39:26.0065167086

     Total Students Extracted................: 1

     Total Pell Awards Extracted.............: 1
     Total DL Plus Awards Extracted..........: 0
     Total DL Subsidized Awards Extracted.....: 0
     Total DL Unsubsidized Awards Extracted...: 0
Connected.
```

Grant File Import Process (RERFI08)

Description

Importing COD Response Files

The Grant File Import Process loads the fixed length flat file acknowledgement (response) files received from COD into Banner. The RERFI08 Process cannot be used for files received in XML format. The message classes accepted by the RERFI08 process are:

Pell Grant Message Classes

- PGRA08OP #R - Pell Data Request Response
- PGAS08OP #A - Pell Electronic Statement of Account (ESOA)
- PGMR08OP #M - Pell Multiple Reporting Record (MRR)
- PGRC08OP #C - Pell Reconciliation Report
- PGYR08OP #Y - Pell Year-to-Date Record

ACG Message Classes

- AGRA08OP AR - ACG Data Request Response
- AGAS08OP AA - ACG Electronic Statement of Account (ESOA)
- AGMR08OP AM - ACG Multiple Reporting Record
- AGRC08OP AC - ACG Reconciliation Report
- AGYR08OP AY - ACG Year-to-Date Record

SMART Grant Message Classes

- SGRA08OP SR - SMART Data Request Response
- SGAS08OP SA - SMART Electronic Statement of Account (ESOA)
- SGMR08OP SM - SMART Multiple Reporting Record
- SGRC08OP SC - SMART Reconciliation Report
- SGYR08OP SY - SMART Year-to-Date Record

Importing EDE Correction/Rejection Records (CORE08OP message file)

The Grant File Import Process also loads ISIR correction response files showing ISIR correction processing errors. Error reports are returned to institutions in the CORE08OP message class. The response files in this message class are not loaded into the Banner database. During the RERFI08 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 CORE08OP message file contains the following type of rejected records.

- The *Record Level* rejects, which deal with student errors. This record includes the following information: the SAR ID, last name, first name, error message number, and the error message text.

Warning: CORE08OP files do not contain a header or trailer record. In order for RERFI08 to recognize the CORE08OP header-less files and associate them with an aid year, you must use the required naming conventions. Therefore, in order for RERFI08 to process the CORE08OP message class file, you must name the files with *CORE08...* or *core08* in the first 6 positions. If the CORE08OP 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 CORE08OP 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 CORE08OP file processing is no longer updated.

Parameters

Name	*Required?*	*Description*	*Values*	
Grant Acknowledgement 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.	**COD Files** *PGRA08OP* *PGAS08OP* *PGMR08OP* *PGRC08OP* *PGYR08OP* *AGRA08OP* *AGAS08OP* *AGMR08OP* *AGRC08OP* *AGYR08OP* *SGRA08OP* *SGAS08OP* *SGMR08OP* *SGRC08OP* *SGYR08OP*	**EDE Correction File** *CORE08OP*
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* *N - No*	

Pell File Import (RERFIxx.lis)

```
13-APR-2007 03:36:22 PM        Banner University                                1
Aid Year: 0708                                                            RERFI08
--------------------------------------------------------------------------------

                                      CONTROL SUMMARY

                                   --------------------

                         Program Name......................: RERFI08

                         Version...........................: 7.8

                         Run Sequence Number...............: 90298

                         Print Accepted?...................: Y

                         I/P File..........................: pgmr08op.dat
```

Pell File Import (RERFIxx.log)

```
Connected.

File Name: /u01/B70/devl/banner/dataload/finaid/pgmr08op.dat

Processing message class PGMR05OP...

Batch Number: #M20086200042007041312345 6
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 PGMR08OP...

Batch Number: #M20086200042007041312356 7
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.
Connected.
```

Pell File Import (RERFIxx.ls1)

```
13-APR-2007 03:36:22 PM        Banner University                              1
Aid Year: 0708                                                          RERFI08
--------------------------------------------------------------------------------
                           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 #M200862000420070413123456: 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 #M200862000420070413123567: 2
```

Pell File Import (RERFIxx.ls2)

```
#M200862000420070413123567

000           No batch level errors for batch
```

Grant COD Miscellaneous Report (RERGRNT)

Description

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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Grant Type	Yes	Select the type of grant data that you want to list on the report.	*PL* Pell *AG* ACG *SG* SMART
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 *(cont.)*

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 RERIM08 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, ACG, or SMART 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.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Institution *PB* Blocked Institution *PR* Blocker Institution *PU* Unblocked Institution *BC* Blocked & Concurrent Enrollment *RC* Blocker & Concurrent Enrollment
Select JIT no disb acknowledge	Yes	A check in the **Just-in-Time Pymt** field and an entry in the **# of Days for JIT** field on the ROAINST Form determines the number of days to be used for Just In Time students. This field is the number of days prior to the scheduled disbursement date that a disbursement can be extracted. For JIT students, only authorized aid will be reported to COD to request additional funding. Based on the value in this field, the REREX08 process allows a JIT school's Pell funds to be extracted within the specified number of days prior to the scheduled disbursement date.	*Y* Select all JIT records with disbursement error code 047. *N* Do not select all JIT 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 only set this parameter to *Y* if the Grant Type parameter is set to *PL*.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Select JIT 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 conditions, disbursement reject code *045 - Charges have not been accepted* is issued if the student has not yet accepted the charges.	*Y* Select all JIT records with disbursement error code 045. *N* Do not select all JIT records with disbursement error code 045. You can only set this parameter to *Y* if the Grant Type parameter is set to *PL*.
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.
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.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GLIAPPL)

Parameters *(cont.)*

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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                          BANNER University                                                    1
Aid Year: 0708                                 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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                          BANNER University                                                    1
Aid Year: 0708                                 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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                 BANNER University                                          1
Aid Year: 0708                                       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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                 BANNER University                                          1
Aid Year: 0708                                      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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                              BANNER University                                                           1
Aid Year: 0708                                    COD Miscellaneous Report                                                 RERGRNT
------------------------------------------------------------------------------------------------------------------------------------
Rejected Origination Records:

Name                            Award ID                 Document ID
Message Code Message Text

Rucker, Test6010                517006010A08000110001    2006-04-11T18:28:59.0065167086

Rucker, Test6001                517006001A08000110002    2006-04-18T12:15:59.0070488331

Records printed : 2
```

Rejected Disbursement Records (RERGRNT)

```
30-JAN-2007 02:55:09 PM                              BANNER University                                                           1
Aid Year: 0708                                    COD Miscellaneous Report                                                 RERGRNT
------------------------------------------------------------------------------------------------------------------------------------
Rejected Disbursement Records:

Name                            Award ID                 Document ID                    Disb Ref #/Seq #  Fund Code
Message Code Message Text

Rucker, Test6010                517006010A08000110001    2006-11-28T13:06:54.0070488331      01/01          ACG2

Rucker, Test6001                517006001A08000110001    2006-11-28T13:06:54.0070488331      01/01          ACG


Records printed : 2
```

Year To Date Records: Reconciliation Records without a Matching Banner Origination Record (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                    BANNER University                                                         1
Aid Year: 0708                                          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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                BANNER University                                                    1
Aid Year: 0708                                      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:  517006010A08000110001
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:  517006063A08000110001
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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                 BANNER University                                                       1
Aid Year: 0708                                      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: 517006010RU200800011000
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: 517006001RU200800011000
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: 517003052RU200800011000
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 (RERGRNT)

```
30-JAN-2007 02:55:09 PM                                 BANNER University                                                     1
Aid Year: 0708                                       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:  517006010A08000110001
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:  517006001A08000110001
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:  517003052A08000110001
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
```

Year To Date Records: COD Accept Amount <> Banner Award Amount (RERGRNT)

```
30-JAN-2007 02:55:09 PM                         BANNER University                                          1
Aid Year: 0708                              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:  517006010A08000110001
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:  517006063A08000110001
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
```

2007-2008 COD Import Process (RERIM08)

Description

The RERIM08 Process imports Pell, ACG, SMART 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

- CRRC08OP — COD Document receipt file sent from the COD System to the school in response to the CRPG08IN message class.
- CRPG08OP — Pell Origination and Disbursement records sent in response to the CRPG08IN message class.
- CRND08OP — COD System-Generated Pell Negative Disbursement records

ACG Imports

- CRRC08OP — COD Document receipt file sent from the COD System to the school in response to the CRAG08IN message class.
- CRAG08OP — ACG Origination and Disbursement records sent in response to the CRAG08IN message class.
- CRND08OP — COD System-Generated ACG Negative Disbursement records

SMART Imports

- CRRC08OP — COD Document receipt file sent from the COD System to the school in response to the CRSG08IN message class.
- CRSG08OP — Pell Origination and Disbursement records sent in response to the CRSG08IN message class.
- CRND08OP — COD System-Generated SMART Negative Disbursement records

Direct Loan Imports

- CRRC08OP — COD Document receipt file sent from the COD System to the school in response to the CRDL08IN message class.
- CRDL08OP — Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDL08IN message class.
- COD System-Generated Records
    - CRPN08OP — Promissory Note Records.
    - CRCO08OP — Credit Decision Override Records.
    - CRPS08OP — Payment to Servicer Records.
    - CRBN08OP — Booking Notification Records.

Combined Pell, ACG, SMART and Direct Loan Imports

- CRRC08OP — COD Document receipt file sent from the COD System to the school in response to the CRAA08IN message class.
- CRAA08OP — Pell Origination and Disbursement records/ACG Origination and Disbursement records/SMART Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAA08IN message class.

Note: The RERIM08 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 RERIM08 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 Form (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 2.0e 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

2007-2008 COD Import Process (RERIM08.lis)

```
18-APR-2007 03:29:34 PM                 BANNER University                              Page  1
Aid Year: 0708                         COD Import Process                              RERIM08
-----------------------------------------------------------------------------------------------

Document ID              = 2007-04-18T12:15:59.0070488331
Created Date Time        = 2007-04-18T15:05:44.290
Source Entity ID         = 1
Destination Entity ID    = 70488331
Receipt                  = null

Document Type Code       = RS
Document Status Code     = A
Process Date             = 2007-07-07
Software Provider        = Banner
Software Version         = 7
Full Response Code       = F

Total Reporting Schools  = 1
Total Attended Schools   = 1
Total Students           = 9

Reporting School Entity ID                = 70488331
Financial Award Type                      = DLPLUS
Total Count                               = 1
Total Reported Award                      = 1000.00
Total Reported Disbursement               = 1000.00
Total Count Accepted                      = 1
Total Count Rejected                      = 0
Total Count Corrected                     = 0
Total Count Duplicate                     = 0
Total Count Verification Selected         = 0
Total Count SS Administration             = 0
Total Financial Award Accepted            = 1000.00
Total Financial Disbursement Accepted     = 1000.00
Total Funded Disbursement Accepted        = 1000.00
Total Non Funded Disbursement Accepted    = 0
Total Financial Award Corrected           = 0
```

2007-2008 COD Import Process (RERIM08.lis) (continued)

```
18-APR-2007 03:29:34 PM                 BANNER University                         Page  2
Aid Year: 0708                         COD Import Process                         RERIM08
-----------------------------------------------------------------------------------------------

Financial Award Type                     = DLSubsidized
Total Count                              = 4
Total Reported Award                     = 14725.00
Total Reported Disbursement              = 14725.00
Total Count Accepted                     = 4
Total Count Rejected                     = 0
Total Count Corrected                    = 0
Total Count Duplicate                    = 0
Total Count Verification Selected        = 4
Total Count SS Administration            = 4
Total Financial Award Accepted           = 14725.00
Total Financial Disbursement Accepted    = 14725.00
Total Funded Disbursement Accepted       = 3750.00
Total Non Funded Disbursement Accepted   = 10975.00
Total Financial Award Corrected          = 0

Financial Award Type                     = DLUnsubsidized
Total Count                              = 4
Total Reported Award                     = 9225.00
Total Reported Disbursement              = 9225.00
Total Count Accepted                     = 4
Total Count Rejected                     = 0
Total Count Corrected                    = 0
Total Count Duplicate                    = 0
Total Count Verification Selected        = 4
Total Count SS Administration            = 4
Total Financial Award Accepted           = 9225.00
Total Financial Disbursement Accepted    = 9225.00
Total Funded Disbursement Accepted       = 2500.00
Total Non Funded Disbursement Accepted   = 6725.00
Total Financial Award Corrected          = 0
```

2007-2008 COD Import Process (RERIM08.lis) (continued)

```
18-APR-2007 03:29:34 PM                BANNER University                              Page  3
Aid Year: 0708                        COD Import Process                              RERIM08
-----------------------------------------------------------------------------------------------

Financial Award Type                    = Pell
Total Count                             = 5
Total Reported Award                    = 17100.00
Total Reported Disbursement             = 8550.00
Total Count Accepted                    = 4
Total Count Rejected                    = 1
Total Count Corrected                   = 0
Total Count Duplicate                   = 0
Total Count Verification Selected       = 4
Total Count SS Administration           = 4
Total Financial Award Accepted          = 13050.00
Total Financial Disbursement Accepted   = 6525.00
Total Funded Disbursement Accepted      = 2475.00
Total Non Funded Disbursement Accepted  = 4050.00
Total Financial Award Corrected         = 0.00
```

2007-2008 COD Import Process (RERIM08.lis) (continued)

```
18-APR-2007 03:29:34 PM                  BANNER University                              Page  4
Aid Year: 0708                          COD Import Process                              RERIM08
-----------------------------------------------------------------------------------------------

                 CONTROL SUMMARY
                 ---------------
     Program Name.................: RERIM08
     Version......................: 7.8
     One up Number................: 97795
     Aid Year Code................: 0708
     XML Document Imported........: crtestop.001
     Print Report.................: B
     Number of Lines Per Page.....: 60

     Document ID: 2007-04-18T12:15:59.0070488331

Connected.
```

COD Import/Export Report (RERIMEX)

Description

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
ACG Origination Records	ACG Disbursement Records	SMART Origination Records
SMART Disbursement Records	Pell Origination Records	Pell Disbursement Records
Identifier Change Records		

For Imported Documents

DL Origination Records	DL Origination Change Records	DL Disbursement Records
ACG Origination Records	ACG Disbursement Records	SMART Origination Records
SMART Disbursement Records	Pell Origination Records	Pell Disbursement Records
Negative Disbursement Records	Booking Notification Records	Payment to Servicer Records
Promissory Note Records	Credit Override Records	Identifier Change Records

This report can also be automatically run after the completion of the REREX08 and RERIM08 processes to produce either the *E* (Extract)/Sent Records or *I* (Import) reports for the particular Document ID being processed by REREX08 or RERIM08. To use this functionality, the Print Report parameter in the REREX08 or RERIM08 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 RNANA08). 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 RNANA08.

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 RNANA08)

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.

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 Form (ROIAIDY)
	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. 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.	*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. *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.

Parameters *(cont.)*	*Name*	*Required?*	*Description*	*Values*
	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
	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.	Date

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	Date
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 RNANA08). The fields compared are the **Last Name**, **Date of Birth**, and **SSN**.	*Y* (Yes) *N* (No) Blank (Default)

Financial Aid COD Extract/Import Report Sample - (Direct Loan Origination Records - Extract Report/Records in Sent Status) (RERIMEX)

```
26-APR-2007 03:56:52 PM                 BANNER University                               PAGE 01
AID YEAR: 0708            Financial Aid COD Extract/Import Report                       RERIMEX

                              DL ORIGINATION RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------------------------------
ID         NAME                                             FUND    LOAN ID
-----------------------------------------------------------------------------------------------------------------------------
517008001  Rucker, Test8001 J                               DLPLUS  517008001P08G80006001
517008005  Rucker, Test8005 F                               DGPLUS  517008005P08G80006001

2007-04-26T15:56:51.0070488331
------------------------------
Total Records:  2
```

Financial Aid COD Extract/Import Report Sample - (Direct Loan Disbursement Records - Extract Report/Records in Sent Status) (RERIMEX)

```
26-APR-2007 03:56:52 PM                 BANNER University                               PAGE 02
AID YEAR: 0708            Financial Aid COD Extract/Import Report                       RERIMEX

                              DL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------------------------------
ID         NAME                                             FUND    LOAN ID               DISB/SEQ  TERM  TYPE
-----------------------------------------------------------------------------------------------------------------------------
517008001  Rucker, Test8001 J                               DLPLUS  517008001P08G80006001  01/01  200810  E
517008001  Rucker, Test8001 J                               DLPLUS  517008001P08G80006001  02/01  200820  E
517008005  Rucker, Test8005 F                               DGPLUS  517008005P08G80006001  01/01  200810  E
517008005  Rucker, Test8005 F                               DGPLUS  517008005P08G80006001  02/01  200820  E

2007-04-26T15:56:51.0070488331
------------------------------
Total Records:  4
```

Financial Aid COD Extract/Import Report Sample - (Direct Loan Origination Change Records - Extract Report/Records in Sent Status) (RERIMEX)

```
24-APR-2007 08:38:10 PM                 BANNER University                               PAGE 01
AID YEAR: 0708           Financial Aid COD Extract/Import Report                        RERIMEX

                              DL ORIGINATIONS WITH LOG RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------------------------------
ID         NAME                                            FUND    LOAN ID
-----------------------------------------------------------------------------------------------------------------------------

517008004  Rucker, Test8004 L                              DLUNSB  517008004U08G80006001
           RPRLAPP_PREP_OR_TEACH_IND          From: N
                                              To:   T

517008006  Rucker, Test8006 N                              DLUNSB  517008006U08G80006001
           RPRLAPP_PREP_OR_TEACH_IND          From: T
                                              To:   G

2007-04-24T20:38:08.0070488331
------------------------------
Total Records:  2
```

Financial Aid COD Extract/Import Report Sample - (Pell Award Records - Extract Report/Records in Sent Status)(RERIMEX)

```
10-APR-2007 07:16:27 PM                 BANNER University                                PAGE 01
AID YEAR: 0708           Financial Aid COD Extract/Import Report                         RERIMEX

                             PELL AWARD RECORDS - Extract Report/Records in Sent Status
------------------------------------------------------------------------------------------------------------------------------
ID         NAME                                                        ORIG ID                   SEQ NO
------------------------------------------------------------------------------------------------------------------------------
517008004  Rucker, Test8004 L                                          517008004RU200855444400    4

2007-04-10T19:16:26.0012345678
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (Pell Disbursement Records - Extract Report/Records in Sent Status)(RERIMEX)

```
10-APR-2007 07:16:27 PM                 BANNER University                                PAGE 02
AID YEAR: 0708           Financial Aid COD Extract/Import Report                         RERIMEX

                             PELL DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
------------------------------------------------------------------------------------------------------------------------------
ID         NAME                                     FUND CODE    ORIG ID                  DISB/SEQ  TERM
------------------------------------------------------------------------------------------------------------------------------
517008004  Rucker, Test8004 L                       PELL         517008004RU200855444400  02/01     200820

2007-04-10T19:16:26.0012345678
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (ACG Award Records - Extract Report/Records in Sent Status) (RERIMEX)

```
25-APR-2007 11:34:29 AM                  BANNER University                                PAGE 01
AID YEAR: 0708            Financial Aid COD Extract/Import Report                          RERIMEX

                              ACG AWARD RECORDS - Extract Report/Records in Sent Status
---------------------------------------------------------------------------------------------------------------------------
ID         NAME                                              FUND CODE    ORIG ID                    SEQ NO
---------------------------------------------------------------------------------------------------------------------------
517008004  Rucker, Test8004 L                                ACG2         517008004A08554444002      1

2007-04-25T11:34:28.0012345678
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (ACG Disbursement Records - Extract Report/Records in Sent Status)(RERIMEX)

```
25-APR-2007 11:34:29 AM                  BANNER University                                PAGE 02
AID YEAR: 0708            Financial Aid COD Extract/Import Report                          RERIMEX

                              ACG DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
---------------------------------------------------------------------------------------------------------------------------
ID         NAME                                         FUND CODE    ORIG ID                   DISB/SEQ  TERM
---------------------------------------------------------------------------------------------------------------------------
517008004  Rucker, Test8004 L                           ACG2         517008004A08554444002     01/01     200810

2007-04-25T11:34:28.0012345678
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (SMART Award Records - Extract Report/Records in Sent Status)(RERIMEX)

```
10-MAY-2007 02:35:31 PM                 BANNER University                                PAGE 01
AID YEAR: 0708            Financial Aid COD Extract/Import Report                        RERIMEX

                              SMART AWARD RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------------------------------
ID          NAME                                          FUND CODE    ORIG ID                    SEQ NO
-----------------------------------------------------------------------------------------------------------------------------
517008006   Rucker, Test8006 N                            SMART        517008006T08620004001      1

2007-05-10T14:35:28.0070488331
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (SMART Disbursement Records - Extract Report/Records in Sent Status)(RERIMEX)

```
10-MAY-2007 02:35:31 PM                 BANNER University                                PAGE 02
AID YEAR: 0708            Financial Aid COD Extract/Import Report                        RERIMEX

                              SMART DISBURSEMENT RECORDS - Extract Report/Records in Sent Status
-----------------------------------------------------------------------------------------------------------------------------
ID          NAME                                     FUND CODE    ORIG ID                    DISB/SEQ  TERM
-----------------------------------------------------------------------------------------------------------------------------
517008006   Rucker, Test8006 N                       SMART        517008006T08620004001      01/01     200820

2007-05-10T14:35:28.0070488331
------------------------------
Total Records:  1
```

Financial Aid COD Extract/Import Report Sample - (Pell Origination Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                  BANNER University                                PAGE 01
AID YEAR: 0708            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        162440011MU200860000500         2007-04-04T12:41:19.0090488335
162440015      Muehlhof, Fifteen O       162440015MU200860000500         2007-04-04T12:41:19.0090488335
162440014      Muehlhof, Fourteen N      162440014MU200860000500         2007-04-04T12:41:19.0090488335
162440013      Muehlhof, Thirteen M      162440013MU200860000500         2007-04-04T12:41:19.0090488335
162440012      Muehlhof, Twelve L        162440012MU200860000500         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) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                    PAGE 08
AID YEAR: 0708            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       162440011MU200860000500  1 /1   2007-04-06T08:13:52.0090488335
162440013     Muehlhof, Thirteen M     162440013MU200860000500  1 /1   2007-04-06T08:13:52.0090488335

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) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                PAGE 02
AID YEAR: 0708            Financial Aid COD Extract/Import Report                        RERIMEX

                               DL ORIGINATION RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID             R#/S#  Document ID
-----------------------------------------------------------------------------------------------------------------------------

Accepted

162440011     Muehlhof, Eleven K       162440011S08G80005001           2007-04-04T12:41:19.0090488335
162440011     Muehlhof, Eleven K       162440011U08G80005001           2007-04-04T12:41:19.0090488335
162440015     Muehlhof, Fifteen O      162440015U08G80005001           2007-04-04T12:41:19.0090488335
162440017     Muehlhof, Seventeen Q    162440017S08G80005001           2007-04-04T12:41:19.0090488335
162440017     Muehlhof, Seventeen Q    162440017U08G80005001           2007-04-04T12:41:19.0090488335
162440016     Muehlhof, Sixteen P      162440016S08G80005001           2007-04-04T12:41:19.0090488335
162440016     Muehlhof, Sixteen P      162440016U08G80005001           2007-04-04T12:41:19.0090488335
162440013     Muehlhof, Thirteen M     162440013U08G80005001           2007-04-04T12:41:19.0090488335
162440012     Muehlhof, Twelve L       162440012S08G80005001           2007-04-04T12:41:19.0090488335

Acpt/Cr Pending

162440017     Muehlhof, Seventeen Q    162440017P08G80005001           2007-04-04T12:41:19.0090488335
162440016     Muehlhof, Sixteen P      162440016P08G80005001           2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335
------------------------------
Total Accepted Records: 9
Total Rejected Records: 0
Total Acpt/Cr Accept Records: 0
Total Acpt/Cr Denied Records: 0
Total Acpt/Cr Pending Records: 2
```

Financial Aid COD Extract/Import Report Sample - (Direct Loan Change Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                   PAGE 17
AID YEAR: 0708            Financial Aid COD Extract/Import Report                           RERIMEX

                               DL ORIGINATIONS WITH LOG RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID             R#/S#  Document ID
-----------------------------------------------------------------------------------------------------------------------------

'A'ccepted

179400010     Wood, Joseph J           179400010U08G80006001           2007-04-11T16:09:17.0070488331
              RPRLAPP_PREP_OR_TEACH_IND          From: N
                                                 To:   G
              RPRLAPP_DISC_NEED_PRINT_FLAG       From: Y
                                                 To:   Z

2007-04-11T16:09:17.0070488331
------------------------------
Total Accepted Records:  2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import Report Sample - (ACG Origination Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                PAGE 04
AID YEAR: 0708           Financial Aid COD Extract/Import Report                         RERIMEX

                               ACG ORIGINATION RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID             Fund Code  R#/S#  Document ID
-----------------------------------------------------------------------------------------------------------------------------

'A'ccepted

162440011     Muehlhof, Eleven K       162440011A07600005001    ACG               2007-04-04T12:41:19.0090488335
162440012     Muehlhof, Twelve L       162440012A07600005001    ACG2              2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335
------------------------------
Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import Report Sample - (ACG Disbursement Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                PAGE 09
AID YEAR: 0708           Financial Aid COD Extract/Import Report                         RERIMEX

                               ACG DISBURSEMENT RECORDS - IMPORT REPORT
-----------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID             Fund Code  R#/S#  Document ID
-----------------------------------------------------------------------------------------------------------------------------

'A'ccepted

162440011     Muehlhof, Eleven K       162440011A07600005001    ACG        1 /1   2007-04-06T08:13:52.0090488335

2007-04-06T08:13:52.0090488335
------------------------------
Total Accepted Records: 1
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import Report Sample - (SMART Origination Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                PAGE 05
AID YEAR: 0708             Financial Aid COD Extract/Import Report                       RERIMEX

                               SMART ORIGINATION RECORDS - IMPORT REPORT
-------------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID              Fund Code  R#/S#  Document ID
-------------------------------------------------------------------------------------------------------------------------------

'A'ccepted

162440014     Muehlhof, Fourteen N     162440014T07600005001     SMART2            2007-04-04T12:41:19.0090488335
162440013     Muehlhof, Thirteen M     162440013T07600005001     SMART             2007-04-04T12:41:19.0090488335

2007-04-04T12:41:19.0090488335
------------------------------
Total Accepted Records: 2
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Extract/Import Report Sample - (SMART Disbursement Records - Import Report) (RERIMEX)

```
10-MAY-2007 02:15:47 PM                 BANNER University                                PAGE 10
AID YEAR: 0708             Financial Aid COD Extract/Import Report                       RERIMEX

                               SMART DISBURSEMENT RECORDS - IMPORT REPORT
-------------------------------------------------------------------------------------------------------------------------------
Banner ID     Name                     Orig/Loan ID              Fund Code  R#/S#  Document ID
-------------------------------------------------------------------------------------------------------------------------------

'A'ccepted

162440013     Muehlhof, Thirteen M     162440013T07600005001     SMART      1 /1   2007-04-06T08:13:52.0090488335

2007-04-06T08:13:52.0090488335
------------------------------
Total Accepted Records: 1
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

Financial Aid COD Import/Export Report (RERIMEX) — (Student Identifier Compare)

```
10-MAY-2007 02:15:47 PM                  BANNER University                                PAGE 56
AID YEAR: 0708            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
-----------------------------------------------------------------------------------------------------------------------------
162440001   Muehlhof, One A       162440001     Muehlhof           01-JAN-1985     162440001    Muehlhof           01-JAN-1986
162440002   Muehlhof, Two B       162440002     Muehlhof           02-FEB-1985     162440002    Muehlhof           02-FEB-1986
162440003   Muehlhof, Three C     162440003     Muehlhof           03-MAR-1982     162440003    Muehlhof           03-MAR-1986
162440004   Muehlhof, Four D      162440004     Muehlhof           04-APR-1984     162440004    Muehlhof           04-APR-1986
162440005   Muehlhof, Five E      162440005     Mismatch           01-JAN-1985     162440005    Muehlhof           05-MAY-1986
162440006   Muehlhof, Six F       162440006     Muehlhof           06-JUN-1986     162440006    MUEHLHOF           06-JUN-1987

------------------------------
Total Records:   6
```

Financial Aid COD Import/Export Report (RERIMEX) — (Identifier Change Records and Identifier Records with Edits/Rejects)

```
10-MAY-2007 02:15:47 PM                  BANNER University                                PAGE 13
AID YEAR: 0708            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

179400010   Wood, Joseph J                                       Student  4

2007-04-11T09:48:56.0070488331
------------------------------
Total Accepted Records: 1
Total Corrected Records: 0
Total Duplicate Records: 0
Total Rejected Records: 0
```

ISIR Print Process (RERISxx)

Description

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 student 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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Print Comment Text (Y/N)	No	Print the Comment Text, *Y*es or *N*o.	*Y* Yes (default)
Print Certification Page (Y/N)	No	Print the Certification Page, *Y*es or *N*o.	*Y* Yes (default)
Print NSLDS Page (Y/N)	No	Print the NSLDS Page, *Y*es or *N*o.	*Y* Yes (default)
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.	
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, *Y*es or *N*o.	*Y* Yes *N* No (default)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Beginning Processed Date	No	The processing start date for the print population.	DD-MMM-YYYY
Ending Processed Date		The processing end date for the print population.	DD-MMM-YYYY
Beginning Created Date		The creation start date for the print population.	DD-MMM-YYYY
Ending Created Date		The creation end date for the print population.	DD-MMM-YYYY

ISIR Print Process Sample

```
                         2005-2006 Institutional Student Information Record

****************************************************************************************************
*             IMPORTANT: Read ALL information to find out what to do with this Report.            *
****************************************************************************************************
                                                                              OMB Number: 1845-0008
Studentnn A Blattner                                                                 March 17, 2005
123 E. RAVALLI ST
HAMILTON MT 59840                                                                        EFC

There are issues with your application information that need to be resolved before your eligibility
can be determined.  Read this letter carefully and review any items marked on this ISIR.  After
making all necessary corrections, you must return all documentation to your school.

The name you reported on your application does not match the name in the Social Security
Administration's (SSA) records for your SSN. You should correct your SSN or name. If your name is
correct, you need to confirm it by re-entering it. If you confirm your name, you should also
contact the SSA to make sure that they correct it in their records.

If you need to make corrections to your information, you may make them on the web at
www.fafsa.ed.gov. You must use your PIN to access your record online. If you need help with your
ISIR, contact your school Financial Aid Administrator (FAA) or the Federal Student Aid Information
Center at 1-800-4-FED-AID (1-800-433-3243). If your address changes, make the correction online,
contact your school, or call 1-800-4-FED-AID and ask a customer service representative to make the
change for you.







                                                                            Page 1 of 4                  200-50-6317 BL 01
```

```
                        2005-2006 Institutional Student Information Record

  Student ID                200-50-6317 BL 01       EFC

  STEP ONE (THE STUDENT) (Q1-Q31)                   Dependency Status                            Y
  Name                   Studentnn A Blattner
  Address:                  123 E. RAVALLI ST       STEP THREE (THE STUDENT) (Q48 - Q54)
                            HAMILTON MT 59840       Born Before 1-1-1982?                      YES
h Social Security Number          200-50-6317       Working on Master's/Doctorate Program?      NO
  Date of Birth                    08/26/1961       Is Student Married?                         NO
  Permanent Home Phone #                            Have Children You Support?                 YES
  Driver's Lic #                         NONE       Dependents Other Than Children/Spouse?      NO
  Citizenship Status             U.S. CITIZEN       Orphan or Ward of the Court?                NO
  Alien Registration Number                         Veteran of U.S. Armed Forces?               NO
  E-mail Address
  Marital Status                    UNMARRIED       STEP FOUR (PARENTS) (Q55 - Q83)
  Marital Status Date                 10/1997       Marital Status
  State of Legal Residence                 MT       Marital Status Date
  Legal Resident Before 1-1-2000?         YES       Father's/Stepfather's SSN
  Legal Residence Date                              Father's Last Name
  Are You Male?                            NO       Father's First Initial
  Register for Selective Service?                   Father's Date of Birth
  Degree/Certificate          ASSOC.TECHNICAL       Mother's/Stepmother's SSN
  Grade Level in College      1ST YR ATT PREV       Mother's Last Name
  HS Diploma or GED Received?             YES       Mother's First Initial
  First Bachelor's Degree by 7-1-2005?     NO       Mother's Date of Birth
  Interested in Student Loans?            YES       Number of Family Members
  Interested in Student Employment?       YES       Number in College
  Father's Educational Level      HIGH SCHOOL       State of Legal Residence
  Mother's Educational Level      HIGH SCHOOL       Legal Residents before 1-1-2000?
  Drug Conv Affecting Elig?                NO       Legal Residence Date
                                                    E-mail Address

  STEP TWO (STUDENT & SPOUSE) (Q32 - Q47)           Tax Return Filed?
  Tax Return Filed?                NOT FILING       Type of 2004 Tax Return Used
  Type of 2004 Tax Return Used                      Eligible to File 1040A or 1040EZ?
  Eligible to File 1040A or 1040EZ?                 Adjusted Gross Income
  Adjusted Gross Income                             U.S. Income Tax Paid
  U.S. Income Tax Paid                              Exemptions Claimed
  Exemptions Claimed                                Father's Inc Earned from Work
  Student's Inc Earned from Work         1200       Mother's Inc Earned from Work
  Spouse's Inc Earned from Work                     Total from Worksheet A
  Total from Worksheet A                    0       Total from Worksheet B
  Total from Worksheet B                    0       Total from Worksheet C
  Total from Worksheet C                 1600       Cash, Savings, and Checking
  Cash, Savings, and Checking               0       Net Worth of Investments
  Net Worth of Investments                  0       Worth of Business/Farm
  Net Worth of Business/Farm                0
  No. of Months VA Benefits Received                STEP FIVE (STUDENT HH) (Q84 - Q85)
  Monthly VA Education Benefits                     Number of Family Members                     2
                                                    Number in College                            1

*=assumption h=highlight flag #=correction this trans @=corrected previous trans      Page 2 of 4
```

```
                       2005-2006 Institutional Student Information Record

  Student ID                 200-50-6317 BL 01       EFC
  Last Name                           Blattner

  STEP SIX (Q86 - Q98)
  School #1 009314 Housing #1       OFF CAMPUS
  School #2 002528 Housing #2       OFF CAMPUS
  School #3        Housing #3
  School #4        Housing #4                        OFFICE INFORMATION
  School #5        Housing #5                        DRN
  School #6        Housing #6                        Primary EFC Type
  Enrollment Status                  FULL TIME       Secondary EFC Type
                                                     Processed Date                02/01/2005
  STEP SEVEN (Q99 - Q104)                            Transaction Data Source/Type:
  Date Application Completed        01/25/2005                         WEB STUDENT - APPLICATION
  Signed By                          APPLICANT       Source of Correction
  Preparer's SSN                                     Federal School Code Indicator
  Preparer's EIN                                     Reject Override Codes:
  Preparer's Signature                               A:  B:  C:  G:  J:  K:  N:  W:  3:  12:
                                                     Assumption Override Codes:
                                                     1:  2:  3:  4:  5:  6:1
----------------------------------------------------------------------------------------------------
  FAA INFORMATION                                    CPS Pushed ISIR Flag
  Date ISIR Received                02/09/2005       Rejects Met:                             D
  Verification Flag                                  Verification Tracking Flag
  FAA Adjustement                                    Dependency Override
  Transaction Receipt Date          01/25/2005       ETI                                      1
  Reprocessing Code                                  Correction # Applied To
  Processed Record Type                              Application Receipt Date      01/25/2005

  Pell Elig Flag                                          Intermediate Values
  Primary EFC                 Secondary EFC              TI            0 PCA           0
  Mon 1         Mon 7         Mon 1         Mon 7        ATI           0 AAI           0
  Mon 2         Mon 8         Mon 2         Mon 8        STX           0 TSC           0
  Mon 3         Mon 10        Mon 3         Mon 10       EA            0 TPC           0
  Mon 4         Mon 11        Mon 4         Mon 11       IPA           0 PC            0
  Mon 5         Mon 12        Mon 5         Mon 12       AI            0 STI
  Mon 6                       Mon 6                      CAI             SATI
                                                         DNW           0 SIC
                                                         NW            0 SDNW
                                                         APA           0 SCA           0
                                                                         FTI
  Auto Zero TFC Flag       YES                           Duplicate SSN Flag
  EFC Change Flag    NO CHANGE                           Address Only Correction
  SNT Flag                                               SAR C Change Flag

  Match Flags:  SSN  3   SSA  N  DHS      SS     NSLDS  1  VA     DHS Sec. Conf.     Father SSN  8
                DHS Ver. No.                    SS Registration Flag                Mother SSN  8
                NSLDS Transaction Number  01    NSLDS Database Results Flag 3

Comments: 050,061,006

        *=assumption h=highlight flag #=correction this trans @=corrected previous trans      Page 3 of 4
```

```
Studentnn A Blattner
200-50-6317
2005-2006 NSLDS FINANCIAL AID HISTORY                          Processed:  02/01/2005
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.
****************************************************************************************************
 Overpayment:  Contact:  Discharged    Defaulted     Loan Sat.     Active         PostScreening
                         Loan Flag:N   Loans:N       Repayment:N   Bankruptcy:N   Reason:
Pell:        N  N/A
FSEOG:       N  N/A
Perkins:     N  N/A
****************************************************************************************************
Aggregate Amount                        Outstanding         Pending             Total:
 FFEL/Direct Loans:                     Prin. Bal.          Disb(s)
 Subsidized Loans:                            N/A                 N/A                 N/A
 Unsubsidized Loans:                          N/A                 N/A                 N/A
 FFEL Unallocated Consol. Loans:              N/A                 N/A                 N/A
 Combined Loans:                              N/A                 N/A                 N/A
 Perkins Loans:
 Outstanding Principal Bal.:        N/A         Current Year Loan Amount:        N/A
****************************************************************************************************
MPN/Loan Limit Information

Direct Loan Subsidized/Unsubsidized MPN:Not on File
Direct Loan PLUS MPN:                   Not on File
Subsidized Loan Limit Flag:             Not near limit
Combined Loan Limit Flag:               Not near limit

                                            Page 4 of 4                  200-50-6317 BL 01
```

```
17-MAR-2005  12:52:39 PM           BANNER University                        Page:       1
Aid Year: 0506                     ISIR Print Process

                               * * * REPORT CONTROL INFORMATION * * *
                          Parameters have been entered via Job Submission.


Parameter Name                                Value
_______________________________________       ________________

Program Name:                                 RERIS06(7.2)
Parameter Seq No:                             36176
Aid Year Code:                                0506
Print Comment Text (Y/N):                     Y
Print Certification Page (Y/N):               N
Print NSLDS Page (Y/N):                       Y
Banner ID & Optional Trans No:                200506317 01 001
Application Code:
Report Selection Query ID:
Creator ID of Selection ID:
User ID:
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:                          4

        ****** END OF REPORT ******
```

2007-2008 Grant Origination Creation Process (REROR08)

Description

The Grant Origination Creation Process enables you to create Pell Grant, ACG, and SMART Grant origination records. You can also use REROR08 to process data requests scheduled on the Data Request Record Form (RERRDRQ). These requests include Multiple Reporting Records (MRRs), Reconciliation records, Statement of Account records, and Year-to-Date records.

Conditions for the Creation of Pell Originations

- The REROR08 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 REROR08 process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record.

Conditions for the Creation of ACG and SMART Originations

Unlike Pell origination records, ACG and SMART originations do not use an origination indicator to determine if an origination needs to be created for the fund. Instead, when the REROR08 process is run it determines if an origination already exists for the fund code, and if an origination does not exist, creates the origination record. If an origination already exists for the fund code, the process compares the current awarded amount for the fund to the amount due to the student on the origination record. If the awarded amount is more than the amount due to the student, an updated origination record is created for the student with the increased amount. This is the only time an updated origination is automatically created for the student through the REROR08 process. Other data changes that are needed on an origination record must be made using the REAOR08 Form.

- In order for an ACG or SMART origination record to be created, a Pell origination record must already exist or a Pell origination must be in the process of being created in this same run of the REROR08 process. If no Pell origination exists, the ACG or SMART origination is not created. (This Pell award validation rule for the ACG or SMART grant award is overridden when the **No Pell** override field on the RPAAPMT, RPAAWRD, or RPAMOFF forms has been used to award the ACG or SMART grant when the student does not have a Pell award in Banner.)
- The year level for any ACG or SMART fund code must be defined on the Fund Management Form (RFRMGMT). The **ACG Grade Level** field cannot be blank for an ACG fund and the **SMART Grade Level** field cannot be blank for a SMART Fund. If the indicator is blank for the fund code, the ACG or SMART origination is not created.

- If the existing active origination for the Fund Code is locked, a new origination is not created for the Fund Code even if the data has changed as compared to the current locked origination record.

  For example, if the student's existing origination for fund code *ACG1* is locked, a new sequence of the *ACG1* origination is not created.

  However, if the student also needs a Fund Code *ACG2* origination created and the student does not have an existing *ACG2* fund code origination record that is locked (and all other conditions are passed), the ACG2 origination record is created.
- If the existing active origination for the fund code is in a *S* (Sent) status in the **Action Code** field on the ACG/SMART window of the REAOR08 Form, a new origination is not created for the fund code.

  For example, if the student's existing origination for fund code *ACG1* in a *S* (Sent) status, a new sequence of the *ACG1* origination is not created.

  However, if the student also needs a Fund Code *ACG2* origination created and the student does not have an existing *ACG2* fund code origination record that is in a *S* (Sent) status (and all other conditions are passed), the *ACG2* origination is created.
- If the student does not have a valid value in the **SAR Transaction Number** field on the ROAPELL Form, the origination is not created.
- The **Year in College** determined for the student must match the **Grant Type** being created on the ACG/SMART window of the REAOR08 Form.

  For example, if the student has a **Year in College** value of *2nd year, sophomore*, and the **Grant Type** value is *A1=ACG Year 1*, the origination is not created.

  The following levels are valid for **Grant Type and Year in College** combinations:

Grant Type	Year in College
A1=ACG Year 1	*1st year, no prior college* or *1st year, prior college*
A2=ACG Year 2	*2nd year, sophomore*
S3=SMART Year 3	*3rd year, junior*
S4=SMART Year 4	*4th year, senior*

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 Form (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
	Create ACG Originations	Yes	This parameter enables you to create ACG origination records for all students for the aid year who have an ACG award with an *Accepted* status or *Offered* status (depending on the *Create Originations Award Stat* parameter setting.)	*Y* Create ACG Origination Records *N* Do not create ACG Origination Records
	Create SMART Originations	Yes	This parameter enables you to create SMART origination records for all students for the aid year who have a SMART award with an *Accepted* status or *Offered* status (depending on the *Create Originations Award Stat* parameter setting.)	*Y* Create SMART Origination Records *N* Do not create SMART Origination Records
	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.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 (PGRQ08IN) *AG* Process ACG Data Requests (AGRQ08IN) *SG* Process SMART Data Requests (SGRQ08IN) *AL* Process All Grant Type Data Requests (PGRQ08IN, AGRQ08IN, and/or SGRQ08IN) *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 Form (GLISLCT)

Parameters *(cont.)*

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, User ID, and Application ID parameters.	
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.	

2007-2008 Grant Origination Creation Process Report Sample (REROR08)

```
22-APR-2007 10:14:18 AM                                   BANNER University                                       1
Aid Year: 0708                                   2007-2008 Grant Origination Process                        REROR08

                                                         PELL ORIGINATIONS
-------------------------------------------------------------------------------------------------------------------------------------
Student ID  | Origination/Award ID       | GRANT TYPE    | RESULT/COMMENT
----------- | -------------------------- | ------------- | ------------------------------------------------------------------------
586070302   |                            | PELL          | *ERROR* Origination Create - No SAR Tran No

                                                          ACG ORIGINATIONS
-------------------------------------------------------------------------------------------------------------------------------------
Student ID  | Origination/Award ID       | GRANT TYPE    | FUND CODE | RESULT/COMMENT
----------- | -------------------------- | ------------- | --------- | ------------------------------------------------------------
586070201   | 586070201A08620004001      | ACG YEAR 1    | ACG       | *ERROR* Award Amount is not valid.
781300011   | 781300011A08554444001      | ACG YEAR 1    | ACG       | *ERROR* Year In College is not valid for grant type.

                                                        SMART ORIGINATIONS
-------------------------------------------------------------------------------------------------------------------------------------
Student ID  | Origination/Award ID       | GRANT TYPE    | FUND CODE | RESULT/COMMENT
----------- | -------------------------- | ------------- | --------- | ------------------------------------------------------------
517006008   | 517006008T08554444001      | SMART YEAR 3  | SMART     | *ERROR* CIP Code is missing.
586070301   | 586070301T08620004001      | SMART YEAR 3  | SMART     | *ERROR* Award Amount is not valid.
781300011   | 781300011T08554444001      | SMART YEAR 3  | SMART     | *ERROR* Year In College is not valid for grant type.




                                                                    Contd...2
```

2007-2008 Grant Origination Creation Process Report Sample (REROR08)

```
22-APR-2007 10:14:18 AM                    BANNER University                                          2
Aid Year: 0708                     2007-2008 Grant Origination Process                          REROR08

                                          CONTROL SUMMARY
                                          ---------------
                          Program Name................................:REROR08(7.8)
                          One up Number...............................:145337

                                            PARAMETERS
                          Aid Year Code...............................:0708
                          Create Pell Originations....................:Y
                          Create ACG Originations.....................:Y
                          Create SMART Originations...................:Y
                          Create Originations Award Status............:O
                          Proc Data Request Records...................:N
                          Application Code............................:FINAID
                          Selection ID................................:PNN2
                          Creator ID..................................:PNGUYEN
                          User ID.....................................:PNGUYEN
                          Number of lines per page....................:60

                                            FILE NAMES
                          Report file name............................:/export/home/pnguyen/jobsub/reror08_145337.lis
                          Data Request Extract file name..............:

                                     PELL ORIGINATION CREATE
                          Total Student Records Read..................:1
                          Total Student Records Rejected..............:1
                          Total PELL Origination Records Created.......:0

                                      ACG ORIGINATION CREATE
                          Total Records Read..........................:2
                          Total Records Rejected......................:1
                          Total ACG Origination Records Created........:1

                                     SMART ORIGINATION CREATE
                          Total Records Read..........................:3
                          Total Records Rejected......................:2
                          Total SMART Origination Records Created......:1
```

Account Balance Report (RFRABAL)

Description

The Account Balance Report prints detailed information on the status of each fund 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 Form (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 Form (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 Form (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 Form (RTVFTYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RFIFFID)
Term Code	No	You can optionally enter term codes. Only those term codes that you enter will be printed. The system accepts a single term code or a multiple number of term codes for this report parameter. The Account Balance Report prints both annual and term data when you enter a term code parameter.	Financial Aid Term Code Inquiry Form (ROITERM)
Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	*A* Ascending (default) *D* Descending

Account Balance Report Sample

```
29-MAY-2002 16:38:24                            SunGard Higher Education Development                                              PAGE 1
AID YEAR: 0203 Award Year 2002-2003                  Account Balance Report                                             RFRABAL

FUND CODE: INLN Institutional Loan

             FUND SOURCE: INST Institutional                         FUND TYPE: LOAN Loan
             FED FUND ID: GTIV General Title IV Rules

                           NUMBER OF    AMOUNT OF       AMOUNT      PERCENT
                            AWARDS       AWARDS       REMAINING    REMAINING
         ORIGINAL OFFERS:         23     38600.00                                PRIOR BALANCE:              .00
         CURRENT OFFERED:         19     33500.00   989845267.00     100.00            TRANSFERRED:              .00
               ACCEPTED:         19     33500.00            .00        .00     BUDGET ALLOCATED:    989878767.00
               DECLINED:          0          .00                                TOTAL ALLOCATED:    989878767.00
              CANCELLED:          0          .00
                MEMO'D:          0          .00                              AVAILABLE TO OFFER:    989878767.00
             AUTHORIZED:          0          .00                                        PERCENT:         100.000
                   PAID:         19     16750.00       16750.00      50.00

     TERM CODE: 200310

                           NUMBER OF    AMOUNT OF       AMOUNT      PERCENT
                            AWARDS       AWARDS       REMAINING    REMAINING
         ORIGINAL OFFERS:         20     17500.00
         CURRENT OFFERED:         20     17500.00
               ACCEPTED:         20     17500.00            .00        .00
               DECLINED:          0          .00
              CANCELLED:          0          .00
                MEMO'D:          0          .00
             AUTHORIZED:          0          .00
                   PAID:         19     16750.00         750.00       4.29

     TERM CODE: 200320

                           NUMBER OF    AMOUNT OF       AMOUNT      PERCENT
                            AWARDS       AWARDS       REMAINING    REMAINING
         ORIGINAL OFFERS:         20     17500.00
         CURRENT OFFERED:         20     17500.00
               ACCEPTED:         20     17500.00            .00        .00
               DECLINED:          0          .00
              CANCELLED:          0          .00
                MEMO'D:          0          .00
             AUTHORIZED:          0          .00
                   PAID:          0          .00       17500.00     100.00
```

```
29-MAY-2002 16:38:24                        SunGard Higher Education Development
PAGE 2
AID YEAR: 0203 Award Year 2002-2003             Account Balance Report                                      RFRABAL

FUND CODE: MERIT Merit Scholarship

             FUND SOURCE: INST Institutional                        FUND TYPE: GRNT Grant
             FED FUND ID:

                          NUMBER OF    AMOUNT OF      AMOUNT      PERCENT
                           AWARDS       AWARDS       REMAINING   REMAINING
         ORIGINAL OFFERS:       208   1593448.00                               PRIOR BALANCE:    20000000.00
         CURRENT OFFERED:        25     58950.00   19941050.00       99.71      TRANSFERRED:             .00
                ACCEPTED:        14     13900.00      45050.00       76.42  BUDGET ALLOCATED:            .00
                DECLINED:         0          .00                             TOTAL ALLOCATED:   20000000.00
               CANCELLED:         0          .00
                  MEMO'D:         2      3788.00                           AVAILABLE TO OFFER:   20000000.00
              AUTHORIZED:         0          .00                                    PERCENT:       100.000
                    PAID:         0          .00      13900.00      100.00

     TERM CODE: 200310

                          NUMBER OF    AMOUNT OF      AMOUNT      PERCENT
                           AWARDS       AWARDS       REMAINING   REMAINING
         ORIGINAL OFFERS:        25     29713.00
         CURRENT OFFERED:        25     28925.00
                ACCEPTED:        13      5750.00      23175.00       80.12
                DECLINED:         1          .00
               CANCELLED:         1          .00
                  MEMO'D:         2      3788.00
              AUTHORIZED:         0          .00
                    PAID:         0          .00       5750.00      100.00

     TERM CODE: 200320

                          NUMBER OF    AMOUNT OF      AMOUNT      PERCENT
                           AWARDS       AWARDS       REMAINING   REMAINING
         ORIGINAL OFFERS:        25     29712.00
         CURRENT OFFERED:        25     29425.00
                ACCEPTED:        13      5750.00      23675.00       80.46
                DECLINED:         1          .00
               CANCELLED:         1          .00
                  MEMO'D:         0          .00
              AUTHORIZED:         0          .00
                    PAID:         0          .00       5750.00      100.00
```

```
29-MAY-2002 16:38:24                              SunGard Higher Education Development
PAGE 3
AID YEAR: 0203 Award Year 2002-2003                   Account Balance Report                                                    RFRABAL

                                                * * * REPORT CONTROL INFORMATION * * *

                  RPTNAME: RFRABAL
   REPORT SEQUENCE NUMBER: 789076
                 AID YEAR: 0203
                FUND CODE: INLN MERIT
              FUND SOURCE:
                FUND TYPE:
          FEDERAL FUND ID:
                TERM CODE: 200320 200310
         SORTING SEQUENCE: A
               LINE COUNT: 55

             RECORD COUNT: 2
```

Fund Budget Report (RFRBUDG)

Description

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 Form (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 Form (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 Form (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 Form (RTVFTYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RFIFFID)
Sorting Sequence	No	This parameter utilizes one of two available fund code sorting options.	*A* Ascending (default) *D* Descending

Fund Budget Report Sample

29-MAY-2002 17:07:10 SunGard Higher Education Development PAGE 1
AID YEAR: 0203 Award Year 2002-2003 Fund Budget Report RFRBUDG

FUND CODE	TOTAL ALLOCATION	AVAILABLE TO OFFER	ORIGINAL OFFERED	CURRENT OFFERED	ACCEPTED	CANCELLED/ DECLINED	PAID	REMAINING ALLOCATION
AL2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALOAN	999,999.00	999,999.00	0.00	0.00	0.00	0.00	0.00	999,999.00
ALOAN3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ALTLN	999,999,999.99	999,999,999.99	5,800.00	4,825.00	4,825.00	0.00	0.00	999,995,174.99
ALTLNE	999,999.00	999,999.00	1,000.00	0.00	0.00	0.00	0.00	999,999.00
BXS1	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
BXS3	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
BXST	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
DEBALT	15,000,000.00	22,500,000.00	11,750.00	12,500.00	12,500.00	0.00	0.00	22,487,500.00
DIREC1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
DIRECT	10,000,000.00	10,000,000.00	52,725.00	45,400.00	45,400.00	6,125.11	9,479.00	9,948,474.89
DLPLUS	999,999,999.00	999,999,999.00	33,695.00	16,137.00	16,137.00	5,333.00	407.00	999,978,529.00
DLUNSB	99,999,999.00	99,999,999.00	17,011.00	13,011.00	13,011.00	1,500.00	3,452.00	99,985,488.00
HALS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALS3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HALS4	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ICL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
INLN	989,878,767.00	989,878,767.00	38,600.00	33,500.00	33,500.00	0.00	16,750.00	989,845,267.00
JAN1	999,999,999.00	999,999,999.00	0.00	0.00	0.00	0.00	0.00	999,999,999.00
NURSLN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
PERK	994,999.00	1,044,748.95	2,000.00	1,000.00	1,000.00	0.00	0.00	1,043,748.95
PLUS	9,999,999.00	9,999,999.00	1,091,475.00	67,225.00	3,500.00	0.00	0.00	9,932,774.00
PLUS2	999,999,999.99	999,999,999.99	13,250.00	12,250.00	12,250.00	0.00	0.00	999,987,749.99
SLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
STFD	10,000,000.00	10,000,000.00	105,706.00	11,336.00	0.00	0.00	0.00	9,988,664.00
STFDX	10,000,000.00	10,000,000.00	26,275.00	15,025.00	14,925.00	0.00	0.00	9,984,975.00
STFDY	10,000,000.00	10,000,000.00	19,000.00	12,800.00	12,800.00	0.00	0.00	9,987,200.00
SUEALT	5,000,000.00	6,000,000.00	56,739.00	42,600.00	42,600.00	10,000.00	0.00	5,947,400.00
SUEPL	9,000,000.00	9,000,000.00	48,166.00	50,466.00	50,466.00	0.00	0.00	8,949,534.00
SUESB2	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUESL1	5,000,000.00	5,000,000.00	0.00	0.00	0.00	0.00	0.00	5,000,000.00
SUESL2	500,000.00	500,000.00	0.00	0.00	0.00	0.00	0.00	500,000.00
SUESL3	600,000.00	600,000.00	600.00	600.00	600.00	0.00	0.00	599,400.00
SUESL4	6,000,000.00	6,000,000.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
SUESL5	60,000.00	300,000.00	600.00	600.00	600.00	0.00	0.00	299,400.00
SUESL6	6,000,000.00	6,000,000.00	0.00	0.00	0.00	0.00	0.00	6,000,000.00
SUESL7	6,000,000.00	15,000,000.00	0.00	0.00	0.00	0.00	0.00	15,000,000.00
SUESL8	6,500,000.00	3,250,000.00	0.00	0.00	0.00	0.00	0.00	3,250,000.00
SUESL9	500,000.00	1,500,000.00	400.00	400.00	400.00	0.00	0.00	1,499,600.00
SUESUB	6,000,000.00	6,000,000.00	56,576.00	62,071.00	62,071.00	0.00	0.00	5,937,929.00
SUEUNS	6,000,000.00	6,000,000.00	60,895.00	61,695.00	61,695.00	0.00	1,086.00	5,938,305.00
TZLOAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
UNSTFD	10,000,000.00	10,000,000.00	389,652.00	21,624.00	0.00	0.00	0.00	9,978,376.00
WXT1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOT:		8,240,573,506.93		485,065.00		22,958.11		8,240,065,483.82
	8,225,033,756.98		2,031,915.00		388,280.00		31,174.00	

```
                                    * * * REPORT CONTROL INFORMATION * * *

                 RPTNAME: RFRBUDG
  REPORT SEQUENCE NUMBER: 789086
                AID YEAR: 0203
               FUND CODE:
             FUND SOURCE:
               FUND TYPE: LOAN
         FEDERAL FUND ID:
        SORTING SEQUENCE: A
              LINE COUNT: 55

            RECORD COUNT: 44
```

Fund Description Report (RFRFUND)

Description

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 Form (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 Form (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 Form (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 Form (RTVFTYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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

```
17-APR-2007 11:18:14                                    BANNER University                                                 PAGE 1
AID YEAR: 0708 2007-2008 aid year                    Fund Description Report                                              RFRFUND

FUND CODE:   PELL   Federal Pell Grant

FUND SOURCE: FDRL   Federal                                FUND TYPE:  GRNT Grant                               FED FUND ID:  PELL

           PRIOR BALANCE:  10000000.00            AVAILABLE TO OFFER:  10000000.00
             TRANSFERRED:          .00                       PERCENT:       100.00
        BUDGET ALLOCATED:          .00
         TOTAL ALLOCATED:  10000000.00

------------------------------------------------- PACKAGING OPTIONS -------------------------------------------------------

          AWARD MAX:     4310.00        OFFER AWARD STATUS: OFRD Offered
          AWARD MIN:         .00       ACCEPT AWARD STATUS: ACPT Accepted
                                      DECLINE AWARD STATUS: DECL Declined

       AUTO PACKAGE: Y            REPLACE EFC: N             SELF-HELP REDUCTION %:                   REBATE %:
      AUTO SCHEDULE: Y            REDUCE NEED: Y               NEED ANALYSIS REQ'D: Y               INTEREST %:
        AUTO ACCEPT: Y                 EQUITY: Y           AWARD CHANGE LETTER IND: Y               LOAN FEE %:
           DISBURSE: S           ROUND AWARD: 001                   LMS LOAN FUND:              LOAN PROCESS: N
        MEMO CREDIT: A         ROUND SCHEDULE: RD                   OVERRIDE SAPR:               DIRECT LOAN:
      OVERRIDE NEED: Y          OVERRIDE RQMT: N                    ALT LOAN PROG:               MANUAL LOAN:
  OVERRIDE NEED COA:               WEB ACCEPT: N                  ACG GRADE LEVEL:           ELECTRONIC LOAN:
                                         NCAA:                  SMART GRADE LEVEL:
                             ELIGIBLE TO ROLL: N              AWARD USING EST EFC: Y

------------------------------------------------- DISBURSEMENT OPTIONS -----------------------------------------------------

   IF DISB.  LOAD > PCKG LOAD: D                  IF INELIGIBLE BEFORE CUT-OFF DATE: B   DISB ENRL EDITS FOR MEMO: Y
       PAYMENT % FOR 3/4 LOAD:                     IF INELIGIBLE AFTER CUT-OFF DATE: B        USE ATTENDING HOURS: Y
       PAYMENT % FOR 1/2 LOAD:                   IF SELECTED VERIFICATION INCOMPLETE: N
  PAYMENT % FOR LESS 1/2 LOAD:                    RECOUP: Y    OVERRIDE GENERAL REQ: N
                  CHANGE LOAD: A                              PROMISSORY NOTE REQ'D: N

AID PERIOD : FA/SPR

     AWARD SCHEDULE: (DEFAULT)
          TERM CODE          AWARD PCT.     PELL AWARD PCT.         MEMO EXPIRATION               ACTIVITY DATE
           200810                50.000               50.000          31-DEC-2007                  12-FEB-2007
           200820                50.000               50.000          31-MAY-2008                  29-JAN-2007

     DISBURSEMENT SCHEDULE: (DEFAULT)
          TERM CODE          DISBURSEMENT DATE        DISBURSEMENT PCT.        +/- DAYS            ACTIVITY DATE
           200810               01-SEP-2007                     100.000                             03-AUG-2006
           200820               01-JAN-2008                     100.000                             03-AUG-2006

AID PERIOD : FALL

     AWARD SCHEDULE: (DEFAULT)
          TERM CODE          AWARD PCT.     PELL AWARD PCT.         MEMO EXPIRATION               ACTIVITY DATE
           200810               100.000              100.000          01-DEC-2007                  18-DEC-2006

     DISBURSEMENT SCHEDULE: (DEFAULT)
          TERM CODE          DISBURSEMENT DATE        DISBURSEMENT PCT.        +/- DAYS            ACTIVITY DATE
           200810               01-NOV-2007                     100.000                             18-DEC-2006
```

```
17-APR-2007 11:18:14                                    BANNER University                                                 PAGE 7
AID YEAR: 0708 2007-2008 aid year                    Fund Description Report                                             RFRFUND

                                              * * * REPORT CONTROL INFORMATION * * *

               RPTNAME: RFRFUND
             VERSION #: (7.8)
REPORT SEQUENCE NUMBER: 186348
              AID YEAR: 0708
             FUND CODE: PELL
           FUND SOURCE:
             FUND TYPE:
       FEDERAL FUND ID:
      SORTING SEQUENCE: A
            LINE COUNT: 55
```

Simulation Fund Balance Report (RFRSBAL)

Description

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 Form (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 Form (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 Form (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 Form (RTVFTYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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

```
29-MAY-2002 17:01:22                         SunGard Higher Education Development
PAGE 1
AID YEAR: 0203 Award Year 2002-2003            Simulation Fund Balance Report                                          RFRSBAL

FUND CODE: INLN Institutional Loan

             FUND SOURCE: INST Institutional                          FUND TYPE: LOAN Loan
             FED FUND ID: GTIV General Title IV Rules

                           NUMBER OF    AMOUNT OF       AMOUNT      PERCENT
                            AWARDS        AWARDS       REMAINING    REMAINING
         ORIGINAL OFFERS:        23      38600.00                                  PRIOR BALANCE:          0.00
         CURRENT OFFERED:        19      33500.00    989845267.00      100.00        TRANSFERRED:          0.00
                ACCEPTED:        19      33500.00            0.00        0.00    BUDGET ALLOCATED:   989878767.00
                DECLINED:         0          0.00                                 TOTAL ALLOCATED:   989878767.00
               CANCELLED:         0          0.00
                  MEMO'D:         0          0.00                              AVAILABLE TO OFFER:   989878767.00
              AUTHORIZED:         0          0.00                                         PERCENT:        100.000
                    PAID:        19      16750.00        16750.00       50.00




            INSUFFICIENT:         0          0.00
```

```
29-MAY-2002 17:01:22                          SunGard Higher Education Development                                    PAGE 2
AID YEAR: 0203 Award Year 2002-2003             Simulation Fund Balance Report                                RFRSBAL

FUND CODE: MERIT Merit Scholarship

             FUND SOURCE: INST Institutional                         FUND TYPE: GRNT Grant
             FED FUND ID:

                           NUMBER OF    AMOUNT OF       AMOUNT      PERCENT
                            AWARDS       AWARDS       REMAINING    REMAINING
         ORIGINAL OFFERS:        208     1593448.00                              PRIOR BALANCE:    20000000.00
         CURRENT OFFERED:         25       58950.00   19941050.00       99.71      TRANSFERRED:           0.00
                ACCEPTED:         14       13900.00      45050.00       76.42  BUDGET ALLOCATED:          0.00
                DECLINED:          0           0.00                             TOTAL ALLOCATED:   20000000.00
               CANCELLED:          0           0.00
                  MEMO'D:          2        3788.00                           AVAILABLE TO OFFER:  20000000.00
              AUTHORIZED:          0           0.00                                    PERCENT:        100.000
                    PAID:          0           0.00      13900.00      100.00




            INSUFFICIENT:          0           0.00
```

```
29-MAY-2002 17:01:22                         SunGard Higher Education Development                                     PAGE 3
AID YEAR: 0203 Award Year 2002-2003             Simulation Fund Balance Report                                RFRSBAL

                                              * * * REPORT CONTROL INFORMATION * * *

               RPTNAME: RFRSBAL
REPORT SEQUENCE NUMBER: 789084
              AID YEAR: 0203
             FUND CODE: INLN MERIT
           FUND SOURCE:
             FUND TYPE:
       FEDERAL FUND ID:
      SORTING SEQUENCE:
            LINE COUNT: 55

          RECORD COUNT: 2
```

Applicant Comments Report (RHRCOMM)

Description 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 Form (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 Form (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

Parameters *(cont.)*

Name	Required?	Description	Values
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)
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

```
23-AUG-2007 09:54:39 AM                                  BANNER University                                                              PAGE      1
                                                     Applicant Comments Report                                                         RHRCOMM
-----------------------------------------------------------------------------------------------------------------------------------

Kichline, Test D                ID: 999123456
  COMMENTS                                                                    CATEGORY    ORIG. DATE   ACT. DATE    AID YEAR  USER ID
    This is a test to show the sort option in the RHRCOMM output file of      NP1         21-AUG-2007  23-AUG-2007  0708      JDOE
    Name, Category and Aid Year. The output file should sort by
    student's name then sort by categories then by aid year.

    This new RHACOMM functionality is really cool. We can type in up to       NP2         23-AUG-2007  23-AUG-2007  0708      JDOE
    4000 characters now so people will not have to decipher our
    abbreviated code. Wow, and words now wrap so they do not get broken
    up. This trully is amazing.
    We can also list comments by category so when we do reporting we
    know how many students fall within a specific category. If we do
    this properly, the categories will help us identify the most common
    issues at hand so we can better counsel families and redo our
    brochures and/or web site information so families will have answers
    up front.


Lairddepend, Newcalcn           ID: 511007001
  COMMENTS                                                                    CATEGORY    ORIG. DATE   ACT. DATE    AID YEAR  USER ID
    Let's use two category codes now for 07-08. The first one will be         CJS1234     23-AUG-2007  23-AUG-2007  0708      JDOE
    CJS1234 and the second will be INSTEST. Since we used the NCA sort
    option on RHRCOMM, the CJS1234 comment should come before the
    INSTEST comment.

    Here is a category code listed for this student. This will show that      INSTEST     23-AUG-2007  23-AUG-2007  0607      JDOE
    when we use the NCA sort option on RHRCOMM that this comment will
    appear before a category code that is blank.

    This is the comment that appears under the INSTEST category. Since        INSTEST     23-AUG-2007  23-AUG-2007  0708      JDOE
    we used the NCA sort option for RHRCOMM, it should appear after the
    CJS1234 comment.

    There is no category code listed for this comment. It is just a                       23-AUG-2007  23-AUG-2007  0607      JDOE
    general comment for this student.
```

```
23-AUG-2007 09:54:39 AM                           BANNER University                                  PAGE      2
                                              Applicant Comments Report                              RHRCOMM
-------------------------------------------------------------------------------------------------------------------------------------

                                        * * * REPORT CONTROL INFORMATION * * *

                              Program Name................................: RHRCOMM
                              Version.....................................: 7.9

                              Report Sequence Number......................: 207762
                              Beginning Aid Year Code.....................: 0607
                              Ending Aid Year Code........................: 0708
                              Beginning Date..............................: 21-AUG-2007
                              Ending Date.................................:
                              Category Code...............................:
                              Sort Order..................................: NCA
                              Applicant Id................................:
                              Page Break Indicator........................: N

                              Application Id..............................: FINAID
                              Selection Id................................: MANUAL
                              Creator Id..................................: JDOE
                              User Id.....................................: JDOE

                              Line Count..................................: 55

                              Number of students selected.................: 2
                              Number of comments..........................: 6
```

Applicant Comments Purge Process (RHRPCOM)

Description

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 0607
- Ending Aid Year Code 0708
- Beginning Date 01-JAN-2001
- Ending Date 31-DEC-2006
- 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 01/01/2001,
- have an activity date less than or equal to 12/31/2006, and
- are between aid year end years corresponding to the 0607 and 0708 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 Form (ROIAIDY)

Parameters *(cont.)*

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 Form (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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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

```
23-AUG-2007 10:32:17 AM                          BANNER University                                       PAGE      1
                                          Applicant Comments Purge Report                                RHRPCOM
-------------------------------------------------------------------------------------------------------------------------------------

ID: 511007002    Name: Laird-Depend, New7002
    Aid Year: 0708   Category: T E S T   Original Date: 23-AUG-2007   Activity Date: 23-AUG-2007   User ID: JDOE
    Comments: Just testing to make sure only the T E S T category codes are deleted for these students.


ID: 999878787    Name: Hammer, Duck
    Aid Year: 0708   Category: T E S T   Original Date: 23-AUG-2007   Activity Date: 23-AUG-2007   User ID: JDOE
    Comments: This is a test to use the new comment purge process. The user running the program can delete another user's
              comments. So, the RHRPCOM process should be used with caution. We think we are going to limit who has the
              capabilities of running the process in our office.
              This new process will really help us clean up our database. We would like to get rid of comments that are more than
              5 years old.
```

```
23-AUG-2007 10:32:17 AM                        BANNER University                                                  PAGE      2
                                        Applicant Comments Purge Report                                           RHRPCOM
-------------------------------------------------------------------------------------------------------------------------------------

                                           * * * REPORT CONTROL INFORMATION * * *

                              Program Name................................: RHRPCOM
                              Version.....................................: 7.9

                              Report Sequence Number......................: 207788
                              Beginning Aid Year Code.....................: 0607
                              Ending Aid Year Code........................: 0708
                              Beginning Date..............................:
                              Ending Date.................................:
                              Category Code...............................: T E S T
                              Sort Order..................................: ICA
                              Print Comments..............................: Y

                              Application Id..............................: FINAID
                              Selection Id................................: MANUAL
                              Creator Id..................................: JDOE
                              User Id.....................................: JDOE

                              Line Count..................................: 55

                              Number of students selected.................: 2
                              Number of comments purged...................: 2
```

Financial Aid Transcript Report (RHRTRAN)

Description

The Financial Aid Transcript Report requests Federal Student Aid transcripts for persons who have attended a previous post-secondary institution.

This process also processes multiple Pell funds.

Although no longer required by most schools, institutions having medical schools and previously dealt with HEAL loans still have a need to request paper Financial Aid transcripts. Therefore, we maintain this functionality through this process. The sum of all award amounts paid for an aid period which have the Federal Fund ID = *Pell* will be totaled for transcript reporting.

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 Form (ROIAIDY)
Immediately Preceding Aid Year	Yes	Enter the prior aid year. The Transcript report needs this information if a student does not have a current year loan and Banner must view the prior year.	Aid Year Inquiry Form (ROIAIDY)
Sort Option	No	This parameter utilizes one of two available transcript sorting options.	*1* Name (default) *2* ID
SBGI Code of Own Institution	No	Use this parameter to list your school's SBGI code(s) in order to exclude your school from the list of previously attended institutions.	Source/Background Institution Code Validation Form (STVSBGI)

Financial Aid Transcript Report Sample

```
           Student's Name: Johnson, Judy J
            Previous Name: Johnson, Judy
                      SSN: 123456789
                  Address: 4 Country View Road
                           Malvern             PA 19355
                           United States of America




U North Carolina-Chapel Hill
Financial Aid Office
123 Tarheel Way
Duke               NC 25365

SECTION A:  Other Institutions Attended

The institution has information indicating  the  student  attended  institutions
other than this institution:
_ No, our records show no previous institution attended.
X Yes, our records indicate that the student has attended
  the following other institutions:
              Bryn Mawr College                  Default Grading Table
              Harvard Universtiy                 Houston Community College
              Rosemont College                   Yale University

SECTION B:  To be completed if institution is not completing Sections C, D, & E

The information requested in Sections C, D, E, is not being provided because:
_  The student neither received nor benefited from any Title  IV  aid  while  at
   this institution.
_  The transcript pertains solely to years for which the institution  no  longer
   has  and  is  no  longer  required  to  keep  records  under  the  Title   IV
   recordkeeping requirements.
_  One of the above.
```

```
SECTION C:  Check all statements that apply.

_  The student received increased Federal Perkins Loan/NDSL at this  institution
   due to Expanded Lending Option or study abroad.
_  The student had an outstanding balance on an NDSL loan at this institution on
   July 1, 1987, which is still outstanding as of today's date.
_  The student had an outstanding balance on a Federal Perkins Loan/NDSL at this
   institution on October 1, 1992, which is  still  outstanding  as  of  today's
   date.
_  The student owes a refund due to overpayment on a Federal Pell Grant,  FSEOG,
   or Federal Perkins Loan/NDSL at this institution.
_  The student is in default on a Federal  Perkins  Loan/NDSL/Income  Contingent
   Loan (ICL) at this institution.
_  The institution is aware that the defaulted Federal  Perkins  Loan  /NDSL/ICL
   has been discharged in bankruptcy.
_  The institution knows the student owes a refund due to  overpayment  on  SSIG
   received for attending this institution.
_  The institution knows that the student is in  default  on  a  Federal  Family
   Education Loan (FFEL) or a William D Ford Federal Direct Student Loan  (FDSL)
   received for attendance at this institution, including consolidation loans.
_  The institution is aware that the defaulted FFEL or FDSL has been  discharged
   in bankruptcy.
_  The student received 'additional unsubsidized' FFEL/FDSL/Ford funds  at  this
   institution as an independent student or as  a  dependent  whose  parent  was
   unable to borrow Federal PLUS or Federal Direct PLUS.
```

```
Johnson, Judy J                                               PAGE:  2

SECTION D:  Assistance Received or Benefited From at This Institution

                                     Current Year           Cumulative Total
                                      2000 - 2001     (includes current year)
  Federal Pell Disbursed                                             XXXXXXXX
  Federal Pell Scheduled                                             XXXXXXXX
    Anticipated Additional
    Disbursement:  * NONE *               XXXXXXXX                   XXXXXXXX
  Federal Perkins/NDSL
  Federal Work Study                                                 4,500.00
  Grace's Fund                                                          22.00
  Merit Scholarship                                                    500.00
  State Grant Program                                                  200.00

SECTION E:  Federal Family Education Loans/William D.  Ford Loans borrowed while
at this institution

                         1.  CURRENT YEAR LOAN                2.      CUMULATIVE
                                                              TOTAL
                         (if no current year loan,            AT            THIS
                                                              INSTITUTION
                         list loan for immediately            (includes   column
                                                              1)
                         preceding academic year, if any)

                         Loan Period        Grade   Amount    Total Borrowed
                         -----------------------------------  ----------------
Subsidized Fed STFD &    01-SEP-1998          2    2,000.00        25,000.00
                         15-MAY-1999
Fed Direct STFD/Ford

Unsubsidized Fed STFD &  01-SEP-1998          1      600.00           800.00
                         15-MAY-1999
Fed Direct STFD/Ford

Federal SLS              ** NONE **

Federal PLUS &           ** NONE **                                XXXXXXXX
Federal Direct PLUS

SECTION F:  This section must be completed

Authorized Signature: ________________________________ Date: ____________
          Typed Name: John Phillips
               Title: Director of Financial Aid
 Name of Institution: SunGard Higher Education Development
             Address: Banner University
                      Four Country View Rd.
                      Great Valley Corporate Center
                      Malvern              PA 19355
           Telephone: (610) 555-4321

            Comments:
```

Authorization Report (RJRAUTH)

Description

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 Form (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 Form (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 Form (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 Form (GUAIDEN)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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-MMM-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 Form (RTVAUST)
Sort Option	No	This parameter utilizes one of two available sorting options.	*1* Student Name, ID (default) *2* Authorization Status, Name, ID

Authorization Report Sample

```
26-MAY-2001   11:45                              SunGard Higher Education 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                  SunGard Higher Education 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)

Description

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 Form (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 Form (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 Form (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 Form (GUAIDEN)
Time Sheet Option	Yes	Enter a value to specify the format of the output	*T* Print as Time Sheet *R* Print as Report

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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-MMM-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 Form (RJRPLRL)

Pay Period Report Sample

```
26-MAY-2001 12:37 PM                   SunGard Higher Education 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 SunGard Higher Education 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 SunGard Higher Education 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                 SunGard Higher Education 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 SunGard Higher Education 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                 SunGard Higher Education 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)

Description

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 Payroll Load process:

- automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History Form (RJISEWH),
- automatically updates the fund balances with actual earnings on the Fund Budget Inquiry Form (RFIBUDG), and
- automatically updates the award paid amounts and the term paid amounts on the student award record as represented on the Award Form (RPAAWRD) and Package Maintenance Form (RPAAPMT).

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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 ID (Format: `YYYY_II_NNN`) YYYY = Payroll Year	Payroll Load Control Form (RJRPAYL)
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

Payroll Load Process Sample

```
                                                                                                                        PAGE      1
   AID YEAR: 0001                                            Payroll Load Result Report                                            RJRLOAD

   PAYROLL YEAR: 2001  ID: CW  NO: 23

       ID    NAME
              PLACE              BEGINNING   ENDING
              CODE    POSITION   PAY DATE    PAY DATE    FUND    HOURS      RATE        AMOUNT
    900000004 Atkinson, Susan M.
              NEWOFF  CWS001 14  01-SEP-00  31-JUL-01  CWS       15.00      6.00         90.00

    222000005 Evans, Frank
              NEWOFF  CWS001 15  01-SEP-00  31-JUL-01  CWS       25.00      6.00        150.00

    601000022 Geller, Becky A.
              NEWOFF  CWS001 16  01-SEP-00  31-JUL-01  CWS       35.00      6.00        210.00

    601000015 Gibson, Patricia L.
              NEWOFF  CWS001 18  01-SEP-00  31-JUL-01  CWS       37.00

    601000010 Johnson, Judy J.
              NEWOFF  CWS001 17  01-SEP-00  31-JUL-01  CWS       40.00
```

```
                                                                                                  PAGE     2
AID YEAR: 0001                                     Payroll Load Result Report                               RJRLOAD



                                               * * * REPORT CONTROL INFORMATION * * *

RPTNAME ............................... RJRLOAD
REPORT SEQUENCE NUMBER ................ 56874
AID YEAR .............................. 0001
PAYROLL YEAR/ID/NO .................... 2000/CW/23
SORT OPTION ........................... PAYROLL YEAR/ID/NUMBER, STUDENT NAME/ID, POSITION/SUFFIX
LINE COUNT ............................ 55

RECORD COUNT Payrolls ...  1
```

Payroll Exception Report (RJRPAYE)

Description

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 Form (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 Form (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 Form (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 Form (GUAIDEN)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (PTQECLS)
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`) YYYY = Payroll Year	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

```
01/12/01 09:41 AM                                Banner University                                    PAGE     1
AID YEAR: 0001                                Payroll Exception Report                                RJRPAYE

                                          EMP                                                PAYROLL     BEGINNING   ENDING
    ID     NAME                          CLASS POSITION     HOURS     RATE         AMOUNT   YEAR ID  NO   PAY DATE   PAY DATE
 900000004 Atkinson, Susan M.             WS   CWS001 00    35.00     6.00         210.00   1992 CW  21   16-OCT-92  31-OCT-92
 222000005 Evans, Frank                   WS   CWS001 00    15.00     6.00          90.00   1992 CW  21   16-OCT-92  31-OCT-92
 601000022 Geller, Becky A.               WS   CWS001 00    18.00     6.50         117.00   1992 CW  21   16-OCT-92  31-OCT-92
 601000015 Gibson, Patricia L.            WS   CWS001 00    20.00     6.50         130.00   1992 CW  21   16-OCT-92  31-OCT-92
 601000010 Johnson, Judy J.               WS   CWS001 00    20.00     7.00         140.00   1992 CW  21   16-OCT-92  31-OCT-92
 602000008 Welker, George                 WS   CWS001 00    30.00     6.00         180.00   1992 CW  21   16-OCT-92  31-OCT-92
```

```
01/12/01 09:41 AM                                Banner University                                    PAGE     2
AID YEAR: 0001                                Payroll Exception Report                                RJRPAYE



                                       * * * REPORT CONTROL INFORMATION * * *

RPTNAME ............................   RJRPAYE
REPORT SEQUENCE NUMBER..............   56814
SELECTION IDENTIFIER ...............
APPLICATION CODE ...................
CREATOR ID .........................
AID YEAR ...........................   0001
EMPLOYEE CLASS CODE ................   WS
PAYROLL ID .........................   2001/CW/21
SORT OPTION ........................
LINE COUNT..........................   55

RECORD COUNT - Payrolls ...  6
```

Earnings Control Report (RJRSEEC)

Description

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 Form (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 Form (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 Form (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 Form (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-MMM-YYYY

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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-MMM-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 Form (RFRBASE)
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                           SunGard Higher Education 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                                 SunGard Higher Education 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                                SunGard Higher Education 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)

Description

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.

Name	*Required?*	*Description*	*Values*
Selection ID	No	Code that identifies the sub-population to work with.	
Application Code	No	General area for which the Selection ID was defined.	Select valid values from the Application Inquiry Form (GLIAPPL).
Creator ID	No	The ID of the person creating the sub-population rules.	

Name	*Required?*	*Description*	*Values*
Aid Year Code	Yes	A valid aid year code.	Select valid values from the Aid Year Inquiry Form (ROIAIDY).
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)

Description

Banner Financial Aid allows changes to need analysis data to be stored in a special log table that can be used as an audit trail of activity. The same method of logging is used for storing changes for processing. In order to successfully log data changes for EDE, you must activate three levels of control switches.

The first level is the institutional level. Pell correction logging must be activated by setting the switch to *Y* on the Institution Financial Aid Options Form (ROAINST) for the aid year. This indicator controls the default value for the Pell Correction switch in the Key Block of the Need Analysis Form (RNANAxx). This switch must also be set to *Y* in order to log changes for Pell EDE. The third level is the individual field level. You must set the **Pell Correction** indicator (Pell Ind) to *Y* on the Data Log Rules Form (RORDATA) for the field that is being changed.

Under this method of logging need analysis or Pell corrections, the form stores the changes in temporary tables and you must run another process to move the data from the temporary log tables to the permanent log tables (ROBALOG).Once this process is completed, the changes can be viewed on either the Applicant Data Log Form (ROIALOG) or the Data Log Inquiry Form (ROIILOG).

The date/time stamp on the audit log record is the date and time that the information was changed if it is data from the RCRAPP1 or RORSTAT tables. It is the date/time that the RLBLOGG process was run if the changed data was from the RCRAPP2 table.

You can use the Data Log Rules Form (RORDATA) to turn logging on or off for any field in the RCRAPP1 table. Logging of any RCRAPP1 field can be activated by setting the Audit Indicator on the RORDATA Form to *Y*. It can be deactivated by setting it to *N*. RCRAPP2 or RORSTAT fields, however, are not totally controlled by RORDATA. If an RCRAPP2 or RORSTAT field was originally delivered with the Audit Indicator set to *Y*, then it can be turned on or off. If it was originally delivered with the Audit Indicator set to *N*, then it cannot be logged regardless of the Audit Indicator. (The RORDVAL table can be used to identify fields that were delivered as logable.)

Fields for the CSS PROFILE record include **Social Security Benefits - Student Only**, **Social Security Benefits**, and **Tuition/ Fees Deduction from 1040**.

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 Form (ROIAIDY)

Need Analysis Calculation Process (RNEINxx)

Description

Performs the need analysis process for a given aid year (where xx is the 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 Form (ROIAIDY)
INAS Option	Yes	Long or short version.	*L* Long (default) *S* Short
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 Form (ROAIDEN)

Parameters *(cont.)*

Name	Required?	Description	Values
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.	

Need Analysis Calculation Process Sample

```
Date: 17-MAY-2002                                                   PGM: RNECP03
TIME: 11:33       RESULTS OF THE INAS COMPARISON PROCESS               PAGE:   1

================================================================================
ID #: 181-03-0521                       ADDRESS: 5802 BICENTENNIAL PLACE
NAME: MAGRONE, ANAND R                           BEAUMONT, TX
--------------------------------------------------------------------------------
    7 DIFFERENCES FOUND    PROFILE       ISIR         DIFFERENCE     TOLERANCE
--------------------------------------------------------------------------------
  STUD: A G I              17,619       8,000       9,619-  54.59%          0
  STUD: FEDERAL TAX            16       1,600       1,584  999.99%          0
  STUD: FILER'S WAGES         381      20,000      19,619  999.99%          0
  STUD: YEAR IN SCHOOL          0      1     7         n/a     n/a        n/a
  PRNT: A G I              98,979      80,000      18,979-  19.17%          0
  PRNT: FEDERAL TAX        17,057      15,000       2,057-  12.06%          0
  PRNT: FATHER'S WAGES     77,768      70,000       7,768-   9.98%          0
================================================================================
```

```
Parameter (1)   = SMAGRONE
Parameter (2)   = XXXXXXXX
Parameter (3)   = 786741
Parameter (4)   = RNEIN03
Parameter (5)   =
Parameter (6)   =
Parameter (7)   =
Parameter (8)   =
Aid Year Code   = 0203
INAS Option     = L
All or Recalc   = O
ID              = 181030521
Application Code =
Selection ID     =
Creator ID       =
User ID          =

Extracting Table Data...
Long Need Analysis Calculation in Progress...
Updating IM Results...

Updating FM Results...

Successfully Completed INAS
Version 5.3.1
```

Transfer Monitoring Application Creation Process(RNRTMAC)

Description

This process populates or updates the NSLDS Transfer Monitoring Application Form (RNATMNT) 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.

Note: 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*.

Note: 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 code 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 Form (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 Code	No	The six-digit school code (Pell ID) for the school or campus.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Enrollment Begin Date	No	Start Date for population if other than default date (MM-DD-CCYY).	
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.	
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 enrollmwnt start date?	*Y* Yes *N* No

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 (RNRTMAC) Sample

```
20-DEC-2005 03:26:15 PM                        BANNER University                                         1
Aid Year: 0607                      Transfer Monitoring Application Creation Process               RNRTMAC
-------------------------------------------------------------------------------------------------------------------------------------
Student ID  SSN        Last Name                           First Name    School Code  Begin Date   Type  Error?
----------  ---------  ----------------------------------- ------------  -----------  -----------  ----  -------
517003071   517003071  RUCKER                              Christopher   620004       01-SEP-2005  T
517003071   517003071  RUCKER                              Deborah       620004                    H
517003072   517003072  RUCKER                              Alice         620004       01-SEP-2005  T
517003072   517003072  RUCKER                              James         620004                    H
517003073   517003073  RUCKER                              Paul          620004       01-SEP-2005  T
517003073   517003073  RUCKER                              John          620004                    H
517003074   517003074  RUCKER                              Ruth          620004       01-SEP-2005  T
517003074   517003074  RUCKER                              Robert        620004                    H
517003075   517003075  RUCKER                              Anna          620004       01-SEP-2005  T
517003075   517003075  RUCKER                              Steven        620004                    H




Total Records With Errors.................: 0
Total TSM Inform  Records Created.........: 5
Total FAH Request Records Created.........: 5
```

Transfer Monitoring Application Creation Process (RNRTMAC) Sample

```
20-DEC-2005 03:26:15 PM                              BANNER University                                                  1
Aid Year: 0607                          Transfer Monitoring Application Creation Process                          RNRTMAC
-------------------------------------------------------------------------------------------------------------------------------

                                                     CONTROL SUMMARY
                                                     ---------------
                          Program Name................................:RNRTMAC(7.4)
                          One up Number...............................:79410

                                                       PARAMETERS
                          Aid Year Code...............................:0607
                          Application Code............................:FINAID
                          Selection ID................................:MANUAL3
                          Creator ID..................................:DRUCKER
                          User ID.....................................:DRUCKER
                          School Code.................................:620004
                          Enrollment Begin Date.......................:01-SEP-2005
                          Remove From Monitoring?.....................:N
                          Use Earliest Class Start Date?..............:N
                          Print Report?...............................:Y
                          Request type to create......................:B
                          Number of lines per page....................:55

                                                       FILE NAME
                          Report file name............................:/export/home/drucker/jobsub/rnrtmac_79410.lis


                                            ****** END OF REPORT ******
```

Transfer Monitoring Extract Process(RNRTMNE)

Description

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 Form (RNATMNT) 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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
School Code	No	This is the six-digit School code (Pell ID) for the school or campus.	
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.	
Sort Order	Yes	This is the option to sort the report by Name or ID.	*N* Sort by Name *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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	Valid values for this field are: *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

```
22-DEC-2005 06:00:29 PM                                BANNER University                                                 1
Aid Year: 0506                            Transfer Monitoring Inform/FAH Extract Report                            RNRTMNE
-----------------------------------------------------------------------------------------------------------------------------------
Student ID  SSN        Last Name                           First Name    Type  Action   Enrl Begin
----------  ---------  -----------------------------------  ------------  ----  -------  -----------
517003051   517003051  RUCKER                               Melodie       B     Added    01-SEP-2005
517003052   517003052  RUCKER                               Brian         B     Added    01-SEP-2005
517003053   517003053  RUCKER                               Aaron         B     Added    01-SEP-2005
517003054   517003054  RUCKER                               James         B     Added    01-SEP-2005
517003055   517003055  RUCKER                               April         B     Added    01-SEP-2005
517003062   517003062  RUCKER                               Steve         B     Removed  01-SEP-2005
517003063   517003063  RUCKER                               George        T     Removed  01-SEP-2005
517003069   517003069  RUCKER                               Sharon        H
```

```
                              CONTROL SUMMARY
                              ---------------
          Program Name................................: RNRTMNE(7.4)
          Job number..................................: 80254
          Aid Year Code...............................: 0506
          School Code.................................: 620004
          Hold Code...................................: 10
          Sort Order..................................: N
          Application Code............................:
          Selection ID................................:
          Creator ID..................................:
          User ID.....................................:
          Resend TSM File Batch ID....................: 2005122218
          Request Type to Extract.....................: B
          Number of Lines Per Page....................: 55
          Total Pages Printed.........................: 1

                              TSM EXTRACT
                              -----------
          TSM Records Read............................: 8
          TSM Records Extracted.......................: 8
              Inform requests extracted...............: 7
              FAH requests extracted..................: 7
          TSM Records Rejected........................: 0
          TSM Extract Batch ID........................: 2005122219
          TSM Extract file name.......................: /export/home/drucker/jobsub/trninfin_80254.dat
```

Transfer Monitoring Import Process(RNRTMNI)

Description

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.

When an FAH is received, you may, or may not, want to load the FAH as the current NSLDS record. Therefore, a new parameter was added to the RNRTMNI process so that you can 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.

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.	Valid values for this parameter are: *Y* Load FAH Record as the Current NSLDS Record *N* Load FAH Records as a Non-Current NSLDS Record

Transfer Monitoring Import Process Sample

```
27-DEC-2005 06:30:09 PM        BANNER University                              1
                         Transfer Monitoring FAH Report                 RNRTMNI
--------------------------------------------------------------------------------
Batch ID: 2005122201

Student ID  SSN        Aid Year  Last Name                            First Name

517003061   517003061  0607      RUCKER                               TEST3061
517003061   517003061  0506      RUCKER                               TEST3061
517003063   517003063  0607      RUCKER                               TEST3063
517003063   517003063  0506      RUCKER                               TEST3063
517003064   517003064  0607      RUCKER                               TEST3064
517003064   517003064  0506      RUCKER                               TEST3064
517003065   517003065  0607      RUCKER                               TEST3065
517003065   517003065  0506      RUCKER                               TEST3065
```

```
  27-DEC-2005 08:13:02 PM        BANNER University                              1
                         Transfer Monitoring Alert Report               RNRTMNI
--------------------------------------------------------------------------------

Batch ID: 2005102801

Student ID  SSN        Aid Year  Last Name                            First Name

517003071   517003071  0506      RUCKER                               TEST3071
517003072   517003072  0607      RUCKER                               TEST3072
517003072   517003072  0506      RUCKER                               TEST3072
517003073   517003073  0607      RUCKER                               TEST3073
517003074   517003074  0607      RUCKER                               TEST3074
517003074   517003074  0506      RUCKER                               TEST3074
517003075   517003075  0607      RUCKER                               TEST3075
517003075   517003075  0506      RUCKER                               TEST3075
```

```
22-DEC-2005 06:27:19 PM        BANNER University                              1
                         Transfer Monitoring Inform Error/Ack. Report   RNRTMNI
--------------------------------------------------------------------------------

Batch ID: 2005122206               Aid Year: 0506         School Code: 62000400

Student ID  SSN        Last Name                           First Name

517003066   517003066  RUCKER                              TEST3066
           001  No Alert Profile established
           002  No header record
           003  Header record with invalid Header Title
           004  School/Branch does not exist in NSLDS
           005  Servicer and School/Branch association not found

517003067   517003067  RUCKER                              TEST3067
           006  Submittal Date is not a valid date
           007  Submittal Sequence Number is not numeric
           008  Duplicate Submittal Date and Submittal Seq. Number combination
           009  SSN is not numeric
           010  First Name is all spaces

517003068   517003068  RUCKER                              TEST3068
           011  Last Name is all spaces
           012  Date of Birth is invalid date
           013  Enrollment Begin Date is invalid date
           014  Enrollment Begin Date < current date minus 90 days
           015  Enrollment Begin Date > current date plus 18 months (548 days)

517003069   517003069  RUCKER                              TEST3069
           016  Monitor Begin Date is invalid date
           017  Delete From List Indicator is not Y or N
           021  Trailer record count does not match number of detail records
           019  No trailer record
           020  Trailer record with invalid Trailer Title

517003070   517003070  RUCKER                              TEST3070
           021  Trailer record count does not match number of detail records
           022  Trailer record count not numeric
           023  Enroll Begin current or future and Monitor Begin > Enroll Begin
           024  Monitor Begin Date < current date minus 18 months (548 days)
```

```
22-DEC-2005 06:27:19 PM        BANNER University                               1
                         Transfer Monitoring File Import Report         RNRTMNI
--------------------------------------------------------------------------------
                              CONTROL SUMMARY
                              ---------------
          Program Name................................: RNRTMNI(7.4)
          Job number..................................: 80258
          File Name..............................(01): trninfop.001
          Print Report Option.........................: Y
          NSLDS Output Application Code...............:
          NSLDS Output Selection ID...................:
          NSLDS Output Creator ID.....................:
          NSLDS Output User ID........................:
          Load FAH Record as Current..................: Y
          Number of Lines Per Page....................: 60

                    Inform Batch ID........................: 2005122206

                              Aid Year.....................: 0506

                              School Code..................: 62000400

                              Total detail records sent.....: 25

                              Detail records accepted.......: 20

                              Detail records with errors....: 5

                              Detail records with warnings..: 0

                              Detail error count............: 5

                              Detail warning count..........: 0
```

Verification Discrepancy Report (RNRVRFY)

Description

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 Form (RNAVRxx) 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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 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, 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

```
31-MAY-2002 07:37 AM                          SunGard Higher Education Development                                    PAGE      1
AID YEAR: 0203 Award Year 2002-2003             Verification Discrepancy Report                              RNRVRFY

NAME                                                                                       ID NUMBER PAR/STUDENT
------------------------------------------------------------------------------------------ --------- -----------
Magrone,Melanie N.                                                                         181030501  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    GROSS INCOME:                           50000                             75000
    INCOME TAX PAID:                        20000                             7500
    STUDENT INC FROM WORK:                  50000                             75000
    WORKSHEET A TOTAL:                      1008                              0
    WORKSHEET C TOTAL:                      0                                 25000

------------------------------------------------------------------------------------------ --------- -----------
Magrone,Brian A.                                                                           181030503  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
                                                      NO DISCREPANCIES FOR THIS STUDENT

------------------------------------------------------------------------------------------ --------- -----------
Magrone,Peter N.                                                                           181030522  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
                                                      NO DISCREPANCIES FOR THIS STUDENT

------------------------------------------------------------------------------------------ --------- -----------
Magrone,Joytine R.                                                                         181030546  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    GROSS INCOME:                           13500                             14091
    WORKSHEET A TOTAL:                      300                               0
    WORKSHEET B TOTAL:                      600                               0

------------------------------------------------------------------------------------------ --------- -----------
Magrone,Willy L.                                                                           181030547  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    GROSS INCOME:                           27575                             26753
    INCOME TAX PAID:                        1200                              0
    STUDENT INC FROM WORK:                  1000                              0
    SPOUSE INC FROM WORK:                   26000                             26742
    WORKSHEET B TOTAL:                      2550                              0
    WORKSHEET C TOTAL:                      3250                              343

------------------------------------------------------------------------------------------ --------- -----------
Magrone,JuliAnn M.                                                                         181030548  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    STUDENT INC FROM WORK:                  2500                              335
    WORKSHEET B TOTAL:                      1500                              0
```

```
31-MAY-2002 07:37 AM                          SunGard Higher Education Development                                      PAGE      2
AID YEAR: 0203 Award Year 2002-2003             Verification Discrepancy Report                                    RNRVRFY

NAME                                                                                         ID NUMBER PAR/STUDENT
------------------------------------------------------------------------------------------ --------- -----------
Magrone,Oskarem                                                                              181030549  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    TAX FORM IND:                           1                                 2
    ELIGIBILITY IND:                        1
    GROSS INCOME:                           7225                              6802
    INCOME TAX PAID:                        900                               891
    STUDENT INC FROM WORK:                  7100                              6779

------------------------------------------------------------------------------------------ --------- -----------
Magrone,Andora R.                                                                            181030550  STUDENT
                                            VERIFICATION RECORD               CURRENT RECORD
                                            ------------------------------    ------------------------------
    ELIGIBILITY IND:                        1                                 2
    INCOME TAX PAID:                        1600                              16
    STUDENT INC FROM WORK:                  17001                             381
```

Automatic Rule Compilation Process (ROOGSQL)

Description

This process creates a SQL statement from the Budgeting, Tracking and Packaging Group Selection rules.

Parameters for running the ROOGSQL process are automatically created by the RORRULE Form.

Parameters

Name	*Required?*	*Description*	*Values*
Compile Code	Yes	This is the Compile code.	*%GA* Awarding Rules *%GB* Budgeting *%GD* Disbursement Rules *%GF* Fund Rules *%GP* Packaging *%GT* Tracking
Select ID	Yes	Internal Identifier of the Group code	Aid Year Inquiry Form (ROIAIDY)

Financial Aid New Year Roll Process (ROPROLL)

Description This process rolls over selected, aid-year specific information 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 Form (ROIAIDY)
To Aid Year Code	Yes	.Aid Year Code to which rules are to be rolled.	Aid Year Inquiry Form (ROIAIDY)
Perform roll of group rolls	Yes	Perform roll of Group rolls.	*Y* Yes (default) *N* No
Perform roll of FUND data	Yes	Perform roll of Fund data.	*Y* Yes (default) *N* No
Perform roll of BUDGET data	Yes	Perform roll of 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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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

Financial Aid New Year Roll Process Sample

```
19-MAR-2002 09:42:41 AM                          BANNER University                                                       1
                                               New Year Roll Process                                               ROPROLL
-----------------------------------------------------------------------------------------------------------------------------------


Roll           Results of Roll Performed
-------------- ------------------------------------------------------------

RULE           RORGDAT records rolled from 0203 to 0304
RULE           RORGSQL records rolled from 0203 to 0304
RULE           RORCMPL records rolled from 0203 to 0304
RULE           Rule records rolled from 0203 to 0304

FUND           RFRASPC records rolled from 0203 to 0304
FUND           Unable to roll RFRCOMM records; 0203 records do not exist
FUND           Unable to roll RFRBCMP records; 0203 records do not exist
FUND           Unable to roll RFRDETC records; 0203 records do not exist
FUND           RFRTREQ records rolled from 0203 to 0304
FUND           RFRMESG records rolled from 0203 to 0304
FUND           RPBLOPT records rolled from 0203 to 0304
FUND           Financial Aid Fund data rolled from 0203 to 0304

BUDGET         RBRCOMP records rolled from 0203 to 0304
BUDGET         RBRGMSG records rolled from 0203 to 0304
BUDGET         Financial Aid Budget data rolled from 0203 to 0304

TRACKING       RRRTMSG records rolled from 0203 to 0304
TRACKING       RRRGREQ records rolled from 0203 to 0304
TRACKING       Financial Aid Tracking data rolled from 0203 to 0304

PACKAGING      RORAUDT records rolled from 0203 to 0304
PACKAGING      RPBOPTS records rolled from 0203 to 0304
PACKAGING      Unable to roll RPRGGAP records; 0203 records do not exist
PACKAGING      Unable to roll RPRGSHP records; 0203 records do not exist
PACKAGING      Unable to roll RPRGEQY records; 0203 records do not exist
PACKAGING      Unable to roll RPRDEFG records; 0203 records do not exist
PACKAGING      Unable to roll RPRDEFE records; 0203 records do not exist
PACKAGING      Unable to roll RPRDEFS records; 0203 records do not exist
PACKAGING      RPRGFND records rolled from 0203 to 0304
PACKAGING      RPRCLSS records rolled from 0203 to 0304
PACKAGING      Financial Aid Packaging data rolled from 0203 to 0304

COMMON         RTVUSER records rolled from 0203 to 0304
COMMON         RORPOST records rolled from 0203 to 0304
COMMON         Unable to roll RCRINFR records; 0203 records do not exist
COMMON         Unable to roll RCRINFC records; 0203 records do not exist
COMMON         RORCAMP records rolled from 0203 to 0304
COMMON         Financial Aid Common data rolled from 0203 to 0304

EMPLOYMENT     RJRPLRL records rolled from 0203 to 0304
EMPLOYMENT     Financial Aid Employment data rolled from 0203 to 0304
```

```
 19-MAR-2002 09:42:41 AM                                BANNER University                                                      2
                                                       New Year Roll Process                                             ROPROLL
-------------------------------------------------------------------------------------------------------------------------------------

                                                      CONTROL SUMMARY
                                                      ---------------
                                         Program Name                           :ROPROLL(5.3)
                                         One up Number                          :7446
                                         Aid Year To .....................      :0203
                                         Aid Year From ...................      :0304
                                         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
                                         Number of lines per page               :55
                                         Report file name                       :c:\temp\jobsub\fatest_faisusr_roproll_7446.lis

                                         Total pages Printed                    :2

                                                 ****** END OF REPORT ******
```

SAP Assignment Process (ROPSAPR)

Description 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 Form (ROIAIDY)
Term Code for Calculation	Yes	Term for which SAP is to be calculated.	Financial Aid Term Query Form (ROITERM)
SAP Effective Term Code	Yes	Term where the SAP Status Code will be stored.	Financial Aid Term Query Form (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 form (GLIAPPL)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Creator 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	No	Enter *Y* to have a RORSTAT record created for each aid year/applicant.	*Y* Yes *N* No (default)

SAP Assignment Process Sample

```
06-AUG-2001 04:24:09 PM                         SunGard Higher Education Development                                                1
Aid Year: 0001                                           SAP Status Report                                                  ROPSAPR
-----------------------------------------------------------------------------------------------------------------------------------

                   Locked SAP Status Records for Term : 200120

NAME                                                          ID        Locked SAP Code Description
------------------------------------------------------------ --------- -------------- ------------------------------


Total Locked SAP Records ....... : 0
Total Processed Records for Term : 484
```

```
06-AUG-2001 04:24:09 PM                    SunGard Higher Education Development                                  2

                                                    CONTROL SUMMARY
                                                    ---------------
                                   Program Name                          :ROPSAPR(5.1)
                                   One up Number                         :750140
                                   Aid Year Code                         :0001
                                   Term Code for Calculation             :200110
                                   SAP Effective Term Code               :200120
                                   Student ID                            :
                                   Use All with RORSTAT for aidy         :Y
                                   Use All Enrolled for Term             :N
                                   Create RORSTAT record                 :N
                                   Number of lines per page              :55
                                        Report file name                 :/u/jobsub/ropsapr_750140.lis

                                   Total pages Printed                   :2

                                           ****** END OF REPORT ******
```

Financial Aid Term Roll Process (ROPTERM)

Description

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.
Roll Contracts	Yes	Roll eligible contracts to new term.	Y (Yes) (default) N (No)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Roll Exemptions	Yes	Roll eligible exemptions to new term.	Y (Yes) (default) N (No)

User-Defined Data Process (ROPUSER)

Description

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 Form (RORRULE).

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 Form (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)

Description

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 Form (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-MMM-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-MMM-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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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-MMM-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-MMM-YYYY format
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                              SunGard Higher Education 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

                                       SUPPLEMENTARY DATA ELEMENT               VALUE
```

```
26-MAY-2001 10:19:12                         SunGard Higher Education 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

                                      SUPPLEMENTARY DATA ELEMENT              VALUE
```

```
26-MAY-2000 10:19:12                          SunGard Higher Education 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)

Description 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 Form (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 Form (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 Form (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 Form (GUAIDEN)

Basic Applicant Report Sample

```
31-MAY-2002 07:43 AM         SunGard Higher Education Development                     PAGE      1
AID YEAR: 0203                   Basic Applicant Report                     RORAPLT
Award Year 2002-2003


                                                   APPLICATION
 APPLICANT NAME                          ID           DATE

 Case M1, 1st Test A.                181030001     03-AUG-2001
 Case M2, 2nd Test B.                181030002     03-AUG-2001
 Case M3, 3rd Test C.                181030003     03-AUG-2001
 Case M4, 4th Test D.                181030004     03-AUG-2001
 Case M5, 5th Test E.                181030005     03-AUG-2001
 Case M4, 6th Test F.                181030006     03-AUG-2001
 Case M5, 7th Test G.                181030007     03-AUG-2001
 Case M6, 8th Test H.                181030008     03-AUG-2001
 Case M7, 9th Test I.                181030009     03-AUG-2001
 Case M10, 10th Test J.              181030010     03-AUG-2001
 Magrone, Coronet                    181030101     01-JAN-2002
 Magrone, Trumpet                    181030102     01-JAN-2002
 Magrone, Trumbone                   181030103     01-JAN-2002
 Magrone, Frenchhorn                 181030104     01-JAN-2002
 Magrone, Clarinet                   181030105     01-JAN-2002
 Magrone, Warmgun                    181030106     01-JAN-2002
 Magrone, Motter                     181030107     01-JAN-2002
 Magrone, Joe                        181030108     01-JAN-2002
 Magrone, Ina Can                    181030109     01-JAN-2002
 Magrone, Ina Cannot                 181030110     01-JAN-2002
 Magrone, Melanie N.                 181030501     22-JAN-2002
 Magrone, Jodi L.                    181030502     22-JAN-2002
 Magrone, Brian A.                   181030503     19-JAN-2002
 Magrone, Daniel B.                  181030504     26-JAN-2002
 Magrone, Aaron C.                   181030505     26-JAN-2002
 Silvaint, Kevin Y.                  181030506     25-JAN-2002
 Magrone, Jenell M.                  181030507     28-JAN-2002
 Magrone, Christian R.               181030508     01-FEB-2002
 Magrone, Neggy                      181030509     01-FEB-2002
 Magrone, Collin C.                  181030510     01-FEB-2002
 Magrone, Michael J.                 181030511     03-FEB-2002
 Magrone, Shannon M.                 181030512     02-FEB-2002
 Magrone, Jason M.                   181030513     02-FEB-2002
 Magrone, Caroline M.                181030514     03-FEB-2002
 Magrone, Kyle D.                    181030515     01-FEB-2002
 Magrone, Nathaniel M.               181030516     03-FEB-2002
 Magrone, Jyoti R.                   181030517     03-FEB-2002
 Magrone, William L.                 181030518     02-FEB-2002
 Magrone, Julie M.                   181030519     02-FEB-2002
 Magrone, Onkar                      181030520     03-FEB-2002
 Magrone, Anand R.                   181030521     03-FEB-2002
 Magrone, Peter N.                   181030522     04-FEB-2002
 Magrone, Ella A.                    181030523     06-JAN-2002
 Magrone, Lea C.                     181030524     04-JAN-2002
 Magrone, Michael                    181030525     04-JAN-2002
 Magrone, Chinaemerem B.             181030526     05-JAN-2002
 Magrone, Kirsten                    181030527     08-JAN-2002
```

```
31-MAY-2002 07:43 AM        SunGard Higher Education Development                PAGE     2
AID YEAR: 0203                  Basic Applicant Report                RORAPLT
Award Year 2002-2003


                                                   APPLICATION
 APPLICANT NAME                       ID               DATE

 Magrone, Virginia C.             181030528     07-JAN-2002
 Magrone, Cenzina                 181030529     29-APR-2002
 Magrone, Kristen                 181030541     27-MAY-2002
 Magrone, Gina C.                 181030542     27-MAY-2002
 Magrone, Joliette N.             181030543     27-MAY-2002
 Magrone, Toshana K.              181030544     27-MAY-2002
 Magrone, Staley L.               181030545     27-MAY-2002
 Magrone, Joytine R.              181030546     27-MAY-2002
 Magrone, Willy L.                181030547     27-MAY-2002
 Magrone, JuliAnn M.              181030548     27-MAY-2002
 Magrone, Oskarem                 181030549     27-MAY-2002
 Magrone, Andora R.               181030550     27-MAY-2002
```

```
31-MAY-2002 07:43 AM       SunGard Higher Education Development               PAGE     3
AID YEAR: 0203                  Basic Applicant Report                RORAPLT
Award Year 2002-2003


                     * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RORAPLT
VERSION#: (3.3)
REPORT SEQUENCE NUMBER: 789297
AID YEAR: 0203
SELECTION IDENTIFIER: 0203_APPS
APPLICATION CODE: FINAID
CREATOR ID: SMAGRONE
SORT OPTION: ID
LINE COUNT: 55

RECORD COUNT: 59
```

Batch Posting Process (RORBPST)

Description

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.

Step 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 Form (GLRSLCT). The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Batch Report Selection Extract Process (GLBDATA). Individual student IDs can be inserted into or deleted from the list of students generated by using the Extract Application Form (GLAEXTR).

Step 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 Form (RORPOST). The Batch Posting Type Indicator Validation Form (RTVPTYP) 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.

Step 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 the 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 **Verif Compl** flag. If during processing, the **Verif Compl** 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 **Verif Compl** flag. If during processing, the **Verif Compl** flag is set to *N* for no, then null values will be updated to the **User ID** and **Date** for the **Verif Compl** flag on ROASTAT.

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 Form (ROIAIDY)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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

```
31-MAY-2002 08:39 AM                          SunGard Higher Education Development                                    PAGE     1
AID YEAR: 0203 Award Year 2002-2003                Batch Posting Process Report                                      RORBPST

 APPLICATION: FINAID                           POSTING TYPE: E Enrollment Status for Year
SELECTION ID: 0203_APPS                        CODE TO POST: 1
  CREATOR ID: SMAGRONE                       AMOUNT TO POST:
     USER ID: SMAGRONE                       STATUS OR TERM:
                                               DATE TO POST:
                                                  MISC CODE:
                                                   CATEGORY:
                                                  ISIR TYPE:
                                                 ISIR VALUE:

          STUDENT NAME                                  ID              RESULTS

          Case M1, 1st Test A.                       181030001         FM record does not exist; enrollment status not posted
          Case M10, 10th Test J.                     181030010         FM record does not exist; enrollment status not posted
          Case M2, 2nd Test B.                       181030002         FM record does not exist; enrollment status not posted
          Case M3, 3rd Test C.                       181030003         FM record does not exist; enrollment status not posted
          Case M4, 4th Test D.                       181030004         FM record does not exist; enrollment status not posted
          Case M4, 6th Test F.                       181030006         FM record does not exist; enrollment status not posted
          Case M5, 5th Test E.                       181030005         FM record does not exist; enrollment status not posted
          Case M5, 7th Test G.                       181030007         FM record does not exist; enrollment status not posted
          Case M6, 8th Test H.                       181030008         FM record does not exist; enrollment status not posted
          Case M7, 9th Test I.                       181030009         FM record does not exist; enrollment status not posted
          Magrone, Aaron C.                          181030505         Enrollment Status unchanged; not updated
          Magrone, Anand R.                          181030521         Enrollment Status unchanged; not updated
          Magrone, Andora R.                         181030550         Enrollment Status unchanged; not updated
          Magrone, Andora R.                         181030550         Enrollment Status unchanged; not updated
          Magrone, Brian A.                          181030503         Enrollment Status unchanged; not updated
          Magrone, Caroline M.                       181030514         Enrollment Status unchanged; not updated
          Magrone, Cenzina                           181030529         Enrollment Status unchanged; not updated
          Magrone, Chinaemerem B.                    181030526         Enrollment Status unchanged; not updated
          Magrone, Christian R.                      181030508         Enrollment Status unchanged; not updated
          Magrone, Clarinet                          181030105         Enrollment status posted
          Magrone, Collin C.                         181030510         Enrollment Status unchanged; not updated
          Magrone, Coronet                           181030101         Enrollment Status unchanged; not updated
          Magrone, Daniel B.                         181030504         Enrollment Status unchanged; not updated
          Magrone, Ella A.                           181030523         Enrollment Status unchanged; not updated
          Magrone, Frenchhorn                        181030104         Enrollment status posted
```

```
Magrone, Gina C.                       181030542         Enrollment Status unchanged; not updated
         Magrone, Gina C.                       181030542         Enrollment Status unchanged; not updated
         Magrone, Ina Can                       181030109         Enrollment status posted
         Magrone, Ina Cannot                    181030110         Enrollment status posted
         Magrone, Jason M.                      181030513         Enrollment Status unchanged; not updated
         Magrone, Jenell M.                     181030507         Enrollment Status unchanged; not updated
         Magrone, Jodi L.                       181030502         Enrollment Status unchanged; not updated
         Magrone, Joe                           181030108         Enrollment status posted
         Magrone, Joliette N.                   181030543         Enrollment Status unchanged; not updated
         Magrone, Joliette N.                   181030543         Enrollment Status unchanged; not updated
         Magrone, Joytine R.                    181030546         Enrollment Status unchanged; not updated
         Magrone, Joytine R.                    181030546         Enrollment Status unchanged; not updated
         Magrone, JuliAnn M.                    181030548         Enrollment Status unchanged; not updated
         Magrone, JuliAnn M.                    181030548         Enrollment Status unchanged; not updated
         Magrone, Julie M.                      181030519         Enrollment Status unchanged; not updated
         Magrone, Jyoti R.                      181030517         Enrollment Status unchanged; not updated
         Magrone, Kirsten                       181030527         Enrollment Status unchanged; not updated
         Magrone, Kristen                       181030541         Enrollment Status unchanged; not updated
```

```
31-MAY-2002 08:39 AM                        SunGard Higher Education Development                                        PAGE     2
AID YEAR: 0203 Award Year 2002-2003              Batch Posting Process Report                                      RORBPST

 APPLICATION: FINAID                         POSTING TYPE: E Enrollment Status for Year
SELECTION ID: 0203_APPS                      CODE TO POST: 1
  CREATOR ID: SMAGRONE                     AMOUNT TO POST:
     USER ID: SMAGRONE                     STATUS OR TERM:
                                             DATE TO POST:
                                                MISC CODE:
                                                 CATEGORY:
                                                ISIR TYPE:
                                               ISIR VALUE:
          STUDENT NAME                              ID             RESULTS

          Magrone, Kristen                       181030541         Enrollment Status unchanged; not updated
          Magrone, Kyle D.                       181030515         Enrollment Status unchanged; not updated
          Magrone, Lea C.                        181030524         Enrollment Status unchanged; not updated
          Magrone, Melanie N.                    181030501         Enrollment Status unchanged; not updated
          Magrone, Michael                       181030525         Enrollment Status unchanged; not updated
          Magrone, Michael J.                    181030511         Enrollment Status unchanged; not updated
          Magrone, Motter                        181030107         Enrollment status posted
          Magrone, Nathaniel M.                  181030516         Enrollment Status unchanged; not updated
          Magrone, Neggy                         181030509         Enrollment Status unchanged; not updated
          Magrone, Onkar                         181030520         Enrollment Status unchanged; not updated
          Magrone, Oskarem                       181030549         Enrollment Status unchanged; not updated
          Magrone, Oskarem                       181030549         Enrollment Status unchanged; not updated
          Magrone, Peter N.                      181030522         Enrollment Status unchanged; not updated
          Magrone, Shannon M.                    181030512         Enrollment Status unchanged; not updated
          Magrone, Staley L.                     181030545         Enrollment Status unchanged; not updated
          Magrone, Staley L.                     181030545         Enrollment Status unchanged; not updated
          Magrone, Toshana K.                    181030544         Enrollment status posted
          Magrone, Toshana K.                    181030544         Enrollment Status unchanged; not updated
          Magrone, Trumbone                      181030103         Enrollment Status unchanged; not updated
          Magrone, Trumpet                       181030102         Enrollment Status unchanged; not updated
          Magrone, Virginia C.                   181030528         Enrollment Status unchanged; not updated
          Magrone, Warmgun                       181030106         Enrollment status posted
          Magrone, William L.                    181030518         Enrollment Status unchanged; not updated
          Magrone, Willy L.                      181030547         Enrollment Status unchanged; not updated
          Magrone, Willy L.                      181030547         Enrollment Status unchanged; not updated
          Silvaint, Kevin Y.                     181030506         Enrollment Status unchanged; not updated
```

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31-MAY-2002 08:39 AM                           SunGard Higher Education Development                                     PAGE     3
AID YEAR: 0203 Award Year 2002-2003               Batch Posting Process Report                                        RORBPST

 APPLICATION: FINAID                          POSTING TYPE: VS Verification Status
SELECTION ID: DEBS_LOAN                       CODE TO POST: W
  CREATOR ID: DANDREAS                      AMOUNT TO POST:
     USER ID: DANDREAS                      STATUS OR TERM:
                                              DATE TO POST:
                                                 MISC CODE:
                                                  CATEGORY:
                                                 ISIR TYPE:
                                                ISIR VALUE:

          STUDENT NAME                               ID            RESULTS

          Andreas, Loan 9000                     165009000         Verification Status unchanged; not updated
          Andreas, Loan 9001                     165009001         Verification Status unchanged; not updated
          Andreas, Loan 9002                     165009002         Verification Status unchanged; not updated
          Andreas, Loan 9003                     165009003         Verification Status unchanged; not updated
          Andreas, Loan 9004                     165009004         Verification Status unchanged; not updated
          Andreas, Loan 9005                     165009005         Verification Status unchanged; not updated
          Andreas, Loan 9006                     165009006         Verification Status unchanged; not updated
          Andreas, Loan 9007                     165009007         Verification Status unchanged; not updated
```

```
31-MAY-2002 08:39 AM                          SunGard Higher Education Development                                        PAGE     4
AID YEAR: 0203 Award Year 2002-2003               Batch Posting Process Report                                           RORBPST

 APPLICATION: FINAID                          POSTING TYPE: VS Verification Status
SELECTION ID: MANUAL                          CODE TO POST: V
  CREATOR ID: TZIZOS                        AMOUNT TO POST:
     USER ID: TZIZOS                        STATUS OR TERM:
                                              DATE TO POST:
                                                 MISC CODE:
                                                  CATEGORY: VERIF_STAT
                                                 ISIR TYPE:
                                                ISIR VALUE:

          STUDENT NAME                               ID             RESULTS

          Silvaint, Kevin Y.                      181030506         Verification Status unchanged; not updated
```

```
31-MAY-2002 08:39 AM                           SunGard Higher Education Development                                       PAGE     5
AID YEAR: 0203 Award Year 2002-2003               Batch Posting Process Report                                           RORBPST

 APPLICATION: FINAID                          POSTING TYPE: VS Verification Status
SELECTION ID: SAM_V                           CODE TO POST: V
  CREATOR ID: SMAGRONE                      AMOUNT TO POST:
     USER ID: SMAGRONE                      STATUS OR TERM:
                                              DATE TO POST:
                                                 MISC CODE:
                                                  CATEGORY:
                                                 ISIR TYPE:
                                                ISIR VALUE:

          STUDENT NAME                               ID             RESULTS

          Magrone, Ella A.                        181030523         Verification Status unchanged; not updated
          Magrone, Lea C.                         181030524         Verification Status unchanged; not updated
          Magrone, Michael                        181030525         Verification Status unchanged; not updated
```

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31-MAY-2002 08:39 AM                      SunGard Higher Education Development                          PAGE     6
AID YEAR: 0203 Award Year 2002-2003          Batch Posting Process Report                               RORBPST

 APPLICATION: FINAID                     POSTING TYPE: VS Verification Status
SELECTION ID: SAM_W                      CODE TO POST: W
  CREATOR ID: SMAGRONE                 AMOUNT TO POST:
     USER ID: SMAGRONE                 STATUS OR TERM:
                                         DATE TO POST:
                                            MISC CODE:
                                             CATEGORY:
                                            ISIR TYPE:
                                           ISIR VALUE:

          STUDENT NAME                         ID              RESULTS

          Magrone, Chinaemerem B.           181030526         Verification Status unchanged; not updated
          Magrone, Kirsten                  181030527         Verification Status unchanged; not updated
          Magrone, Virginia C.              181030528         Verification Status unchanged; not updated
```

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31-MAY-2002 08:39 AM                       SunGard Higher Education Development                         PAGE     7
AID YEAR: 0203 Award Year 2002-2003          Batch Posting Process Report                               RORBPST

                                         * * * REPORT CONTROL INFORMATION * * *

REPORT SEQUENCE NUMBER: 789303
RPTNAME: RORBPST
VERSION #: (5.5)
USER ID: SMAGRONE
AID YEAR: 0203
LINES PER PAGE: 55

RECORD COUNT: 84
```

Calculated Values Process (RORCALC)

Description

The Calculated Values Process calculates an applicant's IM and FM values for Gross Need, Unmet Need, and Expected Family Contribution (EFC). The process stores these calculated values in the student's RORSTAT record. 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 Form (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 Form (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 Form (GLIAPPL)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 SunGard Higher Education 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				

27-MAY-2001 12:24 PM SunGard Higher Education Development PAGE 2
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
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				

FISAP Report (RORFSxx)

Description

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 included on the FISAP, a student must have on file with the institution all information needed to perform a need analysis based on the information required in Part F of the HEA of 1965, as amended. When certain critical pieces of need analysis data are missing, the need analysis formula rejects the application and reports the reject codes that were encountered. Therefore, the presence of reject codes indicates that the student does not have all the information needed to perform a need analysis calculation. The Banner FISAP excludes students from the FISAP if any of the student's contributions (that is, Student Contribution, Parent Contribution, or TFC) are flagged as Estimated on the Results Form (RNARSxx). Estimated contributions are a result of the need analysis formula encountering reject conditions and therefore makes the student ineligible for Title IV funds and should not be counted on the FISAP.

The FISAP report includes a student if their Total Family Contribution (`RCRAPP4_C_INST_1_TOT_FAM_CTRB`) is not blank. This field is populated with a not null value if the record is loaded from a CSS or ACT tape, an AFSA or EDE tape if no reject conditions exist, and by any INAS calculation performed locally. Therefore, a blank value in this field means that the institution does not have all the information necessary to perform a need analysis calculation.

FISAP reporting within Banner is separated into two steps.

(a) 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.

(b) 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 a and b separately or you can combine both steps into a single run of the program. You can use the FISAP Person Maintenance Form (ROAFSAP) 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.

Caution: The FISAP Report depends on the student's dependency status and income being reported in Banner. If you have created student records by just entering the student's EFC on the Results Form (RNARSxx) so that the student could be packaged, then Banner doesn't have sufficient data in order to accurately place or count the student in the two income grids. As a minimum you must enter the student's income (both taxable and non-taxable), parents' income (both taxable and non-taxable) and the student's dependency status. (Dependency statuses can be directly entered on the Applicant Override Form (RNAOVxx) without running an INAS calculation).

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 Form (ROIAIDY)
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
FPERK Paid or Offered Amount.	No	Print FPERK Paid/Offered award amount.	*O* FPERK FISAP data based on Offered amount *P* FPERK FISAP data based on Paid amount (default)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
FFSEOG Paid or Offered Amt.	No	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	No	Print FWS Paid/Offered award amount.	*O* FWS FISAP data based on Offered amount *P* FWS FISAP data based on Paid amount (default)
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 1	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.
FT Load for Grad Codes 1-19	No	Full-time load for Graduate Codes 1-19.	

RORFSxx_yyyyy.lis File

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07-JUL-2005 09:35:36 AM                         BANNER University                                              1
Aid Year: 0405                                    FISAP REPORT                                           RORFS05
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Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Ede05165, Xxxxxxxxx A.	208000175	13000	N	D	UWO	Y		
Ede05166, Xxxxxxxxx A.	208000166	4000	N	D	UWO	Y		
Ede05166, Xxxxxxxxx A.	208000176	10000	N	D	UWO	Y		
Ede05167, Xxxxxxxxx A.	208000167	16000	N	D	UWO	N		
Ede05167, Xxxxxxxxx A.	208000177	19000	N	D	UWO	Y		
Ede05168, Xxxxxxxxx A.	208000168	37000	N	D	UWO	Y		
Ede05168, Xxxxxxxxx A.	208000178	49000	N	D	UWO	Y		
Ede05169, Xxxxxxxxx A.	208000169	55000	N	D	UWO	Y		
Ede05169, Xxxxxxxxx A.	208000179	15001	Y	D	UW	N	FWS	1500.00
FISAPTEST, DEP1 O.	236222221	16000	N	D	UWO	Y	FPERK	500.00
							FSEOG	500.00
							FWS	1000.00
FISAPTEST, DEP2 T.	236222222	10800	Y	D	UWO	Y	FPERK	500.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTEST, DEP3 T.	236222223	20000	Y	D	UWO	N	FPERK	500.00
							FSEOG	750.00
							FWS	1000.00
FISAPTEST, DEP4 F.	236222224	25000	N	D	UWO	Y	FPERK	500.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTEST, DEP5 F.	236222225	35000	N	D	UWO	Y	FPERK	500.00
							FSEOG	1000.00
							FWS	1000.00

Contd...2

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Aid Year: 0405	FISAP REPORT	RORFS05

Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
FISAPTEST, DEP6 S.	236222226	43000	N	D	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Grad01 G.	236222241	16000	N	I	G	N		
FISAPTest, Grad03 G.	236222243	12000	N	I	G	Y		
FISAPTest, Grad04 G.	236222244	10000	N	I	G	Y		
FISAPTest, Grad05 G.	236222245	8000	N	I	G	Y		
FISAPTest, Grad06 G.	236222246	6000	N	I	G	Y		
FISAPTest, Grad07 G.	236222247	5000	N	I	G	Y		
FISAPTest, Grad08 G.	236222248	4000	N	I	G	Y		
FISAPTest, Grad09 G.	236222249	3000	N	I	G	N		
FISAPTest, Grad10 G.	236222250	2000	N	I	G	N		
FISAPTest, Grad11 G.	236222251	1000	N	I	G	Y		
FISAPTest, Grad12 G.	236222252	500	N	I	G	Y		
FISAPTest, Ind01 O.	236222231	1800	N	I	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Ind02 T.	236222232	2500	Y	I	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00

Contd...3
07-JUL-2005 09:35:36 AM BANNER University 3
Aid Year: 0405 FISAP REPORT RORFS05

Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
FISAPTest, Ind03 T.	236222233	4500	N	I	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Ind06 S.	236222236	50000	N	I	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Ind07 S.	236222237	72000	N	D	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Ind08 E.	236222238	17000	N	I	UWO	Y	FPERK	1000.00
							FSEOG	1000.00
							FWS	1000.00
FISAPTest, Ind09 N.	236222239	20000	N	I	G	Y	FPERK	1000.00
							FWS	1000.00
TESTFisap, Grad02 G.	236222242	14000	N	I	G	N		
Testc, Andrew A.	200405101	3000	N	I	UWO	Y	FWS	1500.00
Testc, Brent P.	200405102	14500	N	I	UWO	N	FWS	1500.00
Testc, Catalina	200405129	2700	N	D	UW	Y		
Testc, Christopher I.	200405103	2100	N	I	UWO	N	FWS	1500.00
Testc, David M.	200405104	900	N	I	UWO	N	FWS	1500.00
Testc, Dennis	200405130	15001	N	I	UW	Y	FSEOG	600.00
							FWS	1500.00
Testc, Efram	200405131	1000	N	I	UW	N		
Testc, Eleanora M.	200405105	6000	N	D	UWO	N		

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                                                                                    Contd...4
07-JUL-2005 09:35:36 AM                    BANNER University                               4
Aid Year: 0405                               FISAP REPORT                            RORFS05
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Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Testc, Frank	200405132	500	N	I	UW	Y	FWS	1500.00
Testc, Frida C.	200405106	10999	N	D	UW	Y	FWS	1500.00
Testc, Glenda	200405133	2000	N	I	UW	Y		
Testc, Howard	200405134	3000	N	I	UW	Y	FWS	1500.00
Testc, Isabella	200405135	4000	N	I	UW	Y		
Testc, Jordan	200405136	5000	N	I	UW	Y		
Testc, Kimberly	200405137	6000	N	I	UW	Y		
Testc, Lydia	200405138	8000	N	I	UW	Y		
Testc, Martin	200405139	10000	N	I	UW	Y		
Testc, Norman	200405140	12000	N	I	UW	Y		
Testc, Orson	200405141	14000	N	I	UW	Y		
Testc, Patricia	200405142	16000	N	I	UW	Y		
Testc, Quentin	200405143	18000	N	I	UW	Y	FSEOG	600.00
							FWS	750.19
Testc, Rosalind	200405144	50001	N	I	UW	Y		
Testc, Stanley	200405145	18000	N	I	G	Y		

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                                                                                                      Contd...5
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Aid Year: 0405                                              FISAP REPORT                                   RORFS05
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               PART II, SECTION F: INFORMATION ON ELIGIBLE AID APPLICANTS FOR THE AWARD YEAR (2004-2005 Financial Aid Year)
               ----------------------------------------------------------------------------------------------------------

                    <--------DEPENDENT-------->                                   <---------------INDEPENDENT--------------->
                    UG Without       UG With                                      UG Without      UG With          Graduate/
                    1st Degree       1st Degree                                   1st Degree      1st Degree     Professional
                    ----------       ----------                                   ----------      ----------     ------------

Students With                2               1                                             1               0                0
Auto Zero EFC


Taxable & Non-                                                   Taxable & Non-
Taxable Income                                                   Taxable Income
--------------                                                   --------------
$    0 -$ 2,999              0               1                   $    0 - $  999           1               1                1
 3,000 -  5,999              1               0                    1,000 -  1,999           1               1                1
 6,000 -  8,999              1               0                    2,000 -  2,999           1               1                1
 9,000 - 11,999              1               1                    3,000 -  3,999           1               1                1
12,000 - 14,999              1               0                    4,000 -  4,999           1               1                1
15,000 - 17,999              2               0                    5,000 -  5,999           0               1                1
18,000 - 23,999              1               0                    6,000 -  7,999           0               1                1
24,000 - 29,999              1               0                    8,000 -  9,999           0               1                1
30,000 - 35,999              1               0                   10,000 - 11,999           1               1                1
36,000 - 41,999              1               0                   12,000 - 13,999           1               1                1
42,000 - 47,999              1               0                   14,000 - 15,999           1               2                1
48,000 - 53,999              1               0                   16,000 - 17,999           1               1                1
54,000 - 59,999              1               0                   18,000 - 19,999           0               1                1
60,000 & Over                1               0                   20,000 & Over             1               1                1

Total                       16               3                   Total                    11              15               14
```

```
                                                                                                                     Contd...6
07-JUL-2005 09:35:36 AM                                  BANNER University                                                     6
Aid Year: 0405                                             FISAP REPORT                                                  RORFS05
-----------------------------------------------------------------------------------------------------------------------------------

           PART VI, SECTION A: DISTRIBUTION OF PROGRAM RECIPIENTS AND EXPENDITURES BY TYPE OF STUDENT (2004-2005 Financial 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                        1        500               1       1000               2       2500               2
    12,000 - 23,999                        2       1000               2       1250               3       3500               3
    24,000 - 29,999                        1        500               1       1000               1       1000               1
    30,000 - 41,999                        1        500               1       1000               1       1000               1
    42,000 - 59,999                        1       1000               1       1000               1       1000               1
    60,000 & Over                          1       1000               1       1000               1       1000               1


    Ungrad. Independent
    -------------------

    $    0 - $1,999                        1       1000               1       1000               3       4000               3
     2,000 -  3,999                        1       1000               1       1000               4       5500               4
     4,000 -  7,999                        1       1000               1       1000               1       1000               1
     8,000 - 11,999                        1       1000               1       1000               1       1000               1
    12,000 - 15,999                        1       1000               2       1600               3       4000               3
    16,000 - 19,999                        1       1000               2       1600               2       1750               2
    20,000 & Over                          1       1000               1       1000               1       1000               1

    Graduate/Professional                  1       1000            -NA-       -NA-               1       1000               1

    T O T A L                             15      12500              16      14450              25      29250              25

    Total Less than Full time              1        500               1        750               5       7000               5
    Total Automatic Zero EFC               3       2000               3       2750               4       4500               4
```

```
                                                                                      Contd...7
07-JUL-2005 09:35:36 AM                          BANNER University                            7
Aid Year: 0405                                     FISAP REPORT                         RORFS05
-----------------------------------------------------------------------------------------------

                                 ADDENDUM I.  PART-TIME STUDENT DETAIL
                                 -------------------------------------
```

Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Ede05167, Xxxxxxxxx A.	208000167	16000	N	D	UWO	N		
Ede05169, Xxxxxxxxx A.	208000179	15001	Y	D	UW	N	FWS	1500.00
FISAPTEST, DEP3 T.	236222223	20000	Y	D	UWO	N	FPERK	500.00
							FSEOG	750.00
							FWS	1000.00
FISAPTest, Grad01 G.	236222241	16000	N	I	G	N		
FISAPTest, Grad09 G.	236222249	3000	N	I	G	N		
FISAPTest, Grad10 G.	236222250	2000	N	I	G	N		
TESTFisap, Grad02 G.	236222242	14000	N	I	G	N		
Testc, Brent P.	200405102	14500	N	I	UWO	N	FWS	1500.00
Testc, Christopher I.	200405103	2100	N	I	UWO	N	FWS	1500.00
Testc, David M.	200405104	900	N	I	UWO	N	FWS	1500.00
Testc, Efram	200405131	1000	N	I	UW	N		
Testc, Eleanora M.	200405105	6000	N	D	UWO	N		

```
                                                                                                                        Contd...8
07-JUL-2005 09:35:36 AM                                            BANNER University                                           8
Aid Year: 0405                                                        FISAP REPORT                                       RORFS05
-------------------------------------------------------------------------------------------------------------------------------------

                                                                  CONTROL SUMMARY
                                                                  ---------------
                                                   Program Name...........................:RORFS05(7.2.1)
                                                   One up Number..........................:52070
                                                   Aid Year Code..........................:0405
                                                   Create/Print Summary/Detail/Both........:B
                                                   FPERK Paid or Offered Amount............:P
                                                   FSEOG Paid or Offered Amount............:P
                                                   FWS Paid or Offered Amount..............:O
                                                   Billing or Adjusted Hours...............:A
                                                   Sort Order selected.....................:N
                                                   Application Code........................:FINAID
                                                   Selection ID...........................:TEST3
                                                   Creator ID........................... :WWOMACK
                                                   User ID...........................    :WWOMACK
                                                   Undergraduate Level Code 1.............:UG
                                                   FT Load for UG Code 1..................:12
                                                   Graduate Level Code 1..................:GR
                                                   FT Load for Grad Code 1................:9
                                                   Number of lines per page................:55

                                                   Log file name .../export/home/wwomack/jobsub/rorfs05_52070.lis
                                                   Student Records Selected................:59
                                                   Students with no Aid Amounts............:34
                                                   Total pages Printed.....................:8

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_yyyyy.log File

```
07-JUL-2005 09:35:30 AM        BANNER University

             ** Create FISAP records process completed **

             ** Printing FISAP report completed **

             ** FISAP Program Complete **
--------

                              CONTROL SUMMARY
                              ---------------
                Program Name...........................:RORFS05(7.2.1)
                One up Number..........................:52070
                Aid Year Code..........................:0405
                Create/Print Summary/Detail/Both........:B
                FPERK Paid or Offered Amount............:P
                FSEOG Paid or Offered Amount............:P
                FWS Paid or Offered Amount..............:O
                Billing or Adjusted Hours...............:A
                Sort Order selected.....................:N
                Application Code........................:FINAID
                Selection ID............................:TEST3
                Creator ID........................... :WWOMACK
                User ID...........................    :WWOMACK
                Undergraduate Level Code 1..............:UG
                FT Load for UG Code 1...................:12
                Graduate Level Code 1...................:GR
                FT Load for Grad Code 1.................:9
                Number of lines per page................:55

                Log file name .../export/home/jobsub/rorfs05_52070.log
                Total Student Records Read..............:59
                Total Student Records Created...........:59
                Total pages Printed.....................:1

                        ****** END OF REPORT ******
Connected.
Connected.
```

Grade Exception Report (RORGRDE)

Description

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 **Aid Year** and a valid **Term Code**.

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 Form (ROIAIDY)
Term Code	Yes	Enter the Term Code.	
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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Courses to Report	No	Enter the courses to report.	*A* All Courses - (default) *F* Financial Aid Eligible Courses Only
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.	
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.	

Grade Exception Report Sample

```
14-MAY-2003 01:53 PM        SunGard Higher Education Development                              PAGE 1
AID YEAR: 0203            Financial Aid Grade Exception Report                    RORGRDE
TERM CODE: 200320



     Name                      ID                    Student Level
  Laker, Mary             511000022                    UG

Part of  CRN  Course  Subj  Reg.    Status   Course     Start       End       Grade   Credit   Billing   Excluded
Term          Number        Stat    Date     Level      Date        Date      Code    Hours    Hours     From FA
  1     10006 243     BIOL  RE   01-MAY-2003  UG    01-JAN-2003  30-APR-2003   C      4.000    4.000        N
  1     10020 10      ANTH  RE   01-MAY-2003  UG    01-JAN-2003  30-APR-2003          3.000    3.000        N
  10    10024 301     COMP  RE   01-MAY-2003  UG    01-JAN-2003  15-FEB-2003          3.000    3.000        N



     Name                      ID                    Student Level
  Nelson, Lindy            511000024                    01

Part of  CRN  Course  Subj  Reg.    Status   Course     Start       End       Grade   Credit   Billing   Excluded
Term          Number        Stat    Date     Level      Date        Date      Code    Hours    Hours     From FA
  1     10006 243     BIOL  RE   01-MAY-2003  UG    01-JAN-2003  30-APR-2003          4.000    4.000        N
  1     10020 10      ANTH  RE   01-MAY-2003  UG    01-JAN-2003  30-APR-2003   B      3.000    3.000        N
  1     10038 20      MATH  RE   01-MAY-2003  UG    01-JAN-2003  30-APR-2003          3.000    3.000        Y



     Name                      ID                    Student Level
  Thompson, Sue             511000001                    UG

Part of  CRN  Course  Subj  Reg.    Status   Course     Start       End       Grade   Credit   Billing   Excluded
Term          Number        Stat    Date     Level      Date        Date      Code    Hours    Hours     From FA
  1     10042 301     MGMT  RE   25-APR-2003  UG    01-JAN-2003  30-APR-2003   AAA    3.000    3.000        N
```

Automatic Group Assignment Process (RORGRPS)

Description

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 Form (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
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Use All Applicants Indicator	No	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 Form (ROAIMMP).	*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 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, Creator ID, and User ID parameters.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 theApplication ID, Selection ID, and Creator ID parameters.	

Financial Aid High School Data Posting Process (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 Data Form (ROAHSDT). 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 Population Selection, you may be able to 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 you with 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 Form (GLIAPPL)
Selection ID	Yes	Code that identifies the population with which to work.	Population Selection Inquiry Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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)
Update State of HS Grad	Yes	This parameter determines whether or not 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 or not 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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Update Required Courses Ind	Yes	This parameter determines whether or not you want to update the **Required Courses Similar to the State Scholars Initiative** field on the Applicant High School Data Form (ROAHSDT) 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 Data Form (ROAHSDT).	State Advanced/Honors Programs (RPISAHP)

Financial Aid High School Data Posting (RORHSDP)

```
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 Activity Archive/Purge Process (RORLOGA)

Description

The Logging Activity 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 *(cont.)*

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)

Description

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**, and **Class Start/ End dates**.

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 - which requires a valid, active **Aid Year** and a valid **Term Code** - also contains a summary of the credit and billing hours as well as a summary of eligible billing and financial aid hours for the term.

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 Form (ROIAIDY)
Term Code	Yes	Enter the Term Code.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
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)	
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.	
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.	

Financial Aid Registration Report Sample

```
14-MAY-2003 01:50 PM       SunGard Higher Education Development                          PAGE 1
AID YEAR: 0304             Financial Aid Registration Report                    RORREGS
TERM CODE: 200410


     Name                     ID                   Student Level
  Hertz, Stacey            511000030                  UG

Part of  CRN  Course Subj  Reg.  Course    Start       End      Excluded  Credit  Billing
Term          Number       Stat  Level     Date        Date     Level Sec Hours   Hours
16      10047    301  MUSC   RE    UG  01-OCT-2003 31-DEC-2004            3.000    3.000

Total Credit  Hours:    3.000       Total Eligible FA Credit  Hours:    3.000
Total Billing Hours:    3.000       Total Eligible FA Billing Hours:    3.000

     Name                     ID                   Student Level
  Johnson, Leigh           511000029                  01

Part of  CRN  Course Subj  Reg.  Course    Start       End      Excluded  Credit  Billing
Term          Number       Stat  Level     Date        Date     Level Sec Hours   Hours
1       10008   1000  PSYC   WC    UG  16-AUG-2003 31-DEC-2003            3.000    3.000
1       10020    200  ACCT   RE    UG  16-AUG-2003 31-DEC-2003         Y  3.000    3.000
1       10024     10  ANTH   RE    UG  16-AUG-2003 31-DEC-2003         Y  3.000    3.000
1       10033     25  ENGL   RE    UG  16-AUG-2003 31-DEC-2003            3.000    3.000
14      10039     10  MATH   RE    GR  15-SEP-2003 21-SEP-2003   Y        3.000    3.000

Total Credit  Hours:    15.000       Total Eligible FA Credit  Hours:    6.000
Total Billing Hours:    15.000       Total Eligible FA Billing Hours:    6.000

     Name                     ID                   Student Level
  Michaels, Lindy            511000024                  01

Part of  CRN  Course Subj  Reg.  Course    Start       End      Excluded  Credit  Billing
Term          Number       Stat  Level     Date        Date     Level Sec Hours   Hours
        10056   0918  ZOOL   DD    UG  15-OCT-2003 04-NOV-2003            0.000    0.000
17      10022    250  ACCT   RE    UG  01-JUL-2003 31-OCT-2003            3.000    3.000

Total Credit  Hours:    3.000       Total Eligible FA Credit  Hours:    3.000
Total Billing Hours:    3.000       Total Eligible FA Billing Hours:    3.000
```

Award Roll Process (RPRAROL)

Description

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.

Note: 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 0607 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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 *-99.99* and *99.99*
Print Option	No	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.	

```
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
```

Disbursement Print Process (RPBDDRV)

Description

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.

Prior to the Banner Financial Aid 7.9 release, the Disbursement Process was a two step process. You would first run the RPEDISB Process. You would then run the Disbursement Print Process (RPBDDRV) to print the Disbursement Report (RPBDISB) based on the results of the Disbursement Process.

The Disbursement Process is now 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

```
21-AUG-2003 09:37:20 AM                                    Banner University                                     PAGE      1
                                              DISBURSEMENT REPORT DRIVER REPORT                                      RPBDDRV

                                              * * * REPORT CONTROL INFORMATION * * *


  FILE NAME                                  USE    STAT     INPUT      OUTPUT      DROPPED

RPBDISBO - DISBURSEMENT EXTRACT             INPUT    00          5           5
PGM RPBDISB - DISBURSEMENT REPORT           OUTPUT   00                      6


  PRINTER          LINES           PAGES
  NO - STAT       PRINTED         PRINTED

  02    00             24               2

    NORMAL END OF PROGRAM
```

LMS Interface Accounting Feed Program(RPBLMIA)

Description

The LMS Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the LMS 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 LMS 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)

LMS Interface Accounting Feed Program Sample

```
21-AUG-2003 09:37:20 AM                                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: 0501                             Header Count: 00004

Header 0000000   931025  LMS ON-LINE                     153.66                              0501      NBD029
LMJE   0000001   931025  LMS ON-LINE                                       8.64     0501      L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                       4.00     0501      L  505505  555     006010  133333
LMJE   0000003   931025  LMS ON-LINE                                      64.19     0501      L  505505  555     007010  133333
LMJE   0000004   931025  LMS ON-LINE                      76.83                     0501      L  505505  555     202020  133333

processed batch: count 00004, total       153.66


Document is in balance -- Code:  / Description:


New Document for Batch: BHH018                           Header Count: 00003

Header 0000000   931025  LMS ON-LINE                     618.24                              BHH018    NBD029
LMJE   0000001   931025  LMS ON-LINE                                       9.12     BHH018    L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                     300.00     BHH018    L  505505  555     007010  133333
LMJE   0000003   931025  LMS ON-LINE                     309.12                     BHH018    L  505505  555     202020  133333

processed batch: count 00003, total       618.24


Document is in balance -- Code:  / Description:

New Document for Batch: NRB012                           Header Count: 00003

Header 0000000   931025  LMS ON-LINE                     309.12                              NRB012    NBD029
LMJE   0000001   931025  LMS ON-LINE                                       4.56     NRB012    L  505505  555     005010  133333
LMJE   0000002   931025  LMS ON-LINE                                     150.00     NRB012    L  505505  555     007010  133333
LMJE   0000003   931025  LMS ON-LINE                     154.56                     NRB012    L  505505  555     202020  133333

processed batch: count 00003, total       309.12

Document is in balance -- Code:  / Description:
```

```
21-AUG-2003 09:37:20 AM                    Banner University                                        RPBLMIA
                                  Loan Management System Accounting Feed Report                          Page:     2

                                  * * * REPORT CONTROL INFORMATION * * *

Create/Audit Mode:  A
Print Errors Only:  N
LMS Feed File Name: LMIATRN
Report Line Limit:   55
```

LMS Interface Disbursement Feed Program(RPBLMID)

Description

LMS Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (IA-Plus) Loans Management System. The program produces a report of the feed data, which also indicates any problematic data encountered.

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 Form (ROIAIDY)
Term Code	Yes	Valid term code.	Financial Aid Term Code Inquiry Form (ROITERM)
LMS Term Code	Yes	Enter the LMS Term Code that corresponds to the Banner Term Code. The three-character IA-Plus LMS Term Code in use must be entered.	
LMS Institution Code	Yes	The two-character IA-Plus LMS Institution Code in use must be entered. The default is 01 (single campus).	*01* Single Campus

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 LMS permanent address.	Address Type Code Validation Form (STVATYP)
Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the LMS local address.	Address Type Code Validation Form (STVATYP)
Billing Address Control Ind	No	Control Indicator for LMS billing address rule. Enter 1 if the address to be used as the local address is also the billing address.	*1*
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RFRBASE)

LMS Interface Disbursement Feed Program 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
```

LMS Interface Enrollment Extract Program(RBPLMIE)

Description

The LMS Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (IA-Plus) 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 Term Code	Yes	A valid six-digit Banner Term Code must be entered. Enrollment data is for the term represented by this code.	Financial Aid Term Code Inquiry Form (ROITERM)
Base Term Code	Yes	A valid six-digit Banner Term Code must be entered. Withdrawal/Graduation data will be provided for students enrolled at some time since the term represented by this code.	Financial Aid Term Code Inquiry Form (ROITERM)
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RFRBASE)

LMS Interface Enrollment Extract Program Sample

```
21-AUG-2003 09:37:20 AM                          Banner University                                    PAGE     1
                                     Enrollment Data Report for Loan Management System                    RPBLMIE

                                        CURRENT  LAST                  GRAD      GRAD   WITHDRAW  WITHDRAW
ID            NAME                       STATUS  TERM        HOURS     TERM      DATE     CODE      DATE

123           Anderson, Abigail A.          N   199302        3.00   200202    2002/05
204000001     Anderson, Caroline M.         N   199302        0.00
909000001     Arroyo, Alejandro A.          E   199401       39.00             2003/06
909000002     Barnes, Bartholomew B.        E   199401        7.00
210000002     Benson, David                 E   199401       15.00
467798301     Borrows, John P.              E   199401       14.00
178560001     Brock, James                  E   199401        7.00
234           Carretta, Joseph A.           E   199401        4.00
600400006     Cook, Lisa                    N   199302        8.12
844898789     Coyle, Patricia J.            E   199401        6.00
204000007     Jackson, Hope M.              E   199401        4.00
178560000     Jackson, Samantha-Jaynee T.   E   199401        4.00
601000010     Johnson, Judy A.              E   199401        6.00             2004/05
208000010     Johnson, Michael              E   199401        3.00
202508070     Jones, Bryan J.               E   199401        7.00
601000011     Jones, Kathy R.               E   199401        3.00
204000002     Knipe, Gunther H.             N   199302        0.00
204000006     Kuo, John O.                  E   199401        0.00
601000005     Livingston, John S.           E   199401        6.00
311111111     MacSherry, Allison            E   199401       10.00  200301    2003/06
210000000     McDonald, DA1                 N   199302        0.00
@00000345     Miller, Jeff                  E   199401        4.00
208000002     Morgan, Denise M.             E   199401        7.00
204000004     Napolineskiwichency, Stefanieous E 199401       3.00
601000004     North, Alice R.               E   199401        5.00
@00000213     Rocci, Anthony                E   199401       14.00
601000013     Rogers, Mike C.               E   199401        4.00
208000003     Sanchez, Ronald               E   199401        3.00
209500001     Smith, Thomas                 N   199302        5.00
601000001     Steen, Ralph F.               E   199401        5.00
601000033     Stosal, Frank                 E   199401        6.00
@00000212     Thomas, Daniel J.             E   199401       14.00
204000005     VanDecamp, Laurie M.          E   199401        3.00
600400008     Welding, Jennifer             E   199401        8.12
601000031     Williams, Betty F.            E   199401        3.50
123000112     Williams, Fox                 E   199401        4.00
204000003     Zachary, Paul M.              E   199401        3.00
204000009     Zwickey, Charles B.           N   199302        0.00
```

```
21-AUG-2003 09:37:20 AM                              Banner University                                   PAGE     2
                                          Enrollment Data Report for Loan Management System                   RPBLMIE

                                                  * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RPBLMIE
Report Sequence Number: 16924
Current Term Code: 200101
Base Term Code: 200102
Low Enrollment Control: E
Selection ID:
Application Code:
Creator ID:
Select only students with loans: N
Loan Fund Code:
Line Count: 55

Count of Records Processed: 41
```

Packaging Print Process (RPBPDRV)

Description

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

Prior to the Banner Financial Aid 7.9 release, the Packaging Process was a two step process. You would first run the RPEPCKG Process which automatically calls the Initialization Process (RPEPINT). You would then run the Packaging Print Process (RPBPDRV) to print the Packaging Award Report and Packaging Fund Report based on the results of the Packaging process.

The Packaging Process is now run as a one step process from the GJAPCTL Form. You run the RPEPCKG Process which automatically calls the Initialization Process (RPEPINT). You no longer run the Packaging Print Process (RPBPDRV) as the second step. Instead, 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 r*pepckg_job#.ext* you want as long as you rename the file.

Packaging Print Process Sample

```
21-AUG-2003 09:37:20 AM                                     Banner University                                        PAGE       1
AID YEAR: 0304 Aid Year JUL 2003 - JUN 2004      PACKAGING REPORT DRIVER REPORT                                        RPBPDRV

                                               * * * REPORT CONTROL INFORMATION * * *


  FILE NAME                                 USE     STAT     INPUT      OUTPUT      DROPPED

RPBPCKGO - PACKAGING EXTRACT                   INPUT    00          30          30
PGM RPBAWRD - PACKAGING REPORT                 OUTPUT   00                      22
PGM RPBFUND - PACKAGING FUND REPORT         OUTPUT   00                    12


  PRINTER         LINES           PAGES
  NO - STAT       PRINTED         PRINTED

  02    00             72               2
  03    00             25               2

    NORMAL END OF PROGRAM
```

Disbursement Process (RPEDISB)

Description

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 term 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 term 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 term 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.

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 Form (ROIAIDY)
Process Indicator	Yes	Must be *B* when running in batch mode.	*B* Batch
Term Code	Yes	Enter a valid and active term code.	Financial Aid Term Code Inquiry Form (ROITERM)
Applicant ID	No	Valid applicant ID (only for the online process)	NULL Applicant ID

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	Fund Base Data Form (RFRBASE)
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 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 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 Form (GUAIDEN)
Not used at this time			
User ID	No	The ID of the person using the sub-population rules.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Pell Report Type	No	The Pell report option that determines types of reports 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* Rejected Disb Only *S* Separate Reject & Disb Act.
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 (default) N Do not print the Disbursement Report

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)

Description

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 Actual. 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).
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.

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. Do not run the Initialization (RPEPINT) and Packaging (RPEPCKG) processes separately. When you run RPEPCKG, the process automatically calls and runs the RPEPINT process. 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

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 Form (ROIAIDY)
Process Indicator	Yes	Online or Batch Packaging.	*O* Online *B* Batch (default)
Action Indicator	Yes	Actual or Simulated Packaging.	*A* Actual *S* Simulation
Applicant ID	No	Valid applicant ID (online process only).	Person Search Form (ROAIDEN)
Packaging Group Code	No	Valid packaging group code (batch process only).	Packaging Group Validation Form (RTVPGRP)
Application Code	No	Application code of the population selection.	Application Inquiry Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Ignore Package Complete Date	No	Ignore the packaging complete date when you run packaging in simulation mode.	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

Pell Calculation Process (RPEPELL)

Description

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 reported by an applicant or a default enrollment level for all applicants, as defined on the Packaging Options table (RPBOPTS).
- 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.
- Since 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 Fund Aid Year Specific Data table (RFRASPC).

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 Form (ROIAIDY)
Process Indicator	Yes	Online or Batch operation.	*O* Online *B* Batch (default)
Applicant ID	No	Valid applicant ID (online process only).	Person Search Form (ROAIDEN)

Parameters *(cont.)*

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 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 Code and Creator ID parameters.	Population Selection Inquiry Form (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 Form (GUAIDEN)
User ID	No	ID of the person creating the sub-population rules.	

Pell Calculation Process Sample

```
07-JUN-2003 01:48:49                         SunGard Higher Education 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
```

Batch Initialization Process (RPEPINT)

Description

The Batch initialization process creates records in tables required for the Packaging process (RPEPCKG) in either batch or online mode. This process produces the Batch Initialization Report which indicates the aid year, process indicator (batch or online), action indicator (actual or simulation packaging), and the number of records involved in the initialization process.

Note: This initialization process is run when you execute the RPEPCKG process. You should not execute the RPEPINT Process as a separate 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 Form (ROIAIDY)
Process Indicator	Yes	Online or Batch.	*O* Online *B* Batch (default)
Action Indicator	Yes	Actual or Simulated Packaging.	*A* Actual *S* Simulation
Applicant ID	No	Valid applicant ID (online process only).	Aid Year Inquiry Form (ROIAIDY)
Packaging Group Code	No	Valid packaging group code (batch process only).	Packaging Group Validation Form (RTVPGRP)

Parameters *(cont.)*

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 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 Code and Creator ID parameters.	Population Selection Inquiry Form (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 Form (GUAIDEN)

Batch Initialization Process Sample

```
10-DEC-03 04:43:37                                     Banner University                                         PAGE       1
AID YEAR: 0203 Aid Year JUL 2002 - JUN 2003       PACKAGING INITIALIZATION REPORT                                     RPEPINT

                                               * * * REPORT CONTROL INFORMATION * * *

                   AID YEAR : 0203 Aid Year JUL 2002 - JUN 2003
          PROCESS INDICATOR : B BATCH PROCESSING
           ACTION INDICATOR : A ACTUAL PACKAGING

               RECORD COUNT :      0

    NORMAL END OF PROGRAM
```

Applicant Disbursement Report (RPRADSB)

Description The Applicant Disbursement Report provides detailed information on applicant disbursements.

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 Form (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 Form (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 Form (GLIAPPL)
Term Code	No	Enter a valid and active term code.	Financial Aid Term Code Inquiry Form (ROITERM)
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-MMM-YYYY format

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GUAIDEN)
Fund Code	No	Disbursement info for the listed items will be printed.	Fund Base Data Form (RFRBASE)
User ID	No	ID of the person creating the sub-population rules.	

Applicant Disbursement Report Sample

```
31-MAY-2003 09:38:25                     SunGard Higher Education Development                                          PAGE 1
AID YEAR: 0203 Award Year 2002-2003       Applicant Disbursement Report                                     RPRADSB

                                                                           <-------------- DISBURSEMENT -------------->
    ID      NAME                                       ACPT PK  SCHEDULED      AR TRAN
          FUND            DESCRIPTION                   AMT LD    DATE             NO.         DATE              AMT LD OPT

181030503   Magrone Brian, A
  200310  PELL    Federal Pell Grant                    .00 1  22-APR-2003            1      23-APR-2003      1,675.00 1   A


181030504   Magrone Daniel, B
  200310  PELL    Federal Pell Grant                    .00 1  22-APR-2003            1      23-APR-2003     1,729.00 1   A


181030505   Magrone Aaron, C
  200310  PELL    Federal Pell Grant                    .00 1  22-APR-2003            1      23-APR-2003     1,837.00 1   A


181030506   Silvaint Kevin, Y
  200310  PELL    Federal Pell Grant                    .00 1  22-APR-2003            1      23-APR-2003      1,725.00 1   A


                                    TOTAL AMOUNT           .00                                            6,966.00
                                   STUDENT COUNT            4
```

```
31-MAY-2003 09:38:25                          SunGard Higher Education Development                                                PAGE 2
AID YEAR: 0203 Award Year 2002-2003              Applicant Disbursement Report                                              RPRADSB

                                              * * * REPORT CONTROL INFORMATION * * *

                  RPTNAME: RPRADSB
                 VERSION#: (6.0)
   REPORT SEQUENCE NUMBER: 789311
                 AID YEAR: 0203
                TERM CODE:
                FUND CODE:
        DISBURSEMENT DATE:
           SORTING OPTION: 2
           APPLICATION ID: FINAID
             SELECTION ID: 0203_APPS
               CREATOR ID: SMAGRONE
                  USER ID: SMAGRONE
               LINE COUNT: 55

             RECORD COUNT: 4
```

Award and Disbursement Report (RPRAWDB)

Description

This report prints the summary by fund of the accepted amount, memoed amount, authorized amount, and disbursed amount.

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 Form (ROIAIDY)
Term Code	No	Disbursement information for the listed items will be printed.	Financial Aid Term Code Inquiry Form (ROITERM)
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 Form (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 Form (GLIAPPL)
Selection ID	No	Code that identifies the sub-population to work with.	

Parameters *(cont.)*

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 rules.	

Award and Disbursement Report Sample

```
06-AUG-2003 16:08:55                                    SunGard Higher Education Development                                         PAGE 1
AID YEAR: 0304 Award Year 2003 -  2004                  STUDENT AWARD AND DISBURSEMENT REPORT                              RPRAWDB

TERM CODE: 200110  Fall 2003

    ID      NAME                                             ACPT
            FUND            DESCRIPTION                       AMT             MEMO'D          AUTHORIZED          DISBURSED

058643000   Abell, Heather L
           PELL    Federal Pell Grant                    1,650.00               .00                 .00                .00
           SEOG    Federal Supplemental Grant              500.00               .00                 .00                .00
                   TERM TOTAL                            2,150.00               .00                 .00                .00

                   STUDENT TOTAL                         2,150.00               .00                 .00                .00

698765432   Anderson, Albert J
           PELL    Federal Pell Grant                    1,125.00               .00                 .00                .00

179400020   Another1, test1
           PELL    Federal Pell Grant                    1,650.00               .00                 .00                .00

601000001   Aston, Arnold Ashley
           PELL    Federal Pell Grant                      525.00               .00                 .00                .00

107700034   Baars, Amy
           PELL    Federal Pell Grant                    1,650.00               .00                 .00           1,650.00

107700032   Baars, Ariana
           PELL    Federal Pell Grant                    1,650.00               .00                 .00           1,650.00

107700011   Baars, Barney
           PELL    Federal Pell Grant                    1,650.00               .00                 .00           1,650.00
```

```
06-AUG-2003 16:08:55                                 SunGard Higher Education Development                                    PAGE 2
AID YEAR: 0304 Award Year 2003 - 2004               STUDENT AWARD AND DISBURSEMENT REPORT                         RPRAWDB

TERM CODE: 200110  Fall 2003

    ID      NAME                                              ACPT
            FUND           DESCRIPTION                        AMT          MEMO'D        AUTHORIZED        DISBURSED

107700008   Baars, Gollum
           PELL    Federal Pell Grant                     1,650.00            .00              .00              .00

107700036   Baars, John
           PELL    Federal Pell Grant                     1,650.00            .00              .00         1,650.00

107700003   Baars, Julie
           PELL    Federal Pell Grant                     1,650.00            .00              .00         1,650.00

107700001   Baars, Luis L
           PELL    Federal Pell Grant                     1,650.00            .00              .00         1,650.00

107700037   Baars, Maria
           PELL    Federal Pell Grant                     1,650.00            .00              .00         1,650.00
```

```
06-AUG-2003 16:08:55                                 SunGard Higher Education Development                                    PAGE 17
AID YEAR: 0304 Award Year 2003 - 2004                STUDENT AWARD AND DISBURSEMENT REPORT                         RPRAWDB

TERM CODE:

    ID      NAME                                              ACPT
            FUND           DESCRIPTION                        AMT          MEMO'D        AUTHORIZED        DISBURSED

                   TOTAL AMOUNT                         269,258.00      16,884.00        16,150.00       112,330.00
                   STUDENT COUNT                        179
```

```
06-AUG-2003 16:08:55                              SunGard Higher Education Development                                  PAGE 18
AID YEAR: 0304 Award Year 2003 - 2004             STUDENT AWARD AND DISBURSEMENT REPORT                       RPRAWDB

                                            * * * REPORT CONTROL INFORMATION * * *

                 RPTNAME: RPRAWDB
                VERSION#: (6.0)
  REPORT SEQUENCE NUMBER: 750137
                AID YEAR: 0304
               TERM CODE: 200110
               FUND CODE: SEOG
               FUND CODE: PELL
          SORTING OPTION: N
          APPLICATION ID:
            SELECTION ID:
              CREATOR ID:
                 USER ID:
              LINE COUNT: 55

            RECORD COUNT: 204
```

Applicant Award Report (RPRAWRD)

Description

The Applicant Award Report provides detailed information on applicant awards.

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 Form (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 Form (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 Form (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 Form (RFRBASE)
Term Code	No	Enter a valid and active term code. Banner accepts a single term code or a multiple number of term codes for this report parameter.	Financial Aid Term Code Inquiry Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GUAIDEN)
Term Print Option	No	Print Term Data.	*Y* Print (default) *N* Suppress printing of Term Data

Applicant Award Report Sample

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AID YEAR: 0304 Award Year 2003-2004                 Applicant Award Report                                       RPRAWRD

    ID: 181030501  NAME: Magrone, Melanie N

                     AID PERIOD: FA/SPR      FM GROSS NEED:       11316.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:        9216.00   IM UNMET NEED:
                   PACKAGE DATE:
      FUND                                    STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                       DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     DIRECT ACPT  Accepted                   14-MAY-2002 14-MAY-2002  M   N             2000.00        2000.00

                                              TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                              CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                             200310  50.000   N   15-OCT-2002           1000.00        1000.00
                                             200320  50.000   N   15-FEB-2003           1000.00        1000.00

      FUND                                    STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                       DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                   03-APR-2002 03-APR-2002  M   N              100.00         100.00

                                              TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                              CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                             200310  50.000   N   15-OCT-2002             50.00          50.00
                                             200320  50.000   N   15-FEB-2003             50.00          50.00
                 FUND  TOTALS:                                                         2100.00        2100.00
    ID: 181030502  NAME: Magrone, Jodi L
                     AID PERIOD: FA/SPR      FM GROSS NEED:            .00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:        -100.00   IM UNMET NEED:
                   PACKAGE DATE:
      FUND                                    STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                       DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                   03-APR-2002 03-APR-2002  M   N              100.00         100.00
                                              TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                              CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                             200310  50.000   N   15-OCT-2002             50.00          50.00
                                             200320  50.000   N   15-FEB-2003             50.00          50.00
      FUND                                    STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                       DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered                    22-MAY-2002              S   N                 .00
                                              TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                              CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                             200310  50.000   N   15-OCT-2002               .00
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AID YEAR: 0304 Award Year 2003-2004                 Applicant Award Report                                          RPRAWRD

    ID: 181030502  NAME: Magrone, Jodi L

     FUND                             STATUS      EXPIRE                      OFFERED       ACCEPTED       DECLINED      CANCELLED
     CODE  AWARD STATUS                DATE        DATE      SYS LOCK          AMOUNT         AMOUNT         AMOUNT         AMOUNT
    PELL   OFRD  Offered             22-MAY-2002              S   N               .00

                                      TERM   DIST.  DISB   MEMO EXP           OFFERED       ACCEPTED       DECLINED      CANCELLED
                                      CODE    PCT   FINAL    DATE              AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                     200320  50.000   N   15-FEB-2003             .00

               FUND  TOTALS:                                                   100.00         100.00

    ID: 181030503  NAME: Magrone, Brian A

                    AID PERIOD: FA/SPR      FM GROSS NEED:            .00   IM GROSS NEED:
                 PACKAGE GROUP:             FM UNMET NEED:        -100.00   IM UNMET NEED:
                  PACKAGE DATE:

     FUND                             STATUS      EXPIRE                      OFFERED       ACCEPTED       DECLINED      CANCELLED
     CODE  AWARD STATUS                DATE        DATE      SYS LOCK          AMOUNT         AMOUNT         AMOUNT         AMOUNT
    MERIT  ACPT  Accepted            03-APR-2002 03-APR-2002  M   N            100.00         100.00

                                      TERM   DIST.  DISB   MEMO EXP           OFFERED       ACCEPTED       DECLINED      CANCELLED
                                      CODE    PCT   FINAL    DATE              AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                     200310  50.000   N   15-OCT-2002           50.00          50.00
                                     200320  50.000   N   15-FEB-2003           50.00          50.00

     FUND                             STATUS      EXPIRE                      OFFERED       ACCEPTED       DECLINED      CANCELLED
     CODE  AWARD STATUS                DATE        DATE      SYS LOCK          AMOUNT         AMOUNT         AMOUNT         AMOUNT
    PELL   OFRD  Offered             22-MAY-2002              S   N               .00

                                      TERM   DIST.  DISB   MEMO EXP           OFFERED       ACCEPTED       DECLINED      CANCELLED
                                      CODE    PCT   FINAL    DATE              AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                     200310  50.000   N   15-OCT-2002             .00
                                     200320  50.000   N   15-FEB-2003             .00

               FUND  TOTALS:                                                   100.00         100.00

    ID: 181030504  NAME: Magrone, Daniel B

                    AID PERIOD: FA/SPR      FM GROSS NEED:            .00   IM GROSS NEED:
                 PACKAGE GROUP:             FM UNMET NEED:        -100.00   IM UNMET NEED:
                  PACKAGE DATE:

     FUND                             STATUS      EXPIRE                      OFFERED       ACCEPTED       DECLINED      CANCELLED
     CODE  AWARD STATUS                DATE        DATE      SYS LOCK          AMOUNT         AMOUNT         AMOUNT         AMOUNT
    MERIT  ACPT  Accepted            03-APR-2002 03-APR-2002  M   N            100.00         100.00
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AID YEAR: 0304 Award Year 2003-2004                 Applicant Award Report                                        RPRAWRD

    ID: 181030504  NAME: Magrone, Daniel B

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                 03-APR-2002 03-APR-2002  M   N              100.00         100.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002             50.00          50.00
                                           200320  50.000   N   15-FEB-2003             50.00          50.00

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered                  22-MAY-2002              S   N                 .00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002               .00
                                           200320  50.000   N   15-FEB-2003               .00

                FUND  TOTALS:                                                          100.00         100.00

    ID: 181030505  NAME: Magrone, Aaron C

                     AID PERIOD: FA/SPR      FM GROSS NEED:           .00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       -100.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                 03-APR-2002 03-APR-2002  M   N              100.00         100.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002             50.00          50.00
                                           200320  50.000   N   15-FEB-2003             50.00          50.00

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered                  22-MAY-2002              S   N                 .00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002               .00
                                           200320  50.000   N   15-FEB-2003               .00

                FUND  TOTALS:                                                          100.00         100.00
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AID YEAR: 0304 Award Year 2003-2004                Applicant Award Report                              RPRAWRD

   ID: 181030506  NAME: Magrone, Kevin Y

              AID PERIOD: FA/SPR      FM GROSS NEED:            .00   IM GROSS NEED:
            PACKAGE GROUP:            FM UNMET NEED:        -100.00   IM UNMET NEED:
             PACKAGE DATE:

     FUND                                STATUS      EXPIRE                        OFFERED        ACCEPTED        DECLINED       CANCELLED
     CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT          AMOUNT          AMOUNT          AMOUNT
    MERIT  ACPT  Accepted               03-APR-2002 03-APR-2002  M   N              100.00          100.00

                                         TERM   DIST.  DISB   MEMO EXP             OFFERED        ACCEPTED        DECLINED       CANCELLED
                                         CODE    PCT   FINAL    DATE                AMOUNT          AMOUNT          AMOUNT          AMOUNT
                                        200310  50.000   N   15-OCT-2002             50.00           50.00
                                        200320  50.000   N   15-FEB-2003             50.00           50.00

     FUND                                STATUS      EXPIRE                        OFFERED        ACCEPTED        DECLINED       CANCELLED
     CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT          AMOUNT          AMOUNT          AMOUNT
    PELL   OFRD  Offered                22-MAY-2002              S   N                 .00

                                         TERM   DIST.  DISB   MEMO EXP             OFFERED        ACCEPTED        DECLINED       CANCELLED
                                         CODE    PCT   FINAL    DATE                AMOUNT          AMOUNT          AMOUNT          AMOUNT
                                        200310  50.000   N   15-OCT-2002               .00
                                        200320  50.000   N   15-FEB-2003               .00

               FUND  TOTALS:                                                        100.00          100.00

   ID: 181030507  NAME: Magrone, Jenell M

              AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
            PACKAGE GROUP:            FM UNMET NEED:       15850.00   IM UNMET NEED:
             PACKAGE DATE:

     FUND                                STATUS      EXPIRE                        OFFERED        ACCEPTED        DECLINED       CANCELLED
     CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT          AMOUNT          AMOUNT          AMOUNT
    MERIT  ACPT  Accepted               03-APR-2002 03-APR-2002  M   N              100.00          100.00

                                         TERM   DIST.  DISB   MEMO EXP             OFFERED        ACCEPTED        DECLINED       CANCELLED
                                         CODE    PCT   FINAL    DATE                AMOUNT          AMOUNT          AMOUNT          AMOUNT
                                        200310  50.000   N   15-OCT-2002             50.00           50.00
                                        200320  50.000   N   15-FEB-2003             50.00           50.00

     FUND                                STATUS      EXPIRE                        OFFERED        ACCEPTED        DECLINED       CANCELLED
     CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT          AMOUNT          AMOUNT          AMOUNT
    PELL   OFRD  Offered                22-MAY-2002              S   N             4000.00

                                         TERM   DIST.  DISB   MEMO EXP             OFFERED        ACCEPTED        DECLINED       CANCELLED
                                         CODE    PCT   FINAL    DATE                AMOUNT          AMOUNT          AMOUNT          AMOUNT
                                        200310  50.000   N   15-OCT-2002           2000.00
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AID YEAR: 0304 Award Year 2003-2004                 Applicant Award Report                                           RPRAWRD

    ID: 181030507  NAME: Magrone, Jenell M

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered                22-MAY-2002               S   N            4000.00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                         200320  50.000   N   15-FEB-2003           2000.00

                FUND  TOTALS:                                                       4100.00         100.00

    ID: 181030508  NAME: Magrone, Christian R

                     AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       15850.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  OFRD  Offered                03-APR-2002 03-APR-2002  M   N              100.00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                         200310  50.000   N   15-OCT-2002             50.00
                                         200320  50.000   N   15-FEB-2003             50.00

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered                22-MAY-2002               S   N            4000.00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                         200310  50.000   N   15-OCT-2002           2000.00
                                         200320  50.000   N   15-FEB-2003           2000.00

                FUND  TOTALS:                                                       4100.00

    ID: 181030509  NAME: Magrone, Neggy

                     AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       15850.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted               03-APR-2002 03-APR-2002  M   N              100.00         100.00
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AID YEAR: 0304 Award Year 20023-2004               Applicant Award Report                                              RPRAWRD

    ID: 181030509  NAME: Magrone, Neggy

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                 03-APR-2002 03-APR-2002  M   N               100.00         100.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002             50.00          50.00
                                           200320  50.000   N   15-FEB-2003             50.00          50.00

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
      PELL  OFRD  Offered                  22-MAY-2002              S   N              4000.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002           2000.00
                                           200320  50.000   N   15-FEB-2003           2000.00
                FUND  TOTALS:                                                         4100.00         100.00
    ID: 181030510  NAME: Magrone, Collin C

                     AID PERIOD: FA/SPR      FM GROSS NEED:       18271.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       15821.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
     MERIT  ACPT  Accepted                 03-APR-2002 03-APR-2002  M   N               100.00         100.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002             50.00          50.00
                                           200320  50.000   N   15-FEB-2003             50.00          50.00

      FUND                                  STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                     DATE        DATE      SYS LOCK            AMOUNT         AMOUNT         AMOUNT         AMOUNT
      PELL  OFRD  Offered                  22-MAY-2002              S   N              2350.00

                                            TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                            CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                           200310  50.000   N   15-OCT-2002           1175.00
                                           200320  50.000   N   15-FEB-2003           1175.00

                FUND  TOTALS:                                                         2450.00         100.00
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AID YEAR: 0304 Award Year 2003-2004               Applicant Award Report                                              RPRAWRD

    ID: 181030511  NAME: Magrone, Michael J

                     AID PERIOD: FA/SPR      FM GROSS NEED:        7064.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:        7064.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED        DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT          AMOUNT          AMOUNT
     PELL   OFRD  Offered                22-MAY-2002               S   N                .00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED        DECLINED       CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT          AMOUNT          AMOUNT
                                         200310  50.000   N   15-OCT-2002               .00
                                         200320  50.000   N   15-FEB-2003               .00

                FUND  TOTALS:                                                           .00

    ID: 181030512  NAME: Magrone, Shannon M

                     AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       15950.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED        DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT          AMOUNT          AMOUNT
     PELL   OFRD  Offered                22-MAY-2002               S   N            4000.00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED        DECLINED       CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT          AMOUNT          AMOUNT
                                         200310  50.000   N   15-OCT-2002           2000.00
                                         200320  50.000   N   15-FEB-2003           2000.00

                FUND  TOTALS:                                                       4000.00

    ID: 181030513  NAME: Magrone, Jason M

                     AID PERIOD: FA/SPR      FM GROSS NEED:       16330.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       12330.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                        OFFERED       ACCEPTED        DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK            AMOUNT         AMOUNT          AMOUNT          AMOUNT
     PELL   OFRD  Offered                22-MAY-2002               S   N            4000.00

                                          TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED        DECLINED       CANCELLED
                                          CODE    PCT   FINAL    DATE                AMOUNT         AMOUNT          AMOUNT          AMOUNT
                                         200310  50.000   N   15-OCT-2002           2000.00
                                         200320  50.000   N   15-FEB-2003           2000.00
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AID YEAR: 0304 Award Year 2003-2004          Applicant Award Report                                   RPRAWRD

    ID: 181030513  NAME: Magrone, Jason M

      FUND                              STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                 DATE        DATE      SYS LOCK           AMOUNT         AMOUNT         AMOUNT         AMOUNT

                FUND  TOTALS:                                                     4000.00

    ID: 181030514  NAME: Magrone, Caroline M

                     AID PERIOD: FA/SPR      FM GROSS NEED:        6534.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:        6534.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                              STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                 DATE        DATE      SYS LOCK           AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered              22-MAY-2002              S   N                 .00

                                        TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                        CODE    PCT   FINAL    DATE               AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                       200310  50.000   N   15-OCT-2002               .00
                                       200320  50.000   N   15-FEB-2003               .00

                FUND  TOTALS:                                                         .00

    ID: 181030515  NAME: Magrone, Kyle D

                     AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       15950.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                              STATUS      EXPIRE                        OFFERED       ACCEPTED       DECLINED      CANCELLED
      CODE  AWARD STATUS                 DATE        DATE      SYS LOCK           AMOUNT         AMOUNT         AMOUNT         AMOUNT
     PELL   OFRD  Offered              22-MAY-2002              S   N             4000.00

                                        TERM   DIST.  DISB   MEMO EXP             OFFERED       ACCEPTED       DECLINED      CANCELLED
                                        CODE    PCT   FINAL    DATE               AMOUNT         AMOUNT         AMOUNT         AMOUNT
                                       200310  50.000   N   01-OCT-2002           2000.00
                                       200320  50.000   N   15-FEB-2003           2000.00

                FUND  TOTALS:                                                     4000.00
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AID YEAR: 0304 Award Year 2003-2004          Applicant Award Report                                              RPRAWRD

    ID: 181030522  NAME: Magrone, Peter N

      FUND                                STATUS      EXPIRE                   OFFERED       ACCEPTED       DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK       AMOUNT         AMOUNT         AMOUNT          AMOUNT

                FUND  TOTALS:                                                      .00

    ID: 181030524  NAME: Magrone, Lea C

                     AID PERIOD: FA/SPR      FM GROSS NEED:       19950.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:       16600.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                   OFFERED       ACCEPTED       DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK       AMOUNT         AMOUNT         AMOUNT          AMOUNT
     PELL   OFRD  Offered                22-MAY-2002              S   N        3350.00

                                          TERM   DIST.  DISB   MEMO EXP        OFFERED       ACCEPTED       DECLINED       CANCELLED
                                          CODE    PCT   FINAL    DATE           AMOUNT         AMOUNT         AMOUNT          AMOUNT
                                         200310  50.000   N   01-OCT-2002      1675.00
                                         200320  50.000   N   15-FEB-2003      1675.00

                FUND  TOTALS:                                                  3350.00

    ID: 181030525  NAME: Magrone, Michael

                     AID PERIOD: FA/SPR      FM GROSS NEED:       10450.00   IM GROSS NEED:
                  PACKAGE GROUP:             FM UNMET NEED:        7100.00   IM UNMET NEED:
                   PACKAGE DATE:

      FUND                                STATUS      EXPIRE                   OFFERED       ACCEPTED       DECLINED       CANCELLED
      CODE  AWARD STATUS                   DATE        DATE      SYS LOCK       AMOUNT         AMOUNT         AMOUNT          AMOUNT
     PELL   OFRD  Offered                22-MAY-2002              S   N        3350.00

                                          TERM   DIST.  DISB   MEMO EXP        OFFERED       ACCEPTED       DECLINED       CANCELLED
                                          CODE    PCT   FINAL    DATE           AMOUNT         AMOUNT         AMOUNT          AMOUNT
                                         200310  50.000   N   01-OCT-2002      1675.00
                                         200320  50.000   N   15-FEB-2003      1675.00

                FUND  TOTALS:                                                  3350.00
```

```
31-MAY-2003 09:44:45                    SunGard Higher Education Development                                    PAGE 11
AID YEAR: 0304 Award Year 2003-2004           Applicant Award Report                                   RPRAWRD

      FUND                                                                     OFFERED        ACCEPTED       DECLINED      CANCELLED
      CODE        TITLE                                                         AMOUNT          AMOUNT         AMOUNT         AMOUNT
         DIRECT       Federal Direct Stafford Loan                             2000.00         2000.00

         MERIT        Merit Scholarship                                        1000.00          900.00

         PELL         Federal Pell Grant                                      36942.00

                                                                        -------------- -------------- -------------- --------------

                  FUND TOTALS                                                 39942.00         2900.00            .00            .00
```

```
31-MAY-2003 09:44:45                   SunGard Higher Education Development                                    PAGE 12
AID YEAR: 0304 Award Year 2003-2004           Applicant Award Report                                   RPRAWRD

                                       * * * REPORT CONTROL INFORMATION * * *

                      RPTNAME: RPRAWRD
                    VERSION #: (6.0)
    PARAMETER SEQUENCE NUMBER: 789317
                     AID YEAR: 0304
    REPORT SELECTION QUERY ID: 0304_APPS
             APPLICATION CODE: FINAID
                   CREATOR ID: SMAGRONE
                    FUND CODE:
                    TERM CODE:
                  SORT OPTION: 2
            TERM PRINT OPTION: Y
                   LINE COUNT: 55

                STUDENT COUNT: 20
```

Award Cancellation Process Report (RPRCNCL)

Description

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 Form (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 Form (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-MMM-YYYY format
Sort Option	Yes	The available sort options for this report.	*I* ID *N* Name (default)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RFRBASE) You cannot enter Pell as a fund code for this parameter.
Application ID	No	Application code of the population selection.	Application Inquiry Form (GLIAPPL)
Creator ID	No	The Banner ID of the person that created 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                                  SunGard Higher Education 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                          SunGard Higher Education 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                       SunGard Higher Education 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 (RPRCP08)

Description

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 Windows* are provided in the Install Guide as part of the download.

The Direct Loan Compare Extract Process (RPRCP08) 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).

The Banner Direct Loan Compare Process (RPRCP08) 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 Windows* software for comparison with the reports supplied by COD. The files produced by the RPRCP08 Process are:

- *DLEXCASH _jobnumber.TXT* — Provides cash detail records
- *DLEXLOAN_jobnumber.TXT* — Provides loan detail records
- *DLEXDISB_jobnumber.TXT* — Provides disbursement detail records

Note: SunGard Higher Education supports the generation of the *DLEXCASH, DLEXLOAN,* and *DLEXDISB* extract files. *DL Tools for Windows* is not supported by SunGard Higher Education.

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.

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 Form (ROIAIDY)
Application ID	No	Application ID of the population selection.	Application Inquiry Form (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.	

Direct Loan Compare Extract Process Sample

```
17-FEB-2007 04:06:08 PM                           BANNER University                                              1
Aid Year: 0708                           2007-2008 Direct Loan Compare Extract                             RPRCP08
------------------------------------------------------------------------------------------------------------------
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                           2007-2008 Direct Loan Compare Extract                             RPRCP08
------------------------------------------------------------------------------------------------------------------

                                                 CONTROL SUMMARY
                                                 ---------------
                              Program Name                             :RPRCP08(7.9)
                              One up Number                            :88281
                              Aid Year Code                            :0708
                              Application Code                         :FINAID
                              Selection ID                             :SUE3
                              Creator ID                               :SLAIRD
                              User ID                                  :SLAIRD
                              Matching End Date                        :31-JAN-2007
                              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 Process (RPRDDUP)

Description

This new process updates the scheduled disbursement date for non-loan funds based on the +/- number of days which have been defined on the Default Award & Disbursement Rules Form (RFRDEFA) and/or the Fund Award & Disbursement Rules form (RFRASCH). 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, Term Code, 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.

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 Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Term Code.	No	Enter the Term Code.	
Fund Code	No	Enter the Fund Code.	
Application ID	No	This is the Population Application Code for the Selection ID.	
Selection ID	No	This is the Population Selection ID identifying the sub-population with which to work.	
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

```
23-SEP-2003  10:23:46 AM                    TESTING Banner University                                   Page:        1
Aid Year: 0304                            Disbursement Schedule Date Update

                                       * * * REPORT CONTROL INFORMATION * * *

                    Parameter Name                           Value
                    _______________________________________  ________________

                    Program Name:                            RPRDDUP(6.1)
                    Parameter Seq No:                        59221
                    Aid Year Code:                           0304
                    Process Indicator:                       B
                    Applicant ID:
                    Term Code:                               200420
                    Fund Code:                               SEOG
                    Fund Code:                               MERIT
                    Fund Code:                               PELL
                    Application ID:                          FINAID
                    Selection ID:                            TEST
                    Creator ID:                              FAISUSR
                    User ID:                                 FAISUSR

                    Total Records Selected:                  3

                                            ****** END OF REPORT ******
```

Promissory Note Manifest (RPRDLPM)

Description

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 Statu**s 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 Statu**s 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 Form (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 Form (RFRBASE)
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 (Y, N)	No	Allows you to recreate previously transmitted manifest documents.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 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, 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	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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 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 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 (RPRDLPM.lis) 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: 0708                Direct Loan Program Prom Manifest Work List



                                   CONTROL SUMMARY
                                   ---------------
               Program Name............................:   RPRDLPM
               Version ................................:   7.8
               Run Sequence Number.....................:   185165
               Aid Year Code ..........................:   0708
               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 Print Process (RPRDSPT)

Description

The Disclosure Statement Print Process (RPRDSPT) 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 Print 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 Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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.	Population Selection Inquiry Form (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 Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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/N).	

Parameters *(cont.)*

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 (RPRDSPT) Sample

```
BORROWER INFORMATION------------------------------------------------------------------------
1. Name and Address                                        2. Date of Disclosure Statement


   HANDY, DISMERY C.                                                  04/17/2007
   123 MAIN
   BAKER, LA 70714                                         3. Area Code/Telephone Number
                                                              (123) 123-4567
SCHOOL INFORMATION--------------------------------------------------------------------------
4. School Name and Address                                 5. School Code/Branch
   BANNER University
   123 Main Street                                            GJPDL2
   Scarborough, ME  04074
LOAN INFORMATION----------------------------------------------------------------------------
6. Loan Identification Number(s)       7. Loan Period(s)            8. Loan Fee %
   236001800S08GJPDL2001                  09/01/2007 - 05/31/2008      2.500 %
   236001800U08GJPDL2001                  09/01/2007 - 05/31/2008      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
Subsidized     $ 2625.00      -  $   64.00      +      $   38.00         =    $ 2599.00
Loan
            Your school plans to disburse the Net Loan Amount as follows:

            Date        Net Disbursement Amount       Date        Net Disbursement Amount
(Variable   09/01/2007        $ 1300.00
Interest    01/01/2008        $ 1299.00
Rate)

Direct      Gross Loan Amount - Loan Fee Amount + Interest Rebate Amount = Net Loan Amount
Unsubsidized   $ 4000.00      -  $  100.00      +      $   60.00         =    $ 3960.00
Loan
            Your school plans to disburse the Net Loan Amount as follows:

            Date        Net Disbursement Amount       Date        Net Disbursement Amount
(Variable   09/01/2007        $ 1980.00
Interest    01/01/2008        $ 1980.00
Rate)
```

Disclosure Statement (RPRDSPT) Sample (continued)

```
17-APR-2007 02:12:56 PM                        BANNER University
Aid Year: 0708                        Disclosure Statement Print Process

                                   * * * REPORT CONTROL INFORMATION * * *
                              Parameters have been entered via Job Submission.


Parameter Name                            Value
_______________________________________   ________________

Program Name:                             RPRDSPT(7.5.1)
Parameter Seq No:                         97621
Aid Year Code:                            0708
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:
User ID:
Reprint Previous Batch (Y,N):             N
Previous Batch Date:
Previous Batch Date/Hour:
Previous Batch Date/Minute:
Laser Print Selection:                    N
Direct Loan School Code:                  GJPDL2

Total Students Read:                      1
Total Disclosure Statements Read:         1
Total Disclosure Statements Printed:      1
Total Disclosure Statements not Printed:  0

        ****** END OF REPORT ******
```

2007-2008 Direct Loan Flat-File Upload (RPRDU08)

Description

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 2007-2008 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 RPRDU08 Process supports the following COD fixed-length files:

- DSDF08OP — Disbursement Level Loan Detail School Account Statements (SAS)
- DSLF08OP — Loan Level Loan Detail School Account Statements (SAS)
- DECF08OP — Direct Loan Entrance Counseling Results
- DLFF08OP — Direct Loan Exit Counseling Results
- MPNDISOP — MPN Discharge Report
- MPNINAOP — MPN Expired Report
- MPNEXPOP — MPNs Due to Expire Report

These files are downloaded from COD by using the Federal Communications Software (EDconnect). The RPRDU08 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 RPRDU08. 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., dsdf08op.dat).

Before running RPRDU08 the data files must be named as follows:

- dsdf08op.dat — School Account Statement Loan Detail – Disbursement Level
- dslf08op.dat — School Account Statement Loan Detail – Loan Level
- decf08op.dat — Entrance Counseling Results files
- dlff08op.dat — Exit Counseling Results files
- mpndisop.dat — MPN Discharge Report
- mpninaop.dat — MPN Expired Report
- mpnexpop.dat — MPNs Due to Expire Report

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 disf08op.001, disf08op.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 RPRDU08 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 RPRDU08 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 RPRDU08 Process loads both the Entrance and Exit Interview results files (*decf08op.dat/dlff08op.dat*) statement(s) to the Loan Electronic Counseling Status Form (RPILECS). Related tracking requirements are satisfied on the Applicant Requirements Form (RRAAREQ) if the student has a ROASTAT record for the current year and the tracking requirement already 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 Direct Loan 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, SPRIDEN_ID, or RORSTAT_SAR_SSN, 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.

Uploading of School Account Statement (SAS) Files

RPRDU08 loads the information from the *dsdf08op.dat/ dslf08op.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, RPRDU08 handles the receipt and loading of both files without the creation of duplicate records. When RPRDU08 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

RPRDU08 loads the information from the *mpndisop.dat* and *mpninaop.dat* files. These are non-aid year specific files that RPRDU08 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 RPRDU08 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 (dsdf08op.dat/dslf08op.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*

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample

```
20-APR-2007 10:54:56 PM        Banner University                            1
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------

         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
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                             2
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)          RPRDU08
--------------------------------------------------------------------------------

           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
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                             3
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------

  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
----------- ----------------- -------------------      ------------
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                            4
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------

  LOAN DETAIL


COD Manual Adjustments month ending 16-APR-2007
-----------------------------------------------

Loan ID                    Amount Disb Seq  Proc Date       COD Seq
--------------------- ---------- ---- ---- -----------    ---------
511000003S08G80006001        597   01   01 17-APR-2007          13

511000003S08G80006001        597   02   01 17-APR-2007          14

511000003S08G80006001        496   02   02 17-APR-2007          15

511000004S08G80006001        296   01   01 17-APR-2007          16
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                            5
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------


Booked loan transactions month ending 16-APR-2007
-------------------------------------------------

Student ID Loan ID                    Amount Disb Seq  Proc Date       COD Seq
---------- --------------------- ---------- ---- ---- -----------    ---------

                                 ----------

                                          0
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                            6
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------
Unbooked loan transactions month ending 16-APR-2007
---------------------------------------------------
Student ID Loan ID                    Amount Disb Seq  Feed Date         Status
---------- -------------------- ---------- ---- ---- -----------    ---------
162440045  162440045S08G80006001        493    1    1 15-MAR-2007           1

162440045  162440045U08G80006001        247    1    1 15-MAR-2007           1

162440054  162440054S08G80006001        493    1    1 15-MAR-2007           2

162440054  162440054U08G80006001        247    1    1 15-MAR-2007           2

208000009  208000009S08G80006002       1000    1    1 09-MAR-2007           S

208000009  208000009S08G80006002       1000    2    1 09-MAR-2007           S

530910005  530910005U08G53091001       1379    1    1 25-MAR-2007           A

530910006  530910006S08G53091002        985    1    1 23-MAR-2007           A

530910006  530910006U08G53091001        739    1    1 23-MAR-2007           A

530910006  530910006S08G53091002        985    2    1 25-MAR-2007           A

530910006  530910006U08G53091001        739    2    1 25-MAR-2007           A

530910007  530910007P08G53091001        975    1    1 23-MAR-2007           A

530910008  530910008U08G53091001        493    1    1 25-MAR-2007           A

530910008  530910008S08G53091002       1970    1    1 25-MAR-2007           A

530910009  530910009S08G53091001       2709    1    1 23-MAR-2007           A

530910009  530910009U08G53091001       1724    1    1 23-MAR-2007           A
530910009  530910009U08G53091001      -1724    1    2 25-MAR-2007           A
933556601  111111111S08G80006001        493    1    1 14-APR-2007           1
933556601  111111111U08G80006001        444    1    1 25-MAR-2007           1
                                ----------
                                     15391
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                            7
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------


Booked loan transactions month ending 16-APR-2007
-------------------------------------------------

Student ID Loan ID                   Amount Disb Seq  Proc Date       COD Seq
---------- -------------------- ---------- ---- ---- -----------    ---------

                                 ----------

                                          0
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM        Banner University                              8
Aid Year: 0708    Direct Loan School Account Statement (DLSAS)         RPRDU08
--------------------------------------------------------------------------------
Unbooked loan transactions month ending 16-APR-2007
---------------------------------------------------
Student ID Loan ID                  Amount Disb Seq  Feed Date        Status
---------- -------------------- ---------- ---- ---- -----------    ---------
162440045  162440045S08G80006001        493    1    1 15-MAR-2007           1

162440045  162440045U08G80006001        247    1    1 15-MAR-2007           1

162440054  162440054S08G80006001        493    1    1 15-MAR-2007           2

162440054  162440054U08G80006001        247    1    1 15-MAR-2007           2

208000009  208000009S08G80006002       1000    1    1 09-MAR-2007           S

208000009  208000009S08G80006002       1000    2    1 09-MAR-2007           S

530910005  530910005U08G53091001       1379    1    1 25-MAR-2007           A

530910006  530910006S08G53091002        985    1    1 23-MAR-2007           A

530910006  530910006U08G53091001        739    1    1 23-MAR-2007           A

530910006  530910006S08G53091002        985    2    1 25-MAR-2007           A

530910006  530910006U08G53091001        739    2    1 25-MAR-2007           A

530910007  530910007P08G53091001        975    1    1 23-MAR-2007           A

530910008  530910008U08G53091001        493    1    1 25-MAR-2007           A

530910008  530910008S08G53091002       1970    1    1 25-MAR-2007           A

530910009  530910009S08G53091001       2709    1    1 23-MAR-2007           A

530910009  530910009U08G53091001       1724    1    1 23-MAR-2007           A
530910009  530910009U08G53091001      -1724    1    2 25-MAR-2007           A
933556601  111111111S08G80006001        493    1    1 14-APR-2007           1
933556601  111111111U08G80006001        444    1    1 25-MAR-2007           1
                                 ----------
                                      15391
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — DLSAS sample (Continued)

```
20-APR-2007 10:54:56 PM       Banner University                          9
Aid Year: 0708                                                         RPRDU08
--------------------------------------------------------------------------------



                                      CONTROL SUMMARY

                                   --------------------

                         Program Name......................: RPRDU08

                         Version...........................: 7.8

                         Run Sequence Number...............: 91845

                         Print Booked Loan Detail on SAS....: Y
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — MPNDISOP sample

```
05-MAY-2007 10:54:17 AM                         Banner University                                                     PAGE 1
AID YEAR: 0708                        Direct Loan MPN Discharge Report (MPNDISOP)                                     RPRDU08
------------------------------------------------------------------------------------------------------------------------------------
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            578782601M08G80006003     20070301      A      MPN Discharge Reason 1                   Y
              DLUNSB                    578782601U08G80006001     0708          Y
              DIRECT                    578782601S08G80006001     0708          Y
------------------------------------------------------------------------------------------------------------------------------------
578782602     Student, Test2            578782602N08G80006003     20070301      A      MPN Discharge Reason 2                   Y
              DLPLUS                    578782602P08G80006001     0708          Y
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — MPNINAOP sample

```
05-MAY-2007 10:54:17 AM                    Banner University                                          PAGE 2
AID YEAR: 0708                   Direct Loan MPN Expired Report (MPNINAOP)                            RPRDU08
---------------------------------------------------------------------------------------------------------------------------------
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            578782651M08G80006003  20070303    C       MPN Due to expire reason              N
              Sub/Unsub Loan                                               N
---------------------------------------------------------------------------------------------------------------------------------
578782652     Student, Test4            578782652M08G80006003  20070304    D       MPN Due to expire reason              N
              Sub/Unsub Loan                                               N
---------------------------------------------------------------------------------------------------------------------------------
```

2007-2008 Flat-File Upload Process (RPRDU08.lis) — MPNEXPOP sample

```
05-MAY-2007 10:54:17 AM                    Banner University                                          PAGE 3
AID YEAR: 0708                   Direct Loan MPN Due to Expire Report (MPNEXPOP)                      RPRDU08
---------------------------------------------------------------------------------------------------------------------------------
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            578782605M08G80006003  20070302    B       MPN ExpirationReason Four             Y
              DIRECT                    578782605S08G80006001  0708        N
              DIRECT                    578782605S08G80006001  0708        N
---------------------------------------------------------------------------------------------------------------------------------
578782606     Student, Test6            578782606N08G80006003  20070302    B       MPN ExpirationReason Five             Y
              DLPLUS                    578782606P08G80006001  0708        N
---------------------------------------------------------------------------------------------------------------------------------
```

2007-2008 Flat-File Upload Process (RPRDU08.lis)

```
05-MAY-2007 10:54:17 AM        Banner University                            4
Aid Year: 0708                                                        RPRDU08
--------------------------------------------------------------------------------


                                      CONTROL SUMMARY

                                   --------------------

                         Program Name.......................: RPRDU08

                         Version............................: 7.8

                         Run Sequence Number................: 144005

                         Print Booked Loan Detail on SAS....: Y
```

2007-2008 Flat-File Upload Process (RPRDU08.log)

```
Connected.

Processing 0708 Acknowledgement Files...

Processing Entrance Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/decf08op.dat)

Processing Exit Counseling Results Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dlff08op.dat)

Processing School Account Statement (Disb. Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dsdf08op.dat)

Processing School Account Statement (Loan Level) Acknowledgements...
%Error% - Invalid or previously processed file (/u02/banner/dataload/finaid/dslf08op.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 Process (RPREFTL)

Description

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 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. 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)

Description

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 (E, N, M, I). Otherwise, only those Methods listed are processed.	Multiple Distribution Method values are valid.
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.

```
26-APR-2002 02:31:32 PM                                   SunGard Higher Education 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                                   SunGard Higher Education 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)

Description

The Electronic Loan Application Process serves as the only means to create electronic loan application records. The Electronic Loan Application Form (RPAELAP) 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 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.

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 (one application for separate Subsidized and Unsubsidized loans), Banner has always required separate loan application records for each fund code. Since Subsidized Stafford, Unsubsidized Stafford, and PLUS loans all required separate fund codes for packaging, Banner will create separate electronic loan application records for each fund code. This also 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. For example, you would enter *0102* if this is the aid year code that represents the July 2001 through June 2002 aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST).	Aid Year Inquiry Form (ROIAIDY)
Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS, 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 Form (RFRBASE)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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) *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. *PO* Print Only - The service provider mails promissory notes before the loan eligibility data is certified.

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
			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. 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.

Parameters *(cont.)*

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 Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry Form (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 Form (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 Form (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 Form (ROAIDEN)
Not used at this time	No	Parameter 09 is not used at this time.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (STVATYP)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (STVATYP)
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 Form (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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
Capitalize Interest Default	No	A capitalize interest 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 *(cont.)*

Name	*Required?*	*Description*	*Values*
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* - Email *P* - Paper (default) *W* - Web

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Not used at this time	No	Parameter 24 is not used at this time.	
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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 *(cont.)*

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

```
20-APR-2002 05:39:45 PM                                    SunGard Higher Education 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                          SunGard Higher Education 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                          SunGard Higher Education 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 Process (RPRELAX)

Description

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 Form (RPAELAP) 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 Form (ROIAIDY)
Fund Code	Yes	The fund code must be associated with Federal Fund ID of STFD or PLUS, 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 Form (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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
Application Code	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 and Creator ID of Selection ID parameters.	Application Inquiry Form (GLIAPPL)
Report Selection Query ID	No	Selection ID of the population selection. Select valid values from the Population Selection Inquiry Form (GLISLCT). 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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GUAIDEN). 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. Default is N.	*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

```
14-MAY-2002 03:15:32 PM SunGard Higher Education Development                         1
Aid Year: 0203           Electronic Loan Applications                  RPRELAX
--------------------------------------------------------------------------------
Student ID  Name                      | FUND   | RESULT/COMMENT
----------- ------------------------- | ------ | ------------------------------
511000017   Brennan, DION L           | SSUB   | Selected for combined batching
```

```
214-MAY-2002 03:15:32 PM SunGard Higher Education Development                        2
Aid Year: 0203           Electronic Loan Applications                  RPRELAX
--------------------------------------------------------------------------------
Student ID  Name                      | FUND   | RESULT/COMMENT
----------- ------------------------- | ------ | ------------------------------
511000016   Charlise, NICOLE I        | SUEPL  | Selected for standard batching
511000016   Charlise, NICOLE I        | SUESUB | Selected for standard batching
511000017   Johnson, DION L           | SUEALT | Selected for standard batching
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Exp Grad Dt
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Citizenship
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Enroll Stat
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Alt Loan SB Ind
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Alt Borr Loan Debt
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Citizenship
511000019   Morgan, STACEY L          | SUEALT | *ERROR* No Credit in Diff Name
511000019   Morgan, STACEY L          | SUEALT | Selected for standard batching
```

```
14-MAY-2002 03:15:32 PM SunGard Higher Education Development                          3
Aid Year: 0203          Electronic Loan Applications                 RPRELAX
--------------------------------------------------------------------------------
                              CONTROL SUMMARY
                              ---------------
                Program Name                 :RPRELAX(5.5)
                One up Number                :786128
                Aid Year Code                :0203
                Fund Code(s)                 :SUEALT
                Fund Code(s)                 :ALTLN
                Fund Code(s)                 :STFDY
                Fund Code(s)                 :PLUS2
                Fund Code(s)                 :STFDX
                Fund Code(s)                 :SUESUB
                Fund Code(s)                 :SUEUNS
                Fund Code(s)                 :SUEPL
                File Type Indicator          :P
                School Name                  :SunGard Higher Education
                Recipient Name               :SERVICER1
                Recipient ID                 :999
                Media Type                   :P
                Application Code             :FINAID
                Selection ID                 :SUE_FFELP
                Creator ID                   :SLawson
                Combine Sub/Unsub Stafford   :Y
                Version Number               :5
                EL School Code               :
                EL Branch ID                 :
                Number of lines per page     :55
                Report file name             :/u/sconroy/jobsub/rprelax_786128.lis
                Extract File Name            :/u/sconroy/jobsub/ELAP03IN_786128.DAT
                Batch ID (extract)           :EA0514023001

                Combined records read        :1
                Combined records processed   :1
                Combined records rejected    :0
                Uncombined records read      :5
                Uncombined records processed :4
                Uncombined records rejected  :1
                Total records extracted      :5
                Total pages Printed          :3

                        ****** END OF REPORT ******
```

Electronic Loan Change Transaction Process (RPRELCT)

Description

CommonLine change transactions are extracted from Banner using the Electronic Loan Change Transaction Process (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.

Note: Reallocations for Subsidized/Unsubsidized records require both the Decrease @1-13 Record and the Increase @1-14 be sent as a set. Only the record for the Subsidized loan will be listed on the output for RPRELCT. However, the corresponding increase or decrease for the unsubsidized loan will be extracted in the data file.

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 Form (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.	
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

Parameters *(cont.)*

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 Report Selection Query ID, Creator ID of Selection ID, and User ID parameters.	Application Inquiry Form (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 Form (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 Form (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                            SunGard Higher Education Development                                                1
Aid Year: 0102                                       EL Change Transaction Report                                                  RPRELCT
-------------------------------------------------------------------------------------------------------------------------------------

Recipient: 800  SunGard Higher Education


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                               SunGard Higher Education 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                 :SunGard Higher Education
                                       Recipient Name              :SunGard Higher Education
                                          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 Process (RPRELRU)

Description

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 Form (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:
```

Hold/Release Process (RPRHDRL)

Description

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. 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 Form (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 Form (RFRBASE)
Term Code(s)	Yes	Term codes of disbursements to be put in Hold or Release Status.	Financial AId Term Code Inquiry Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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	No	Recipient ID used in Header and Trailer records sent.	
Media Type	No	PC, Diskette, Mainframe, or Tape.	*D* - Diskette *M* - Mainframe *P* - PC *T* - Tape (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 Form (GLIAPPL)

Parameters *(cont.)*

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 of Selection ID, and User ID parameters.	Population Selection Inquiry Form (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 Form (GUAIDEN)
User ID	No	The ID of the person using the sub-population rules.	
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 two-digit branch Campus ID associated with the main Campus Code.	
EL Branch ID	No	The two-digit branch Campus ID associated with the main Campus Code.	

Electronic Loan Hold/Release Extract Sample

```
22-APR-2002 12:20:37 PM                 SunGard Higher Education Development                    1
Aid Year: 0203                          Electronic Loan Hold/Release Extract               RPRHDRL
----------------------------------------------------------------------------------------------
Student ID  Name                     | Fund   | Term   | Sched.Disb.Dte   | Result/Comment
----------- ------------------------ | ------ | ------ | ---------------- | ----------------------------
511000003   Morgan, Karl J           | SUESUB | 200310 | 25-AUG-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 31-AUG-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 02-SEP-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 15-SEP-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 30-SEP-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 15-OCT-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 31-OCT-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 15-NOV-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 30-NOV-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200310 | 15-DEC-2002      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 15-JAN-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 31-JAN-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 15-FEB-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 15-MAR-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 31-MAR-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 15-APR-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 30-APR-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 15-MAY-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 25-MAY-2003      | Release Request sent
511000003   Morgan, Karl J           | SUESUB | 200320 | 31-MAY-2003      | Release Request sent
```

```
22-APR-2002 12:20:37 PM                  SunGard Higher Education Development                            2
Aid Year: 0203                           Electronic Loan Hold/Release Extract                      RPRHDRL
------------------------------------------------------------------------------------------------------------------------------------

                                                CONTROL SUMMARY
                                                ---------------
                                     Program Name                  :RPRHDRL(5.5)
                                     One up Number                 :782234
                                     Aid Year Code                 :0203
                                     Hold/Release Indicator        :R
                                     Fund Code(s)                  :SUESUB
                                     Fund Code(s)                  :STFDY
                                     Fund Code(s)                  :STFDX
                                     Fund Code(s)                  :SUEUNS
                                     Fund Code(s)                  :SUEPL
                                     Fund Code(s)                  :SUEALT
                                     Term Code(s)                  :200310
                                     Term Code(s)                  :200320
                                     Version Number                :5
                                     File Type Indicator           :P
                                  School Name                  :SunGard Higher Education
                                     Recipient Name                :PHEAA
                                     Recipient ID                  :742
                                     Media Type                    :P
                                     Application Code              :FINAID
                                     Selection ID                  :SUE_FFELP
                                     Creator ID                    :SCONROY
                                     User ID                       :SCONROY
                                     Use Disbursement Results?     :N
                                     Number of lines per page      :55
                                     Report file name              :/u/sconroy/jobsub/rprhdrl_782234.lis
                                     Extract File Name             :/u/sconroy/jobsub/HDRL_782234.DAT
                                     Batch ID (extract)            :ES0422023001
                                     Total records extracted       :20
                                     Total pages Printed           :2

                                          ****** END OF REPORT ******
```

Loan Proceeds Aging Report (RPRLNAG)

Description

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 Form (ROIAIDY)
Term Code	Yes	Term(s) for which the exception report will be run.	Financial AId Term Code Inquiry Form (ROITERM)
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 Form (RFRBASE)

Parameters *(cont.)*

Name	Required?	Description	Values
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                              SunGard Higher Education 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)

Description

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*
Term Code	Yes	Term(s) for which the exception report will be run.	Financial Aid Term Code Inquiry Form (ROITERM)
Fund Code	Yes	The system accepts a single fund code or a multiple number of fund codes for this report parameter.	Fund Base Data Form (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 is the default
Application ID	No	Application code of the population selection.	Application Inquiry Form (GLIAPPL)
Selection ID	No	Selection ID of the population selection.	Population Selection Inquiry Form (GLISLCT)
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.	

Parameters *(cont.)*

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 *(cont.)*

Name	*Required?*	*Description*	*Values*
Process Type	N	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).

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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)
Set Feed Indicator to 'N'	Yes	This parameter updates the **Feed Indicator** to *N* for those records where the tolerance is exceeded when a pending disbursement exceeds your defined tolerance. When you check the **Disbursement Amount greater than Loan Amount** field on the Loan Options Form (RPRLOPT), you can ensure that the disbursements which exceed the tolerance will be prohibited from payment. This allows you to run this process and then to proceed with the Disbursement process for the balance of the students. Those on the report can then be reviewed later.	The allowable values for this field are: Y - Yes, set the Feed Indicator to N N - No, do not set the Feed Indicator

Loan Funding Exception Report Sample

```
26-APR-2002                  SunGard Higher Education 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              SunGard Higher Education 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)

Description

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 Form (RFRMGMT). 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 by Term Table (one record per term 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 Form (RPRLOPT) 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 Form (RFRMGMT). 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.

Data Source Loan Processing 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 Form (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 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 Code, Creator ID, and User ID parameters.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*

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 Form (GUAIDEN)
Not used at this time	No		
Not used at this time	No		
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RPRLPRD).	
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 Form (RPRLPRD).	

Parameters *(cont.)*

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 REREX08 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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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* *Q - Electronic MPN Ready to Sign*

Parameters *(cont.)*

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/EDE Defaults window of the Institution Financial Aid Options Form (ROAINST) to separate records by campus code during loan origination. If a school code does not exist on the Campus/EDE Defaults window, the RPRLORC Process uses the **Direct Loan School Code** field on the Loan Options window as the default value. If you enter a **Direct Loan School Code** for this parameter, the RPRLORC Process only creates loan origination records for the campus that matches the **Direct Loan School Code** based on the hierarchy noted in the previous paragraph. If you do not enter a **Direct Loan School Code** for this parameter, the RPRLORC Process creates loan origination records for all campuses.	Direct Loan School Code

Direct Loan Record Creation (RPRLORC.lis)

```
06-APR-2007 10:34:24 AM                                  BANNER University                                            1
Aid Year: 0708                                       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
----------- ------------------------------  | ------ | ---- ------ | ----- ------ | --- ------ ------ | ---------------------------
408-00-4001 BRYAN, APRIL                    | DIRECT | ACPT   2625 |     0      0 |   1   2625 FASP08 | Existing record replaced
                                            |        |             |              |                   |
408-00-4003 BRYANT, ALISE T                 | DLPLUS | ACPT   4000 |     0      0 |   1   4000 FASP08 | Existing record replaced
                                            |        |             |              |                   |
408-00-4007 BRYANT, ANNA                    | DLPLUS | ACPT   4000 |     0      0 |   1   4000 FASP08 | Existing record replaced
                                            |        |             |              |                   |
408-00-4002 BRYANT, ARIEL L                 | DIRECT | ACPT   2625 |     0      0 |   1   2625 FASP08 | Existing record replaced
                                            |        |             |              |                   |
408-00-2012 Bryant, Karen                   |        |             |              |                   | Invalid SAR Trans. Number
                                            |        |             |              |                   |
                                            | DLPLUS | ACPT   2500 |     0      0 |   1   2500 FASP08 | Existing record replaced
                                            |        |             |              |                   |
511-00-4075 HANDY, AARON C                  | DLPLUS | ACPT  10000 |     0      0 |   1  10000 FASP08 | Existing record replaced
                                            | DLUNSB | ACPT   3500 |     0      0 |   1   3500 FASP08 | Existing record replaced
                                            |        |             |              |                   |
130-00-4412 HANDY, ADEBOLA A                | DLPLUS | ACPT  10000 |     0      0 |   1  10000 FASP08 | Existing record replaced
                                            | DLUNSB | ACPT   5500 |     0      0 |   1   5500 FASP08 | Existing record replaced
                                            |        |             |              |                   |
555-00-6793 HANDY, ALEXANDRA L              | DIRECT | OFRD   2625 |     0      0 |   1   2625 FASP08 |
                                            | DLPLUS | ACPT  10000 |     0      0 |   1  10000 FASP08 | Existing record replaced
                                            |        |             |              |                   |
511-00-1908 HANDY, ALEXANDRIA M             | DLUNSB | ACPT   7500 |     0      0 |   1   7500 FASP08 | Existing record replaced
```

```
06-APR-2007 10:34:24 AM                          BANNER University                                                          7
Aid Year: 0708                              Loan Origination Record Creation Log                                      RPRLORC
-----------------------------------------------------------------------------------------------------------------------------------


                                                  CONTROL SUMMARY
                                                  ---------------
                              Program Name............................:   RPRLORC
                              Version Number..........................:   7.8
                              Run Sequence Number.....................:   96411
                              Aid Year Code ..........................:   0708
                              Create for awards in Offered Status Y/N .:   Y
                              Application ID .........................:
                              Selection ID ...........................:
                              Creator ID .............................:
                              User ID ................................:
                              Online/Batch Processing O/B ............:   B
                              Student ID .............................:
                              Address Types for Loan Permanent Address.:   MA
                              Academic Year Start Date................:
                              Academic Year End Date..................:
                              Default Disclosure Print Ind............:   S
                              School Prom Note Status.................:   R
                              Direct Loan School Code.................:
```

Loan Summary Report (RPRLSUM)

Description 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 Form (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 Form (RFRMGMT)).	Loan Fund Data Query Form (RFQLFND)
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 Form (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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GLIAPPL)
Selection ID	No	Code that identifies the population with which to work.	
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

```
28-AUG-2007 12:17:24 PM                                BANNER University                                                 PAGE      1
AID YEAR: 0607 2006-2007 Aid Year                     Loan Summary Report                                                RPRLSUM
------------------------------------------------------------------------------------------------------------------------------------

NAME: Laird-Depend, Newcalc2         ID:  511007012

        FUND:      LOAN:    APPL:  STATUS:    LENDER ID:      REQUESTED         CERTIFIED         APPROVED            PAID
        CODE       TYPE     NO.                                  AMOUNT            AMOUNT           AMOUNT          AMOUNT
        SUESUB     S        1      APPR       814609            1000.00           1000.00          1000.00          285.13

                 TERM CODE          DISB NO.          SEQ NO.      ESTIMATED       PAID/RETURNED      PAID DATE
                                                                      AMOUNT              AMOUNT
                 200710             1                 1               490.00              485.13      02-MAY-2007
                 200710             1                 2                 0.00             -200.00      02-MAY-2007
                 200720             2                 1               490.00

        FUND:      LOAN:    APPL:  STATUS:    LENDER ID:      REQUESTED         CERTIFIED         APPROVED            PAID
        CODE       TYPE     NO.                                  AMOUNT            AMOUNT           AMOUNT          AMOUNT
        SUEUNS     U        7      APPR       814609             500.00            500.00           500.00            0.00

                 TERM CODE          DISB NO.          SEQ NO.      ESTIMATED       PAID/RETURNED      PAID DATE
                                                                      AMOUNT              AMOUNT
                 200710             1                 1               245.00
                 200720             2                 1               245.00

                 TOTAL LOAN APPLICATIONS:                 2
                 TOTAL AMOUNT REQUESTED:            1500.00
                 TOTAL AMOUNT CERTIFIED:            1500.00
                 TOTAL AMOUNT APPROVED:             1500.00
                 TOTAL AMOUNT PAID:                  285.13
```

```
28-AUG-2007 12:17:24 PM                           BANNER University                                          PAGE      2
AID YEAR: 0607 2006-2007 Aid Year                Loan Summary Report                                        RPRLSUM
-----------------------------------------------------------------------------------------------------------------------------------
NAME: Lairdneed2-Laird, Samantha     ID:  511007007

        FUND:      LOAN:    APPL:  STATUS:    LENDER ID:      REQUESTED         CERTIFIED          APPROVED            PAID
        CODE       TYPE     NO.                                  AMOUNT            AMOUNT            AMOUNT          AMOUNT
        SUESUB     S        1      APPR       814609           1000.00           1000.00           1000.00          332.00

                 TERM CODE          DISB NO.          SEQ NO.       ESTIMATED       PAID/RETURNED      PAID DATE
                                                                       AMOUNT             AMOUNT
                 200710             1                 1                332.00             332.00      07-FEB-2007
                 200720             2                 1                332.00
                 200730             3                 1                331.00

                 TOTAL LOAN APPLICATIONS:             1
                 TOTAL AMOUNT REQUESTED:        1000.00
                 TOTAL AMOUNT CERTIFIED:        1000.00
                 TOTAL AMOUNT APPROVED:         1000.00
                 TOTAL AMOUNT PAID:              332.00
```

```
28-AUG-2007 12:17:24 PM                           BANNER University                                          PAGE      3
AID YEAR: 0607 2006-2007 Aid Year                Loan Summary Report                                        RPRLSUM
-----------------------------------------------------------------------------------------------------------------------------------

REPORT SUMMARY:

        NUMBER OF APPLICANTS:                  2
        NUMBER OF LOAN APPLICATIONS:           3

        FUND CODE  DESCRIPTION                                REQUESTED         CERTIFIED          APPROVED        NET PAID
                                                                 AMOUNT            AMOUNT            AMOUNT          AMOUNT
        SUESUB     Sue Subsidized loan                          2000.00           2000.00           2000.00          617.13

        SUEUNS     Sue Unsubsidized loan                         500.00            500.00            500.00            0.00
                                                        _________________ _________________ _________________ _________________
                                                                2500.00           2500.00           2500.00          617.13
```

```
28-AUG-2007 12:17:24 PM                              BANNER University                                                   PAGE      4
AID YEAR: 0607 2006-2007 Aid Year                   Loan Summary Report                                                  RPRLSUM
-----------------------------------------------------------------------------------------------------------------------------------
                                             * * * REPORT CONTROL INFORMATION * * *

                                                 PROGRAM NAME: RPRLSUM
                                                      VERSION: 7.9

                                       REPORT SEQUENCE NUMBER: 208085
                                                     AID YEAR: 0607
                                                    FUND CODE: SUEUNS
                                                             : SUESUB
                                            LOAN STATUS CODE:
                                                   LENDER ID:
                                              SORTING OPTION: 1
                                    DISBURSEMENT DETAIL PRINT: Y

                                              APPLICATION ID: FINAID
                                                SELECTION ID: SUE
                                                  CREATOR ID: SLAIRD
                                                     USER ID: SLAIRD

                                                  LINE COUNT: 55
```

Promissory Note Print Process (RPRPNPT)

Description

The Promissory Note Print Process (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.

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 Form (GJIREVO). 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 Form (ROIAIDY)
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.	
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).	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	
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.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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.	Default is N
Document ID	No	If the previous parameter is a Y, this parameter identifies which Document ID to reprint.	

Parameters *(cont.)*

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 Code, and Creator ID parameters.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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. SunGard Higher Education has confirmed that COD will accept the completed MPN document for imaging without the Section A, B, or C labels in italics.

Parameters *(cont.)*

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 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 promissory notes for all campuses.	Direct Loan School Code

RPRPNPT.lis Sample

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
```

RPRPNPT.lis Sample (continued)

```
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
```

RPRPNPT.lis Sample (continued)

```
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
```

RPRPNPT.lis Sample (continued)

```
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)

Description

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 Form (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 Form (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 Form (GLIAPPL)
Fund Code	No	Enter a valid fund code. You can enter multiple values.	Fund Base Data Form (RFRBASE)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GUAIDEN)

Simulation Award Report Sample

```
04-JUN-2003 10:14:10                      SunGard Higher Education 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                          SunGard Higher Education 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 Report (RPRSBPR)

Description

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.

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 Form (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 Form (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 Form (GLIAPPL)
Term Code	Yes	Enter a valid and active term code. You can enter multiple values.	Financial Aid Term Code Inquiry Form (ROITERM)
Effective Date	No	If you enter a date for this parameter, the system only lists the transactions posted on this date.	DD-MMM-YYYY format

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
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 Form (GUAIDEN)

Financial Aid Student Billing Payment Report Sample

```
18-DEC-03 16:54:30                        Banner University                                       PAGE 1
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004        F/A Student Billing Payment                         RPRSBPR

    NAME                            ID      AID PERIOD                              ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Aaron Art                      100100040   FULL Full Academic Year                           .00             .00             .00

    <------------------------------------- MEMO DETAIL ------------------------------------->
                                               DETAIL                    EXPIRATION  EFFECTIVE
    FUND CODE                                   CODE     AMOUNT    TERM     DATE       DATE
    AAA    AAA Scholarship                      AAA       50.00  200001  15-OCT-03

    <--------------------------------------------------- ACCOUNT DETAIL --------------------------------------------------->
                                            TRANSACTION  DETAIL                                 TRANSACTION          EFFECTIVE
    FUND CODE                                 NUMBER      CODE      AMOUNT     BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    INSC   Institutional Scholarship             3        FAID      400.00         .00  200001                   T     31-DEC-03
    INSC   Institutional Scholarship             6        FAID      518.00         .00  200001                   T     31-DEC-03
    NAME                            ID      AID PERIOD                              ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Adams Andy                      100100005                                                 296.25             .00             .00

    <--------------------------------------------------- ACCOUNT DETAIL --------------------------------------------------->
                                            TRANSACTION  DETAIL                                 TRANSACTION          EFFECTIVE
    FUND CODE                                 NUMBER      CODE      AMOUNT     BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    INSC   Institutional Scholarship             7        FAID       73.75         .00  200001                   T     27-DEC-03

    NAME                            ID      AID PERIOD                              ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Adams Chris                     100100003  FULL Full Academic Year                         60.00             .00             .00

    <--------------------------------------------------- ACCOUNT DETAIL --------------------------------------------------->
                                            TRANSACTION  DETAIL                                 TRANSACTION          EFFECTIVE
    FUND CODE                                 NUMBER      CODE      AMOUNT     BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    INSC   Institutional Scholarship            12        FAID      500.00     -500.00  200001                   T     27-DEC-03
    NAME                            ID      AID PERIOD                              ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Adams Jackie, Midd              111111112  FULL Full Academic Year                       4169.58             .00             .00
    <------------------------------------- MEMO DETAIL ------------------------------------->
                                               DETAIL                    EXPIRATION  EFFECTIVE
    FUND CODE                                   CODE     AMOUNT    TERM     DATE       DATE
    AAA    AAA Scholarship                      AAA         .00  200001  15-OCT-03
Adams John                      X00000002  FULL Full Academic Year                           .00             .00             .00
    <------------------------------------- MEMO DETAIL ------------------------------------->
                                               DETAIL                    EXPIRATION  EFFECTIVE
    FUND CODE                                   CODE     AMOUNT    TERM     DATE       DATE
    INSC   Institutional Scholarship            FAID     500.00  200001  15-OCT-03
```

```
18-DEC-03 16:54:30                                    Banner University                                                PAGE 2
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004         F/A Student Billing Payment                                          RPRSBPR

    NAME                            ID     AID PERIOD                               ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Adams Mary                      100100001                                                 100.00             .00             .00

    <---------------------------------------------- ACCOUNT DETAIL ---------------------------------------------->
                                           TRANSACTION  DETAIL                                   TRANSACTION          EFFECTIVE
    FUND CODE                                NUMBER      CODE     AMOUNT    BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    INSC   Institutional Scholarship              6       FAID     500.00        .00  200001                    T     27-DEC-03

    NAME                            ID     AID PERIOD                               ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Anderson Albert                 699999999  SPR-S Spring Semester                          182.18             .00        -2708.98

    <---------------------------------------------- ACCOUNT DETAIL ---------------------------------------------->
                                           TRANSACTION  DETAIL                                   TRANSACTION          EFFECTIVE
    FUND CODE                                NUMBER      CODE     AMOUNT    BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    STFD   Stafford Loan                         52       FGSL     768.00        .00  200001                    F     13-AUG-03

    NAME                            ID     AID PERIOD                               ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Apthor Johnny                   400300213  FULL Full Academic Year                           .00             .00             .00

    <------------------------------------ MEMO DETAIL ------------------------------------>
                                              DETAIL                     EXPIRATION  EFFECTIVE
    FUND CODE                                  CODE     AMOUNT    TERM      DATE       DATE
    PELL   Pell Grant                          YPEL      875.00  199301  15-OCT-92

    NAME                            ID     AID PERIOD                               ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Atkinson Susan, M               900000004  FULL Full Academic Year                        442.00             .00             .00

    <---------------------------------------------- ACCOUNT DETAIL ---------------------------------------------->
                                           TRANSACTION  DETAIL                                   TRANSACTION          EFFECTIVE
    FUND CODE                                NUMBER      CODE     AMOUNT    BALANCE    TERM   NUMBER PAID  SOURCE    DATE
    STFD   Stafford Loan                          5       FGSL     267.00        .00  200001                    F     22-JUN-03

    NAME                            ID     AID PERIOD                               ACCT BALANCE      AMOUNT DUE    MEMO BALANCE
Austen Jane                     7777       FULL Full Academic Year                           .00             .00             .00

    <------------------------------------ MEMO DETAIL ------------------------------------>
                                              DETAIL                     EXPIRATION  EFFECTIVE
    FUND CODE                                  CODE     AMOUNT    TERM      DATE       DATE
    AAA    AAA Scholarship                     AAA          .00  199301  15-OCT-01
```

```
18-DEC-03 16:54:30                                    Banner University                                              PAGE 17
AID YEAR: 0304 Aid Year JUL 2003 - Jun 2004         F/A Student Billing Payment                                       RPRSBPR

                                              * * * REPORT CONTROL INFORMATION * * *

                  RPTNAME: RPRSBPR
   REPORT SEQUENCE NUMBER: 54239
                 AID YEAR: 0304
REPORT SELECTION QUERY ID:
         APPLICATION CODE:
               CREATOR ID:
                TERM CODE: 199301
           EFFECTIVE DATE:
       MEMO DETAIL OPTION: Y
           SORTING CHOICE: N
         SORTING SEQUENCE: A
               LINE COUNT: 55

             RECORD COUNT: 87
```

SMART Grant Eligibility Report (RPRSMRT)

Description

This report identifies students who may be eligible for a National SMART Grant.

- If the Students to Report (Parameter 03) is set to *A*, all students who have a financial aid (RORSTAT) record for the aid year parameter and are part of the population selection are listed on the report. All records are evaluated and a message, if necessary, indicates why the student is not eligible to receive the SMART Grant.
- If the Students to Report (Parameter 03) is set to *E*, the report lists all students who
  - have a financial aid (RORSTAT) record for the parameter aid year code who are majoring in, or intend to major in, one of the eligible majors based on the published list of eligible CIP Codes.
  - are in their third or fourth year of the program,
  - and have a Pell Grant award greater than zero for the aid year.
- The Exclude Packaged Students option (Parameter 02) excludes students already packaged with a SMART Grant. The process excludes any awards greater than 0 which have a federal fund ID of *SMRT*.

Note: Eligible students must also have a 3.0 (or higher) cumulative Grade Point Average (GPA) on a 4.0 scale to receive a SMART Grant. In many cases the SMART Grant will be packaged prior to the student completing his/her sophomore year. The student may not have the necessary GPA at the time of awarding but may have it at the beginning of his/her junior year. You may use population selection rules to select students with the necessary GPA and then use that population with 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 Form (ROIAIDY)
Exclude Packaged Students	Yes	If you select *Y*, the report excludes students already packaged with a SMART Grant. The process excludes any awards greater than 0 which have a federal fund ID of *SMRT*.	Y Exclude students already packaged with a SMART Grant N Do not exclude students already packaged with a SMART Grant (Default)
Students to Report	Yes	The *A* option reports all students who have a financial aid (RORSTAT) record for the aid year parameter and are part of the population selection. A population selection is required when you want to report on all students. All records are evaluated and a message indicates, if necessary, why the student is not eligible to receive the SMART Grant. The *E* option reports all eligible students who 1) have a financial aid (RORSTAT) record for the parameter aid year code who are majoring in, or intend to major in, one of the eligible majors; based on the published list of eligible CIP Codes. 2) are in their third or fourth year of the program, and (3) have a Pell Grant award greater than zero for the aid year.	A Report all students E Only report eligible students (Default)
Application Code	No	General area for which the selection ID was defined.	Application Inquiry Form (GLIAPPL)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Selection ID	No	Code that identifies the population with which to work.	Population Selection Inquiry Form (GLISLCT)
Creator ID	No	ID of the person who created the population rules.	
User ID	No	ID of the person who used the population rules.	

Smart Grant Eligibility Report (RPRSMRT) — (with Students to Report parameter set to A)

```
23-JUN-2006 11:22:29 AM                        Banner University                                       1
Aid Year: 0607                           SMART Grant Eligibility Report                          RPRSMRT
-------------------------------------------------------------------------------------------------------------------

NAME                            ID      MAJOR  DESCRIPTION                   CIPC    AWARDED  MESSAGE

Indepnewcalc, Newindepent       511007009  F002   Animal Health-SMRT elig       010903     N
Laird-Depend, Newcalc2          511007002  F001   Animal Sciences - SMRT elig   010902     N     Student is not 3rd or 4th year
Laird-Depend, Newcalc3          511007003                                                N     Student not in eligible program
Lairddepend, newcalx            511007001  F003   Elec,Elec,Com-SMRT elig       141001     N

Records evaluated   : 4
Records eligible    : 2
```

```
23-JUN-2006 11:22:29 AM                        Banner University
                                                CONTROL SUMMARY
                                               ---------------
                                          Program Name                          :RPRSMRT(7.5.1)
                                          One up Number                         :171167
                                          Aid Year Code                         :0708
                                          Exclude Packaged Students             :N
                                          Students to Report                    :A
                                          Application Code                      :FINAID
                                          Selection ID                          :SUE1
                                          Creator ID                            :SLAIRD
                                          User ID                               :SLAIRD
                                          Number of lines per page              :55
                                          Report file name                      :/export/home/slaird/jobsub/rprsmrt_171167.lis

                                          Total pages Printed                   :2

                                                ****** END OF REPORT ******
```

Smart Grant Eligibility Report (RPRSMRT) — (with Students to Report parameter set to E)

```
23-JUN-2006 11:34:24 AM                              BANNER University                                              1
Aid Year: 0607                                  SMART Grant Eligibility Report                                RPRSMRT
------------------------------------------------------------------------------------------------------------------------------------
NAME                                ID      MAJOR  DESCRIPTION                        CIPC     AWARDED  MESSAGE

APNGUYEN, A308 S                586070308  MATH   Math                                270101     Y
Andreas, Fisap 6-11 A           165060011  MATH   Math                                270101     Y
Andreas, Fisap 6-13 C           165060013  MATH   Math                                270101     N
Andreas, Smart Eleve            165160011  CHEM   Chemistry                           400501     N
Andreas, Smart Fifte            165160015  CHEM   Chemistry                           400501     Y
Andreas, Smart Fourt            165160014  CHEM   Chemistry                           400501     N
Andreas, Smart Ten              165160010  CHEM   Chemistry                           400501     N
Andreas, Smart Thirt            165160013  CHEM   Chemistry                           400501     Y
Andreas, Smart Twelv            165160012  CHEM   Chemistry                           400501     N
Bryant, Ariel L                 408004002  MATH   Math                                270101     N
Gillia001, Decasscey            007006008  MATH   Math                                270101     Y
Laird20, BillDidIt              511002020  MATH   Math                                270101     N
Miller, Jan J                   208000002  MATH   Math                                270101     Y
ZPNGUYEN, Z Z                   586070301  MATH   Math                                270101     Y

Records eligible    : 14
```

```
23-JUN-2006 11:34:24 AM                              BANNER University                                              2

                                                    CONTROL SUMMARY
                                                    ---------------
                                          Program Name                        :RPRSMRT(7.5.1)
                                          One up Number                       :111059
                                          Aid Year Code                       :0708
                                          Exclude Packaged Students           :N
                                          Students to Report                  :E
                                          Number of lines per page            :55
                                          Report file name                    :/export/home/slaird/jobsub/rprsmrt_111059.lis

                                          Total pages Printed                 :2

                                                  ****** END OF REPORT ******
```

Short-Term Credits Report (RPRSTCR)

Description

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 Form (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 Form (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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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
```

Return of Title IV Calculation Process (RPRTIVC)

Description

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.

Tip: 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.

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 Form (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 either run it from the Return of Title IV Funds Calculation Form (RPATIVC), or use population selection to indicate a single student.	*B* Calculation will be performed in batch
Applicant ID	N/A	Used by Banner when you enter a single student on the Return of Title IV Funds Calculation Form (RPATIVC). 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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (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 Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Process 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 FUND	ELIG DISB	DISB	NOT DISB	INST REQ RETURN	INST OPT RETURN	STUDENTS RETURN	POST-WD DISB	REVISED 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 Report (RPRTIVI)

Description

Use this report to print summarized Title IV repayment information from the Return of Title IV Funds Calculation Form (RPATIVC). 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.

Parameters

Name	*Required?*	*Description*	*Values*
Term Code	Yes	Term code for which you want to print withdrawal information.	Financial Aid Term Code Inquiry Form (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 Form (RPATIVC). You cannot enter a value for this parameter.	
Beginning Withdrawal Date	No	Start date of the period within the term for which you want to print withdrawal information.	
Ending Withdrawal Date	No	End date of the period within the term for which you want to print withdrawal information.	
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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (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 Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (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 *(cont.)*

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 Report Sample

```
31-MAY-2003 15:03:19                              SunGard Higher Education 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                      SunGard Higher Education 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                        SunGard Higher Education 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                    SunGard Higher Education 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
```

Return of Title IV Funds Recipient Withdrawn Status Report (RPRTIVR)

Description

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 term or for some period that you define within the term. 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

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 Form (ROIAIDY)
Term Code	No	Term code for which you want to view withdrawal information. If blank, the whole aid year will be included.	Financial Aid Term Code Inquiry Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Beginning Withdrawal Date	No	Start date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	
Ending Withdrawal Date	No	End date of the period within the term for which you want to view withdrawal information. If blank, the whole term will be included.	
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.	Student Withdrawal Status Code Validation Form (STVWDRL)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
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 Form (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 Form (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 Form (GLISLCT). All or none of the population selection parameters must be entered.	Population Selection Inquiry Form (GLISLCT)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
```

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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)

Description

This report lists those students who indicated on their FAFSA that they will be receiving VA benefits.

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 Form (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 Form (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.	
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 Form (RTVTRST)

Parameters *(cont.)*

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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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* (Yes) or *N* (No). 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 Form (GUAIDEN)

VA Benefits on FAFSA Report Sample

```
06-AUG-2003 04:16:28 PM   SunGard Higher Education 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
```

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06-AUG-2003 04:16:28 PM  SunGard Higher Education 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.

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 Form (ROIAIDY)
Application ID	No	General area for which the selection ID was defined.	Application Inquiry Form (GLIAPPL)
Selection ID	No	Code that identifies the sub-population to work with.	

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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.	

```
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

You must specify an aid year and a term code to be validated. You can optionally limit the set of applicants by using a population selection or by entering fund code parameters.

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 Form (ROIAIDY)
Term Code	Yes	Enter a valid term code for the selected aid year.	Financial Aid Term Code Inquiry (ROITERM)
Fund Code	No	If you enter a fund code, only those disbursements for the selected funds are validated.	Fund Base Data (RFRBASE)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*	
Report Type	Yes	Determines whether you want to print all awards or just those with errors and warnings.	A	Print all awards
			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
Application ID	No	General area for which the selection ID was defined.	Application Inquiry Form (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.		

30-JUL-2007 01:10:18 PM SCT University PAGE 1
AID YEAR: 0708 2007-2008 Aid Year DISBURSEMENT VALIDATION REPORT RPRVDIS

ID: 179400001 NAME: Wood, Albert A

TERM CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID 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 CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID 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 CODE	FUND CODE	AWARDED AMOUNT	MEMO AMOUNT	AUTHORIZED AMOUNT	PAID 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                             SCT 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                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                                   SCT 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                              SCT 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)

Description

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 Form (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 Form (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 Form (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 Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (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 Form (RTVTRST)
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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (GUAIDEN)
User ID	No	This is the ID of the person who used the sub-population rules.	

Parameters *(cont.)*

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 Form (RRAAREQ) are selected. If blank, records will be selected regardless of the value of the **Request Letter** field.	*Y* Yes *N* No Blank

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (RRAAREQ) 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 Form (RRAAREQ) are updated when the process is run, based on the values of the **Request Letter** field in the Summary Block of the Applicant Requirements Form (RRAAREQ) for the applicant, the **Letter Exclusion** field on the Requirements Tracking Validation Form (RTVTREQ) for the requirement, and the **Request Letter** field on the Requirements Tracking Status Validation Form (RTVTRST) for the status. If *N*, the indicator is not updated.	*Y* Yes *N* No (default)

Applicant Requirements Report Sample

```
11-OCT-2005 10:16 AM                                       BANNER University                                               PAGE     1
AID YEAR: 0506                                   Applicant Requirements Tracking Report                                    RRRAREQ

             NAME                    ID     TRK GRP LTR           AID PERIOD              BUD GRP  PCKG GRP  DEP CLASS    ENROLL STAT
Stembler, Kay S.                  408002018 INDNVR   Y  Fall-Spring Semesters             UGINON    ONFRSH    I         < 1/2 (ACTUAL)
                                    STATUS            SATISFIED
            REQUIREMENT              CODE   DATE       STATUS    SBGI                                    PCKG  DISB  MEMO TRK  FUND  SYS
    INTERV Loan Entrance Inter        E  07-OCT-2005     N                                                 N     Y     N    Y   DIRECT F
    INTERV Loan Entrance Inter        E  07-OCT-2005     N                                                 N     Y     N    Y   STFDX  F
    INTERV Loan Entrance Inter        E  07-OCT-2005     N                                                 N     Y     N    Y   STFDY  F
    PN-PER Perkins Prom Note          E  07-OCT-2005     N                                                 N     Y     N    Y   DIRECT F
    SAR    SAR                        E  07-OCT-2005     N                                                 N     Y     Y    Y   HALWS  F
    SGHEAPPInstitutional Appl         E  10-OCT-2005     N                                                 Y     Y     N    Y          S
    STFDAP Stafford Loan Appl.        E  07-OCT-2005     N                                                 N     Y     Y    Y   STFDX  F

Marinich, Theodora A.             408002019 INDNVR   Y  Fall-Spring Semesters             UGINOF    ONFRSH    I         < 1/2 (ACTUAL)
                                    STATUS            SATISFIED
            REQUIREMENT              CODE   DATE       STATUS    SBGI                                    PCKG  DISB  MEMO TRK  FUND  SYS
    ADMIT  Admissions Decision        E  07-OCT-2005     N                                                 Y     Y     Y    N          M
    AWARD  Award Letter               E  17-AUG-2005     N                                                 N     Y     N    Y   MERIT  F
    INTERV Loan Entrance Inter        E  17-AUG-2005     N                                                 N     Y     N    Y   PERK   F
    PN-PER Perkins Prom Note          E  17-AUG-2005     N                                                 N     Y     N    Y   PERK   F
    SCHL-R Scholarship Release        E  17-AUG-2005     N                                                 N     Y     N    Y   MERIT  F
```

```
11-OCT-2005 10:16 AM                                       BANNER University                                               PAGE     2
AID YEAR: 0506                                   Applicant Requirements Tracking Report                                    RRRAREQ
                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME ..............................  RRRAREQ
VERSION# .............................  (7.3.1)
REPORT SEQUENCE NUMBER ...............  67390
SELECTION IDENTIFIER .................  MANUAL
APPLICATION CODE .....................  FINAID
CREATOR ID ...........................  ABRYANT
USER ID ..............................  ABRYANT
AID YEAR .............................  0506
TRACKING GROUP........................
REQ'D FOR PACKAGING (Y/N) ............  N
REQ'D FOR DISBURSEMENT (Y/N) .........
REQ'D FOR FUND (Y/N) .................
TRACKING STATUS CODE .................
ENROLLMENT TERM CODE .................  200610
TRACKING REQUIREMENT CODE ............
SATISFIED STATUS (Y/N) ...............  N
APPLICANT LETTER INDICATOR (Y/N) .....  N
REQUIREMENT LETTER INDICATOR (Y/N) ....
SET LETTER INDICATOR (Y/N) ...........  N
PAGE BREAK BETWEEN APPLICANTS (Y/N) ...  N
LINE COUNT ...........................  55
```

Exit Interview Requirements Process (RRREXIT)

Description

The purpose of the exit interview process is to identify those students that require federal loan 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

You can use this process with a previously defined population selection (using parameters 16-19), or you can select the population based on specific conditions (using parameters 06-12).

You can also combine the two methods, using a population selection to further limit the population of students selected by parameters 06–12.

(A) **Graduating Students:** If parameter 05 (Check for Graduates) is set to *Y*, the process checks for students who have a graduation date recorded which falls between the begin and end date parameter dates (parameters 09 and 10), or which have a graduation in the specified graduation term (parameter 08). 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 in any year which is less than or equal to the aid year (parameter 01).

(B) **Withdrawals:** If parameter 06 is *Y*, the process checks for the students enrollment status code for the current term (parameter 11). 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 in any year which is less than or equal to the aid year (parameter 01).

(C) **Low Enrollment:** If parameter 07 (Check for Low Enrollment) 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 parameter 11 current term. Students selected in this category must have had loans in any year which is less than or equal to the parameter 01 aid year. 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 code (parameter 11) 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 (parameter 12) for at least half-time but are not enrolled in the current term (parameter 11). This excludes students who have a degree awarded or who withdrew in the prior term as these would have been detected in the prior term run. Students selected in this category must have had loans in any year less than or equal to the Aid Year parameter.

Selecting the Award

Regardless of the student selection method, you must specify an aid year (parameter 01) and one or more fund codes (parameter 02).

Students selected must have had loans in any year which is less than or equal to the aid year (parameter 01). The loans checked for are those fund code(s) entered as a fund code (parameter 02) to the process.

Loan 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. A loan 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 parameter 13 (Report and/or Update). When you select the Report only value for parameter 13, 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 *U* for parameter 13, selected students' RRRAREQ records are updated with the tracking requirement code you specified as parameter 03 (Exit Requirement Code) and the requirement status code you specified as parameter 04 (Requirement Status Code).

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 parameter 13 is set to allow updates).

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 Form (ROIAIDY)
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 Accepted amount greater than 0.00. This parameter is validated against the Fund Base Data Table (RFRBASE).	Fund Base Data Form (RFRBASE)
Exit Interview Requirement Code	Yes	Enter a tracking code for the exit interview. If parameter 13 (Report and/or Update) is *U*, this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Validation Form (RTVTREQ)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Requirement Status Code	Yes	A requirement status code associated with the Exit Interview Requirement Code (parameter 03). If parameter 13 (Report and/or Update) is *U*, this code is inserted into RRRAREQ for students who are identified by the process as requiring exit interviews.	Requirements Tracking Status Validation Form (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 parameter 08 (Graduation Term) or for parameters 09 and 10 (Graduation Beginning Date and Graduation Ending Date).	*Y* (Yes) check for graduates *N* (No) do not check for graduates (default)
Check for Withdrawals	No	Specify whether the process will check the withdrawal status for the current term entered in parameter 11 (Current Term Code).	*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 parameters 11 and 12 (Current Term Code and Previous Term Code).	*Y* (Yes) check for low enrollment *N* (No) do not check for low enrollment (default)
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 parameter 05 (Check for Graduates) is *Y*.	Financial Aid Term Code Inquiry Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Graduation Beginning Date	No	If the student's graduation date is on or after this date and before the Graduation Ending Date (parameter 10), the student is selected. Applies only if parameter 05 (Check for Graduates) is *Y*.	
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 parameter 05 (Check for Graduates) is *Y*.	
Current Term Code	No	The current term code is checked for withdrawals (if the Check for Withdrawls parameter is *Y*) or low enrollment (if the Check for Low Enrollment is *Y*).	Financial Aid Term Code Inquiry Form (ROITERM)
Previous Term Code	No	This parameter is checked for low enrollment (if the Check for Low Enrollment parameter is *Y*).	Financial Aid Term Code Inquiry Form (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 Indicator	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)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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(default) *N* Do not print NSLDS
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 theApplication ID, Selection ID, and Creator ID parameters.	

Exit Interview Requirements Process Sample

```
04-JUN-2003 10:22 AM                SunGard Higher Education Development                                PAGE     1
                                     Exit Interview Requirement Report                                RRREXIT

                                                                                              Loan
    ID          Name                            Fund                                Aid Year         Amount

    911111111   Davis, William A.
                Enrollment
                                                STFD   Federal Stafford Loan           0304            2625.00

                                                       Total for SunGard Higher Education Development   2625.00
                                                       Total for Prior Institutions:                        .00
                                                       Fund Total:                                     2625.00

                                                Student Loan Total:                                    2625.00

                                                * * REQUIREMENT PREVIOUSLY ESTABLISHED - UPDATED * *

    911111112   Trammel, Julie A.
                Enrollment
                                                STFD   Federal Stafford Loan           0304           2625.00

                                                       Total for SunGard Higher Education Development   2625.00
                                                       Total for Prior Institutions:                        .00
                                                       Fund Total:                                     2625.00

                                                Student Loan Total:                                    2625.00

                                                * * REQUIREMENT PREVIOUSLY ESTABLISHED - UPDATED * *
```

```
04-JUN-2003 10:22 AM                    SunGard Higher Education Development                    PAGE     2
                                          Exit Interview Requirement Report                    RRREXIT

                                      * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RRREXIT
VERSION #: (6.0)
Report Sequence Number: 175999
Aid Year: 0304
Selection ID:
Application Code:
Creator ID:
Begin Activity Date:
End Activity Date:
Fund Code: STFD
Tracking Requirement Code: EXIT
Tracking Requirement Status Code: E
Current Term Code: 200010
Previous Term Code: 199920
Print Prior Institution History: Y
Page Break On Applicant: N
Line Count: 55


Withdrawal Check Specified
Enrollment Check Specified

Graduates: 0
Withdrawals: 0
Enrollment: 2

Student Count: 2

Selected - No Loans: 0
Selected - Requirement Now Established: 0
Selected - Requirement Now Updated: 2
Selected - Requirement Previously Satisfied: 0
```

Adm. Transfer/Fin Aid Transcript Report (RRRTRAN)

Description

The RRRTRAN report works with financial aid transcripts which have been received from prior institutions for transfer students who have financial aid transcript requirements for the aid year of the report.

In order to appear on the report, the student must have an SGASTDN (ROVSTDN) student record for the requested Term code parameter, with a student type (ROVSTDN_STYP_CODE) which matches the Transfer Student Type code parameter. The student must have an admissions record (ROVADAP). If the Admissions Transfer code parameter is entered (it is optional), the student must have an Admissions Status code (ROVADAP_ADMT_CODE) which matches the entered code. The student must also have a requirement on RRAAREQ for the aid year which matches one of the requirements the user enters in the parameter as Financial Aid Transcript Requirement codes. If so, the report will list all institutions from which a transcript has been received as recorded on RHAPTRN (the prior institution transcript form).

Parameters

Name	*Required?*	*Description*	*Values*
Student Type Code for Transfer	Yes	The Banner Student code that means a transfer student.	Student Type Code Validation Form (STVSTYP)
Fin Aid Transcript Requirement Code 1	No	.	Requirements Tracking Validation Form (RTVTREQ)
Fin Aid Transcript Requirement Code 2	No		Requirements Tracking Validation Form (RTVTREQ)
Fin Aid Transcript Requirement Code 3	No		Requirements Tracking Validation Form (RTVTREQ)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Fin Aid Transcript Requirement Code 4	No		Requirements Tracking Validation Form (RTVTREQ)
Fin Aid Transcript Requirement Code 5	No		Requirements Tracking Validation Form (RTVTREQ)
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 Form (ROIAIDY)
Admissions Transfer Code	No		
Term Code	Yes		Financial Aid Term Code Inquiry Form (ROITERM)

Adm. Transfer/Fin Aid Transcript Report Sample

```
06-OCT-2003 11:49 AM                           SunGard Higher Education University                                      PAGE     1
                                      Admissions Transfer/Financial Aid Transcript Report                               RRRTRAN

    ID             NAME                                 ADM.CODE     FAT CODE     SBGI  INSTITUTION

    612345678      Welker, George A.                     ST           FAT        000003 Bryn Mawr College
                                                         ST           FAT        000004 West Chester Universtiy
                                                         ST           FAT        000004 West Chester Universtiy

06-OCT-2003 11:49 AM                           SunGard Higher Education University                                      PAGE     2
                                      Admissions Transfer/Financial Aid Transcript Report                               RRRTRAN

                                              * * * REPORT CONTROL INFORMATION * * *

RPTNAME: RRRTRAN
VERSION#: (6.0)
Report Sequence Number: 765604
Aid Year: 9900
Transfer Student Type Code: T
Admissions Transfer Code:
Financial Aid Transcript Codes: FAT
Term Code: 200010
Line Count: 55

Record Count: 3
```

Data Discrepancies Report (RSRDSCP)

Description

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 Form (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 initials.	*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

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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
Compare Degree Codes	No	Enter a *Y* for this parameter if you want to perform a comparison on student degree codes.	*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.	*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 Form (GLISLCT)

Parameters *(cont.)*

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 Form (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 Form (GUAIDEN)
User ID	No	The ID of the person who used the population rules.	

Data Discrepancies Report Sample

```
20-FEB-04 17:03:19                                Banner University                                    PAGE 1
AID YEAR: 0405 Aid Year JUL 2004 - JUN 2005     Data Discrepancies Report                                   RSRDSCP

LAST NAME                                                    FIRST NAME      MI  ID NUMBER

Adams                                                        Arthur              623456779
                       STUDENT SYS.                 FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :   Adams                        ADAMS                 HOUSING CODE          :
    FIRST NAME     :   Arthur                       ARTHUR
    MIDDLE INITIAL :
    SSN            :
    DATE OF BIRTH  :
    CITIZEN CODE   :   NONE                         3

Addison                                                      Mary            E   600000000
                       STUDENT SYS.                 FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :                                                      HOUSING CODE          :
    FIRST NAME     :
    MIDDLE INITIAL :
    SSN            :   594594534                    600000000
    DATE OF BIRTH  :   03-JUN-45                    04-DEC-71
    CITIZEN CODE   :   NONE                         3

Anderlik                                                     Rob                 630601546
                       STUDENT SYS.                 FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :   Anderlik                     ANDERLIK              HOUSING CODE          :
    FIRST NAME     :   Rob                          ROBERT
    MIDDLE INITIAL :                                J
    SSN            :   111223333                    399452978
    DATE OF BIRTH  :                                07-MAR-60
    CITIZEN CODE   :

Anderson                                                     Albert          A   698765432
                       STUDENT SYS.                 FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :                                                      HOUSING CODE          :
    FIRST NAME     :
    MIDDLE INITIAL :
    SSN            :
    DATE OF BIRTH  :   12-APR-70                    30-APR-66
    CITIZEN CODE   :   NONE                         2
```

```
20-FEB-04 17:03:19                                         Banner University                                                 PAGE 16
AID YEAR: 0004 Aid Year JUL 2004 - JUN 2005         Data Discrepancies Report                                                  RSRDSCP

                                                * * * REPORT CONTROL INFORMATION * * *

              RPTNAME: RSRDSCP
             AID YEAR: 0405
        SORT SEQUENCE: N
   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: N
COMPARE MARITAL STATUS: N
 COMPARE ALIEN REG NO: N
 COMPARE GENDER CODES: N
COMPARE HOUSING CODES: Y

         RECORD COUNT: 71
```

```
20-FEB-04 17:03:19                                      Banner University                                                    PAGE 2
AID YEAR: 0405 Aid Year JUL 2004 - JUN 2005        Data Discrepancies Report                                                    RSRDSCP

LAST NAME                                                     FIRST NAME      MI  ID NUMBER

Atkinson                                                      Susan               900000004
                       STUDENT SYS.                FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :                                                    HOUSING CODE         :
    FIRST NAME     :
    MIDDLE INITIAL :
    SSN            :                           900000004
    DATE OF BIRTH  :                           03-DEC-67
    CITIZEN CODE   :

Barry                                                         Fred             W  612340654
                       STUDENT SYS.                FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :   Barry                                            HOUSING CODE         :
    FIRST NAME     :   Fred
    MIDDLE INITIAL :   W
    SSN            :
    DATE OF BIRTH  :
    CITIZEN CODE   :

Brackman                                                      Brenda              634567891
                       STUDENT SYS.                FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :   Brackman                    BRACKMAN             HOUSING CODE         :
    FIRST NAME     :   Brenda                      BRENDA
    MIDDLE INITIAL :
    SSN            :
    DATE OF BIRTH  :
    CITIZEN CODE   :   NONE                        2

Burns                                                         Fred                @00000638
                       STUDENT SYS.                FIN. AID SYS.                                      STUDENT SYS.      FIN. AID SYS.
    LAST NAME      :   Burns                                            HOUSING CODE         :
    FIRST NAME     :   Fred
    MIDDLE INITIAL :
    SSN            :
    DATE OF BIRTH  :
    CITIZEN CODE   :
```

Financial Aid Enrollment Hours Process (RSRENRL)

Description

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 Form (RPROPTS). 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.

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 Form (ROAENRL). The RSRENRL process copies a student's actual enrollment from 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 Form (ROAENRL). 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.

Caution: 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.

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.

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 Form (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 Form (ROITERM)

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
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 Form (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 Form (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 Form (GUAIDEN)
User ID	No	This is the ID of the person who used the sub-population rules.	

Parameters *(cont.)*

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

Financial Aid Enrollment Hours Process Sample

```
29-AUG-2003 11:13 AM                        BANNER University                                    PAGE 1
AID YEAR: 0304                          Financial Aid Enrollment Hours                           RSRENRL

TERM CODE: 200410

      NAME                        ID/ATTEND DATE    CREDIT HOURS     BILLING HOURS    ADJUSTED HOURS    MESSAGE
Lasse, Javier M.                  511009025                6.000             6.000             6.000
                                  26-AUG-2003              3.000             3.000             3.000
                                  15-SEP-2003              6.000             6.000             6.000

29-AUG-2003 11:13 AM                        BANNER University                                    PAGE 2
AID YEAR: 0304                          Financial Aid Enrollment Hours                           RSRENRL

                                      * * * REPORT CONTROL INFORMATION * * *

                         RPTNAME: RSRENRL
                       VERSION #: (6.1)
          REPORT SEQUENCE NUMBER: 42956
                        AID YEAR: 0304
                       TERM CODE: 200410
                SORTING SEQUENCE: N
            SELECTION IDENTIFIER: TEST
                APPLICATION CODE: FINAID
                      CREATOR ID: FAISUSR
                         USER ID: FAISUSR
     LOAD TERM ENROLLMENT OPTION: U
LOAD ATTENDING ENROLLMENT OPTION: U
                      LINE COUNT: 55

                    RECORD COUNT: 3
```

Financial Aid Transcript Requirements Process (RSRPCOL)

Description

The RSRPCOL report posts a Financial Aid Transcript tracking requirement for all colleges recorded in Banner that an applicant has previously attended. It uses information from the Student System (Prior College Form and Transfer Credit in Academic History) and the Financial Aid System (incoming FATs from other schools and prior schools listed on a CSS or ACT Need Analysis application).

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 Form (ROIAIDY)
Tracking Requirements Code	Yes	Enter the requirement code for the financial aid transcript. This code is posted as a requirement for the applicant.	Requirements Tracking Validation Form (RTVTREQ)
Tracking Req. Status Code	Yes	Enter the requirement status code that indicates that the FAT requirement has been established.	Requirements Tracking Status Validation Form (RTVTRST)
Prior Coll. Fr. Aid Appl.	No	This parameter determines whether or not you want to create FAT requirements for schools on MDE applications.	*Y* Yes *N* No

Parameters *(cont.)*

Name	*Required?*	*Description*	*Values*
Sorting Sequence Option	No	The available sort options for this report are:	*N* Name (default) *I* ID
SBGI Code of Own Institution	No	If a student returns to your school, and lists your institution in the prior college section of the FAF and FFS, the RSRPCOL report creates a Financial Aid Transcript requirement for your own school. Enter the SBGI codes for your own institution. The report does not post any tracking requirements for a school code that you list as your own. This is an optional parameter and may be repeated as many times as necessary if your school has multiple SBGI codes. You can save the parameters for the report in Job Submission so you don't have to re-enter your SBGI codes each time you run it.	Source/Background Institution Code Validation Form (STVSBGI)

Financial Aid Transcript Requirements Process Sample

```
26-MAY-2003 11:30:04                             SunGard Higher Education Development                                 PAGE 1
AID YEAR: 0203 Aid Year 2002 - 2003               Financial Aid Transcript Req.                                RSRPCOL

   NAME                              ID        COLLEGE CODE    COLLEGE NAME                   LEVEL      ATTEND PERIOD       DEGREE
Baldwin, Steven B.                234567891       1005        Auburn University
Bennett, Virginia                 161335820      000003       Bryn Mawr College
Johnson, Judy J.                  601000010      000003       Bryn Mawr College
Johnson, Judy J.                  601000010      000020       Yale University                      09/95 01/96
Johnson, Judy J.                  601000010      000070       Rosemont College
Lighting, Addison T.              236010010      000067       SunGard Higher Education Institute of Technology
Parker, Tom C.                    123456789      000003       Bryn Mawr College
Parker, Tom C.                    123456789      000004       West Chester Universtiy
Parker, Tom C.                    123456789       WERZ        Wurzweiler School                                                  000000
Redford, Robert S.                236010013      000020       Yale University                      01-SEP-1997 05-MAY-1998        BED
Roberts, Mike E.                  601000050      000040       San Mateo Community College          12-JUN-1995 25-JUL-1996
Roberts, Mike E.                  601000050      001083       University of Arizona
Thomas, Lee F.                    236010025       0462        Athens Area Technical List           01-MAY-19 01-JAN-20
```

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Appendix A

2008-2009 New Aid Year Checklist

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Banner Financial Aid New Aid Year Start-Up Checklist

The intent of this document is to ensure that all required tables are set up for new year Financial Aid processing. The relative order of the setup is not necessarily important. You can also use this document as a checklist for new implementations of Financial Aid.

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).

The checklist is organized by module for the systematic preparation of new aid year data. The checklist begins with a process which you can use to roll selected rules from one year to the next aid year. The execution of this process facilitates a timely set up of Banner Financial Aid, but you should review the results to ensure that no additional aid year rule modifications are required.

This document ends with a listing of system validation forms and system tables required for Financial Aid processing.

Financial Aid New Year Roll Process (ROPROLL)

The ROPROLL process rolls over selected aid year specific information from one aid year to another. You run the process from job submission which rolls rules from the current aid year (Parameter 01) to the new aid year (Parameter 02) that you want to set up. The process provides you with the option to roll the specified rules to the new aid year or to skip the roll of the particular rules. You can determine if the roll was successful for the selected steps by printing, or reviewing online, the ROPROLL file (which is created by this process).

Caution: Do not manually enter rules for a module on the RORRULE form before you run this process. The process does not overwrite any existing rules for the aid year that you input for this process. For example, if you enter tracking rules on the RORRULE form for the 0809 aid year and run the ROPROLL process for the same 0809 aid year, this process will not perform the Tracking Rules Roll step of this process - even if you select it.

_________ Step 1: **Group Selection Rules Roll (**Parameter 03) – Perform Roll of Group Rules. This step 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 any aid year required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year in which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *Tables* which are rolled include RORGDAT, RORCMPL, and RORGSQL. Note that 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 2: **Fund Aid Year Specific Roll (**Parameter 04) - Perform roll of fund data. This step rolls any 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 any aid year-required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist for the new aid year. *Tables* which are rolled include: RFRASPC, RFRCOMM, RFRBCMP, RFRDETC, RFRTREQ, RFRMESG, RPBLOPT. 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 3: **Budgeting Rules Roll (**Parameter 05) - Perform roll of budget data. This step 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 Budgeting Module section to assure that any aid year-required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be setup for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *Tables* which are rolled include: RBRCOMP and RBRGMSG. 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 4: **Tracking Rules Roll (**Parameter 06) - Perform roll of tracking data. This step 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 any aid year-required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *Tables* which are rolled include: RRRGREQ and RRRTMSG. 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 5: **Packaging Rules Roll (**Parameter 07) - Perform roll of packaging data. This step 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 any aid year-required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *Tables* which are rolled include: RORAUDT, RPBOPTS, RPRGGAP, RPRGSHP, RPRGEQY, RPRDEFG, RPRDEFE, RPRDEFS, RPRGFND, RPRCLSS, RPRDEGR. Review the Packaging Module section of this document for the *forms* RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS, and RPRDEGR to assure that data within the rules is valid for the new aid year.

_________ Step 6: **Common Functions Rules Roll (**Parameter 08) - Perform roll of common data. This step 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 any aid year required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *Tables* which are rolled include: RORUSER, RORPOST, RCRINFR, RORCAMP, RORCLVE, RORCODI. Review the Common Functions Module section of this document for the *forms* RORUSER, RORPOST, RCRDTSR, RORCODI, and ROAINST to assure that data within the rules is valid for the new aid year.

_________ Step 7: **Student Employment Rules Roll (**Parameter 09) - Perform roll of employment data. This step 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 any aid year-required changes are made.

Prerequisites	*Comments*
ROAINST	Institutional Options (ROAINST) must be set up for the aid year to which rules are being rolled. Rules will only be rolled if they do not already exist in the new aid year. *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.

Common Functions Module

Review the following non-aid-year-specific forms within the Common Functions Module to assure that the codes meet procedural requirements for the new aid year.

Review: RTVAPRD, RTVHOLD, RTVMESG, RTVSAPR, RORDSUP, ROALOGC, ROAINST, RORNYVD

If you ran the ROPROLL process to roll the Common Functions information (Step 6), or the Group Selection information (Step 1), 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 Common Functions information was rolled, review the RORUSER, RORPOST, RORCODI, and RCRDTSR forms. 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.

Common Functions Module Complete Form	*Aid Year Specific Forms*	
_______ROAINST	Create new aid year definition and aid year specific institutional options.	
	RTVTREQ RTVTRST STVTERM RTVAPRD RTVSAPR RTVTGRP RTVBGRP RTVPGRP STVLEVL	Create a new aid year before you enter any system rules forms. If you do not use the standard Banner aid year format (e.g., 0809), you must customize the system-required tables to reference your aid year definition (refer to Schedule B). You must also associate your aid year definition with the defined terms on STVTERM.
_______RORDATA	Review the indicators for logging, Pell corrections, and INAS override fields to ensure that these fields are correctly set for the new aid year.	
	Prerequisites	*Comments*
	The release for the new aid year is installed.	SunGard Higher Education delivers the values on this form with the new aid year updates of Banner Financial Aid. These values only become available with the install of the new release.
_______RORTPRD	Associate terms from STVTERM to aid periods for the new aid year.	
	Prerequisites	*Comments*
	ROAINST RTVAPRD STVTERM	Ensure that rules are setup for all aid periods that you will use.
_______RORUSER	Define optional institutionally defined field definitions for new aid year as needed.	
	Prerequisites	*Comments*
	ROAINST	

Common Functions Module
Complete Form — *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.

Record Creation Module

Review the following non-aid-year-specific forms within the Record Creation Module (i.e., the Data Management Menu) prior to building aid year specific rules to assure that the codes meet procedural requirements for the new aid year.

Review: ROAINST (this form is aid year specific), RTVINFC, RCRTPTR, GTVCMSC, GORCMSC, GORCMRL, GORNAME, RCRDTSR

Record Creation Module
Complete Form — *Aid Year Specific Forms*

_______ROAINST

Populate year specific fields.

Prerequisites *Comments*

_______GORCMRL
RCRDTSR

Create Data Source Matching Rules for the new aid year for batch and online matching.

Prerequisites	*Comments*
RTVINFC GTVCMSC GORCMSC	

_______GJAPDFT

Create *Saved* parameter set for Data Source for the new aid year for each user loading records online from suspense Financial Aid Suspended Records Maintenance Form (RCRSUSP).

Prerequisites *Comments*

Need Analysis Module

Review these Need Analysis Module forms prior to building aid year specific rules to ensure that the codes meet procedural requirements for the new aid year.

Note: The following steps for Pell grant processing are necessary when you perform the online INAS calculation since this process may include the Pell calculation as a secondary phase. You are not required to complete these steps if you only run the INAS calculation exclusively in batch mode or you have prevented the Automatic Pell Calculation on ROAINST.

Review: RORTPRD, RPROPTS, ROAINST, RFRMGMT, RPRCLSS, RFRDEFA, RORCODI, RFRASCH

Need Analysis Module
Complete Form — *Aid Year Specific Forms*

_______RPROPTS — Check the following packaging fields for the new aid year.

Prerequisites	*Comments*
ROAINST RTVTRST STVTERM	Set the Estimated Enrollment for Pell Indicator to *Y* if you want to permit the use of an applicant's estimated enrollment for a Pell 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).

_______ROAINST — Review the Institution Financial Aid Options Form for the new aid year.

Prerequisites	*Comments*
	Check to see if all fields in the Institutional Parameters section of the ROAINST form have been completed.

_______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 fund code for this aid year.

_______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.

Tracking Module

Review the following forms before you create aid year specific rules for the Tracking Module to ensure that the codes meet the procedural requirements for the new Financial Aid processing year (i.e., add any necessary aid year specific tracking requirements).

Review: ROAINST, RTVTGRP, RTVTREQ.

If you ran the ROPROLL process to roll the Tracking information (Step 4) or the Group Selection information (Step 1) 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 Tracking information was rolled, review the RRRGREQ and RORMESG Forms. If Group Selection Rules were rolled, review all applicable simple and expert rules on the RORRULE form.

Tracking Module
Complete Form

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	

_______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 any Group Assignment rules that use the ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views utilize the new aid year.

Tracking Module
Complete Form

Aid Year Specific Forms (continued)

_______RORMESG*

Associate any 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 Form (RTVMESG). Make sure that you update any messages which may contain dated information that is hardcoded within the text.

Budgeting Module

Review the following forms before you create aid year specific rules for the Budget Module to assure that the codes meet procedural requirements for the new aid year.

Review: ROAINST, RTVAPRD, RTVBTYP, RTVCOMP, RTVBGRP, RBRGTYP

If you ran the ROPROLL process to roll the Budgeting information (Step 3) or the Group Selection information (Step 1) 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 Budgeting Information was rolled, review the RBRCOMP and RORMESG Forms. If Group Selection Information was rolled, review all applicable simple and expert rules on the RORRULE form.

Budgeting Module
Complete Form

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.

Budgeting Module
Complete Form

Aid Year Specific Forms (continued)

_______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.

_______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 any hardcoded dates. If you use ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be certain that you use the correct aid year view. 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.

Funds Management Module

Review the following forms before you create aid year specific rules for the Funds Management Module to assure that the codes meet procedural requirements for the new aid year.

Review: ROAINST, RTVFTYP, RTVFSRC, RORTPRD, RFRBASE, RTVAWST

If you ran the ROPROLL process to roll the Fund information (Step 2) or Group Selection information (Step 1) 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. If Group Selection information was rolled, review all simple and expert Fund Awarding and Fund Disbursement rules on the RORRULE form.

Funds Management Module Complete Form	*Aid Year Specific Forms*
_______ROAINST	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.
_______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.

_______RFRDEFA	Create term award and disbursement default schedules for the new aid year by aid period.

Prerequisites	*Comments*
RTVAPRD 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 any funds are able to be memoed. The disbursement date initially defaults from the term 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 term from STVTERM.

_______RFRASCH*	Create optional term award and disbursement schedules for the new aid year by aid period and fund code.

Prerequisites	*Comments*
ROAINST 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 Complete Form	*Aid Year Specific Forms (continued)*	
_______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. Check for embedded values in rules which are year-specific and update the values, if necessary.

Packaging And Disbursement Module

Review the following forms before you create aid year specific rules for the Packaging and Disbursement Module to assure that the codes meet procedural requirements for the new aid year.

Review: ROAINST, RTVPGRP, RTVAWST, STVTERM, STVMAJR (Aid Eligible Indicator)

If you ran the ROPROLL process to roll the Packaging information (Step 5) or the Group Selection information (Step 1) 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 Packaging Information was rolled, review the ROASECT, RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS and RPRDEGR forms. If Group Selection Information was rolled, review all simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE form.

Packaging & Disb. Module Complete Form	*Aid Year Specific Forms*	
_______RPROPTS	Create aid year specific Packaging and Disbursement options.	
	Prerequisites	*Comments*
	ROAINST RTVTRST STVTERM	Confirm that STVTERM has a new aid year associated with it to validate terms.

Packaging & Disb. Module
Complete Form

Aid Year Specific Forms (continued)

_______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.

_______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 STVLEVL STVCLAS	Use this form in the translation of Student System class code and level combinations to a 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.

Packaging & Disb. Module
Complete Form

Aid Year Specific Forms (continued)

Prerequisites	*Comments*
ROAINST RTVPGRP	Use the Copy function to copy rules from the prior aid 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 any rules with hardcoded, year-specific values. If you use ROVADxx, ROVSTxx, ROVA2xx, ROVAMxx, and ROVAYxx views, be sure to use the proper year view. 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.

_______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	Banner only uses the values on the RPRDEFR form to default values to the RPRPCKR form. Banner 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 to packaging groups for the new aid year.

Packaging & Disb. Module
Complete Form

Aid Year Specific Forms (continued)

Prerequisites	*Comments*
ROAINST RTVPGRP RFRMGMT	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 these group-specific awarding rules. Use the Create Record function to copy Fund Awarding rules from RORRULE for the aid year/fund code combination.

_______RPREXPT*

Create optional exemption interface rules

Note: 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.

Packaging & Disb. Module Complete Form		*Aid Year Specific Forms (continued)*
	Prerequisites	*Comments*
Note: 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 roll "to" term.	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.

_______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 any necessary updates based on your institution's definition of Degree Award and to add any institution-specific values you have determined as eligible for ACG and/or SMART Grants.

Loan Module

Review the following forms before you create aid year specific rules for the Loan Module to assure that the codes meet procedural requirements for the new aid year.

Review: ROAINST, RTVLNST, RPRLNDR, RFRBASE

Loan Module
Complete Form *Aid Year Specific Forms*

_______RPRLOPT Create aid year specific options for each loan fund that you process in the loan module.

Loan Module
Complete Form

Aid Year Specific Forms (continued)

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.

Prerequisites	*Comments*
ROAINST RTVAPRD/ RORTPRD STVTERM	Create aid year specific loan periods for the new aid year since rules are term and date specific.

Electronic Data Exchange (EDE) Module

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.

EDE Module
Complete Form

Aid Year Specific Forms

_______ROAINST

Prerequisites	*Comments*
	For corrections processing, check the EDE Correction indicator for the new aid year.

EDE Module
Complete Form

Aid Year Specific Forms (continued)

Defaults window

Enter the default COD Attending ID for the institution in the **Attending ID** field. This automatically populates the **Reporting ID**, **Source ID**, and **Pell ID** 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**, the name of the financial aid director, the director's phone number, 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/EDE 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*

Note that SunGard Higher Education delivers this system required form 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

Review the following forms before you create aid year specific rules for Student Employment to assure that the codes meet procedural requirements for the new aid year.

Review: RTVAUST, RTVRFST, ROAINST, RJAPLBD, RJRJREQ, RJRJOBT

If you ran the ROPROLL process to roll the Student Employment information (Step 7), or the Group Selection information (Step 1), 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 Student Employment information was rolled, review the RJRPLRL form. If Group Selection information was rolled, review all applicable simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE form.

Student Employment Module
Complete Form *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 RJAPLBD	If Banner Human Resources/Finance applications are not 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 STVTERM Banner HR/ Finance	This form is only required if you use Banner Human Resources to load payroll compensation information back to Banner Financial Aid.

Schedule A — System Validation and Rules Form Reference

	Table/Form		*System Required*
*	RTVAPRD	Aid Period Validation Form	Required
*	RTVARSC	Resource Code Validation Form	Required for Other Resource Maintenance
*	RTVAUST	Authorization Validation Form	Required for Student Employment Module
*	RTVAWST	Award Status Validation Form	Required
*	RTVBGRP	Budget Group Validation Form	Required
*	RTVBTYP	Budget Type Validation Form	Required
*	RTVCINT	Certification Initials Validation Form	Required for Loan Module
*	RTVCOMP	Budget Component Validation Form	Required
*	RTVFSRC	Fund Source Validation Form	Required
*	RTVFTYP	Fund Type Validation Form	Required
*	RTVHOLD	Hold Validation Form	Required for Hold Functionality
*	RTVINFC	Data Interface Code Validation Form	System Required and Delivered with Values
*	RTVLNST	Loan Status Validation Form	Required for Loan Module
*	RTVMESG	Message Code Validation Form	Required for Messages in Letter Generation
*	RTVPGRP	Package Group Validation Form	Required for Automated Packaging
*	RTVPTYP	Batch Posting Type Validation Form	System Required and Delivered with Values
*	RTVRFST	Referral Source Validation Form	Required for Student Employment Module
*	RTVRJCT	Rejection Code Validation Form	System Required and Delivered with Values
*	RTVRPSR	Repayment Source Validation Form	Required for Short-Term Credit Module
*	RTVSAPR	Satisfactory Academic Progress Form	Required
*	RTVTGRP	Tracking Group Validation Form	Required
*	RTVTREQ	Tracking Requirements Validation Form	Required
*	RTVTRST	Tracking Status Validation Form	Required
*	RORUSER	User-Defined Variables Description Form	Required for User-Defined Fields
*	RPRDEGR	Financial Aid Degree Rules Form	Required for ACG/SMART eligible degree codes
*	RORNYVD	Non Year User-Defined Variables Description Form	Required for Non Year User-Defined fields
*	RTVCCOM	Comment Category Code Validation Form	Required for Comment Category Codes

Schedule B — Delivered System Required 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 if your aid year definition differs from the delivered definition (i.e., 0809).

Table	*Description*	*Associated Form*	*Aid Year Specific?*
RFRFFID	Federal Fund ID Table	RFIFFID	NO
RNRGLBL	INAS Global Policy Options Table	RNRGLxx	YES
ROBLOGC	Logging Control Base Table	ROALOGC	NO
RORLOGC	Logging Control Repeating Table	[NONE]	NO
RORDATA	Data Dictionary Table	RORDATA	YES
RORDSUP	Supplemental Log Data	RORDSUP	NO
RORDVAL	Audit Log Form/Data Code Table	[NONE]	NO
RORPELL	Pell Grant Payment Schedule Table	[NONE]	YES
RPRFEDR	Federal Rules Table	RPIFEDR	YES
RTVDLBT	Batch Type Validation Table	[NONE]	YES
RTVICMT	ISIR Comment Code Text Validation Table	RTVICMT	YES
RTVINFC	Data Interface Validation Table	RTVINFC	NO
RTVPHAS	CommonLine Loan Application Phase Validation Table	[NONE]	YES
RTVRJCT	Rejection Code Validation Table	RTVRJCT	NO
RTVPTYP	Posting Code Validation Table	RTVPTYP	NO
RTVYICD	Year in College Description Table	[NONE]	NO
RTVCDNT	COD Nation Table	RTVCDNT	NO
RTVCDST	COD State Table	RTVCDST	NO
RTVPRCD	NSLDS Program Code Validation Table	[NONE]	NO
RORMVAL	Miscellaneous Validation Rules Table	ROIMVAL	NO
RPRCIPC	Financial Aid CIP Code Rules Table	RPICIPC	NO
RPRSAHP	State Advanced/Honors Program Codes Table	RPISAHP	NO
RORLEXM	Local Exit Mapping Table	[NONE]	NO
RURVERS	Financial Aid Version Control Table	GUAINST, GUAABOT	NO

Numerics

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