Banner Financial Aid - Use

Contents

Use Financial Aid 19
System overview 19
Application summary 19
Functions 20
Module integration 20
Financial Aid system process flow 22
Naming conventions 23
Applicant Processing 24
Pages 24
Applicant process flow 25
Need Analysis 28
Need Analysis pages 28
Need Analysis online recalculation process flow narrative 29
Requirements Tracking 29
Requirements Tracking pages 30
Requirements Tracking process flow narrative 30
Budgeting 32
Budgeting pages 32
Aid Year budgeting 33
Aid Year budgeting control 33
Period budgeting 33
Period budgeting control 34
Budgeting process flow narrative 34
Packaging and Disbursement 36
Packaging and Disbursement pages 36
Packaging and Disbursement module 36
Packaging and Disbursement control 37
Packaging process flow narrative 38
Athletics 39
Athletics pages 39
Athletics module 39
Athletics control 40
Funds Management 40
Funds Management pages 41
Funds Management process flow narrative 41
Electronic Data Exchange 42
Electronic Data Exchange pages 42
Electronic Data Exchange process flow narrative 43
History and Transcripts 45
History and Transcripts pages 45
History process flow 45
Financial Aid Common Functions 45
Financial Aid Common Functions pages 46
Common Functions process flow narrative 49
Student System Shared Data 49
Student System Shared Data pages 49
Student System Shared Data process flow narrative 50
Short-Term Credit 50

Short-Term Credit pages....50
Short-Term Credit process flow narrative....50
Student Employment....51
Student Employment pages....51
Student Employment process flow narrative....52
Loan Processing....53
Loan Processing pages....53
Manual Loan process....54
Return of Title IV Funds....55
Return of Title IV Funds pages....55
Return of Title IV Funds process flow....56
Financial Aid Self-Service....56
Financial Aid Self-Service pages....57
Processing....58
Data Load procedures....58
Understanding Data Load....58
EDE ISIR Data Load process flow....59
CSS PROFILE Data Load process flow....60
Configure rule and validation pages for Data Load....62
Prepare data to load into Banner....66
Default file names....67
File Concatenation Process (FILECAT)....67
Run the Data Load process....69
Run the FA EDE Data Load Pt 1 (RCPTPxx) process....69
Run FA CSS Data Load Part 1 (RCPCTxx)....71
Run the Financial Aid Data Load Part 2 (RCPMTCH) process....73
Run FA Data Load Part 3 (RCRTPxx)....77
Review the records on the Financial Aid Suspended Records Maintenance (RCRSUSP) page....83
Run the RCRTPxx process....86
Run the FA Data Load Table Deletes (RCPDTMP) process....86
Additional Data Load topics....88
Data Load Pt 1 (RCPTPxx or RCPCTxx) temporary tables....90
Common Matching algorithm....92
Audit log....97
View log records....97
Log, archive, and purge....98
EDE correction log....98
Process EDE corrections....99
Methodology-specific changes....100
Set a student's dependency codes....100
Override the student's dependency....101
EFC proration....101
Estimated vs official contributions....102
Recalculate Need Analysis indicator functionality updates....103
FM Need Analysis solution....103
Benefits....104
Architecture....104
Security....106
Setup....106
Job submission versus servlet....108
Process flow - Expected Family Contribution (EFC) calculation....109

FM Need Analysis solution (Online EFC)..... 109
Batch processing..... 110
Need Analysis calculations..... 111
Period based processing..... 112
Period creation and setup..... 113
Period Base Data (RORPRDS)..... 114
Crossover periods..... 116
Using periods for different cohorts of students..... 118
Fund Management (RFRMGMT)..... 120
Funds Management (ROAMGMT)..... 121
Applicant Immediate Process (ROAIMMP)..... 121
Period processing versus Term based processing..... 122
Period based awarding..... 123
Award status..... 124
Mixed award status..... 126
Configure funds for period based processing..... 126
Process awards by period..... 128
Offer expiration date..... 129
Award batch posting..... 129
Frequently Asked Questions (FAQ's) - period processing..... 130
Requirements tracking..... 131
Budget implementation..... 133
Aid Year budgeting..... 134
Period based and algorithmic budgeting..... 136
Set-up and configure..... 136
Validation pages..... 137
Rules pages..... 138
Assigning period budget groups..... 145
Applicant processing with period based/algorithmic budgeting..... 146
Self-Service..... 151
Process Satisfactory Academic Progress (SAP)..... 152
SAP pages..... 153
Satisfactory Academic Progress Validation (RTVSAPR)..... 153
Financial Aid Selection Rules (RORRULE)..... 154
Applicant Immediate Process (ROAIMMP)..... 154
Applicant Status (ROASTAT)..... 155
SAP Translation Rules (RORSTRF)..... 156
Group Inquiry (ROIGRPI)..... 157
Global Institution Financial Aid Options (ROAINST)..... 157
Determine satisfactory academic progress with periods..... 157
SAP processes..... 158
SAP Assignment Process (ROPSAPR)..... 158
Process flow..... 160
Sample rules..... 162
Funds management procedures..... 163
Funds Management implementation..... 163
Fund balance reconciliation..... 165
Calculate fund balances and the remaining Amount Available to Offer..... 165
Banner Financial Aid fund specific packaging options..... 169
Banner Financial Aid global package options..... 180
Financial Aid enrollment processing..... 183
Calculate enrollment load..... 184

Enrollment rules..... 186
Financial Aid repeat coursework processing..... 188
Setup..... 188
Course Program of Study (CPoS) processing..... 191
Overview..... 191
Financial Aid CPoS processing..... 193
Setup and processing..... 199
Example calculations..... 200
Freeze and maintain financial aid hours..... 209
Freeze financial aid hours..... 209
Maintain financial aid hours..... 209
Financial Aid Selection Rules (RORRULE)..... 212
Algorithmic packaging..... 214
Algorithmic packaging features..... 215
Algorithms..... 215
Pages..... 216
Packaging functions..... 217
Awarding based on other funds..... 217
Award a fund based on a percentage of another fund..... 217
Simplify rules creation and maintenance..... 217
Ability to store and reference internal interim values in packaging rules..... 217
Packaging simulation options..... 217
Related fund features..... 218
Pages..... 218
Group fund limits..... 218
Ability to apply a percentage to all the funds in the package as a group..... 218
Options to round awards..... 219
Ability to inactivate fund codes, groups, and rules..... 219
Ability to override a fund rule for a specific student..... 219
Fund category and fund cross-reference fields for packaging and reporting..... 219
Fund Balance Roll Process (RFPFBRL)..... 220
Ability to display all recipients of a particular fund code by aid year or period..... 220
Sample algorithmic packaging rules..... 220
Columns defined on the Temporary Packaging Need Table (RPTNEED)..... 237
Functions defined in the RPKALGR package..... 240
Package process actions..... 241
Initialization process..... 241
Simulated package..... 241
Actual package..... 241
Award for dependent student without parental support..... 241
Award validation..... 242
Use NSLDS data..... 244
Award validation..... 244
Award validation before receipt of NSLDS data..... 245
Award validation after receipt of NSLDS data..... 245
Modify existing Stafford, Direct or Perkins awards..... 246
Default/refund information and financial aid eligibility..... 246
Validate awards against defaults/refunds..... 246
Validate disbursements against defaults/refunds..... 247
Package and disburse..... 247
Package implementation..... 247
Package/simulate..... 249

College Financing Plan....250
College Financing Plan setup....250
Generated College Financing Plan....256
FAQs....256
Advance Queuing (AQ) set up for the College Financing Plan....257
Pell processing....258
Pell setup....258
Fund Base Data (RFRBASE)....258
Detail Code Control page - Student (TSADETC)....259
Fund Management (RFRMGMT)....259
Aid year specific data - Packaging Options window....259
Aid year specific data - Disbursement Options window....260
Aid period Base Rules (ROBAPRD)....260
Period Base Data (RORPRDS)....261
COD Entity ID Rules (RORCODI)....262
U.S. Specific Institution Financial Aid Options (ROAUSIO)....262
Packaging Options (RPROPTS)....263
Aid Period Rules (RORTPRD)....266
Default Award and Disbursement Schedule Rules (RFRDEFA)....267
Fund Award and Disbursement Schedule Rules (RFRASCH)....268
Applicant Pell Grant (ROAPELL)....269
Budget Component Validation (RTVCOMP)....269
Period Budgeting Aid Year Rules (RBRPBYR)....269
Period Budget Group Aid Year Rules (RBRPBGR)....269
Applicant Immediate Process (ROAIMMP)....269
Federal Rules Inquiry (RPIFEDR)....270
Pell procedures....270
Batch Pell awards....270
Override a Bachelors degree....270
Manual adjustments to Pell grants....270
Why and how to lock Pell grants....270
Package Maintenance (RPAAPMT) and Award Maintenance (RPAAWRD)....272
Award Maintenance section....272
Summary section....272
Pell and Loan section....273
Zero EFC treatment for children of soldiers processing....274
Financial Aid Record Maintenance (ROARMAN)....276
Update award amounts to agree with actual disbursement amounts....276
Reduce an award for Pell paid at another school in the same aid year....277
Address less-than-half time for Pell more efficiently....278
Control when the Pell calculation process runs....279
Setup procedure for multiple Pell fund codes....280
Pell Calculation Process (RPEPELL) for Pell processing....280
Disbursement process (RPEDISB)....282
Pell edit/error messages....284
Pell processes....287
Pell Calculation Process (RPEPELL)....287
Crossover period logic and calculation to determine most beneficial aid year....290
Pell Lifetime Eligibility Used (LEU)....291
Pell grant award calculation....298
Pell grant disbursement calculation....302
Pell grant award and disbursement processing....304

TEACH grant processing....306
TEACH awards and disbursement....306
TEACH grant setup....308
COD TEACH calculation....308
Calculations....308
State grant award processing....316
Contracts, exemptions, and resources....317
Contracts....317
Exemptions....317
Exclude contracts and exemptions....318
Resource Maintenance (RPAARSC)....319
Resource calculation....320
Exemptions and contracts....321
Add periods to an award schedule....322
Reschedule disbursement date with periods....322
Period based awards....323
Setup funds for Period based processing....325
Update awards for enrollment changes....326
Manually scheduled awards....328
Update awards when locked....328
Identify students need for new or revised award letters....329
Banner Financial Aid Global Disbursement options....330
Banner Financial Aid Fund Specific Disbursement options....334
Disbursement validation edits....348
Other disbursement considerations....358
Final Disbursement - optional processing....362
Rescheduled disbursement date with periods....363
Student employment procedures....364
Scholarship and athletics processing by period....365
Loan processing....368
Disburse manual loan checks through Banner....368
U.S. Specific Institution Financial Aid Options (ROAUSIO)....369
Aid Period Rules (RORTPRD)....369
Default Award and Disbursement Schedule Rules (RFRDEFA)....369
Detail Code Control page - Student (TSADETC)....370
Fund Base Data (RFRBASE)....370
Funds Management (RFRMGMT)....370
Packaging Options (RPROPTS)....371
Class Code Translation (RPRCLSS)....371
Certification Initials Validation (RTVCINT)....372
Loan Status Validation (RTVLNST)....372
Lender Base Data (RPRLNDR)....372
Loan Period Base Data (RPRLPRD)....372
Loan Options (RPRLOPT)....373
Lender/Disbursing Agents Rules (RPRLNDA)....374
First-year, first-time borrower loan rule....374
Crosswalk Validation (GTVSDAX)....375
Applicant Requirements (RRAAREQ)....376
Award/Package Maintenance (RPAAWRD)/(RPAAPMT)....376
Electronic Loan Application (RPRELAP)....376
RPAELAP fields updated by RPRELAP process....378
Loan Parent Inquiry (RPILPAR)....380

Electronic Loan Appl Extract (RPRELAX)..... 381
Review Output window..... 381
Batch Control (RPIBATC)..... 382
RPAELAP fields updated by the RPRELAX process..... 382
Electronic Loan Response Upload (RPRELRU)..... 382
RPAELAP fields updated by the RPRELRU process..... 383
Disbursement/Adjustment..... 385
Disbursement Process (RPEDISB)..... 385
Hold/Release Process (RPRHDRL)..... 385
Electronic transfer..... 386
EFT/Disbursement Roster Upload (RPREFTL)..... 386
Electronic Payment Receipt (RPAEPMT)..... 386
EFT Posting Process (RPREFTP)..... 387
RPAELAP fields populated by RPREFTP process..... 387
Electronic Loan Disbursement (RPAELDB)..... 387
Disbursement page field population..... 388
Loan Disbursement (RPALDSB)..... 388
Disburse to student account..... 390
Loan adjustments..... 390
Loan reports..... 391
Loan Proceeds Aging Report (RPRLNAG)..... 391
RPRLNEX exceptions-students not fully funded report..... 391
Loan Summary Report (RPRLSUM)..... 392
CommonLine loan adjustment..... 392
Electronic loans as certification requests in common response file..... 394
Alternative loans..... 395
Alternative loan process flow..... 395
Global Institution Financial Aid Options (ROAINST)..... 395
Fund Base Data (RFRBASE)..... 395
Fund Management (RFRMGMT)..... 395
Loan Options (RPRLOPT)..... 396
Loan Period Base Data Rules (RPRLPRD)..... 396
Electronic Loan Application (RPRELAP)..... 396
Electronic Loan Application (RPAELAP)..... 396
Electronic Loan Appl Extract (RPRELAX)..... 397
Electronic Loan Response Upload (RPRELRU)..... 397
Electronic Loan Load/EFT Posting Processes (RPREFTL/RPREFTP)..... 397
Disbursement Process (RPEDISB)..... 397
Disbursement/adjustment..... 397
Disbursement Process (RPEDISB)..... 398
Hold/Release Process (RPRHDRL)..... 398
Electronic transfer..... 399
EFT/Disbursement Roster Upload (RPREFTL)..... 399
Electronic Payment Receipt (RPAEPMT)..... 399
EFT Posting Process (RPREFTP)..... 400
RPAELAP fields populated by RPREFTP process..... 400
Electronic Loan Disbursement (RPAELDB)..... 400
Loan Disbursement (RPALDSB)..... 401
Electronic loan disbursements..... 403
Disbursement Process (RPEDISB)..... 403
Loan adjustments..... 404
Return individual checks..... 404

Return calculated refund amounts..... 404
Loan correction - received amount less than awarded amount.....405
Loan reports.....405
Loan Proceeds Aging Report (RPRLNAG).....405
Loan Funding Exception Report (RPRLNEX).....405
Loan Summary Report (RPRLSUM).....405
CommonLine loan adjustment.....405
Electronic loans received as certification requests in common response file..... 407
Direct lending..... 408
Financial Aid common functions.....408
Aid year default..... 408
User-defined data.....408
General Algorithmic rules.....409
Batch posting process..... 409
Implement General Algorithmic Rules.....410
Batch posting process.....412
Update the Use Indicator in batch..... 424
Process examples.....425
Process holds.....428
Hold Type Validation (RTVHOLD)..... 428
Applicant Holds (ROAHOLD)..... 429
NSLDS..... 429
Student Loan Data (RNASLxx).....429
Applicant Student Loan Data Inquiry (RNINSLD).....430
Need Analysis Result (RNARSxx)..... 430
Award pages (RPAAWRD)/(RPAAPMT)/(ROARMAN).....431
Output population selection with Financial Aid Dataload Part 3..... 431
Default/refund administration.....431
Web snapshot system..... 433
Web Snapshot system configuration..... 433
WebTailor administration.....434
Use the Web Snapshot system..... 435
Layout maintenance.....435
Modify a snapshot layout..... 435
Create and update Web Snapshot Panes.....437
New Snapshot Pane.....437
Oracle Pipes/Advanced Queues for COBOL..... 438
"Listener" mode online processing performance enhancement with Oracle Pipes/ Advanced queues.....438
What is the difference between Oracle Pipes and Oracle Advanced Queues?..... 439
Configure supported processes to use Oracle Pipes/Advanced Queues..... 440
Start and stop listener mode processes..... 442
Configure time-out for listener mode processes.....443
Oracle Advanced Queues for Java..... 443
Advanced Queues for FM Need Analysis calculations.....444
Advanced Queues for IM Need Analysis calculations.....445
Advanced Queues for College Financing Plan batch processing.....446
Interfaces..... 447
Student Employment module..... 447
Banner Human Resources requirements.....449
Banner Financial Aid requirements.....450
Setup student employment pages..... 451

Setup applicant pages..... 451
Work study funds award..... 452
Track non-work study awards..... 452
Refer student to positions..... 453
Authorize students to work..... 453
Payroll feed usage..... 454
Enter earnings without payroll feed..... 455
Make payroll corrections..... 456
Terminate a student from a position..... 456
Reports..... 457
Banner Human Resources requirements..... 457
Student employment payroll feed test..... 458
Accounts Receivable module..... 459
Setup detail codes for financial aid disbursement..... 459
Setup Aid Year, Term, Period for Financial Aid..... 459
Financial aid funds disbursement..... 460
Run financial aid disbursement process (online and batch)..... 462
Bill and payments for financial aid..... 463
Process Disbursements, authorizations, and memos..... 464
Bill parameters and financial aid..... 465
Financial aid disbursement process and A/R..... 466
Sample job stream for billing and financial aid disbursements..... 467
Campus Receivables Collector (CRC) module..... 470
Section overview..... 470
Organization of material..... 470
Release requirements..... 470
CRC components..... 471
Banner components..... 471
Functional overview..... 471
Banner to CRC disbursement feed..... 472
Banner to CRC enrollment interface..... 472
CRC to Banner accounting feed..... 473
Installation and setup..... 474
Banner and CRC on OpenVMS (DEC)..... 474
Non-OpenVMS Banner..... 474
Procedural customization..... 474
Banner System - Assign CRC loan fund numbers..... 476
Banner System - Assign coding scheme translations..... 476
Banner - Setup general ledger..... 477
General procedure for the Banner to CRC disbursement feed..... 478
Banner..... 478
CRC..... 479
Banner to CRC enrollment interface..... 479
Process..... 479
CRC to Banner accounting feed..... 480
Prerequisites..... 481
CRC (Plus system) operations..... 483
Online operations and screen formats..... 483
Banner operations..... 484
Fund Management (RFRMGMT)..... 484
Class Code Validation (STVCLAS)..... 484
Ethnic Code Validation (STVETHN)..... 484

Nation Code Validation (STVNATN)..... 485
Banner batch operations and reports.....485
Banner Enrolled Borrower Verification (NBA809)..... 485
Banner Finance Accrual Accounting Feed (NBB229).....485
Banner Finance Cash Accounting Feed (NBD029).....486
CRC Interface Accounting Feed (RPBLMIA).....486
CRC Interface Disbursement Feed (RPBLMID)..... 488
CRC Interface Enrollment Extract (RPBLMIE)..... 491
Ellucian Recruiter.....493
General Module enhancements..... 493
CRC System - Assign accounting distribution rules.....495
Common Origination and Disbursement..... 495
Overview.....495
COD common record process.....499
COD document layout..... 500
Supported message classes..... 501
Grants..... 505
Grant Processes..... 505
RERORxx/RERORIG (Grant Origination Creation)..... 505
REREX4E/REREXxx (COD Extract).....506
RERIM4E/RERIMxx (COD File Import)..... 506
REREXIM (COD Extract/Import Report)..... 507
RERFIxx/RERGRIM (Grant File Import)..... 508
RERGRNT (Grant COD Miscellaneous Report)..... 509
RORHSDP (Financial Aid High School and Admission Data Posting Process).....509
RPEPELL (Pell Grant Calculation Process)..... 509
RPRGRNT (Grant Calculation Process)..... 509
RERCDxx (COD Print Process).....510
RERCODP (COD Print Process)..... 510
RPPSPGM (Student Program Information Process)..... 511
Grant pages..... 511
REACODD (COD Document Control).....511
REACODS (COD Student Information page)..... 512
READIxx (Grant Disbursement/Acknowledgment).....512
REAORxx (Grant Origination/Acknowledgment).....513
REAUCOD (Unmatched COD Records).....514
REAUCOD Identifier compare report..... 514
REIDSOA (Detail Statement of Account Inquiry).....515
REIRECN (COD Grant Reconciliation).....515
REIRMRR (Multiple Reporting Record Inquiry)..... 516
REISSOA (Summary Statement of Account Inquiry).....516
REIYTDD (COD Year to Date Grant Disbursement)..... 516
REIYTDO (COD Year to Date Grant Origination).....516
REIYTDS (COD Year to Date Grant Summary)..... 516
RERRDRQ (Data Request Record).....516
ROAPELL (Applicant Pell Grant)..... 517
ROBAPRD (Aid Period Base Rules)..... 517
RORCODI (COD Entity ID Rules)..... 517
RORPRDS (Period Base Data)..... 517
RORSAYR (Scheduled Academic Year Rules).....518
RPATATS (TEACH Grant Agreement to Serve).....518
RPIBATC (Batch Control).....518

RPILECS (Electronic Counseling Status)....518
RPRDEGR (Financial Aid Degree Rules)....518
RPRMAJR (Financial Aid Major Rules)....518
RTVAPRD (Aid Period Validation)....518
RTVCDST (COD State Code Rules)....518
RTVCDNT (COD Nation Code Rules)....519
RTVRJCT (Reject Code Validation)....519
Grant Setup (Pell and TEACH Grants)....519
Fund Base Data (RFRBASE)....519
Fund Management (RFRMGMT or ROAMGMT)....520
COD Entity ID Rules (RORCODI)....523
Example 1 - One institution without campus records set up on ROAUSIO....524
Example 2 - One institution with campus records set up on ROAUSIO....524
Example 3 - Multiple institutions with campus records set up on ROAUSIO....525
U.S. Specific Institution Financial Aid Options (ROAUSIO)....527
Institutional Defaults section....527
Grant and EDE Options section....528
Campus Defaults section....529
Period Base Data (RORPRDS)....530
Global Institution Financial Aid Options (ROAINST)....530
Packaging Options (RPROPTS)....530
Grant Options window - enrollment options....532
Aid Period Validation (RTVAPRD)....532
Aid Period Base Rules (ROBAPRD)....533
Aid Period Rules (RORTPRD)....533
Default Award and Disbursement Schedule Rules (RFRDEFA)....533
Fund Award and Disbursement Schedule Rules (RFRASCH)....533
Federal Rules Inquiry (RPIFEDR)....534
Detail Code Control page - Student (TSADETC)....534
Class Code Translation (RPRCLSS)....534
Financial Aid Degree Rules (RPRDEGR)....534
Financial Aid Major Rules (RPRMAJR)....535
COD State Code Rules (RTVCDST)....535
COD Nation Code Rules (RTVCDNT)....535
Grant Procedures....536
COD Student Identifier....536
COD Student Identifier - Matched to Data from the CPS....536
Initial Creation of COD Student Identifier within Banner....536
Update the COD Student Identifier....537
Change the Student Identifier on REACODS....537
Extract the COD Student Identifier....539
Import the COD Student Identifier....539
Ability-to-Benefit (ATB) extraction....540
Pell Grant origination process....543
Zero EFC treatment for children of soldiers and Iraq and Afghanistan Service Grant Pell awards....543
Children of Fallen Heroes Scholarship....543
Origination Process....544
Pell Grant Disbursement Process....549
Disbursement records....550
Crossover Pell....555
Pell Rounding Rules....555

Applicant Pell Grant (ROAPELL)....556
Pell Calculation Process (RPEPELL)....557
Disbursement Process (RPEDISB)....558
Batch mode - RPEDISB....558
On-line - ROAIMMP....558
Award pages (RPAAWRD/RPAAPMT)....558
Banner Financial Aid Considerations for TEACH Grants....558
TEACH Grant eligibility requirements....558
Degree codes for eligible degree programs....559
Major Codes for eligible TEACH majors....559
TEACH Grant Agreement to Serve (ATS)....560
Identifying potential recipients of TEACH grants....560
Awarding the TEACH grant....560
Award validation....561
TEACH Grant origination process....561
COD Returns Response Files....566
TEACH Grant response files....566
System-generated files....567
Disbursing TEACH Grants....569
Grant requirements....569
Disbursement validation....569
TEACH Grant Specific Disbursement Validation....570
TEACH Grant Disbursement Process....570
Disbursement records....571
Grant Processing Best Practices....574
TEACH Calculation....577
Calculations....578
Grant Processes - Additional Considerations....585
Pell Advance Pay processing....585
Process Banner Corrected Pell disbursement records....586
Disbursement reference numbers 66-99 and the RERIM4E/RERIMxx process....588
Pell disbursement locks and the ROAPELL page....589
COD Extract Process (REREX4E/REREXxx) and disbursement....589
Advance Pay processing and the Disbursement Process (RPEDISB)....590
RPEDISB Enrollment School Code operations....592
Multiple Reporting Record (MRR) operations....594
Banner treatment of MRR acknowledgement files....600
Banner treatment of multiple reporting record files....601
TEACH Grant Entrance and Exit Counseling Interview Upload Process....602
Electronic Statement of Account (ESOA) Processing....606
Banner treatment of ESOA acknowledgement files....609
Banner treatment of ESOA files....609
Electronic Year-to-Date summary....609
Banner treatment of year-to-date acknowledgement files....612
Banner treatment of year-to-date files....612
Reconciliation Record....613
Banner treatment of Reconciliation Record acknowledgement files....615
Banner treatment of reconciliation files....615
Direct Loans....616
Loan Processes....616
RLPDLOC (Direct Loan Record Creation)....616
REREX4E/REREXxx (COD Extract)....616

RERIM4E/RERIMxx (COD File Import)..... 617
RREXIM (COD Extract/Import Report)..... 618
RLRDLIM (Direct Loan File Import)..... 618
RLRDUxx (DL Flat-File Upload)..... 619
RERCODP/RERCDxx (COD Print Process)..... 620
RLRDLRC (Direct Loan Reconciliation Reports)..... 620
RLPDLUP (Direct Loan Update Process)..... 624
RPRDDUP (Disburse Schedule Date Update)..... 625
RPPSPGM (Student Program Info. Process)..... 626
RLPDLFC (Direct Loan Fee Change Process)..... 626
RLPDLFC options..... 626
Loan Pages..... 627
REACODD (COD Document Control)..... 627
REACODS (COD Student Information page)..... 627
REAUCOD (Unmatched COD Records)..... 627
REICODD (COD Document Control Inquiry)..... 629
RFRMGMT (Funds Management)..... 629
RLADBOR (Direct Loan PLUS Borrower Data)..... 629
RLADLOR (Direct Loan Origination)..... 630
RLADMPN (Applicant Direct Loan MPN)..... 632
RLRTLOG (Temporary Direct Loan Logging)..... 632
ROAUSIO (U.S. Specific Institution Financial Aid Options)..... 633
ROBAPRD (Aid Period Base Rules)..... 633
ROIBBAY (Borrower-Based Academic Year Inquiry)..... 634
RORBBAY (Borrower-Based Academic Year Rules)..... 634
RORCODI (COD Entity ID Rules)..... 634
RORPRDS (Period Base Data)..... 634
RORSAYR (Scheduled Academic Year Rules)..... 635
RORTPRD (Aid Period Rules)..... 635
RPAAWRD (Award Maintenance)..... 635
RPABDTL (Applicant Borrower-Based Academic Year Detail)..... 636
RPACASH (Direct Loan Cash Drawdown)..... 636
RPIBATC (Batch Control)..... 636
RPIDLAS (Direct Loan Account Summary)..... 636
RPILECS (Electronic Counseling Status)..... 636
RPRLOPT (Loan Options)..... 636
RTVAPRD (Aid Period Validation)..... 637
RTVBBTP (Borrower-Based Academic Year Type Validation)..... 637
RTVCDNT (COD Nation Code Rules)..... 637
RTVCDST (COD State Code Rules)..... 637
RTVRJCT (Reject Code Validation)..... 638
Loan Setup..... 638
Process a Borrower-Based Academic Year (BBAY) Loan..... 638
Setup and process BBAYs..... 639
Process Scheduled Academic Year (SAY)..... 647
Further clarification S=SAY - No Crossover versus C=SAY - includes Crossover:..... 648
Banner Direct Loan prerequisites..... 650
Fund Base Data (RFRBASE)..... 650
Fund Management (RFRMGMT)..... 651
Supply Packaging details..... 651
Direct Loan Logging Control Inquiry (RLIDLLC)..... 652

Direct Loan Origination Fee Rules (RLRDFEE)..... 652
COD Entity ID Rules (RORCODI)..... 652
Example 1 - One institution without campus records set up on ROAUSIO..... 652
Example 2 - One institution with campus records set up on ROAUSIO..... 653
Example 3 - Multiple institutions with campus records set up on ROAUSIO..... 654
U.S. Specific Institution Financial Aid Options (ROAUSIO)..... 656
Loan Options section..... 656
Direct Loan MPN Rules section..... 658
Institutional Defaults window..... 659
Campus Defaults window..... 659
Loan Options (RPRLOPT)..... 659
Direct Loan section..... 660
Aid Period Validation (RTVAPRD)..... 661
Aid Period Rules (RORTPRD)..... 661
Default Award and Disbursement Schedule Rules (RFRDEFA)..... 662
Fund Award and Disbursement Schedule Rules (RFRASCH)..... 662
Federal Rules Inquiry (RPIFEDR)..... 662
Detail Code Control page - Student (TSADETC)..... 662
Packaging Options (RPROPTS)..... 663
Class Code Translation (RPRCLSS)..... 663
Stafford loans..... 663
Parent PLUS and Graduate PLUS loans..... 663
Loan Status Validation (RTVLNST)..... 664
Default Parameter Value Validation (GJAPDFT)..... 664
COD State Code Rules (RTVCDST)..... 665
COD Nation Code Rules (RTVCDNT)..... 665
Direct Loan procedures..... 666
COD Student Identifier..... 667
Matched to data from the CPS..... 667
Initial creation of COD Student Identifier within Banner..... 668
Update the COD Student Identifier..... 668
Extract the COD Student Identifier..... 669
Import the COD Student Identifier..... 669
COD Borrower Identifier..... 670
Initial creation of COD Borrower Identifier within Banner..... 670
Update the COD Borrower Identifier..... 670
Extract the COD Borrower Identifier..... 671
Import the COD Borrower Identifier..... 671
Direct Loan Origination Process..... 672
Response files..... 681
Loan Status changes upon Accepted Origination..... 682
Credit Check process..... 682
Disclosure Print options..... 683
COD Disclosure Statement Reprints..... 683
Direct Loan Origination Change Process..... 684
Change Direct Loan information on the RLADLOR page..... 684
Process loan information changes..... 684
Process loan information changes - Response files..... 686
RLADLOR Origination Lock..... 686
Direct Loan PLUS Application Process..... 687
Import Direct Loan PLUS Application records..... 688
Matched Records - no matched origination record..... 689

Direct Loan PLUS Application Process - Unmatched Records..... 689
PLUS loan; manual applications (without CRSPxxOP, the StudentAid.gov application file)..... 690
Credit Status Response..... 690
Credit Denied..... 691
Direct Loan MPN Process..... 692
Direct Loan MPN Requirements..... 692
Direct Loan Funds Drawdown..... 694
Annual Student Loan Acknowledgement/Informed Borrower Tool Process..... 695
Direct Loan Disbursement Process..... 697
Required Direct Loan disbursement data elements..... 697
Direct Loan edit disbursement records and actual disbursement records..... 698
Edit disbursement record (anticipated disbursement)..... 699
Actual disbursement..... 699
Advance Pay..... 700
Direct Loan disbursement with Banner..... 700
Advance Pay determines Authorization..... 701
Advance Pay determines Authorization - Response files..... 706
Adjust Advance Pay Ineligible Disbursements..... 707
Cancel a loan..... 708
Adjust disbursements and loan amounts downward..... 709
Adjust disbursements and loan amounts upward..... 711
Increase the disbursement on an unpaid disbursement..... 711
Increase Loan Amounts for Partially or Fully Paid Loans..... 712
Change loan period dates, to remove an unpaid period..... 713
Reallocate subsidized and unsubsidized loans..... 714
Enrollment School Code Processing and Disbursement..... 715
Process Enrollment School Code and Disbursement - Examples and Status..... 715
Loan notifications..... 716
Servicer refunds..... 717
Resend a Direct Loan change..... 717
PLUS refunds..... 718
MPN Discharge, Expired MPN, and MPNs Due to Expire Report Upload Process..... 718
Direct Loan Batch Update Process (RLPDLUP)..... 720
Disbursement Schedule Date Update (RPRDDUP)..... 720
Update Scheduled Disbursement Dates..... 721
Student Program Information..... 721
Current Student Data section..... 722
Student Program Information Process (RPPSPGM)..... 722
Entrance and Exit Counseling Interview Upload Process..... 723
Direct Loan Entrance and Exit Interview requirement code satisfaction logic..... 723
Financial Awareness Counseling..... 725
Import fixed-length Exit Counseling files..... 726
Import XML Direct Loan Entrance Counseling files..... 727
Import fixed-length Exit Counseling files - Matched records..... 728
Import fixed-length Exit Counseling files - Unmatched records..... 728
REAUCOD unmatched entrance and unmatched PLUS application records..... 728
School Reconciliation Process..... 731
Reconcile School Account Statement (SAS)..... 732
Direct Loan Reconciliation Report..... 733
Additional information..... 733
Reports and Processes..... 734

Hosted Services **735**
FM Need Analysis Off-Premise Configuration 735
FM Need Analysis Off-Premise configuration options 736
Off-Premise versus On-Premise 737
Configuration checklists 738
Batch Need Analysis (Required) 738
Run immediate Need Analysis (with Advanced Queuing) 739
Procedures 739
Update finaidfmlogin.jar (for aid years before 2018/2019) 739
Encrypt authentication code for FM Need Analysis (aid years 2018/2019 and beyond) 740
Update finaidfm2login.jar (aid years 2018/2019 and beyond) 741
Administrative Banner (AB) 743
Configure banproxy 743
Load Certificate to JVM (only if necessary) 743
Redirect Administrative Banner (AB) to the Plus one (+1) URL 744
Switch FM Need Analysis Calculator to use the non-production (+1) URL 745
Switch FM Need Analysis Calculator back to the production URL 745
Advanced Queuing (AQ) Configuration (Optional) 746
Start AQ - For FM Need Calculation 747
Stop AQ 748
Troubleshoot configuration issues 749
Proxy not authorized 749
Unauthorized 750
Certification path 750
AQ Times out 751
RNPFMxx returns the error, java.sql.SQLException: ORA-12154: TNS: could not resolve the connect identifier specified 752
FAQs 754
FM Need Analysis On-Premise Configuration 755
FM Need Analysis On-Premise configuration options 756
Off-Premise versus On-Premise 756
Configuration checklists 758
Batch Need Analysis (Required) 758
Run immediate Need Analysis (with job submission option) 758
Run immediate Need Analysis (with Advanced Queuing) 759
On-Premise Installation 759
Procedures 759
Update finaidfmlogin.jar 760
Encrypt authentication code for FM Need Analysis (aid years 2018/2019 and beyond) 761
Update finaidfm2login.jar (aid years 2018/2019 and beyond) 762
Administrative Banner (AB) 764
Configure banproxy 764
On-Premise 764
IIS 10.0 on Windows Server 2016 - Minimum requirements 764
Load Certificate to JVM (only if necessary) 767
Advanced Queuing (AQ) Configuration (Optional) 768
Start AQ - For FM Need Calculation 769
Stop AQ 770
Troubleshoot configuration issues 772
Proxy not authorized 772

Unauthorized..... 772
AQ Times out..... 772
FAQs..... 774
IM Need Analysis Off-Premise Configuration..... 775
IM Need Analysis Off-Premise configuration options..... 776
Configuration Checklists..... 777
Batch Need Analysis (Required)..... 777
Run immediate Need Analysis (with Advanced Queuing)..... 778
Procedures..... 778
Encrypt authentication code for IM Need Analysis..... 778
Update finaidimlogin.jar..... 779
Redirect Administrative Banner (AB) to the Plus one (+1) URL..... 780
Switch the IM Need Analysis Calculator to use the non-production (+1) URL:..... 781
Switch the IM Need Analysis Calculator back to the production URL..... 781
Advanced Queuing (AQ) Configuration (Optional)..... 782
Start AQ - For IM Need Calculation..... 782
Stop AQ..... 783
Troubleshoot configuration issues..... 784
Proxy not authorized..... 784
Unauthorized..... 785
Certification path..... 785
AQ Times out..... 786
FAQs..... 787
College Financing Plan Batch Process (RPRSSBP) Configuration..... 788
Start Advanced Queuing (AQ)..... 788
Stop Advanced Queuing (AQ)..... 789
New Aid Year Checklist..... 791
New Year Start-Up Checklist..... 791
Financial Aid New Year Roll Process (ROPROLL)..... 792
Common Functions Module (*RESCOMN)..... 797
Data Management Module (*RESDATA)..... 801
Need Analysis Module (*RESNEED)..... 802
Requirements Tracking Module (*RESTRACK)..... 804
Aid Year Budgeting Module (*RESAIDYBUDG)..... 806
Period Budgeting Module (*RESPRDSBUDG)..... 808
Funds Management Module (*RESFUND)..... 809
Packaging And Disbursement Module (*RESPACK)..... 812
Loan Processing Module (*RESLOAN)..... 818
Electronic Data Exchange (EDE) Module (*RESEDE)..... 819
Student Employment Module (*RESEMPL)..... 821
Athletic Module (*RESATHL)..... 822
Schedule A - System validation and rules page reference..... 822
Schedule B - Delivered system required data..... 825

Use Financial Aid

Banner supports the integrated processing of the information your organization uses to manage its resources and functions. Banner Financial Aid provides processing and management functionality required to administer, track, and report on financial aid.

System overview

Banner Financial Aid allows administrative operations through the use of associated interfaces and reporting functions.

With the exception of some version specific terminology (form vs. page, tab vs. section, and so on), both Banner Financial Aid Aid 8.x and 9.x implementations are described.

Banner Financial Aid Tables

An article has been prepared and is also available through the Ellucian Customer Center that describes a process used to generate a listing of Banner Financial Aid tables.

Article Number 000031555

- Summary

  Where can I find a list of Banner Financial Aid Tables?
- Solution

  A list of tables can be generated out of your database using the attached script `tables.sql`. The script will spool to `finaid_tables.txt` and provide table names and table comments.

Application summary

The Banner series of software products assist with the task of resource management by supporting the integrated flow of information throughout your institution.

This tradition continues with the Banner Financial Aid product.

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

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

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

Functions

Banner Financial Aid functions are described.

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

- Applicant Processing
- Need Analysis/Verification
- Requirements Tracking
- Budgeting
- Packaging and Disbursement
- Athletics
- Funds Management
- Electronic Data Exchange
- History and Transcripts
- Financial Aid Common Functions
- Student System Shared Data
- Short-Term Credit
- Student Employment
- Loan Processing
- Return of Title IV Funds
- Financial Aid Self-Service

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

Module integration

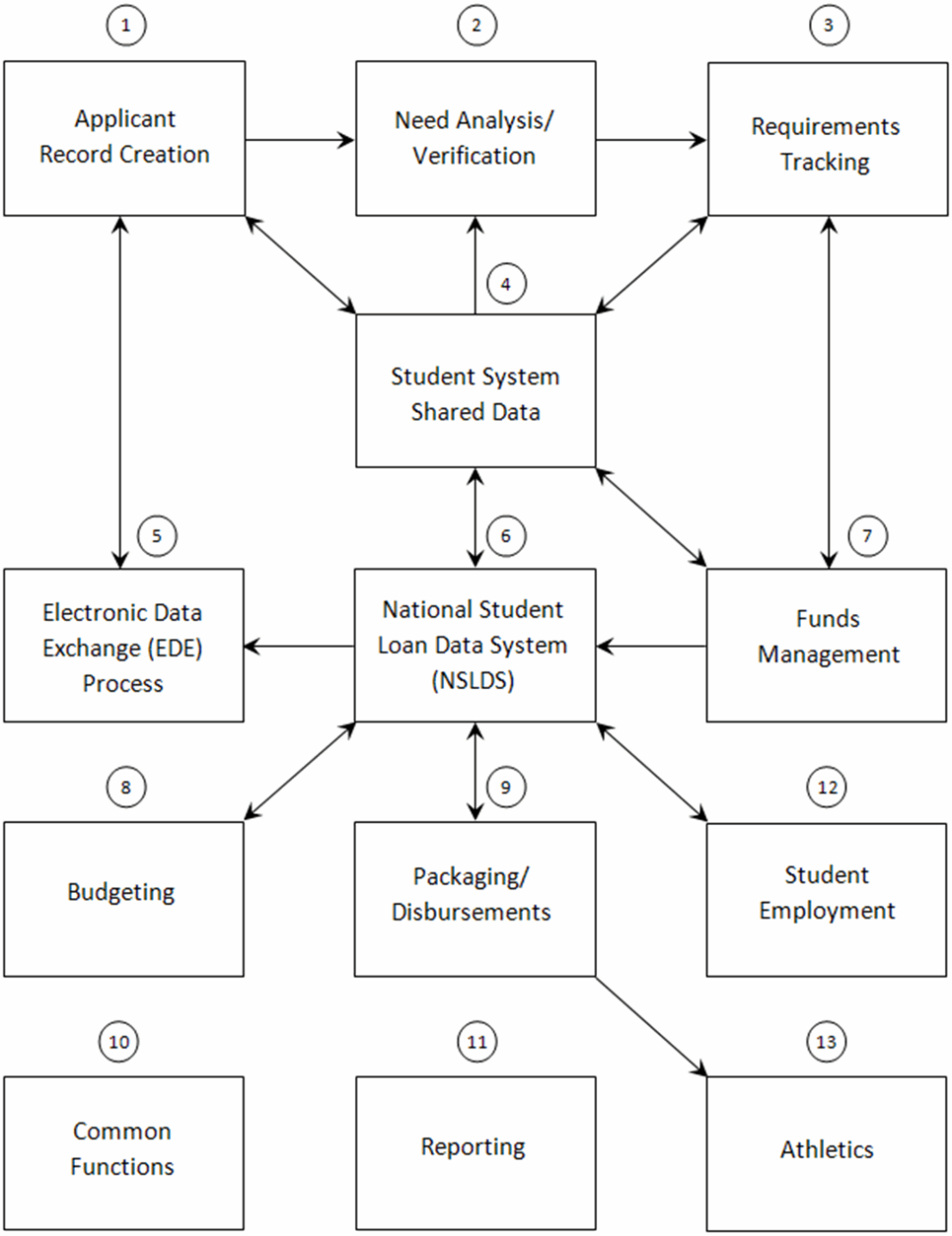
This topic describes interactions of Banner Financial Aid functions.

1. Applicant Processing accepts records created through several processes including ISIR data loads, CSS Profile Loads, Pell Electronic Data Exchange, and manual creation through the Record Creation/Need Analysis pages.
2. Need Analysis/Verification performs calculations that determine the contribution applicants are expected to make towards their expenses. The verification process validates certain information provided on an aid application against the same data from other documents.
3. Requirements Tracking monitors the request for and receipt of certain documents which are often required so that applications can be fully processed.
4. Budgeting maintains data on the applicant's cost to attend the institution.

5. Packaging and Disbursements matches an applicant's need with available funds to determine an appropriate package for the applicant and records disbursement of the funds.
6. Athletics monitors Athletic Award levels by sport and student and maintains scholarship and donor information.
7. Funds Management maintains data related to financial aid funding sources.
8. Electronic Data Exchange allows institutions to share information electronically with the central processor and COD.
9. History and Transcripts maintains historical data on the applicant through the Transfer Monitoring Process.
10. Financial Aid Common Functions are general functions that support all of the other financial aid processes such as; Financial Aid Holds, Standards of Academic Progress, Student Messages, Audit Logging, and User Defined Data.
11. Student System Shared Data shares information with the institution's Student Information System (that being the Banner Student or another student system).
12. Short-Term Credit creates and maintains short-term loans.
13. Student Employment establishes job referrals, authorizations, placements, and tracks compensation limits for students employed by the institution.
14. Loan Processing allows for the creation and processing of loan applications for Electronic Loans, Direct Loans, or Manual Loans.
15. Return of Title IV Funds assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Accounts Receivable, Student, and Financial Aid products.

Financial Aid system process flow

The Financial Aid system process flow is described.



Naming conventions

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

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

Note: The letters W, Y, and Z have been reserved for the first two characters of all client-developed pages 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 pages, reports, tables, or modules used within an Banner application, the system identifier is used as the first character (for example, 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 page name, refer to the Note (above).

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

A	=	Athletics
B	=	Budgeting
C	=	Record Creation
E	=	Electronic Data Exchange (EDE)
F	=	Funds Management
H	=	History and Transcripts
J	=	Student Employment
L	=	Logging

N	=	Need Analysis
O	=	Common Functions
P	=	Packaging and Disbursements
R	=	Requirements Tracking
S	=	Student System Shared Data
T	=	Validation Page/Table

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

Position 3: Identifies the type of page as:

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

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

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

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

Applicant Processing

The Applicant Processing module contains the pages that you use on a regular basis for the day-to-day processing of student financial aid information.

All of the pages in this module also exist in other modules in Banner Financial Aid.

Pages

This listing identifies pages used to perform Applicant Processing.

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

Applicant Status	ROASTAT
Financial Aid Record Maintenance	ROARMAN

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

Applicant process flow

This list identifies process flow in the Applicant Processing module.

- Applicant Status (ROASTAT)

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

- Financial Aid Record Maintenance (ROARMAN)

  The Financial Aid Record Maintenance page enables you to review and change most of the important aspects of a student's financial aid record from one central page. 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	need analysis information

- Need Analysis (RNANAxx)

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

- Need Analysis Processing (RNAPRxx)

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

- Need Analysis Document Verification (RNAVRxx)

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

- Student Loan Data (RNASLxx)

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

- NSLDS Transfer Monitoring Application (RNATMNT)

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

- Need Analysis Result (RNARSxx)

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

- Applicant Requirements (RRAAREQ)

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

- Applicant Budget (RBAABUD)

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

- Applicant Period Budget (RBAPBUD)

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

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

- Award Maintenance (RPAAWRD)

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

- Applicant User-Defined Data (ROAUSDF)

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

- Applicant Non-Year User Defined Data (ROANYUD)

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

- Financial Aid Enrollment (ROAENRL)

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

- Applicant High School and Admission Data (ROAHSDT)

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

- Student System Shared Data menu

  The Student System Shared Data module allows you to integrate Banner Student with Financial Aid. This option permits you to view pages that contain information concerning recruiting,

admissions, registration, general student information, housing, accounts receivable, and academic history.

Need Analysis

In the Need Analysis module, the student's financial need is determined by subtracting the student's Federal Methodology (FM) or Institutional Methodology (IM) Estimated Family Contribution (EFC) from the student's packaging budget.

You have the ability to define which methodology is used in the calculation of the student's need, and a transaction log maintains a record of all changes.

Need Analysis pages

These pages are included within the Need Analysis module.

For more information about a specific Need Analysis page, select the **Help** icon from that particular page in Banner.

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

Need Analysis online recalculation process flow narrative

This list identifies process flow in the Need Analysis module.

- Financial Aid Application Current Record

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

- Need Analysis Policy Options

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

- Pell Calculation

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

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

- Need Analysis Results

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

Requirements Tracking

The Requirements Tracking module permits you to define an unlimited number of documents or statuses that students need to submit or complete.

These requirements control whether a student is eligible to be packaged or receive a payment of aid. This module provides you with the following features:

- Requirement Definition - defines an unlimited number of application requirements
- Grouping of Students - places students with similar characteristics into groups and assigns the same requirements to all students in the same group
- Mass Entry - allows entry of information about multiple documents/requirements for multiple students on one screen
- Letter Generation - provides the ability to print letters to students informing them of the documents/requirements they need to submit or satisfy

The use of period based tracking is available. Please refer to the *Period Based Processing* for more detail.

Requirements Tracking pages

This listing identifies pages associated with the Requirements Tracking module.

For more information about a specific Requirements Tracking page, select the **Help** icon from that particular page in Banner.

Applicant Requirements	RRAAREQ
Applicant Requirements Inquiry	RRIAREQ
Financial Aid Record Maintenance	ROARMAN
Applicant Requirements Mass Entry	RRAMASS
Applicant Comments	RHACOMM
Applicant Immediate Process	ROAIMMP
Financial Aid Selection Rules	RORRULE
Requirements Tracking Group/Requirements Rules	RRRGREQ
Message Rules	RORMESG
Group Inquiry	ROIGRPI
Requirements Tracking Validation	RTVTREQ
Requirements Tracking Group Validation	RTVTGRP
Requirements Tracking Status Validation	RTVTRST

Requirements Tracking process flow narrative

The Requirements Tracking module permits you to define an unlimited number of documents or statuses that students need to submit or complete.

- Financial Aid Application Current Record

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

- Create Applicant Requirement Records

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

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

- Requirement Tracking Group Codes and Rules

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

- Applicant Requirement Records

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

- Additional Documents Required

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

- Other Processes Can Proceed

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

- Send Requirements Tracking Notifications to Applicants

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

- Applicant Documents

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

- Post Satisfied Requirements

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

Budgeting

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

This module provides you with the following features:

- Aid Year Budgeting
  - Budget component assignment - assigns a pre-defined set of budget components and values to applicants according to their budget group for the aid year.
  - Budget averaging - creates a budget which is a weighted average of two or more budgets using the mixed budgeting feature.
  - Multiple budgets - assigns a Pell Budget plus one additional budget.
  - Transaction Log - maintains an online log of all budget changes when the appropriate tables and columns have been activated for logging.
- Period Based Budgeting
  - Budget component assignment - assigns a pre-defined set of budget components based on the budget group for each period in the applicant's aid period. The component amounts may be pre-defined or calculated using algorithmic rules to customize the amount assigned based on user defined criteria.
  - Budget categories - multiple budget components may be defined or calculated separately and combined into a category for presenting to the applicant. For example, separate components may be used for Housing and Meals and combined into a single category of Room and Board to display in Self-Service.
  - Multiple budgets - an applicant may have a Pell budget, a budget based on FM EFC methodology, and a budget based on IM EFC methodology. The Packaging Process will select the appropriate budget based on the EFC methodology for the fund on Packaging Group Fund Rules (RPRGFND).
  - Simulated Budgeting - permits you to design and run what-if budgeting analysis.
  - Budget Recalculation Process - provides the ability to recalculate the budget components for an applicant without re-assigning a student to a new budget group.
  - Transaction Log - maintains an online log of all budget changes when the appropriate tables and columns have been activated for logging.

Budgeting pages

Gain access to additional information on Budgeting pages.

For more information about a specific Budgeting page, select the **Help** icon from that particular page in Banner.

Aid Year budgeting

This listing identifies pages associated with Aid Year Budgeting.

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

Aid Year budgeting control

This listing identifies pages associated with Aid Year Budgeting control.

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

Period budgeting

This listing identifies pages associated with Period budgeting.

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

Applicant Budget by Period	RBIABPR
Period Budget Category Inquiry	RBIPBCT
Period Budget Simulation	RBRSIMR

Period budgeting control

This listing identifies pages associated with Period budgeting control.

Period Budget Detail Rules	RBRPBDR
Period Budgeting Aid Year Rules	RBRPBYR
Period Budget Group Aid Year Rules	RBRPBGR
Algorithmic Budgeting Rules	RBRABRC
Algorithmic Support	RORALGS
Financial Aid Selection Rules	RORRULE
Period Budget Group Validation	RTVPBGP
Period Budget Type Validation	RTVPBTP
Period Budget Component Validation	RTVPBCP
Budget Component Category Validation	RTVBCAT
Algorithmic Budgeting Rule Validation	RTVABRC
Message Rules	RORMESG
Aid Period Rules	RORTPRD
Scheduled Academic Year Rules	RORSAYR
Aid Period Base Rules	ROBAPRD
Scheduled Academic Year Validation	RTVSAYR
Aid Period Validation	RTVAPRD
Period Base Data	RORPRDS

Budgeting process flow narrative

A typical process flow in the budgeting module includes calculating and assigning cost of attendance values to each applicant based on budget types.

- Financial Aid Application Current Record

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

along with other information from other Banner systems, will be used to determine budget information.

- Create Applicant Budget Records

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

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

- Budget Components

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

- Budgeting Group Codes and Rules

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

- Applicant Budgets

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

- Other Financial Aid Processes

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

- Budget Information Can be Included in Award Notifications to Applicants

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

Packaging and Disbursement

The Packaging and Disbursement module provides a flexible automatic packaging function that allows an unlimited number of ways individual or groups of applicants may be packaged.

The following processes are included in the Packaging and Disbursement module:

- User-Defined Packaging - permits applicants to be assigned into an unlimited number of packaging groups, which have a unique set of user-defined packaging formulas
- Algorithmic Packaging - permits you to use Algorithmic rules to automatically package students in accordance with your institution's awarding philosophy. The rules allow the use of mathematical expressions as part of the awarding rules and logic for a particular fund within a packaging group based upon data elements in the Banner system.
- Simulated Packaging - permits you to design and run what-if packaging analysis
- Letter Generation - allows you to produce an unlimited number of different types of award letters
- Transaction Log - maintains an online log of all packaging changes

Packaging and Disbursement pages

Gain access to additional information on Packaging and Disbursement pages.

For more information about a specific Packaging and Disbursement page, select the **Help** icon from that particular page in Banner.

Packaging and Disbursement module

This listing identifies pages associated with Packaging and Disbursement.

Packaging Maintenance	RPAAPMT
Award Maintenance	RPAAWRD
Applicant Borrower-Based Academic Years	RPABBAY
Applicant Borrower-Based Academic Year Detail	RPABDTL
Scholarship Period Information	RPASTRM
Financial Aid Record Maintenance	ROARMAN
Fund Award Inquiry	RPIFAWD
Fund Award Period Inquiry	RPIFTRM
Award Acceptance Mass Entry	RPAMACC
Award Offer Mass Entry	RPAMOFF
Resource Maintenance	RPAARSC
Applicant High School and Admission Data	ROAHSDT
Applicant Comments	RHACOMM

Applicant Immediate Process	ROAIMMP
Applicant Award by Period	RPIATRM
Packaging Group Fund Source Maximums Rules	RPRFSRC

Packaging and Disbursement control

This listing identifies pages associated with Packaging and Disbursement control.

Financial Aid Selection Rules	RORRULE
Algorithmic Packaging Rules	RPRALGR
Borrower-Based Academic Year Data	RORBBAY
Financial Aid CIP Code Rules	RPICIPC
State Advanced/Honors Program Codes	RPISAHP
Packaging Group Fund Rules	RPRGFND
Default Packaging Rules	RPRDEFR
Packaging Rules	RPRPCKR
Exemption Rules	RPREXPT
Third Party Contract Rules	RPRCONT
Packaging Options	RPROPTS
Audit Grading Mode	RPRAUDT
Packaging Group Fund Category Maximums Rules	RPRFCAT
Group Inquiry	ROIGRPI
Class Code Translation	RPRCLSS
Financial Aid Major Rules	RPRMAJR
College Financing Plan Setup	RPRSHOP
Algorithmic Packaging Rule Code Validation	RTVALGR
Borrower-Based Academic Year Type Validation	RTVBBTP
Award Status Validation	RTVAWST
Fund Category Validation	RTVFCAT
Packaging Group Validation	RTVPGRP
Resource Code Validation	RTVARSC

Packaging process flow narrative

This list identifies process flow in the Packaging module.

- Financial Aid Application Current Record

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

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

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

- Packaging Group Codes and Rules

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

- Packaging and Fund Rules

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

- Applicant Budgets

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

- Need Analysis Results Record

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

- Packaging Process

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

- Applicant Award Package

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

- Additional Need

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

- Manual Packaging

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

- Send Award Notifications

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

- Post Applicant Acceptance/Rejection

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

Athletics

Use the Athletics module to maintain athletic, scholarship, and donor information.

Through this module, you have the ability to:

- Set up and track scholarship information by period.
- Enter default potential values for grants by Sport Code.
- Maintain donor and scholarship demographic information.
- Select specific types of thank you notes donors will receive.
- Select specific groups whose grades will be reported to donors.
- Track specific team sport information by period.

Athletics pages

For more information about a specific Athletics page, select the **Help** icon from that particular page in Banner.

Athletics module

Banner Financial Aid pages associated with the Athletics module.

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

Athletics control

This list identifies process flow in the Athletics control module.

Athletic Aid Type Validation	RTVAATP
Financial Aid Sport Validation	RTVFASP

- Athletic Grant Period Roll (RAPAGRL) - Use this process to roll athletic grant period information on RAASPTM from one period to the next.
- Athletic Aid Discrepancy Rpt (RARATAD) - Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM. This report should be used to determine if a student's award information has been updated after this information was originally reported to Athletics.
- Third Party Contract Rules (RPRCONT) - Use the Count for Athletics field on RPRCONT to indicate if a contract should be counted for Athletic reporting purposes.
- Exemption Rules (RPREXPT) - Use the Count for Athletics field on RPREXPT to indicate if the exemption should be counted for Athletic reporting purposes.
- Resource Code Validation (RTVARSC) - Use the Count for Athletics field on RTVARSC to indicate if the resource should be counted for Athletic reporting purposes.

Funds Management

The Funds Management module defines and monitors an unlimited number of funds, fund types, and fund associated eligibility rules for purposes of awarding and disbursing financial aid.

This module provides you with the following features:

- Packaging Options - provides the ability to set packaging options by aid year and fund
- Disbursement Options - offers the ability to set disbursement options by fund and aid year
- Fund Comments, Budget Rules, Detail Code Rules - allows comments by fund, linking awarding to students COA and linking disbursement to actual charges the student incurs.
- Applicant Requirements - allows application requirements to be associated with individual funds assigned to the student's tracking record when the fund is packaged
- Fund Messages - permits messages that are unique to a specific fund to be printed in the award letter
- Awarding and Disbursement Schedules - allows award schedules, by aid period or by fund and aid period and disbursement schedules by aid period or by fund and aid period
- Fund Award and Disbursement Rules - allows for user defined awarding and disbursement rules by fund

Funds Management pages

This listing identifies pages associated with the Funds Management module.

For more information about a specific Funds Management page, select the **Help** icon from that particular page in Banner.

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

Funds Management process flow narrative

This list identifies process flow in the Funds Management module.

- Define Basic Fund Data

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

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

- Create Fund Aid Year-Specific Data

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

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

  Awarding rules specific to the fund are created on the Financial Aid Selection Rules (RORRULE) page.
- Packaging Process

  The rules established in the Funds Management are used extensively in the Packaging process.
- Create Fund Disbursement Rules (optional)

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

Electronic Data Exchange

Electronic Data Exchange allow you to send a receive applicant information electronically.

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

- Applicant Record Creation - Load ISIRs into the Banner Financial Aid System
- Online Need Analysis - Use online need analysis verification pages to log data changes to an applicant's record.
- ISIR Correction/Request Processing - Create data files for transfer to the Central Processor.
- COD Processing - Creates data files for transfer to COD using information from the Banner Financial Aid database.
- Data File Generation - Send data files generated by Banner Financial Aid to the EDE Central Processor.

Electronic Data Exchange pages

This listing identifies pages associated with the Electronic Data Exchange module.

For more information about a specific Electronic Data Exchange page, select the **Help** icon from that particular page in Banner.

ISIR Correction/Request	REACORR
Batch Control	RPIBATC
COD Document Control	REICODD

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

Electronic Data Exchange process flow narrative

This list identifies process flow in the Electronic Data Exchange module.

- Student Signs ISIR or Initiates Corrections

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

- Process the ISIR through Banner and Create a Corrections Batch
  - Ensure that rules for EDE Correction logging are established.
  - Make the necessary data changes on the RNANAxx, RNAVRxx, RNAOVxx and RNAPRxx pages.
  - Run the Need Analysis Logging Rpt (RLRLOGG) to move the data from the temporary log tables to the permanent log tables.
  - Review corrections on the ISIR Correction/Request (REACORR) page. Corrections can be deleted from this page manually.
  - Run the ISIR Correction Request Process (REPICxx) to extract the corrections and to create the data file. The flat file consists of EDE corrections and requests for ISIRs.
  - Transfer the data file from Banner to your PC. You must download the data file to a PC to transmit the information electronically to the CPS through EdConnect.
- School using Federal SAIG Network

  The school uses the SAIG Network to load revised ISIRs.
- Central Processor

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

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

  You can use the Import File to JobSub Server (GJAJFLU) process to load files to Banner. Refer to the *Banner General User Guide* for additional GJAJFLU functional information.
- FILECAT on PC (optional)

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

  Run the Data Load process to load financial aid applicant records into Banner from external sources.
- Create FAFSA/NSLDS Record

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

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

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

History and Transcripts

The History and Transcripts module maintains student financial aid records online for use in packaging, and audit functions.

This module provides you with the following features:

- NSLDS Transfer Monitoring and FAH Requests - Applicant history of funds awarded at your institution (and other institutions).
- Provides for the ability to enter Pre-Banner Award History.

History and Transcripts pages

This listing identifies pages associated with the History and Transcripts module.

For more information about a specific History and Transcripts page, select the **Help** icon from that particular page in Banner.

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

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

History process flow

This list identifies process flow in the History module.

- Enter/Convert Pre-Banner Award Summary Data

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

  Free-form applicant comments are maintained in the History module.
- Create NSLDS Transfer Monitoring and FAH Requests

Financial Aid Common Functions

The Financial Aid Common Functions module maintains frequently used financial aid functions.

This module provides you with the following features:

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

- Common Function Controls - includes features such as: processing additional Pell Grants, establishing and maintaining financial aid record holds, displaying student summary information, creating and maintaining user-defined fields, FISAP annual report processing, displaying the management audit log, maintaining standards of academic progress, creating and maintaining general algorithmic rules, and setting institutional options
- Page Call Sequencing (Quick Flow) - Allows the definition and execution of a series of functions in a predefined order

Financial Aid Common Functions pages

This listing identifies pages associated with the Financial Aid Common Functions module.

For more information about a specific Financial Aid Common Functions page, select the **Help** icon from that particular page in Banner.

General Person Identification	SPAIDEN
Person Name/ID Search	ROAIDEN
FISAP Person Maintenance	ROAFSAP
Aid Year Inquiry	ROIAIDY
Group Inquiry	ROIGRPI
Data Log Inquiry	ROIILOG
Logging Activity Inquiry	ROILOGA
Message Code Inquiry	ROIMESG
SAR ID Inquiry	ROISARI
Financial Aid Term Code Inquiry	ROITERM
Periods Inquiry	ROIPRDS
Financial Aid Integration Rules	RORINTR
Saved Output Review	GJIREVO
Applicant Common Functions	***RESAPPLCT**
Financial Aid Record Maintenance	ROARMAN
Applicant Status	ROASTAT
Applicant Pell Grant	ROAPELL
Applicant Non Year User-Defined Data	ROANYUD
Applicant User-Defined Data	ROAUSDF
Applicant Holds	ROAHOLD
Applicant Data Log Inquiry	ROIALOG
Applicant Data Log Application	ROAALOG
Applicant Immediate Process	ROAIMMP

Applicant Comments	RHACOMM
Applicant Summary	ROASMRY
Applicant Messages	ROAMESG
Applicant High School and Admission Data	ROAHSDT
Financial Aid Enrollment	ROAENRL
Applicant Status Inquiry	ROIASIQ
Applicant Mail	RUAMAIL
Financial Aid Common Functions Control	***RESCOMNCM**
Global Institution Financial Aid Options	ROAINST
U.S. Specific Institution Financial Aid Options	ROAUSIO
Section Unavailable for Aid	ROASECT
Enrollment Rules	RORENRR
Enrollment Rule Validation	RTVENRR
Financial Aid Repeat Course Exclusion	RORRPCX
Logging Control	ROALOGC
Miscellaneous Validation Rules Inquiry	ROIMVAL
Academic Year Base Data	ROBACYR
Academic Year Rules	RORACYR
Project Based Parameter Setup	RORPARM
Miscellaneous Parameters	RORMPRM
Data Log Rules	RORDATA
Message Rules	RORMESG
General Algorithmic Rules	RORALGO
Batch Posting Rules	RORPOST
SAP Translation Rules	RORSTRF
Aid Period/Period Rules	RORTPRD
Scheduled Academic Year Rules	RORSAYR
Aid period Base Rules	ROBAPRD
Scheduled Academic Year Validation	RTVSAYR
Pell Period Details	RPIPELL
Period Base Data	RORPRDS
General Algorithmic Rules Validation	RTVALGO
Aid Period Validation	RTVAPRD

Comment Category Code Validation	RTVCCOM
Hold Type Validation	RTVHOLD
ISIR Comment Code Validation	RTVICMT
Message Code Validation	RTVMESG
Batch Posting Type Indicator Validation	RTVPTYP
Rejection Code Validation	RTVRJCT
Assumption Rules Inquiry	RCIASMP
Satisfactory Academic Progress Validation	RTVSAPR
Non Year User-Defined Variables Description	RORNYVD
User-Defined Variables Description	RORUSER
E-Mail Letter Rules	RORELTR
E-Mail Letter Format Rules	RORELTF
E-Mail Letter Module Validation	RTVELTM
Ability-to-Benefit Test Score Rules	RORTESC
Ability-to-Benefit Test Administrators Rules	RORTADM
Ability-to-Benefit Test COD Rules Inquiry	ROIATBT
Data Management	***RESDATA**
Financial Aid Suspended Records Maintenance	RCRSUSP
Data Source Rules	RCRDTSR
Interface Data Translation Rules	RCRTPTR
Name Translation Rules	GORNAME
Common Matching Rules	GORCMRL
Common Matching Source Rules	GORCMSC
Data Source Code Validation	RTVINFC
Common Matching Source Code Validation	GTVCMSC
QuickFlow Sequence	***RESCOMNCA**
QuickFlow	GUAQGFLW
QuickFlow Definitions	GUAQUIK
QuickFlow Code Validation	GTVQUIK

Common Functions process flow narrative

Common Functions tables, pages, reports and batch processes are utilized by all other Financial Aid modules.

Common Functions support other modules' processes, but don't clearly fit into any one other module.

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

Student System Shared Data

The Student System Shared Data module integrates Banner Student with Financial Aid.

This option permits you to view information in the following modules:

- Recruiting
- Admissions
- Registration
- Housing
- Accounts Receivable
- Academic History

Student System Shared Data pages

This listing identifies pages associated with the Student System Shared Data module.

For more information about a specific Student System Shared Data page, select the **Help** icon from that particular page in Banner.

Summary Academic History Inquiry	RSIHIST
Basic Student Information Inquiry	RSISTDN
Admissions Application Inquiry	RSIAPPL
Account Detail Review Inquiry	RSIAREV
Degrees and Other Formal Awards Inquiry	RSIDEGR
Housing Information Inquiry	RSIHOUS
Prior College Inquiry	RSIPCOL
High School Inquiry	RSIHSCH
Test Score Inquiry	RSITEST

Veteran Certification Inquiry	RSIVETN
Third Party Contract Inquiry	RSICONT
Billing Exemption Inquiry	RSIEXPT

Student System Shared Data process flow narrative

Through the Student System Shared Data module, Banner Student data is shared with the Financial Aid system.

This module consists of inquiry-only pages that contain information that the Financial Aid system requires for processing.

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

Short-Term Credit

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

Short-Term Credit pages

This listing identifies pages associated with the Short-Term Credit module.

For more information about a specific Short-Term Credit page, select the **Help** icon from that particular page in Banner.

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

Short-Term Credit process flow narrative

This list identifies process flow in the Short-Term Credit module.

- Short-Term Credit Account

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

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

- Determine Loan Eligibility

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

- Student Receives Short-Term Credit

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

- Student Repays Short-Term Credit

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

Student Employment

The Student Employment module performs the referral, placement, hours submission, and tracking functions for student employees.

This module provides you with the following features:

- Work Authorization - allows processing of the student's work location, employment dates, rate of pay, and authorized hours and earnings
- Work Referrals - allows processing of student work referrals for multiple jobs
- Mass Entry of Time - allows the mass entry of earnings for adjustments or initial entry of earnings
- Departmental Time Reports - permits submission and monitoring of the student's hours worked

Student Employment pages

This listing identifies pages associated with the Student Employment module.

For more information about a specific Student Employment page, select the **Help** icon from that particular page in Banner.

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

Job Title Requirements	RJRJREQ
Referral Status Validation	RTVRFST
Employment Authorization Status Validation	RTVAUST

Student Employment process flow narrative

This list identifies process flow in the Student Employment module.

- Placement Rules

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

- Payroll Employee Class and Payroll Position

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

- Finance Chart of Accounts

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

- Finance or Payroll Organization

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

- Create Referrals

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

- Create Employment Authorizations

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

- Employment Default Rules

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

- Applicant Awards, Work History, and Payroll Earnings

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

- Payroll Load Process

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

- Payroll Load Rules

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

- Payroll Calendar Rules and Payroll Base History

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

Loan Processing

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

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

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

Loan Processing pages

This listing identifies pages associated with the Loan Processing module.

For more information about a specific Process Loans page, select the **Help** icon from that particular page in Banner.

Direct Loan Processing	
Direct Loan Origination	RLADLOR
COD Student Information	REACODS
Direct Loan PLUS Borrower	RLADBOR
Applicant Direct Loan MPN	RLADMPN
Applicant PLUS Application	RLAPAPP
Unmatched COD Records	REAUCOD
Applicant Borrower-Based Academic Years	RPABBAY
Applicant Borrower-Based Academic Year Detail	RPABDTL
Direct Loan Origination Fee Rules	RLRDFEE
Scheduled Academic Year Rules	RORSAYR
Borrower-Based Academic Year Data	RORBBAY
Batch Control	RPIBATC
COD Document Control	REACODD
Loan Electronic Counseling Status	RPILECS
Direct Loan Cash Drawdown	RPACASH
Direct Loan Account Summary	RPIDLAS

COD State Codes Rules	RTVCDST
COD Nation Codes Rules	RTVCDNT
Electronic Loan Processing	
Electronic Loan Application	RPAELAP
Student Lender History Data	RPASLND
Loan Disbursement	RPALDSB
Change Transaction Record Request	RPACTRR
Electronic Payment Receipt	RPAEPMT
Electronic Loan Disbursement	RPAELDB
Loan Parent Inquiry	RPILPAR
Batch Control	RPIBATC
Manual Loan Processing	
Loan Application	RPALAPP
Loan Disbursement	RPALDSB
Loan Parent Inquiry	RPILPAR
Loan Control	
Loan Period Base Data	RPRLPRD
Lender Base Data	RPRLNDR
Lenders/Disbursing Agents Rules	RPRLNDA
Loan Options	RPRLOPT
Class Code Translation	RPRCLSS
Loan Status Validation	RTVLNST
Certification Initials Validation	RTVCINT

Manual Loan process

This list identifies process flow in the Manual Loan module.

- Student Returns Completed Application
- Determine Award Amount

  The loan amount is determined based on need.
- Create/Update Loan Information

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

- Manually Record Check

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

- Generate Memos, Authorizations, Payment Records

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

Return of Title IV Funds

The Return of Title IV Funds module assists you in complying with the Title IV regulations for federal financial aid.

The Title IV module the Accounts Receivable, Student, and Financial Aid products and enables you to do the following.

- Identify Title IV institutional change, such as aid year, and manual refund detail codes.
- Record authorizations from students to authorize the use of Title IV aid to pay off non-allowable charges, prior year minor institutional charges, 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 the amount of aid to be returned or disbursed to the student, based on when a student withdrew during a Student Centric Period.
- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed 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 or student, or post-withdrawal disbursed to the student.
- Refund Title IV credits.

Return of Title IV Funds pages

These pages are included within the Return of Title IV Funds module.

For more information about a specific Return of Title IV Funds page, select the **Help** icon from that particular page in Banner.

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

Return of Title IV Funds process flow

This list identifies process flow in the Return of Title IV Funds module.

Regardless of whether the student has withdrawn from a term, as displayed on SFAWDRL, or from a Student Centric Period, as displayed on SFASCPR, the Return of Title IV Funds process flow remains the same.

Note: When processing by Student Centric Period (SCP), it is important to associate your financial aid period to the corresponding SCP on Student Centric Period Term Control (SOASCPT).

- Run the Title IV Recipients Withdrawn Process.

  Determine students who have withdrawal records by running the Title IV Recipients Withdrawn (RPRTIVR) process.
- Calculate the Title IV fund amount to be returned to students.
  - Batch Process: Calculate the Title IV fund amount to be returned to students by running the Title IV Fund Return Calc (RPRTIVC) process.
  - Online Process: Calculate the Title IV fund amount to be returned to an individual student by using the Return of Title IV Funds Calculation (RPATIVC) page.

    Both the batch and online process use a Simulation and Calculate and Save mode. Use the Simulation mode to review the results. Use the Calculate and Save mode to create a Return of Title IV Funds record.
- (Optional) Review calculations for all students by running Return of Title IV Funds With (RPRTIVI) process.
- (Optional) Review individual student records using the Return of Title IV Funds Calculation Inquiry (RPITIVC) page.
- Update the student's award based on the results of the Return of Title IV Calculation.
- Run the Disbursement Process to update the paid amounts for affected funds.
- The business office returns the money to the appropriate Title IV funds.

Financial Aid Self-Service

This module functions with the Financial Aid Self-Service product.

The Web Processing rules section of the ROAINST page provides you with several options for the type of information you can display in Self-Service. The Award for Aid Year page in Self-Service provides several sections with information that may be displayed; options are provided through the Web Processing rules for displaying these sections in addition to the data that is displayed.

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

You also have the ability to require an applicant to complete Terms and Conditions before the acceptance of awards. You establish a tracking requirement which is satisfied when the Terms and Conditions are accepted. You may also create questions and define answers for the applicant to

complete and can also stipulate that a specific answer will stop the applicant from moving forward with the electronic award process and accepting/declining awards in Self-Service.

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

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

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

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

Financial Aid Self-Service pages

These pages are included within the Financial Aid Self-Service module.

For more information about a specific Financial Aid Self-Service page, select the **Help** icon from that particular page in Banner.

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

Miscellaneous Parameters	RORMPRM
Web Question and Answer Rules	RORWBQA
Web Tab Rules	RORWTAB
Web Text Rules	RORWTXT
Web Variable	RORWVAR
College Financing Plan Setup	RPRSHOP
Resource Code Validation	RTVARSC
Award Status Validation	RTVAWST
E-Mail Letter Module Validation	RTVELTM
Hold Type Validation	RTVHOLD
Message Code Validation	RTVMESG
Packaging Group Validation	RTVPGRP
Requirements Tracking Validation	RTVTREQ
Web Question Validation	RTVWEBQ
Web Text Rule Code Validation	RTVWTXT
Web Variable Validation	RTVWVAR

Processing

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

Data Load procedures

This topic 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 using electronic media.

This information is stored in temporary Oracle tables (loaded by the RCPCTxx or RCPTPxx processes), which are then used by the RCPMTCH (Financial Aid Data Load Part 2) and RCRTPxx (FA Dataload Part 3) programs to complete the Data Load process.

The xx in the last two positions of the program name indicates the aid year for which the program is designed. The RCPTP20 program, for example, is written specifically for the 2019/2020 aid year. These programs are year-specific because financial aid application record formats change annually. The names of the underlying financial aid tables are not year-specific, however; columns are merely added to these tables as necessary on a year-to-year basis.

Data Load is divided into three mandatory steps:

1. Loading Data into Temporary Tables (through RCPCTxx or RCPTPxx)
2. Performing Match Process (RCPMTCH)
3. Loading Data into Production Database (RCRTPxx)

EDE ISIR Data Load process flow

This listing identifies process flow in the EDE ISIR Data Load module.

Procedure

1. Set Up Rule and Validation pages (Annually).

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

   - Use the Interface Data Translation Rules (RCRTPTR) page 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 pages used for matching incoming application records to existing person records in Banner.
   - Establish the matching source and parameter set on Data Source Rules (RCRDTSR) page for the aid year and data source used for the processing of individual records from the Financial Aid Suspended Records Maintenance (RCRSUSP) page.
   - Set fields on the Global Institution Financial Aid Options (ROAINST) and U.S. Specific Institution Financial Aid Options (ROAUSIO) pages that control the Data Load 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 through the EdConnect software into one file for uploading to Banner.
3. Load Records to **Temporary Tables (RCPTPxx)** page.

   The RCPTPxx process loads incoming EDE ISIR files to a set of temporary tables. The temporary tables accommodate files for more than one aid year and for more than one data source.
4. Match Incoming Records to **Existing Banner Records (RCPMTCH)** page.

   The RCPMTCH process uses the matching rules established on the Banner General Common Matching pages 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)** page.

   This step loads New and Matched status records from temporary tables to production tables and deletes corresponding records from temporary tables. You may run RCRTPxx in batch,

or initiate the load for individual records as the records are matched, on the Financial Aid Suspended Records Maintenance (RCRSUSP) page (See Step 7).

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

   Review each Suspended, Duplicate, and Error record on the RCRSUSP page. 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 pages to assist in suspense resolution. If a match is determined, use the **Select ID** button in the Data Load Record section to update the **ID** and determine the match status. Select the **Load** button to load individual New and Match records to the production tables through 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)** page.

   You must run RCRTPxx again if you did not load files individually after identifying them as Matched or New on the RCRSUSP page. 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)** page (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 page (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

This listing identifies process flow in the CSS PROFILE Data Load module.

Procedure

1. Set Up Rule and Validation pages (Annually)

   Enter requirement codes and statuses on the Data Source Code Validation page (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 page (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 pages used for matching incoming application records to existing person records in Banner. Establish the matching source and parameter set on the Data Source Rules page (RCRDTSR) for the aid year and data source used for the processing of individual records from the Financial Aid Suspended Record Maintenance page (RCRSUSP). Set fields on the Institution Financial Aid Options (ROAINST) and U.S. Specific Institution Financial Aid Options (ROAUSIO) pages that control the data load process or that act as default values during the data load.

2. Load Records to **Temporary Tables (RCPCTxx)** page.

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

   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. Match Incoming Records to **Existing Banner Records (RCPMTCH)** page.

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

4. Load Records to **Production Database (RCRTPxx)** page.

   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 page (RCRSUSP) (see Step 7).

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

   Review each Suspended, Duplicate, and Error record on the RCRSUSP page. 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 pages to assist in suspense resolution. If a match is determined, use the **Select ID** button in the Data Load Record section to update the **ID** and determine the match status. Select the **Load** button to load individual New and Match records to the production tables through the RCRTPxx process. If applicable, use the online **Delete Record** feature on RCRSUSP to remove individual records from the temporary tables.

6. Load Records to **Production Database using RCRTPxx** page.

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

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

7. Delete files in **Temporary Suspense Tables (RCRDTMP)** page (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 page (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.

Configure rule and validation pages for Data Load

This listing allows you to configure rule and validation pages for Data Load.

Build the Interface Data Code Validation (RTVINFC) page

The Interface Data topic is not aid year-specific.

Select the **Source Code** (such as EDE or CSS) and enter a tracking requirement code in the **Code Requirements** field. Banner uses this value to update the student's tracking requirement record when the first application record for that source is loaded into Banner.

You can enter a second requirement (such as an institutional application) in the **Supplemental Requirements** field. Enter the tracking requirement status that you want to post with the tracking requirement in the **Status Requirements** field.

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

The Aid Year Specific Rules section 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 section are ignored.

Build the Interface Data Translation Rules (RCRTPTR) page

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

Sample EDE record data values are as follows.

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

Build the Global Institution Financial Aid Options (ROAINST) page

Codes in various fields on this page serve as global controls for the dataload process, or are used as defaults, as application records are loaded.

You must define the following fields in this step: **Start Date** and **Year**, **End Date** and **Year**, **Primary Application Source**, **Application Received Date Indicator**, **Tracking Established Status**, **Source for Application Received Date** (if you load both EDE ISIR and CSS Profile records) **Default Aid Period or Default Aid Period Rule Code**, **Current Term Code**, **Current Period**, **Initial SAP Code**.

You may optionally define a Default Expected Enrollment status for the aid year or an algorithmic rule to calculate the expected enrollment status in addition to a Default Expected Enrollment status for each period in the applicant's aid period using a specific value or an algorithmic rule.

Build the U.S. Specific Institution Financial Aid Options (ROAUSIO) page

Codes and options in various fields on this page serve as controls for dataload, correction processing, and other options.

Build the User-Defined Variables Description (RORUSER) page

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.

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

Select a range of fields on the RORUSER page. Enter the CSS Profile question number and a description for each question that students will complete. After the data is loaded, you can view the results on the Applicant User-Defined Data (ROAUSDF) page.

Define the Common Matching Source Code Validation (GTVCMSC) page

Define the Common Matching Source Code Validation.

Enter a **Matching Source** code (name) and a **Description** on the Common Matching Source Code Validation page (GTVCMSC) for the set of rules that you want to use when matching the records for an application data source during Financial Aid Dataload Part 2 (RCPMTCH) and during online matching when resolving suspended records.

You may define a common matching source code for each data source (EDE, CSS), or you may choose to define one common matching source code for all data sources. Each data source code can have multiple rules that determine if the record already exists in the database.

Build the Common Matching Source Rules (GORCMSC) page

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

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

Specify pages in the Option Display Rules section to which the user can navigate using the **Details** button on the Common Matching Entry (GOAMTCH) page 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 page are applicable to a Common Matching Source Code that will be used for creating records on the various %IDEN pages such as SPAIDEN; they are NOT applicable to a Common Matching Source Code that will be used to match records from the RCRSUSP page 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, RCPTPxx, or RCPCTxx).

Build the Common Matching Rules (GORCMRL) page

Create rules for your Common Matching Source Codes on the Common Matching Rules page (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 selecting the **Required Element** field on the Common Matching Data Dictionary (GORCMDD) page). The GORCMDD page is populated and delivered by with the system. The only data element delivered as a required element is SPRIDEN_SEARCH_LAST_NAME.

Select additional data elements to use in matching by using the **Column Lookup** button 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 chosen for a selected data element on the Common Matching Data Dictionary page (GORCMDD), you may enter a negative number for comparison. For example, enter `10` to read the first ten characters of the Last Name; enter `-4` to read the last four characters of the Social Security Number.

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

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

Build the Name Translation Rules (GORNAME) page - Optional

Use the GORNAME page 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 page 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 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 page, the match exists and this record passes the first name match requirement. If there is no record present on this page 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 page.

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

Bob	Robert
Harold	Hal
Rebecca	Becky

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

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

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

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

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

Access the Default Parameter Value Validation (GJAPDFT) page. Enter RCRTPxx in the **Process** field and the saved parameter set name created on the Job Parameter Set Rules (GJRJPRM) page 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 the individual's own user name. Use the copy feature on the GJAPDFT page for this purpose. Banner validates the User ID, parameter set name, and job when RCRTPxx is run from RCRSUSP.

Build the Data Source Rules (RCRDTSR) page

Use this page to establish the **Common Matching Source Code** and RCRTPxx parameter set to use when you process records from the Financial Aid Suspended Record Maintenance (RCRSUSP) page.

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.

Prepare data to load into Banner

Incoming application files from all sources must be loaded to the $DATA_HOME/finaid directory for Unix or BANNER_FINAID_DATA_HOME for NT.

You can use the Import File to JobSub Server (GJAJFLU) process to load files to Banner. Refer to the *Banner General User Guide* for additional GJAJFLU functional information.

Rename the incoming file to match what is expected by the process (RCPTPxx for EDE records or RCPCTxx for CSS Profile records). This step must be completed every time there is a new input file to load to Banner.

The input name for the RCPCTxx (CSS PROFILE) process is shown below. The xxyy in the file name represents the aid year for which the load is performed. RCPTPxx for EDE ISIR Data load

allows you to input the file name as a parameter for the process and therefore you do not need to rename the ISIR file.

Default file names

Default file names are described.

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

Input File	Filename
CSS PROFILE	`xxyycssd.xml`

After 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 through 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 through the federal software reside. This may be any directory you choose.

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

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

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

where:

- i list of input files (wildcards are allowed)
- e extension of file to be output first
- o output file name (default is `filecat.out`)
- v enable verbose output mode
- a append rows to output file instead of overwriting

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

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

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

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

FILECAT permits any input file names (including the * wildcard -- for example, Sara*). You can create any output file name, though the output file name 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 file name.

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 file name mask. If subsequent files have a different record length, it displays an error message and quits.

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

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

For example:

1. filecat - i 1112esar*

   Because the -o file name was not specified, it defaulted to `filecat.out` file. It moved processed files to processed_20110620103501.

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

   Appended to current data in `filecat.out`.

3. filecat -i ytdo12op.* -a

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

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

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

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

   This overwrites the existing data in `filecat.out` file.

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

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

You can use the Import File to JobSub Server (GJAJFLU) process to load files to Banner. Refer to the Banner General User Guide for additional GJAJFLU functional information.

Run the Data Load process

This listing identifies those elements involved in the Data Load process.

Explanations of process parameters are included along with a discussion of each operation.

Run the FA EDE Data Load Pt 1 (RCPTPxx) process

The FA EDE Dataload Pt 1 (RCPTPxx) process for Federal data (EDE) records loads incoming files to temporary tables.

These temporary tables, which are duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format to the Oracle format when discrepancies exist.

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

The data in some of these temporary tables is then compared against the data in the production database to ensure that the information can be loaded to the correct person if they already exist in the database, or to create a new person if the student does not yet have a record at the institution. This is Step 2, Performing the Match Process.

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

The RCPTPxx parameters are:

Parameter		Value
01	Aid Year Code	Appropriate Aid Year Code for RCPTPxx version
02	Data Source Code	EDE only
03	Import Filename	Blank (Default)

Parameter		Value
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 page
07	Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE page
08	Student Email Address Type	Email Type Code as listed on the GTVEMAL page
09	Parent Email Address Type	Email Type Code as listed on the GTVEMAL page
10	Export Error records	Y N (Default)
11	Not used at this time	Blank (Default)

Explanations of selected RCPTPxx 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 RCPTPxx process will assign a temporary generated ID to each record loaded to the temporary tables. The temporary ID becomes permanent for students loaded as New. The temporary ID is replaced with the generated ID in the Banner database if a match is achieved with an existing record.

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

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

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

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

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

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

   Note: When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process.

   - Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
   - Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Run FA CSS Data Load Part 1 (RCPCTxx)

The FA CSS Data Load Part 1 (RCPCTxx) process takes incoming CSS PROFILE data in XML format and loads it to the temporary Oracle tables.

This data is then available for use by the remaining steps of the Data Load process.

RCPCTxx parameters (CSS PROFILE data only) include:

Parameter		Value
01	Aid Year Code	Appropriate Aid Year Code for RCPCTxx version
02	Data Source for CSS	CSS only
03	Generated ID/ Use SSN Indicator	G Generated ID S Use SSN as ID (Default)
04	Recalculate Need Indicator	Y Recalculate Need (Default) N Don't Recalculate Need

Parameter		Value
05	Permanent Address Type Code	Valid Address Type Code as listed on the STVATYP page
06	Permanent Telephone Type Code	Valid Telephone Type Code as listed on the STVTELE page
07	Student Email Address Type Code	Student e-mail Type Code as listed on the GTVEMAL page
08	Mailing Address Type Code	Mailing Type Code as listed on the STVATYP page
09	Parent 1 Email Address Type	Parent e-mail Type Code as listed on the GTVEMAL page
10	Parent 2 Email Address Type	Parent E-mail Type Code as listed on GTVEMAL page
11	Parent Mailing Address Type	Parent Mailing Type Code as listed on STVATYP page

Explanations of selected RCPCTxx parameters follow:

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

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

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

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

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

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

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

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

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

   Note: When inserting the name into the temporary table (ROTIDEN), the following prefixes and suffixes are removed to assist with the matching process.

   - Specific prefixes are: Dr., Dr, Mr., Mr, Miss, Ms., Ms, Mrs., Mrs, Prof., Prof.
   - Specific suffixes are: Jr., Jr, Sr., Sr, III, IV, Ph.D, PhD, CPA, MD, RN, Esq., Esq, DVM.

Run the Financial Aid Data Load Part 2 (RCPMTCH) process

The RCPMTCH process provides the matching step of Data Load.

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

RCPMTCH performs a comparison between the student data in the temporary tables (ROTIDEN, ROTPERS, ROTADDR, ROTEMAL) and student person (General Person) data that already exists in the database. RCPMTCH follows matching rules set up on the Common Matching Rules (GORCMRL) page 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 and the data in Banner.

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

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

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 page

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

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

You can proceed in one of two ways:

1. Select the **Submit** option in the Submission section and select the **Save** button to submit the job, or
2. Select the **Hold** option in the Submission section 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.

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

Run FA Data Load Part 3 (RCRTPxx)

This activity 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 page.

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 page.

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 page.

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

Parameter		Value
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 page must be selected for the converted major code in the Converted Value field on the RCRTPTR page to be considered a valid major. A valid major is necessary if you want to create recruitment records using this parameter.
08	Recalc Need Analysis Option	Y Set Recalc Need Analysis indicator to Y N Set Recalc Need Analysis indicator to N
09	NSLDS Output Application ID	General area for which the Selection ID was defined for NSLDS output
10	NSLDS Output Selection ID	Code that identifies the sub-population to be updated by NSLDS
11	NSLDS Output Creator ID	ID of the person who created the sub-population rules for NSLDS

Parameter		Value
12	ISIR Creation Option	Y Create ISIR records N Do not create ISIR records
13	Not used at this time	
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
20	Name Type Code	Name type to be used for new students.
21	Address Source Code	Address source to be used for new addresses.

Explanations of selected RCRTPxx parameters follow:

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).

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

  The value of this field is displayed in the Federal Match Indicators window of the Need Analysis Result (RNARSxx) page in the **NSLDS** field, and in the **NSLDS Match** field in the NSLDS Summary window of the Student Loan Data (RNASLxx) page. These fields display the match status for the current NSLDS record.
- A separate NSLDS Discrepancy Report is created to report changes in NSLDS Summary Data.

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

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

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

The preceding NSLDS population selection parameters are optional.

NSLDS information entered by 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 page. 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 **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.)

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

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

- Press the **Submit** option in the Submission section and press the **Save** button to submit the job
- Press the **Hold** option in the Submission section 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 API errors encountered.
- Student listing (`rcrtpxx_jobseqno_apps.lis`). This report lists the records processed, if the Need Analysis was load as the current record, if NSLDS data was loaded as the current record, and identifies duplicate transactions.
- Discrepancy report (`rcrtpxx_jobseqno_need.lis`). If you selected the Need Analysis Print option, this report displays discrepancies between the new record being loaded and the existing current Federal record.
- NSLDS Discrepancy report (`rcrtpxx_jobseqno_nslds.lis`). If you selected the NSLDS Print option, this report displays discrepancies between existing and new NSLDS information.
- Errors - Students Not loaded or errors encountered loading data (`rcrtpxx_jobseqno_errs.lis`). If errors were encountered during Data Load part 3, the name, ID, match status, and the error received are listed. If the record could not be loaded, the Match status for the record is updated to Suspense with an error code of 31 - Record not created. Failed Data Load Part 3. If the record was created but not all data could be inserted, the error listing the data is provided; i.e., the process was able to create the ID and biographical information for the record, but could not insert the address due to missing data.

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

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

Only status codes of Duplicate, Error, Hold, and Suspense may be resolved from the RCRSUSP page. If the status code is an asterisk (*), there is a data integrity problem with this student that needs to be resolved before loading this student (a duplicate PIDM exists). The status cannot be updated from an (*) on the RCRSUSP page. 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 page and you can update the status.

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

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

While on the RCRSUSP page, select the **Match** button to access the Common Matching Entry (GOAMTCH) page. From GOAMTCH, use the Common Matching functionality to examine existing or potential matching records in the production database to resolve suspended records. To use the Common Matching process, scroll to a record in the Data Load Record section on RCRSUSP, and press the **Match** icon or Scroll Down. This will open the Common Matching Entry (GOAMTCH) page. 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 section) or a listing of potential matching records (Potential Matches) section. If there are no records that match the rules that you established on the Common Matching Rules (GORCMRL) page, 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 page. 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 section, information displays according to the data elements present in your rules (for example, 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 one time 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 select additional detail in the **All Addresses** field. You also may access selected Banner pages by pressing the **Details** button on the GOAMTCH page. 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.

When a matching record is confirmed, press the **Select ID** button on the GOAMTCH page to return the data for the matching record to the Match Results section of the RCRSUSP page. 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 section 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 want to return to the original status code, you have two options. Re-run the RCPMTCH process for all students, or before 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 page only works if you have not left the RCRSUSP page (**Exit** or **Start Over** button) because making the initial change. When you leave the page, the changes are saved and the Match and New records no longer appear on the RCRSUSP page. Match and New records continue to appear on the page until you perform an **Exit** or **Start Over** button.

When a record is assigned a Match or New status, you must load the record to the Banner database using the FA Dataload Part 3 (RCRTPxx) process. You may select the **Load** button on the RCRSUSP page 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. After you load the record, or leave the record after assigning a New or Match status, the record no longer appears on the RCRSUSP page. If you do not want to use the online load process, or if you forget to load the record immediately after updating the status to Match or New, you may run FA Dataload Part 3 (RCRTPxx) in batch (see *Run the RCRTPxx process* step below).

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

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

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

Run the RCRTPxx process

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 page.

This step is a repeat of the Run FA Dataload Part 3 (RCRTPxx) step and moves those corrected records to the production database for processing, and will reduce the chance of another user creating a duplicate record in Banner for the same student.

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

Run the FA Data Load Table Deletes (RCPDTMP) process

The FA Data Load Table Deletes (RCPDTMP) process, which is used to delete records from the temporary tables, may be run in batch, or the process may be run on-line from the RCRSUSP page.

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 selected on the RCRSUSP page. To delete records on-line from RCRSUSP, select the **Delete Record** field to flag selected records. Then select the **Delete Temporary Records** selection on the Options menu. This deletes flagged records for the Aid Year and Source Code displayed in the RCRSUSP Key block.

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

Parameters for the RCRDTMP process are:

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

Note:

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

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

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

Select the Submit option in the Submission section and select the **Save** button to submit the job

Select the Hold option in the Submission section 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 before 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 page should be empty after each Data Load. You would not need to run the RCPDTMP Process.
- If you are using the RCPMTCH status of Hold to keep records in the temporary tables until a matching person record exists in the production database, you would run RCPDTMP only at the end of the financial aid processing year. You would use the Aid Year and INFC Source Code parameters for the batch process to remove records for the completed aid year from the temporary tables.
- If you are loading only selected records into the production database (for example, the latest transaction when two records with the same EFC exist in the temporary tables), you may choose to flag records for deletion on RCRSUSP and use the on-line Delete Temporary Tables option or the batch process parameter to Delete Flagged Records Only.

Warning! After 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

Additional Data Load processing operations address treatment of Institutional Student Information Record (ISIR) records and related person records.

ISIR records (load and store)

The ISIR is the Department's official notification to your school about a student's Expected Family Contribution (EFC) and eligibility for Federal aid.

This electronic ISIR record along with NSLDS information is delivered to your school through EDE. You must maintain these original ISIRs along with the NSLDS information for audit purposes and you may need to print them for internal or student use.

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

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

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

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

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

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

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

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

FA Dataload Part 3 (RCRTPxx) output reports duplicate NSLDS transactions in the Student Summary listing with an asterisk (*) in the NSLDS-current column for the source EDE. A count of people who had NSLDS data added with duplicate transactions is included in the Report Control Totals (`rcrtpxx_nn.lis`). Also, there is an option to print an NSLDS Discrepancy Report.

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

Person records (new versus existing)

If a person record exists in Banner at the time of Data Load, FA Dataload Part 3 (RCRTPxx) does not update fields on that person record except for fields specified in RCRTPxx parameters 16, 17, 18, 19.

If no person record exists, and you decide to load New records, a new person record is created with data from the incoming record as shown below:

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

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 Pt 1 (RCPTPxx or RCPCTxx) temporary tables

The RCPTPxx process for Federal data (EDE) records and the RCPCTxx process for CSS Profile data records load incoming files to temporary tables.

These temporary tables, which are duplicates of the Oracle tables where the production data is stored, contain fields that convert data from the flat-file format (EDE) and XML format (CSS) to the Oracle format when discrepancies exist.

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

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

Temporary Table	Production Table
Name/ID Information Table (ROTIDEN)	Name/ID Information Table (SPRIDEN)
Basic Person Information Table (ROTPERS)	Basic Person Information Table (SPBPERS)
Address Information Table (ROTADDR)	Address Information Table (SPRADDR) Telephone Table (SPRTELE)
Recruiting Data Table (RCTRECR)	Recruiting Data Table (SRBRECR)
Recruiting Source Table (RCTRSRC)	Recruiting Source Table (SRRRSRC)
Recruiting Contact Table (RPTCONT)	Recruiting Contact Table (SORCONT)

Temporary Table	Production Table
Application Table (RCRTMP1)	Application Table (RCRAPP1)
Application Table (RCRTMP2)	Application Table (RCRAPP2)
Application Table (RCRTMP3)	Application Table (RCRAPP3)
Application Table (RCRTMP4)	Application Table (RCRAPP4)
Application Table IM data (RCRTMP5)	Application Table IM data (RCRIMP1)
Applicant Assumptions (RCTASUM)	Applicant Assumptions (RCRASUM)
User-Defined IM Data Table (RCRTMP6)	User-Defined IM Data Table (ROBUSDF)
ISIR Table (RCTESAR)	ISIR Table (RCRESAR)
NSLDS Table (RCTLDS4)	NSLDS Table (RCRLDS4)
NSLDS Table (RCTLDS6)	NSLDS Table (RCRLDS6)
NSLDS Table (RCTLDS7)	NSLDS Table (RCRLDS7)
	Home Equity Comment Table (RCRHOMC)
Financial Aid Temporary IRS DRT Flag Table (RCTIRSF)	Financial Aid Application IRS DRT Flag Table (RCRIRSF)
Home Equity Temporary Table (RCTHOME)	Home Equity Table (RCRHOME)
Parent Alimony Comment Table (RCTPALC)	Parent Alimony Comment Table (RCRPALC)
Parent Alimony Temporary Table (RCTPALM)	Parent Alimony Table (RCRPALM)
	Trust Comment Table (RCRTRUC)
Trust Temporary Table (RCTTRUS)	Trust Table (RCRTRUS)
	Student Anticipated Resources and Income Comment Table (RCRSARC)
Student Anticipated Income and Resources Temporary Table (RCTSARI)	Student Anticipated Resources and Income Table (RCRSARI)
	Parent Anticipated Resources and Income Comment Table (RCRPARC)
Parent Anticipated Income and Resources Temporary Table (RCTPARI)	Parent Anticipated Resources and Income Table (RCRPARI)
Special Circumstances Temporary Table (RCTSPCI)	Special Circumstances Table (RCRSPCI)
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)

Temporary Table	Production Table
NSLDS TEACH Payment (RCTLDST)	NSLDS TEACH Payment (RCRLDST)

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

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

Common Matching algorithm

Common Matching operations provide prioritized rule processing.

- 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 along with a results message providing the elements that were matched, not matched, or missing as a result of processing the rule.
- Online only. If a record is determined as a match using one rule, but as a suspense using one or more additional rules, the record's match status is set to match but you can view the potential match records as well.

Field length values

Whenever a length is specified on a rule on the Common Matching Rules (GORCMRL) page, 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; that is, 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 **SSN/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) or **SSN/SIN/TFN** (SPBPERS_SSN) are specified data elements in a rule, these elements are used as part of the primary match.

The Common Matching process uses the **Entity** indicator established for the **Source** on the Common Matching Source Rules (GORCMSC) page 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 items 1 or 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.

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**.

2. If First name 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.

   a. 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.

   b. 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.

   c. 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.

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 a Banner record.

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

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

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

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

- Data element is not defined.
- Data element **Match on Null Data** is Y or R and the Banner value is equal to the External source value for the specified length.

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

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

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

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

Examples of matching algorithm and results

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

Last name = Required

First Name = Required

DOB Day = Required

DOB Month = Required

DOB Year = Required

City = Required

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

External values: Mildred Jones

The external record passes the primary match because the first and last names match. However, because 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 along with Banner record 2. Because an exact match was found, the algorithm returns a match.

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

Rule 1	**Rule 2**
Last Name = R	Last Name = R
First Name = R	First Name = R
SSN = Y	DOB = Y
DOB = Y	City = Y
City = Y	Zip = Y
Zip = Y	
Banner values:	Tomasso Dalimonte, SSN = NULL, DOB = 06/02/78, City = Marikesh, Zip = 11233

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

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

Audit log

Audit logging provides the ability for users to view a history of their data changes, the date the change occurred, and the user ID of the person who made the change.

This may include inserts, updates, deletions, or a combination of these activities. This is accomplished using database triggers on all tables within the Banner Financial Aid module which will then log these changes when made by a user on a page, a batch process, or any other means in which the data in the table is updated.

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

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

Logging will not be activated for a table until the **Active?** check box 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 select the **Active?** indicator for the table to enable logging on that table.

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

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

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

View log records

The Logging Activity Inquiry (ROILOGA) page allows you to view your logged data.

This page opens in Query Mode. Use the page's first window to query on any field except **Name**. Fields 1 - 12 display the identifying data (Key) in the row of the table in which the data was changed.

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

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

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

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

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

Log, archive, and purge

The Logging Archive/Purge Process (RORLOGA) archives and 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 before 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). After the data has been transferred to the archive tables, you can use Oracle's EXPORT process to back-up the data. This also allows you to import the data at some point in the future with Oracle's IMPORT process, if the need arises.

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

EDE correction log

Banner Financial Aid allows changes to need analysis data to be stored in a special log table that is used for submitting ISIR corrections to the Central Processing System (CPS).

Storing this information creates an audit trail of the changes that have been made on the student's EDE record. To log EDE corrections, there are three separate controls that must be set:

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

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

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

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

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

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

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

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

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

Process EDE corrections

After you have completed the logging process by running RLRLOGG, EDE corrections pending submission to the Central Processing System (CPS) can be displayed on the ISIR Correction/ Request (REACORR) page.

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 page. The ISIR Request window of the REACORR page can be used to request Institution Changes and Housing Code changes. The REPICxx process provides options for what type of changes you want to submit.

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

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

Note: For Software as a Service (SaaS) clients, use the Saved JobSub Reports (GJAJLIS) page to download and save a local copy of the file. Refer to the *Banner General User Guide* for additional GJAJLIS functional information. On Premise clients should continue to use the previously described transfer utility.

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

Methodology-specific changes

Methodology-specific changes, as handled on the Applicant Override window of the Applicant Override (RNAOVxx) page, are described.

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 one time on the Need Analysis (RNANAxx) page, which by default affects all formulas.

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

Set a student's dependency codes

The **Dependency** override field will directly change the student's dependency status as stored in the Banner database.

There are two database fields that identify a student's dependency status:

- RCRAPP2_C_DEPEND_STATUS field can contain a value from 1 to 8 where 1 = Independent, 2 = Dependent, 3 = (Not used), 4 = Independent (documentation needed), 5 = Independent due to professional judgment, 6 = Dependent due to prior year data, 7 = Dependent rejected, and 8 = Independent rejected.
- RCRAPP2_MODEL_CDE field can contain a D for dependent or an I for independent.

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

As long as the **Dependency** override field on RNAOVxx is not null, the student's dependency status will be set to the dependency override value for the affected need analysis regardless of how the student answered the dependency status questions. If the FM Student Dependency override is null and the computed dependency loaded during the EDE data load is not based on professional

judgment, the FM Need Analysis will determine the student's FM dependency status based on the applicant's responses to the dependency questions on the FAFSA. By the same token, if there is no IM Student Dependency override present and the computed dependency status loaded from a Profile record is not a 5 or 6, indicating professional judgment, the INAS IM dependency status will be based on the applicant's responses to the dependency questions on the Profile application.

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

Override the student's dependency

Most Financial Aid pages 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) ORRCRAPP2_C_DEPEND_STATUS is NULL

Or you could use the following statement:

RCRAPP2_MODEL_CDE = D

The RCRAPP2_MODEL_CDE field is set to I when

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

RCRAPP2_C_DEPEND_STATUS equals a 2, 6, 7, or NULL.

EFC proration

Adjustment to the EFC for students not attending a standard nine-month academic year are accomplished by adjusting the budget duration, number of months, and performing a Need Analysis calculation.

Both the FM Need Analysis and IM Need Analysis calculations will calculate the appropriate PC, SC, and Total EFC, based on the updated budget duration information.

For aid years beginning with 2014-2015, the budget duration for FM and IM can be associated with the aid period on the Aid Period Base Rules (ROBAPRD) page. The Need Calculation processes will use the budget duration for the applicant's aid period to determine the EFC. In the event you need to assign the applicant a different budget duration than has been established for the aid period on ROBAPRD, or if you choose not to associate the budget duration with your aid periods, a budget duration override may be entered on the Applicant Override (RNAOVxx) page and a new need calculation performed. The budget duration overrides on RNAOVxx are separate fields for the FM and IM calculations.

The hierarchy for determining the budget duration that should be used by the FM Need Calculation and the IM Need Calculation is as follows:

1. If the budget duration has been entered on the Need Analysis Override (RNAOVxx) page, it will be used.
2. The budget duration associated with the aid period, if a budget duration has been entered for the aid period on Aid Period Rules (ROBAPRD) for the aid year.
3. The Default FM Budget Duration defined on the Options section of ROAINST for FM Need Calculation.

Also beginning with the 2014-2015 aid year, you have the ability to use an algorithmic rule to determine the aid period that should be assigned to the applicant when the Applicant Status record (RORSTAT) is created for the aid year. This provides flexibility to then run the need Analysis calculations to update the EFC based on the budget duration associated with the aid period. The algorithmic rule to determine the aid period to assign to the applicant is created and maintained on the General Algorithmic Rules (RORALGO) page for the Process of "DAPRD-Default Aid Period" and then entered on the Defaults section of ROAINST in the **Default Aid Period Rule Code** field. The FA Dataload Part 3 (RCRTPxx), will automatically set the Need Recalculation indicators (RORSTAT_RECALC_NA_IND or RORSTAT_RECALC_IM_IND) to Yes, Waiting (value of Y) when the budget duration associated with the applicant's aid period is not equal to 9 months.

When changing the applicant's aid period for aid years beginning with 2014-2015 and you have defined the budget durations for FM and IM on ROBAPRD, the Need Recalculation indicators (RORSTAT_RECALC_NA_IND or RORSTAT_RECALC_IM_IND) will automatically be updated when the new aid period's budget duration has changed. You may then run the Calculate Need process from the Options Menu or use the F3 Function Key to execute the Need Calculation(s). If you have entered a budget duration override on RNAOVxx (FM or IM budget duration overrides) and are changing the aid period, the budget duration overrides on RNAOVxx will be set to NULL with a warning message provided which will include the prior values entered on RNAOVxx. This will occur and the message received whether you are changing the aid period on the budget pages, RBAABUD or RBAPBUD, or through the Batch Posting process.

For aid years before to 2014-2015, entry of the FM and IM budget durations are not permitted for the aid periods on ROBAPRD. To adjust the applicant's EFC for an aid period, other than the standard 9 month calculation, you will need to enter the student's FM or IM budget duration on the Applicant Override (RNAOVxx) page and perform a new need analysis calculation.

Estimated vs official contributions

When the Need Analysis calculation encounters any of the federal reject conditions, the corresponding contributions are labeled as E (Estimated) rather than O (Official) 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 ANDRCRAPP2_C_1_CTRB_OFFL_EST = 1) OR

(RCRAPP2_MODEL_CDE = D ANDRCRAPP2_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 pages throughout Banner. The **Need Analysis Calculation** field on the Applicant Immediate Process (ROAIMMP) page displays a Current Status value of Waiting if the **Recalc** field is set to Y for the ID and aid year. The **Current Status** indicator for the **Need Analysis Calculation** field is blank if the **Recalc** indicator is set to N.

Because you can change a record and then move this record to a non-current record without running need analysis, changing this same record back to a current record sets the **Recalc** indicator to a Y because need analysis has not been run because 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 page. A DOB change may impact the bottom line need analysis results in some cases. Therefore, a change to this field also sets the **Recalc** indicator to Y.

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

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

FM Need Analysis solution

The FM Need Analysis calculation will be used for Federal Methodology and Estimated Federal Methodology.

The Institutional Methodology (IM) calculation will continue to be provided by the College Board through INAS.

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

- Off-Premise - This Software-as-a-Service (SaaS) component will be offered as a managed service. For this option, there are no specific hardware or software requirements, and you

will no longer need to implement patches and upgrades specifically for the FM Need Analysis calculation.

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

Benefits

This FM Need Analysis calculation and deployment model benefits are described.

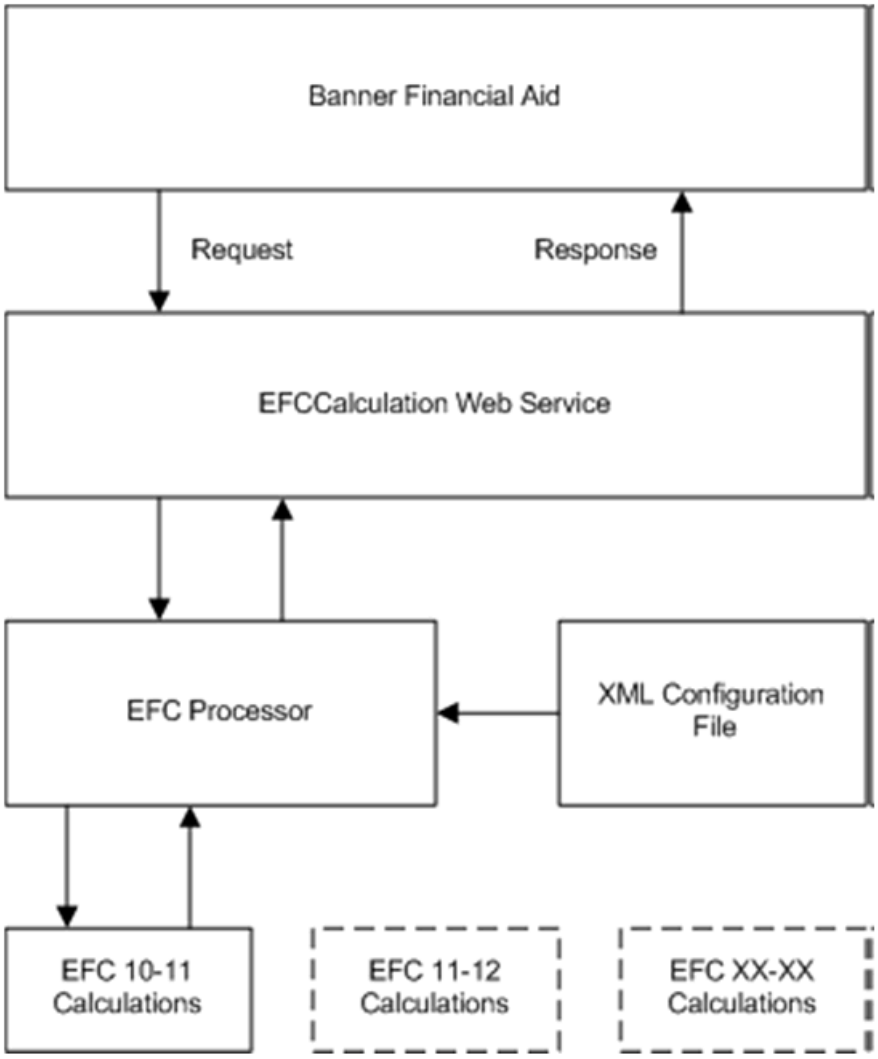
This FM Need Analysis calculation and deployment model provides the following benefits:

- Direct involvement with the Department of Education to deliver calculation logic to customers more quickly.
- One regulatory posting (in February) can be eliminated annually.
- Updates and defect resolutions can be delivered more quickly.
- Clients can adopt the changes as they occur without having to make upgrades.
- The burden on customer IT staff is reduced because upgrades and defect patches related to FM need analysis are no longer applied on site.

Architecture

Off-Premise FM Need Analysis architecture is described.

The following diagram illustrates the components of the Off-Premise solution:



The components are used as follows:

- The EFC Calculation Web service exposes the processing logic used to calculate the EFC.
- The XML configuration file identifies the award year to be used for calculating the EFC.
- The EFC Processor loads the EFC Calculations component for the award year being calculated.
- The EFC Calculations component evaluates eligibility criteria, selects the appropriate calculation formula, and calculates the federal EFC for a given student record. Different EFC Calculations components are used for different award years.

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

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

Security

The EFC Calculation Web service is protected through HTTP basic authentication.

All information is encrypted through Secure Socket Layer (SSL) between the client and the server.

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

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

Setup

Setup is completed on the Global Institution Financial Aid Options (ROAINST) and Project Based Parameter Setup (RORPARM) pages.

Global Institution Financial Aid Options (ROAINST)

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

Project Based Parameter Setup (RORPARM)

This page has been included to allow you to configure institution specific data to perform Federal Methodology Need Analysis Calculations.

Starting with the 2018/2019 aid year, this page also allows you to configure institution specific data to perform Institutional Methodology (IM) Calculations. This IM functionality applies only to institutions that license IM INAS.

The RORPARM page was designed to accept entry of group-based parameter data.

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

Parameter configuration:

- BATCH_SIZE

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

- DEBUG

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

- ONLINE_REPORT (FM only)

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

- SERVLET_URL (FM only)

  By default, the online FM Calculation process is configured to run using a servlet running on the Oracle Application Server (OAS).

  This servlet must be configured and installed at each institution. When installed, the servlet's URL must be entered and saved (in place of the default string, <URL IS UNIQUE TO EACH INSTITUTION>). The value entered should use the following format, http://<hosting_computer>:<port_number>/rnpfmxx/ FmCalxx. A valid URL could be: http://mal0500374.corp.sct.com:8888/rnpfmxx/FmCalxx.

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

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

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

- THREAD_SIZE

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

- USE_JOBSUB (FM only)

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

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

- WS_ENDPOINT

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

- WS_ENDPOINT_ONLINE (FM only)

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

- XML_DUMP

  The information transmitted between the FM Calculation Client and the Web Service is passed using XML.

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

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

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

Job submission versus servlet

The FM Need Analysis Solution provides three ways for the user to run FM Need Calculations.

The three ways include; Batch - through job submission, Online - through job submission, and Online - using the Servlet. The Servlet method is only available for online calculations.

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

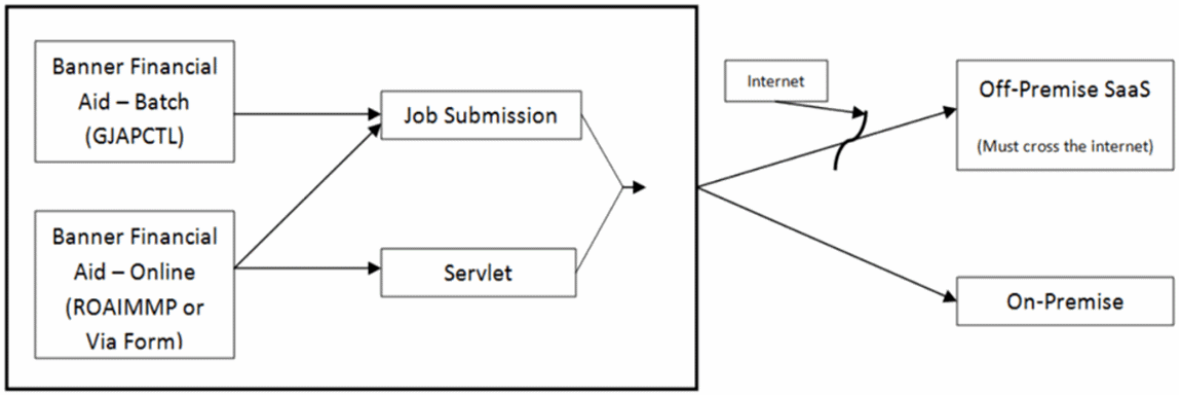
When deciding which method to use when calling the online need calculation, there are several options to weigh regarding environments and resources. The main difference between the two methods is processing time. If your institution chooses to use the Servlet method for calling the need calculation,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

Calculation flow

The following diagram helps you to understand the processing flow from Banner Financial Aid through the call to the EFC calculation.

As shown below, the job submission and Servlet methods serve the purpose of calling and returning the EFC calculation; they do not hold the code for the calculation. The code itself is housed in either the Off-Premise or On-Premise solution.

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



Process flow - Expected Family Contribution (EFC) calculation

EFC calculation processing is described.

Online processing

You can calculate EFC online through certain pages or with batch processes, just as you have in the past. You can calculate EFC on the following pages:

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

FM Need Analysis solution (Online EFC)

This processing occurs when online EFC calculations from a page are performed using the FM Need Analysis solution.

About this task

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

Procedure

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

2. The FM calculations are performed as follows:
   a) The page calls the FM Need Analysis (RNPFMxx) process.
   b) The RNPFMxx process calls the EFC Calculation Web service.
   c) The Web service calculates the federal EFC for the student.
   d) The Web service returns the results to Banner.
   e) Banner updates the student records (where applicable).
3. **Optional:** If the Need Analysis Calculation Option on ROAINST indicates that your institution uses both IM and FM calculations, the IM calculations are performed as follows:
   a) After the RNPFMxx process finishes, it calls the Need Analysis Process (RNPIMxx).
   b) RNPIMxx calculates the institutional EFC for the student.
   c) Banner updates the student records (where applicable).

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

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

Results

If your institution uses the job submission method for calling the EFC calculation, then `RNPFMxx.log` and `.lis` output files will appear in your job submission directory and GJIREVO. Additionally, if the process is run during online calculations, the output will be provided in the jobsub directory and will also be available in GJIREVO if the process is enabled for Software as a Service (SaaS). The `.lis` file provides the Report Control Information used when running the RNPFMxx process. The `.log` file provides any errors associated with running the process.

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

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

Batch processing

Batch processing is described.

The following batch processes calculate EFC:

- Need Analysis Process (RNPIMxx) uses INAS algorithms for IM calculations.
- FM Need Analysis (RNPFMxx) uses the FM Need Analysis solution for FM calculations.

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

FM Need Analysis solution (Batch EFC)
This processing occurs when batch EFC calculations are performed using the FM Need Analysis solution.

About this task

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

Procedure

1. The user executes the FM Need Analysis (RNPFMxx) process.
2. The RNPFMxx process calls the EFC Calculation Web service.

   If the value in Parameter 08 of the RNPFMxx process is N or I, the RNRNAxx report will generate after the RNPFMxx process concludes. If the value is X, the RNRNAxx report will not generate.
3. The Web service calculates the federal EFC for the students.
4. The Web service returns the results to Banner.
5. Banner updates the student records (where applicable).
6. **Optional:** If the Need Analysis Calculation Option on ROAINST indicates that your institution uses both IM and FM calculations, the IM calculations are performed as follows:
   a) The RNPFMxx process automatically calls the Need Analysis Process (RNPIMxx) after the RNPFMxx process is complete.
   b) The RNPIMxx process calculates the institutional EFC for the same population of students.
   c) Banner updates the student records (where applicable).

Need Analysis calculations

Processing is comprised of FM Need Analysis (RNPFMxx) and Need Analysis (RNRNAxx) pages.

FM Need Analysis (RNPFMxx)

The RNPFMxx process uses the previously established web service to make the call to the EFC service to send the student(s) through for need calculation.

The FM Need Analysis calculation is performed and the results are returned through the established web service. Banner updates the student records accordingly.

Note: No Personally Identifiable Information (PII) is included in the Off-Premise transactions.

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

FM Need Analysis reporting:

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

When parameter 08 (Report Options) is set to N or I, the Need Analysis Report (RNRNAxx) will be run automatically after RNPFMxx is complete. Also, the value for parameter 08 (Report Options) will be passed to RNRNAxx for parameter 07 (Report Options) in that process.

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

Need Analysis Report (RNRNAxx)

This report has been created as a replacement for the current output provided in the `RNPFMxx.lis` file and acts as a separate process that allows you to decide when you would like to run the report (online or in batch).

Additionally, if the process is run during online calculations, the output will be provided in the jobsub directory and will also be available in GJIREVO if the process is enabled for Software as a Service (SaaS).

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

Output format and printing:

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

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

- CSS ID (RCRAPP4_MDE_ED_NO)
- Country COEFF (RCRAPP2_C_PAR_CNTRY_COEFF)

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

Note: When processing Non-Custodial Parent records, only the detailed results of the Custodial calculations will be included in the report. This is a change from previous versions of this process.

Period based processing

The foundation of the Banner system has always been the Term Code Validation (STVTERM) page which forced restrictions on system capabilities.

BannerFinancial Aid has replaced the concept of Term with Period of Attendance. In most cases, the value for these fields will be same, but this shift allows more flexibility to define Summer as a Header or Trailer for an individual student, and combine mini-terms or sessions to create a single payment period, including calculating enrollment for the combined terms or sessions.

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

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

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

For institutions not wishing to go forward with period processing. Refer to *Period processing vs. Term based processing* for more information on period setup.

Period creation and setup

When setting up the New Aid Year, an additional step is required to create periods for the new aid year before you create aid periods.

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

For example, build the following (in order):

1. Periods for the new year, associating terms from STVTERM to the Period.
2. Aid periods on RORTPRD, associating appropriate Periods rather than terms.

   Note: An Aid Period used as a default on ROAINST should be created on RORTPRD with appropriate Periods to ensure the Applicant Period Status records (RORPRST) are created properly.

3. Default award and disbursement schedules (RFRDEFA), associating Periods rather than terms.
4. Fund specific award and disbursement schedules (RFRASCH), associating Periods rather than terms.
5. Institutional options (RPROPTS) with Periods rather than terms.

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

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

Period Base Data (RORPRDS)

The Period Base Data (RORPRDS) page is used to create and maintain the definition of a Period.

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

Period creation
To create a period, you are expected to enter a code in the Key block that will be used to identify the period.

About this task

Navigate to the Base Data section to enter the necessary data to define the period. The sequence number must be unique because the sequence number will be used to ensure sequential period order. To assist you in determining the sequence number to assign when creating a period, the Periods Inquiry (ROIPRDS) page can be viewed by clicking the **View Current Periods** icon in the Base Data section.

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

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

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

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

You are also expected to select which term will be used for retrieving data from the Student system (such as the campus, level, and major) by selecting the section's **Student** check box. The

processing logic will look for the record in Banner Student which is equal to or less than the term code selected for the period.

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

The initial value of each of these check boxes is cleared (No) when a term code is entered on the page.

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

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

Procedure

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

   This copies the term information into the definition of the Period.
2. Use the **Go** button from the Key block to copy data from STVTERM into the Base Data and Period Rules sections.
3. Define the sequence number for the period along with the Academic Year type.

   Only the Academic Year of STANDARD is allowed for schools using only Pell Formula 1, as a Formula Type indicated on the Grant and EDE Options section of the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.

   Enter the appropriate Academic Year, as defined on Academic Year Base Data (ROBACYR), if identifying this period for Pell Formula 3 processing.
4. If the period uses Pell Formula 3 processing, enter the number of weeks for the period. If the period uses Pell Formula 1 processing and the Academic Year is STANDARD, leave this field blank.
5. Save your changes.

Results

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

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

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

substantiating term based processing by not allowing the Periods which you will be assigning to the student to overlap.

You can enter a new period and term code in the Key block to default the term information from STVTERM in the Base Data section. After that information is populated, you can update the data as needed. Additionally, you can also enter a new period without a term code in the Key block and manually enter all the information in the Base Data section. Either way allows you to update start/end dates so they don't overlap in an aid period.

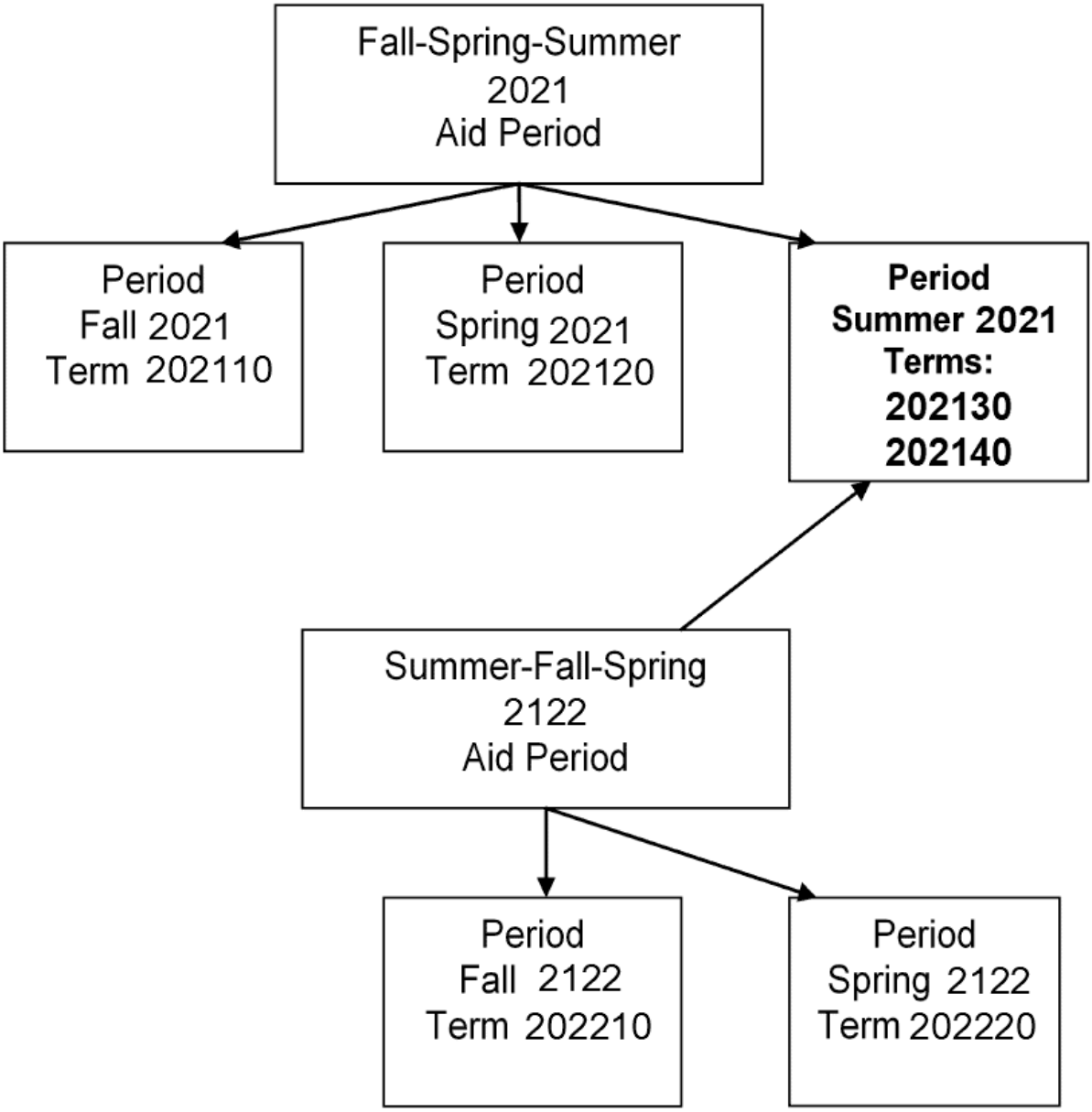
Crossover periods

A period which has been designated as a crossover period on the Period Base Data (RORPRDS) page can be assigned to an aid period for the aid year or crossover aid year defined.

This allows you to award non-Pell aid from either year. Funds will be awarded and paid from the aid year associated with student's award.

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

In the diagram below, period Summer 2021 with an aid year of 2021 and a crossover aid year of 2122 may be used as either a trailer or a header for an aid period.



When creating aid periods, an edit is in place to verify that periods do not overlap. This step in the process prevents creating an aid period with multiple periods for the same student enrollment and overpayment of aid.

Additional edits are in place to prevent assigning a student an aid period which includes a period that has been assigned to the student in a different aid year. For example, a student assigned an aid period with the Summer 2021 period for the 2021 aid year would not be allowed to have an aid period in the 21/22 aid year which included the Summer 2021 period. Additionally, an edit to verify that the terms which are included in the period do not exist as part of a period assigned to the student in another aid year. These edits prevent the possibility of the student receiving aid from two aid years for the same period of time.

Processing for Pell to evaluate the most beneficial Pell for a crossover period will still require using the Pell aid period.

Using periods for different cohorts of students

The flexibility of Periods also allows you to establish Periods with different start and end dates or even some with multiple terms attached for different cohorts of students.

About this task

The Periods would then be assigned to aid periods representing the cohort of students allowing flexibility of assigning different award and disbursement schedules with different dates.

For example, a medical program and dental program use the same term codes but have different start and end dates.

STVTERM

Term Code:	Start Date:	End Date:
201160 (Summer)	06-JUN-2011	09-AUG-2011
201180 (Fall)	16-AUG-2011	17-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

Dental Program Summer/Fall/Spring:

Term Code:	Start Date:	End Date:
201160 (Summer)	06-JUN-2011	15-JUL-2011
201180 (Fall)	09-AUG-2011	10-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

Medical Program Summer/Fall/Spring

Term Code:	Start Date:	End Date:
201160 (Summer)	27-JUN-2011	22-AUG-2011
201180 (Fall)	29-AUG-2011	17-DEC-2011
201210 (Spring)	11-JAN-2012	21-MAY-2012

Procedure

1. Create two Periods for summer, one for Dental Program, and one for Medical Program:

   On RORPRDS, either manually create the Period or copy information from STVTERM for the 201160 term code.

   In the Key block, enter the code you want to assign the Period such as 201160D for the Dental Program and enter the term code 201160. Use the **Go** button to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates

to reflect the time of enrollment for Summer for the Dental Program: start 06-JUN-2011 and end 15-JUL-2011 and save.

Create a Summer Period for the Medical Program. In the Key block, enter the code you want to assign the Period such as 201160M for the Medical Program and enter the term code 201160. Use the **Go** button to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Summer for the Medical Program: start 27-JUN-2011 and end 22-AUG-2011 and save.

2. Create two Periods for Fall, one for Dental Program and one for Medical Program:

   On RORPRDS, either manually create the Period or copy information from STVTERM for the 201180 term code.

   In the Key block, enter the code you want to assign the Period such as 201180D for the Dental Program and enter the term code 201180. Use the **Go** button to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Fall for the Dental Program: start 09-AUG-2011 and end 10-DEC-2011 and save.

   Create a Fall Period for the Medical Program. In the Key block, enter the code you want to assign the Period such as 201180M for the Medical Program and enter the term code 201180. Use the **Go** button to copy the information from STVTERM, assign the sequence number and save the record. Update the start and end dates to reflect the time of enrollment for Fall for the Medical Program: start 29-AUG-2011 and end 17-DEC-2011 and save.

3. In this example, both programs have the same start and end dates for the Spring Term. There is no need to create separate Periods for Spring. You still must create at least one Period for Spring.

   In the Key block, enter the code you want to assign the Period such as 201210 and enter the term code 201210. Use the **Go** button to copy the information from STVTERM, assign the sequence number and save the record.

4. On the Aid Period Validation (RTVAPRD) page, create aid periods of summer/fall/spring for each of the programs. For our example, one for the Dental program, called DENSFS (Dental summer/fall/spring), and another for the Medical program, called MEDSFS (Medical summer/fall/spring).

5. On the Aid Period Base Rules (ROBAPRD) page, create the aid periods for the appropriate aid year. Assign the appropriate percentages for the **Budget Full Year Percent**, **Pell Full Year Percent**, **Grant Full Year Percent**, and the number of months the aid period represents in **FM Budget Duration** for FM EFC adjustments and, if applicable, **IM Budget Duration** for IM EFC calculations.

6. Build the aid periods on the Aid Period Rules (RORTPRD) page associated the appropriate Periods for the aid period.
   - In the Key block of RORTPRD, enter DENSFS and use the **Go** button. Assign the Periods:
     - 201160DEN (Summer for Dental program)
     - 201180DEN (Fall for Dental program)
     - 201210 (Spring)
   - In the Key block of RORTPRD, enter MEDSFS and use the **Go** button. Assign the Periods:
     - 201160MED (Summer for Medical program)
     - 201180MED (Fall for Medical program)
     - 201210 (Spring)
7. Build the award and disbursement schedules for each of the aid periods using the Periods which were assigned. By creating the different Periods and assigning different aid periods, you can establish different rules for such things as memo expiration date and disbursement dates.

Fund Management (RFRMGMT)

Fund Management is comprised of Disbursement section and Disbursement Locks section.

Disbursement section

The **+/- Days for Attending Hours** field allows you to define the number of days before or after the enrollment start date to allow disbursement.

When the number of days has been entered for the fund, the enrollment will be calculated based on the date disbursement is run +/- the number of days specified. If no value has been entered (for the number of days), the enrollment will be calculated based on the date disbursement is run.

To allow disbursement to pay the student before the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.

Example:

For the fund, the number of days entered is 5, to pay five days before the attendance start date.

Attend Date	Number of Hours
10-AUG-2010	6
20-AUG-2010	12

The disbursement process will allow the student to be paid based on 6 hours, 5 days in advance, 05-AUG-2010, and will allow the student to be paid based on 12 hours, 5 days in advance, 15-AUG-2010, providing all other criteria is met.

Disbursement locks section

The Term lock on this section has been changed to Period.

Funds Management (ROAMGMT)

ROAMGMT allows access to Fund Budget Inquiry (RFIBUDG) when Fund Code is selected.

The buttons previously accessed from a double click on the fund code, **Allocation**, **Monitor by Year**, **Monitor by Term**, **View Term Summary**, and **View Term Detail**, have been removed because accessing the RFIBUDG page will provide the information.

Tracking Requirements Button

The **Term Eligible** indicator has been changed to **Period Eligible**.

Disbursement Lock Button

The Disbursement Lock window uses a view to display and query the data based on the sequence numbers assigned to the periods. **Term** has been replaced with **Period**.

Additional Disbursement Options window

All term references have been replaced with period.

Also, a new field has been added to the page's Additional Disbursement Options window. This new field allows you to define the number of days before or after the enrollment start date to allow disbursement. When the number of days has been entered for the fund, the enrollment will be calculated based on the date disbursement is run +/- the number of days specified. If no value has been entered (for the number of days), the enrollment will be calculated based on the date disbursement is run.

To allow disbursement to pay the student before the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.

Example

For the fund, the number of days entered is 5, to pay five days before the attendance start date.

Attend Date	Number of Hours
10-AUG-2010	6
20-AUG-2010	12

The disbursement process will allow the student to be paid based on 6 hours, 5 days in advance, 05-AUG-2010, and will allow the student to be paid based on 12 hours, 5 days in advance, 15-AUG-2010, providing all other criteria is met.

Applicant Immediate Process (ROAIMMP)

The ROAIMMP page allows you to select a Period to be used in rules for Tracking, Budgeting, and Packaging group process (RORGRPS).

When a Period is entered, it will be passed to RORGRPS. The **Term** field for Group Assignment can still be used to continue processing any rules which you have written to use tablename_term_code.

If you have rules for Tracking, Budgeting, or Packaging group assignment which use term_code from a financial aid table, other than Satisfactory Academic Progress (ROPSAPR), Enrollment (RORENRL, RORATND), or Resources (RPRARSC), you should still enter the term code to be used in the rules for the Grouping process. After you have reviewed and updated any rules necessary to use table `name_period`, you should begin entering the Period when running the Grouping process. You may always enter both the term and the period without causing an issue with the Grouping process. A message will be provided in the output file which is created to indicate that a term or period has been entered as a parameter, but is not used by the rules.

Additionally, entering a term when Tracking, Budgeting, or Packaging Group Assignment is not required.

Satisfactory Academic progress will still be referenced by term.

The Period must be entered when Authorize or Disburse Available Aid has been selected. The Current Period from ROAINST will default into the field when entered, but may be updated before the process is submitted. The period entered must be the period assigned to the student, as part of the award schedule. The term code, which has been designated with the Accounts Receivable indicator selected, will be the term code passed to Accounts Receivable.

Period processing versus Term based processing

After September 2010, institutions are required to create periods starting with the next aid year setup.

About this task

For some institutions, this will greatly enhance their processing. For others, they want to keep the same term based processing that has been in use in years past. The "period" philosophy will allow your institution to keep term based processing, but with just one more step in the setup process.

For institutions who wishes to create periods and use that functionality, please refer to the *Period Creation and Setup* for more information.

For institutions wishing to keep the same term based processing as done in years past, this can be done with the new functionality. The setup steps for creating an aid period remains the same, with the exception of completing the necessary setup in the RORPRDS page. The basic theory behind creating periods carries over to terms. An institution can create a period named Fall and it would only include the Fall term. The information in the Base Data section of RORPRDS would mimic that of the term data housed in STVTERM.

Example

An institution has an academic calendar that consists of Fall, Spring, and Summer terms. Before September 2010, each of these terms existed in STVTERM and their corresponding term codes were built into the aid period setup. After September 2010, these terms still exist in STVTERM, but they also need to be built into periods in the Financial Aid module. To do this, the institution would:

Procedure

1. Enter a name in the **Period** field (e.g. Fall 2011 or your STVTERM term code)
2. In the **Term Code** field, click on the **Lookup** button and choose the corresponding term from STVTERM.

3. When chosen, Scroll Down to get into the Base Data section of the RORPRDS page. You will notice that the corresponding information from STVTERM loads into the Base Data and Period Rules blocks on the page.
4. If the period is to match the term code, then no modifications to the data need to occur, except when creating a Sequence Number or creating a Crossover Period.

   Note: A Sequence Number is required to distinguish the order of periods when processing occurs.

5. When all of the data is entered, save the updates. Your period, which matches the term data, is now created.

   These steps need to be completed for each period that needs to be created to mimic the terms from STVTERM for the aid year.

Results

For institutions that have a term which can crossover for Pell purposes, you can create a period that mimics term data as described above. When doing so, you must select the period as a Crossover and list the Crossover Aid Year in the Base Data section on RORPRDS.

If your institution chooses to keep its periods with the same naming convention as its term codes, remember that users will see those term codes displayed in **Period** fields throughout the Financial Aid module. Processes have also been changed to use periods instead of term codes, so it is imperative that users understand that a period has been created using the same term code naming convention as shown in STVTERM.

Period based awarding

This section describes enhanced functionality used to create and maintain financial aid awards by period rather than by aid year.

The functionality to allow awards to be created and maintained by period will be optional and defined by fund. Currently, processing Electronic and Manual loans by period remain at the aid year level. You will not be able to select to process these loan funds by period.

Fund management pages have been adjusted to allow you to update one or more funds at the same time to enable the processing by period.

Note: If processing by period is not enabled for the fund, awards must be created and maintained at the aid year level.

An error will be displayed if you attempt to update the award status at the period level for a fund where the **Allow Processing by Period** indicator is No. The **Allow Processing by Period** indicator will be set to No for all funds.

When processing by period for an enabled fund, the status of the award can be maintained by period, whether it is offered, accepted, declined, or cancelled. The award pages, RPAAWRD and RPAAPMT, allow updates to the period award status column in the RPRATRM table. Additionally, you are allowed to create an award for a specific period on the Award Schedule section (RPRATRM) of the award pages, rather than forcing the award to first exist for the aid year (RPRAWRD). The Award Offer Mass Entry (RPAMOFF) and Award Acceptance Mass Entry

(RPAMACC) pages also provide you with the ability to offer, accept, and reject awards either for an aid year or by period.

Award status

With the ability to have awards in different states for different periods of enrollment, a hierarchy for determining the overall status of the award for the aid year is necessary.

For example, the Fall award could have been accepted while the Spring award had been declined.

When it is determined that multiple periods exist (RPRATRM table) with differing values (offered, accepted, declined, or canceled), the following hierarchy will be used to determine the overall status for the award at the aid year level (RPRAWRD):

Award condition(s)	**Overall Status** **(award for the aid year)**
If any period has an accepted status and additional periods exist that are not accepted.	Accepted
Example: Fall accepted and Spring offered.	The award is accepted for the aid year
If any period has an offered status and no period is accepted.	Offered
Example: Fall is declined and Spring is offered.	The award is considered offered for the aid year
If any period has a declined status, and no period is accepted or offered.	Declined
Example: Fall is declined and Spring is cancelled.	The award is considered declined for the aid year.
If any period has a cancelled status, and no period is accepted, offered, or declined.	Cancelled
Example: Fall is cancelled and Spring is cancelled	The award is considered cancelled for the aid year.

Note:

A system delivered value for a Cancelled award status, SYSC = System Cancelled, is used to update a field for the default Cancel status on the fund management pages (RFRASPC table). This default Cancel status updates the award level status code when different codes meaning cancelled exist for period awards. The system delivered value may be updated in the fund table, RFRASPC, to one established at your institution.

If your institution currently has an award status defined of SYSC in the RTVAWST table, this will be the value used for updating the Cancel Status on the fund management pages (RFRASPC table). It is important for you to verify the SYSC value has the **Cancel** indicator set and reflects the status you want to use.

For example, Fall is cancelled with a status code of CNCL and Spring is cancelled with a status code of CSAP, both having a value of cancelled. The award status will be updated to the award status defined for Cancel for the fund.

The award amounts at the aid year level (RPRAWRD table) for offered, accepted, declined, and cancelled are reflective of the sum of all periods.

Example:

A student is offered $1,000.00 for the aid year:

	Status	Offered	Accepted
Aid Year Amount (RPRAWRD)	OFRD	1,000.00	N/A

The award is scheduled for Fall and Spring:

Period (RPRATRM)	Period Status	Offered	Accepted
Fall	OFRD	500.00	N/A
Spring	OFRD	500.00	N/A

The student accepts only the Fall award, leaving the Spring award as offered. The aid year award reflects the sum of the periods Fall and Spring for the amount offered and accepted:

	Status	Offered	Accepted
Aid Year Amount (RPRAWRD)	ACPT	1,000.00	500.00

The award schedule:

Period (RPRATRM)	Period Status	Offered	Accepted
Fall	ACPT	500.00	500.00
Spring	OFRD	500.00	N/A

Mixed award status

To help in identifying awards where the awards for periods differ, period based awarding offers you the ability to define award status codes that represent a mixed status exists for the aid year.

Mixed award statuses will be defined on the fund management pages (RFRMGMT and ROAMGMT) and assigned based on the award status hierarchy.

- Mixed Accept - The status defined for Mixed Accept will be assigned to the award for the aid year if any period has an accepted status and additional periods exist that are not accepted.

  If a Mixed Accept status has not been defined, the status defined for Accept will be used.
- Mixed Offer - The status defined for Mixed Offer will be assigned to the award for the aid year if any period has an offered status and no period is accepted.

  If a Mixed Offer status has not been defined, the status defined for Offer will be used.
- Mixed Decline - The status defined for Mixed Decline will be assigned to the award for the aid year if any period has a declined status, and no period is accepted or offered.

  If a Mixed Decline status has not been defined, the status defined for Decline will be used.

However, after awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same value.

Configure funds for period based processing

Funds where period processing is enabled and the fund may be accepted or declined for a specific period.

Procedure

1. If you will be using the award status codes representing a Mixed Offer, Mixed Accept, and Mixed Decline status, create award status codes for these new values on the Award Status Validation (RTVAWST) page. The status for Mixed Offer should be defined with the **Offer** indicator selected, the status for Mixed Accept should be defined with the **Accept** indicator selected, and the status for Mixed Decline should be defined with the **Decline** indicator selected. For each of these status codes, indicate if changing the award status to this value should update the **Award Letter** indicator to Y (yes).

2. After you have identified the funds you want to allow processing, by period, you have two options for setting up the fund for period processing:
   - Single Fund Update - RFRMGMT/ROAMGMT
     - Update the **Allow Processing by Period** indicator.
     - Update the award status codes
     - Update the web processing rules (see below for options)
   - Mass Update - RFRMUPD
     - Update the award status codes for multiple funds where you have filtered the funds based on criteria such as fund type or fund source.
     - Enable Period Processing by updating the **Allow Processing by Period** indicator for multiple funds where you have filtered the funds based on criteria such as fund type or fund source. Update the Web Processing Rules.

       Note: The **Allow Processing by Period** indicator cannot be updated for Electronic or Manual loans at this time. The ability to process loan funds will be provided in a future Banner Financial Aid enhancement.
3. Determine how the fund will be accepted or declined in Banner Financial Aid Self-Service.
   - For funds which do not allow processing by period (**Allow Processing by Period** is cleared), awards in Self-Service may only be accepted or declined for the aid year.
   - Funds where you allow processing by period (**Allow Processing by Period** is Selected), have two options for how the fund is accepted or declined by the student:
     - Award may be accepted or declined for each period separately (**Allow Web Accept/Decline by** = Period)
     - Award must be accepted or declined by aid year unless a period is offered while other periods for the fund are accepted, declined, or cancelled (**Allow Web Accept/Decline by** = Aid Year unless status mixed). For example:

       Student offered Merit for Fall and Spring, the award must be accepted or declined for the aid year. The student accepts the award.

       Aid Period is changed to Fall/Spring/Summer and the Merit fund is offered to the student in Summer (Fall and Spring remain as accepted). The student now has the ability to accept or decline the Summer award without any impact to the Fall and Summer award.
   - Partial Acceptance

Results

If you will allow a partial amount of an award to be accepted in Self-Service for the fund, update the fund specific field, **Allow Partial Amount Acceptance**, on the fund management page, RFRMGMT or ROAMGMT. The Fund Mass Update Rules page (RFRMUPD) may also be used for update of multiple funds. The fund specific option replaces the Global option **Allow Partial Amount Acceptance** on the Web Processing Rules section of ROAINST. Funds where period processing is enabled and the fund may be accepted or declined for a specific period will allow a partial amount acceptance by period when the **Allow Partial Amount Acceptance** is selected for the fund.

Process awards by period

To process awards by period, consider these topics, creating and maintaining awards, Fund tracking requirements, Offer expiration dates, and Award batch posting.

Create and maintain awards

You may update the period award status (RPRATRM table) on the award schedule section of the award pages for any funds where period processing has been enabled (**Allow Processing by Period** is selected).

You may also update the award status for the aid year (RPRAWRD table) if you are offering, accepting, declining, or cancelling the entire award as long as all of the periods are the same status as the award. For example, the award is offered for the aid year with all periods in offered status, the award for the aid year may be accepted, declined, or cancelled. However, after awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same state.

Note: Funds where period processing is not enabled (**Allow Processing by Period** is cleared) must be processed by aid year. The period award status cannot be updated using the page or process.

You may also create the initial award for the student on the Award Schedule section of the award pages or by using the Award Offer Mass Entry page (RPAMOFF). This allows you to award the fund for a specific period without needing to create the award for the aid year first.

When the award is updated at the period level (RPRATRM), the award for the aid year (RPRAWRD) will be updated to assign the aid year award status based on the hierarchy and calculate the amounts of the award offered, accepted, declined, and cancelled.

Fund tracking requirements - period eligible

Fund Requirements assigned on the fund management pages that are Period eligible will be created and maintained based on the award status for the period.

For example, the requirement has been defined to be created when the award is accepted; the fund (**Processing by Period** is enabled) originally awarded as offered for Fall and Spring is then accepted only for the Fall period, the requirement will be created only for the Fall Period. If the Spring period is later accepted, the requirement would then be created for the Spring Period. Similarly, if the requirement is created when the fund is offered so the requirement is created for both Fall and Spring, cancelling or declining one of the periods will remove the requirement for that period if it is not satisfied.

Promissory Notes for non-Direct Loans Funds which are not Direct loans that are defined to create the promissory note when the fund has been accepted will have the Promissory Note created for only those periods which are accepted. For example, an Institutional scholarship (**Processing by Period** is enabled) which requires a Promissory Note (or a document you are processing using the Promissory Note functionality) is offered for Fall and Spring; the fund is accepted for Fall only and the Spring is declined, the Promissory Note will be created for the Fall period only.

Offer expiration date

The offer expiration date offers the ability to batch post the Award Offer Expiration Date (RPRAWRD) and the Period Award Offer Expiration Date (RPRATRM) using a specific date or algorithmic rules to determine the date.

You can then use the Batch Posting Process (RORBPST) to update the award status at the aid year level or the period level to cancel the award.

Update award status when fund is locked

When you have the **Allow Award Status Updates When Locked** indicator selected (Yes) on the Options section of ROAINST, the award status may be updated in Banner and the student able to accept or decline the award in Self-Service when the award is locked (for the aid year or any period is locked).

This functionality allows the update of a period award status when the **Allow Award Status Updates When Locked** indicator is selected and the award is locked for the aid year or the period if the fund is set to allow processing by period. This allows the student to accept or decline the award in Self-Service but will not allow acceptance of a partial amount. Award amounts may not be changed when the fund is locked either for the aid year or a period.

TEACH Grant

With the ability to select processing by period and allowing a partial amount of an award to be accepted in Self-Service by fund, the student could have the ability to accept or decline a TEACH grant by period or accept a lesser amount for the aid year or for a period.

To help ensure the amount accepted is preserved, a fund lock of E will be updated if the award (RPRAWRD) is accepted with an amount less than the offer amount. If the TEACH is processed by period, the period lock for a TEACH fund will be updated to E when the accepted amount is less than what was offered.

Award batch posting

Award batch posting offers the ability to batch post an award for a specific period.

A series of Batch Posting types have been provided to add or update an award for a specific period, using award validation or without award validation. The ability to batch post a period award status code without updating the fund amount is also provided. When batch posting an award for a period, algorithmic rules may be used to determine the amount of the fund to be posted to the applicant.

All awards - calculate declined and cancelled amounts

The amount offered, accepted, declined, and cancelled for the award for the aid year (RPRAWRD) is calculated using the sum of the amounts for all periods scheduled (RPRATRM).

Additionally, the amount of an award that is cancelled or declined will only occur when there is a change to the award status (e.g. offered to accept). In the situation where you are updating the award from offered to accepted and both the offer amount and the accepted amount are entered (reduce offer amount to new accepted amount) but no change is made to the award status, a declined amount will not be calculated.

Note: A best practice for accepting a lesser amount of an award is to update the award status and enter the amount accepted allowing the calculation of the declined amount to occur. When changes are made to the offer amount whether it is to reduce the award or re-award a previously declined/cancelled award, it will be treated as a new award for the student. If re-awarding the fund, the previous amount declined or cancelled will be set to NULL and the fund balances updated accordingly.

Frequently Asked Questions (FAQ's) - period processing

As the Period concept has changed the architecture of the Financial Aid module, here are some Frequently Asked Questions (FAQ's) to assist institutions in processing and setup.

Question: Why was Period processing created?

Answer: The use of periods (enrollment period or period of attendance) lays the foundation for processing non-standard terms, clock hour and non term programs. The change also allows for multiple terms to be housed in a single enrollment period or a term to an enrollment period. Furthermore, this is the framework for the support of Borrower Based Aid Year (BBAY) loans.

Question: Why would an institution need this functionality if terms already sufficed?

Answer: Federal regulations allow institutions to combine smaller terms which do not meet the definition of a standard term into a single enrollment/payment period. To support those schools which want to combine smaller terms such as summer mini sessions or combine a winter intersession to a fall or spring term, the concept of a period was established. The same philosophy exists for the permission of a summer crossover.

As stated above, schools have the option of keeping the term code structure, although period creation is still necessary.

Question: What is the difference between the period concept and an aid period?

Answer: A period must first be built in RORPRDS, associating term(s) as needed. As previously noted, the period name can be the same as the term code.

When complete, aid periods will be built using periods from RORPRDS instead of terms from STVTERM.

Question: If my academic calendar consists of Fall, Spring, and Summer terms, how would I correctly build my periods so they do not disburse under one term code?

Answer: A period is a single enrollment/payment period. Therefore, you would create three individual periods, Fall, Spring, and Summer. After those periods are created, you would create an aid period that would consist of those three individual periods. By doing so, each term will continue to disburse under the term code associated with that period. Default award and disbursement schedules will still need be built in RFRDEFA.

Question: How are students put into these Periods? Is this a systematic process or a manual process?

Answer: This is not a manual process. The assignment of periods occurs automatically when a student is assigned an aid period, which consists of these periods.

Question: If my period consists of multiple terms, will the funds memo or authorize for the total amount of the fund or the portion dictated by the award and disbursement schedule?

Answer: The fund will memo or authorize according to the award and disbursement schedule setup for that period on RFRDEFA and RFRASCH.

Requirements tracking

Define, configure and implement requirements tracking.

Procedure

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

   Think about the types of codes (that is, documents/requirements) that you would use in your office. Examples might include: institutional applications, tax returns, verification statements, loan applications, and so on.

   You may also define tracking requirements to be Period specific which enables you to create a requirement code that can prohibit a memo or disbursement for a specific period. The period requirement may also be fund specific.

   Requirement tracking by period is optional functionality. Institutions can continue tracking using pre-period philosophies.

   The **Required Once** indicator, if selected, will satisfy the requirement in a future aid year (or prior aid year if **Update Prior Year** is selected) where the fund codes are the same. For example, a requirement code of INTERV in the 11/12 aid year for the DIRECT fund code which is satisfied, would also be satisfied in the 12/13 aid year for the same DIRECT fund code. If the fund code happened to be DLUNSB, the requirement would not be satisfied because the fund codes were not equal.

   The **Satisfy All** indicator, if selected, implies that if a requirement is satisfied for the aid year, all requirements which are the same will be satisfied (unless the SBGI code is included) where the fund codes are different. The **Satisfy All** processing does not cross aid years. For example, a requirement code of INTERV for the DIRECT fund code and another requirement of INTERV for the DLUNSB fund code in the same aid year will be satisfied if one of them is satisfied.

   The **Period Eligible** field allows for period based tracking. The **Period Eligible** field indicates if the requirement can have a period code associated with it. If you select this field, you cannot select the **Satisfy All**, **Required Once**, **Perkins MPN**, and **Packaging** fields for this record.

   Note: If selected, you cannot use the requirement codes for the following fields:

   RCRINFC_TREQ_CODE, ROBINST_TREQ_CODE_ENTER_INTV, ROBINST_TREQ_CODE_EXIT_INTV, ROBINST_TREQ_CODE_APPL, ROBINST_TREQ_CODE_SAR, RORWEBA_TREQ_CODE, RPBLOPT_TREQ_CODE, RRRGREQ_TREQ_CODE, RTVINFC_TREQ_CODE, RTVINFC_TREQ_CODE_SUPP

   The **Match Federal Fund ID** field, if selected, will match the federal fund IDs of the fund codes rather than the fund codes themselves being equal. The **Match Federal Fund ID** logic does

cross aid years when the **Required Once** indicator is selected along with being within the same Aid Year. If the field is cleared, the fund codes must be equal.

Example

If the **Match Federal Fund ID** is selected for an entrance interview for a Stafford loan along with the **Required Once** indicator selected, the entrance interviews for any fund with a federal fund ID of STFD will be satisfied even though the fund codes are different.

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

   The **Info Access** indicator field has allows you to determine if a requirement will display in Self-Service based on the status of the requirement. Also, a **Long Description** field allows up to 50 characters for a requirement status description display in Self-Service. If you enter a value in the **Long Description** field, it will display in Self-Service, otherwise the **Description** field displays.

   Think about different codes you would use to establish or satisfy a requirement, or to track a document through a procedure. Examples might include: received, waived, established, satisfied, cancelled, received incomplete.

3. Define your tracking groups on the Requirements Tracking Group Validation (RTVTGRP) page.

   Think of all possible groups or combinations of students who may require a different set of documents. Examples might include variations of graduate vs. undergraduate documents, selected for verification documents, independent vs. dependent verification groups, and so on.

4. Develop tracking group requirements for each group on the Requirements Tracking Group/ Requirements Rules (RRRGREQ) page.

   Indicate which documents are required for each specific tracking group. You can change your defaults for a specific code from the defaults you indicated on the RTVTREQ for the code. These defaults will only be used if Banner brings in the requirements for the specific student. If the requirement is entered manually and the manually entered code is not defined in the student's particular tracking group, the default from the RTVTREQ table will appear.

5. Develop tracking group rules associated with each group on the Financial Aid Selection Rules (RORRULE) page.

   Assign criteria for placing applicants into tracking groups. Use the standard Banner data element dictionary table. Selection criteria may come from Banner Student, Financial Aid, or any other installed Banner system.

6. Develop specific messages for each tracking code, if desired, on the Message Rules (RORMESG) page.

   Applicant Requirements Inquiry (RRIAREQ)

   Use the Applicant Requirements Inquiry page to view both coded and non-coded requirements for an applicant without stipulating an aid year. You can sort the data by Requirement Code, Aid Year, Period Code, or Fund Code. You can also view requirements which exist in the Applicant

Saved Requirements Table (RORSREQ) from the Applicant Purge Process or the Archive/ Purge Process.

Active section

The Active section lists all active tracking requirements established for the student. The information is sorted by the sort option specified in the Key block.

Saved section

The Saved section lists any saved requirements. Saved requirements are those that exist in the RORSREQ table as a result of the Applicant Purge or Archive Purge process. This allows you to view any requirements which were kept (once only, unexpired Perkins MPNs) when the RORSTAT record no longer exists. The Key block sort option does not apply to this section.

Budget implementation

Define, configure and implement your budget.

Procedure

1. Access the Aid Year Inquiry (ROIAIDY) page to see all the valid aid years defined on the ROAINST page.
2. Define valid aid periods on the Aid Period Validation (RTVAPRD) page.
3. Define the codes and description representing the Scheduled Academic Years (SAY) for your institution on the Scheduled Academic Year Validation (RTVSAYR). If you have an optional summer enrollment, you will need to define one SAY code representing your school's defined academic year and one SAY code representing your defined academic year plus the summer enrollment.

   Note: Define SAY codes for each of your school's different academic calendars.

4. For each SAY code for the aid year on the Scheduled Academic Year Rules (RORSAYR):
   a) Establish if the SAY code is the **Scheduled Academic Year** (Type of S-SAY No Crossover) or if the SAY code includes summer (Type of C-SAY Includes Crossover).
   b) Define the start and end dates for the **Scheduled Academic Year** the SAY represents.
   c) Enter any comments.
   d) Assign the periods that are associated with the SAY code
5. Create the aid periods you will use for the aid year on ROBAPRD.
   a) Define the percent of a Full Year budget that the aid period will represent in the **Budget Full Year Percent** column. The aid period defined as 100% must represent the standard

academic year. The Pell process will use the 100% budget defined for the Pell type in Aid Year Budgeting to determine the Pell Budget of the student.

Note: Only one aid period may have a 100% Budget Full Year Percent defined.

b) Define the percent of a full aid year that the period represents for Pell award calculations in the **Pell Full Year Percent** column.

c) The **Grant Full Year Percent** column represents the percent of a full aid year for Federal non-Pell grant award calculations. Enter the number of months that represents the FM Budget Duration for the aid period which will be the FM Need Calculation in the calculation of the EFC for the student.

d) If you will also be using IM processing, enter the number of months in the **IM Budget Duration** column for the aid period to be used in the IM calculation process.

e) Enter the SAY code that should be associated to each of the aid periods in the **SAY Code** column. The SAY code will be used to determine the academic year start and end dates

6. Define valid periods within aid periods on the Aid Period Rules (RORTPRD) page for the aid periods created on RTVAPRD and ROBAPRD for the aid year.

   Note: An Aid Period used as a default on ROAINST should be created on RORTPRD with appropriate Periods to ensure the Applicant Period Status records (RORPRST) are created properly.

   You may view existing periods from the Period Inquiry (ROIPRDS) page. Update the start and end date of each period to reflect the correct payment period dates for the students that will be assigned this aid period. The period start and end dates must be within the start and end date of the SAY associated with the aid period. The dates for each of the periods in the aid period will be used to determine the loan period start and end dates for Direct Loans. Likewise, these dates are also used to determine the payment period start date for Direct Loans, TEACH, and Pell grant reporting to COD.

   Note: The **Period** field of the Aid Period Rules (RORTPRD) page will access a listing of valid periods for the aid year in the Key block, through the List function.

Aid Year budgeting

Aid year budgeting allows you to establish and maintain an applicant's budget based on the aid period assigned.

About this task

You must establish an aid period representing 100% of an academic year that will be used for Pell processing and available to automatically calculate the percent of full year for aid periods that are either less than or greater than the full year. Budget components and amounts are assigned for the aid period.

Procedure

1. Define all valid budget components on the Budget Component Validation (RTVCOMP) page.

   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, select that box (that is, determine low tuition and fees).

   Note: Alternate Pell Schedule functionality has been disabled - beginning with the 2007/2008 and 2008/2009 aid years.

2. Define all valid budget types on the Budget Type Validation (RTVBTYP) page.

   Review all of the valid budget types and indicate whether they are Campus, Institutional, Pell, State, or some other budget. For example, for each budget type, which Expected Family Contribution should be used, Federal or Institutional?

3. Define all valid budget groups on the Budget Group Validation (RTVBGRP) page.

   Think about all the combinations of budget groups you use. Assign a grouping priority to each budget group.

   Note: The lower the number, the higher the priority. You want to assign the priorities so that the most populated budget group has the highest priority. Doing so helps in the efficiency of the grouping process.

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

   For each budget type, specify which budget types would be valid (for example, for a graduate budget, Pell would not be a valid type). The default indicator defines which of the valid types should be created for students in this group, in addition to the Pell budget (if Pell is a valid budget type for the group).

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

   In this step you first need to define your 100% budgets for each combination of group, type, and period. Then, if desired, use the **Default Prorated Amounts** icon to default the components with amounts based on the aid period's percent of full-year amounts. You may use the **Add Default Components** icon to add components defined as default on RTVCOMP with a $0 dollar amount.

   Note: You can define the components here or the components can be defaulted with the prorated amounts into the applicant's budget record based on the aid period.

6. Use the Budget Inquiry page to view the combinations of budgets you have defined.
7. Define the group selection rules for each budget group on the Financial Aid Selection Rules (RORRULE) page.
8. Using elements from Banner, create selection rules based on the group definition. As an example, for an undergraduate, in-state, on-campus student, your selection criteria would look for these characteristics to group the student.

9. Use the Group Inquiry (ROIGRPI) page to view the budget groups which have group selection rules associated with them and the number of students which have been assigned to each group.
10. Assign explanatory messages to respective budget group message codes that you want to display on communications to the applicant on the Message Rules (RORMESG) page.

Period based and algorithmic budgeting

A combination of Banner Financial Aid program objects (pages, processes and tables) are combined to offer period based and algorithmic budgeting or the ability to assign a budget group by period.

The budget components/amounts may be different for each group, therefore different for each period in the student's aid period for non-Pell budget types. Pell budgets will still be by aid year reflecting the full-time/full-year budget used for awarding. This allows:

- Budget components and associated amounts to be determined by period.
- The ability to have a component in one period but not in another

Budget component amounts can be either defaulted (defined) or calculated. This offers the ability to:

- Calculate the amount of a budget component using algorithmic rules.
- Assign default values or default algorithmic rule for a component.

The ability to perform budget simulation has also been incorporated into this strategy. Simulations may be done as a preliminary review (without actually assigning a budget group to the student) or as a mechanism to compare if changes have occurred that would otherwise place the student in a different budget group or adjust any of the component amounts.

Additionally, the ability to recalculate budget components is also available. This allows you to reflect changes that may impact the student's budget, such as enrollment changes, without running the budget grouping process to re-assign the budget group.

As an optional Financial Aid module, this functionality is used to determine the appropriate budget (aid year vs. period based budgeting). This functionality allows you to create and define validation, rules, and assign budgets without impacting the processing of financial aid for your students if you are currently using aid year budgeting.

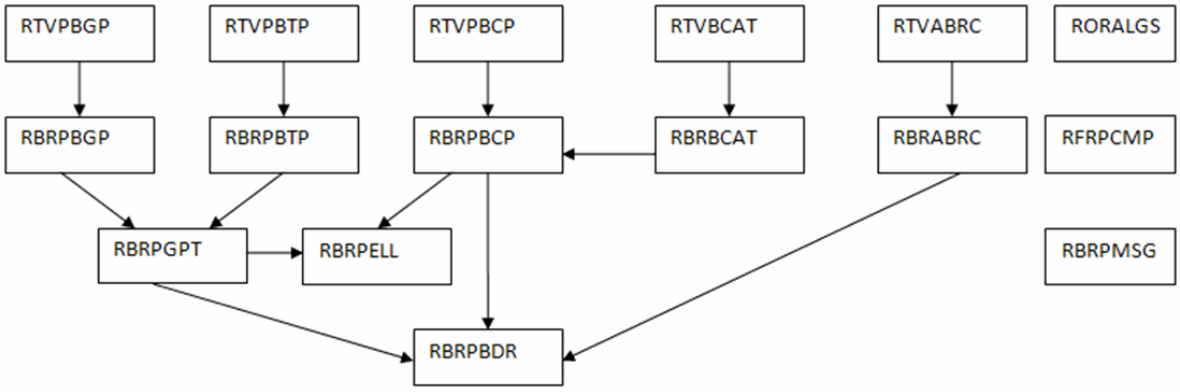
This optional to implement functionality is activated through the use of an indicator (**Period Budgeting Enabled**) found on the Options section of the Global Institution Financial Aid Options (ROAINST) page. When Period Budgeting has been enabled for the aid year, all processing and pages will use the period budget for the applicants.

Set-up and configure

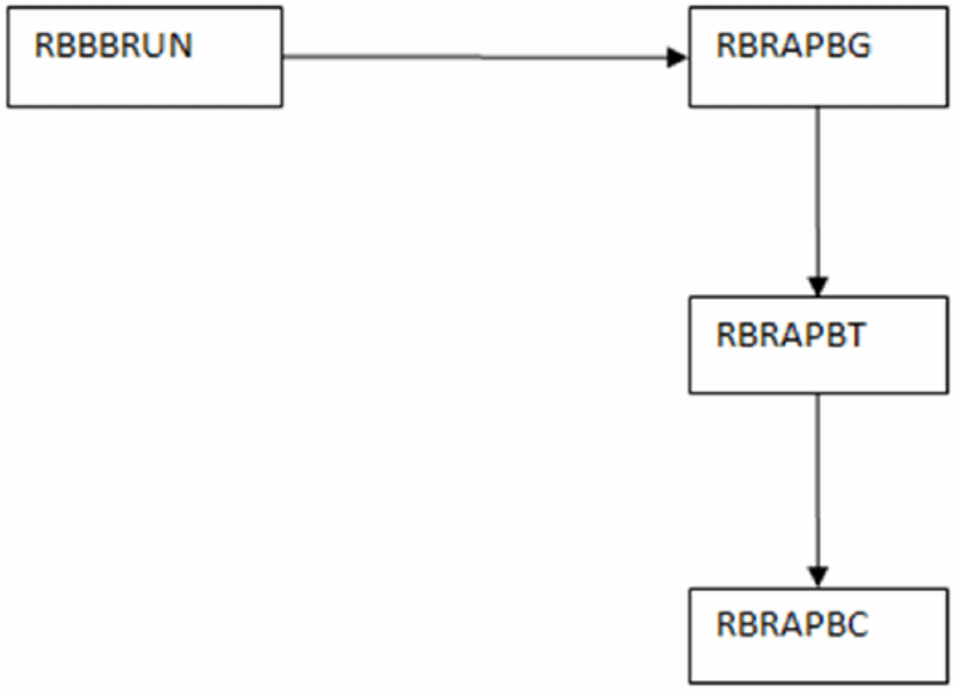
Budgeting configuration information supports both Period based budgeting and Applicant period budgeting.

Period budgeting setup diagram

Note: This diagram includes a combination of page and table names.



Applicant period budgeting diagram



Validation pages

Validation pages allow you to define period based and algorithmic budgeting data.

Period Budget Type Validation (RTVPBTP)

Determine and create the appropriate budget types.

Period budgeting allows a student to have more than one non-Pell budget type, such as both an IM and FM budget type. You will need to establish a Pell budget type for processing Federal Pell grants.

Period Budget Group Validation (RTVPBGP)

Create the appropriate budget groups to categorize applicants with similar budgeting considerations into the same group.

Note: For those who are making the transition from aid year budgeting to period budgeting, the same budget group codes may be used in both. Aid year budgeting and period budgeting are separate functionality.

Period Budget Component Validation (RTVPBCP)

Create the appropriate budget components to be used for establishing an applicant's budget.

Period budgeting will use budget categories which allow you to combine multiple budget components into a single category to present to the applicant in Banner Self-Service. Therefore, it is necessary that all components are associated with a budget category. If you will not be combining the component with another, you may use the Create as Category option before saving the record. The Create as Category option, when selected, creates the budget component code and description, as a Budget Component Category.

Note: For those budget components that you do not want to combine, use create as category to simplify creating budget component categories.

Budget Component Category Validation (RTVBCAT)

Create the appropriate budget component categories.

Multiple period budget components may be combined into a single category such as a component of "Tuition" and a component of "Fees" may be combined into a single category of "Tuition and Fees". This allows you to calculate the components separately but display the total of the components for the category.

Note: These component categories will be used for display in Banner Financial Aid Self-Service and can be used for letters, web text, etc.

Algorithmic Budgeting Rule Validation (RTVABRC)

Create Algorithmic Budgeting Rule codes if you will be using algorithmic rules to calculate an amount for a budget component rather than a defined amount.

The algorithmic rule will be assigned to the budget component for the budget group/type.

Rules pages

Rule pages allow you to define period based and algorithmic budgeting data for an aid year.
Period Budgeting Aid Year Rules (RBRPBYR)
Establish period budget groups, budget types, budget categories, and budget components that will be valid for the aid year.

Period Budget Aid Year rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Budget groups section
Define budget groups which will be used for the aid year.

Procedure

1. Select an active **Group Code** that has been defined on the Period Budget Group Validation (RTVPBGP) page.
2. The **Long Description** will use the value for the Period Budget Group which has been defined on the Period Budget Group Validation (RTVPBGP) page but may be updated to reflect a more user friendly description to present to the student in Self-Service. A value of 60 characters may be used to describe the budget group.

   The budget group's **Long Description** will be displayed in Self-Service.
3. Assign the **Priority** order for the budget groups to be used for group assignment.

   Note: The lower the number assigned, the higher the priority. You want to assign the priorities so that the most populated budget group has the highest priority. Doing so helps in the efficiency of the grouping process.
4. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget group (for internal use only).

Budget types section
Define budget types which will be used for the aid year.

Procedure

1. Select an active **Type Code** that has been defined on the Period Budget Type Validation (RTVPBTP) page.
2. Assign the appropriate **EFC** methodology to be used for the selected budget type. If the budget type is being defined for Pell, the **EFC** indicator must have a value of (N) none.
3. Specify budget type to be used for Pell by selecting the **Pell** indicator check box.
4. The **Long Description** will use the value for the Period Budget Group which has been defined on the Period Budget Type Validation (RTVPBTP) page but may be updated to a more user friendly description with a maximum value of 60 characters that may be used for external processing such as web text, letters, or reports.
5. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget type (for internal use only).

Budget categories section
Define budget categories which will be used for the aid year.

About this task

Budget categories provide the ability to combine period budget components into a category for displaying the category and combined amount in Banner Self-Service.

A budget category must be defined for each budget component that will be used for the aid year. This provides the ability to calculate individual components for a student but sum them together into a single category.

Procedure

1. Select an active **Category Code** that has been defined on the Budget Component Category Validation (RTVBCAT) page.
2. Establish the **Print Order** for display.
3. The **Long Description** will use the value for the Period Budget Group which has been defined on the Budget Component Category Validation (RTVBCAT) page but may be updated to reflect a more user friendly description to present to the student in Self-Service. A value of 60 characters may be used to describe the component category.

   Note: The Budget Categories will display the long description and the sum of the budget components that are associated to the category code.

4. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget category (for internal use only).

Budget components section
Define budget components which will be used for the aid year.

Procedure

1. Select an active **Component Code** that has been defined on the Period Budget Component Validation (RTVPBCP) page.
2. Assign the appropriate budget **Category Code** to the component.
   a) A **Category Code** must be assigned.
   b) Multiple components can be assigned the same category to present the sum of the components in Banner Self-Service, letters, web text, etc.
3. Select the **Default** indicator if the component should be added when assigning the components to the budget group/type and **Add Default Components** is selected.
4. Select the **Used for < 1/2 Pell** indicator if the component should be used when determining the Pell budget when the student is less than half-time.
5. A default amount or a default algorithmic rule code can be entered that will allow the budget component to be created with the value when assigning the components to the budget group/type either as a default component or, for non-default components, when manually adding the component to the budget group/type. The default amount or algorithmic rule code can be entered for the non-Pell budget types or the Pell budget type.

   Note: The amount to be used for the Pell budget type should reflect the full year/full-time amount to be used for the component.

6. The **Long Description** will use the value for the Period Budget Component which has been defined on the Period Budget Component Validation (RTVPBCP) page but may be updated to a more user friendly description with a maximum value of 60 characters that may be used for external processing such as web text, letters, or reports.
7. The **Comment** field allows you to enter up to 2000 text characters to help describe the budget component (for internal use only).

Period Budget Group Aid Year Rules (RBRPBGR)
Establish period budget group rules for the aid year to associate the budget types that are valid for the group.

If the period budget group is associated with a Pell budget type, define the appropriate components and amounts to be used for the Pell budget on the Pell section. Period Budget Group Aid Year rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Types section
Associate the applicable period budget types with the period budget group for the aid year.

The **EFC** and **Pell** indicator values are display only and reflect the values established for the Type on the Period Budgeting Aid Year Rules (RBRPBYR) page.

Pell section
The Pell section is accessible only when a budget type defined as Pell is associated with the budget group code for the aid year.

Procedure

1. Establish the budget components that are to be assigned to the student's Pell budget for the group.
2. Establish the full-time/full-year amount for the component or enter the algorithmic rule code that should be used to calculate the component amount.

   Note: Algorithmic rules used for calculating the component amounts for Pell budgets should return the full-time/full-year amount of the component.

3. Select the **Add Default Components** icon to add the period budget components that have been defined with the default indicator set on the Period Budgeting Aid Year Rules (RBRPBYR) page. If an amount or an algorithmic rule code for the component has been defined for Pell, the amount or algorithmic rule code will also be assigned.

   Note: Components not defined as being Default or if components are added manually (without using the **Add Default Components** icon), any amounts or algorithmic rule codes associated with the component will automatically be added and may then be updated as necessary.

Results

The section's Copy From section allows you to copy the components defined for the group in the Key block to another group or aid year/group. The group being copied to must be associated with a Pell budget type before copying the components.

Period Budget Detail Rules (RBRPBDR)
Establish the budget components for each budget group/non-Pell budget type.

The detail rules establishing the components and amounts/algorithmic rule can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

In the Key block, enter the period budget group and non-Pell budget type to establish the appropriate components and amount.

The budget components and amounts/rules can be defined which are specific to a period by entering the period in the key block. If a period is not defined, the budget components and amounts/

algorithmic rules will be used as a default for the budget group and type. In other words, the period budget grouping process will use a hierarchy to determine the appropriate components and amounts to assign by first determining if the period being processed is defined for the group on RBRPBDR:

- If the period is defined, use those components and amounts.
- If the period is not defined, use the components and amounts for the group where the period is null.

Example

School with fall and spring semesters and an optional summer program.

The budget components and amounts are the same for the Undergraduate Dependent student for both the fall and spring periods however the institution has discounted tuition charges and required campus fees for students who attend during the summer.

The components and amounts/algorithmic rule to be used for fall and spring are defined for the Undergraduate Dependent group by leaving the **Period** NULL in the Key block of the Period Budget Detail Rules (RBRPBDR) page, allowing the same rules to be used. The components and amounts/algorithmic rules that will be used when the student has summer included as part of their aid period will be defined differently by entering the period associated with summer in the Key block for the Undergraduate Dependent group.

Establish the appropriate budget components and amounts for the period budget group, type, and optionally period.

Note: The amounts and the algorithmic rules that are assigned to the Period Budget Group/non-Pell type should reflect the amount for a period.

Select the **Add Default Components** icon to add the period budget components that have been defined with the default indicator set to Y on the Period Budgeting Aid Year Rules (RBRPBYR) page. If an amount or an algorithmic rule code for the component has been defined for Non-Pell, the amount or algorithmic rule code will also default in.

Add any appropriate components and amounts/algorithmic rules that should also be included.

Note: Components not defined as being Default or if components are added manually (without using the **Add Default Components** icon), any amounts or algorithmic rule codes associated with the component will automatically be added and may then be updated as necessary.

The section's Copy To section allows you to copy the budget components and amounts/algorithmic rules to another budget group/type and optionally to a period. The **Default Key block Values for update** icon can be used to reduce the amount of data entry involved when using the copy feature. When selected, the Key block values will be copied accordingly and you may update the necessary fields before selecting the **Copy** icon.

Algorithmic Support (RORALGS)
The Algorithmic Support (RORALGS) page allows you to define a specific amount to be returned by an algorithmic rule, based on the applicant meeting the criteria entered as the value for the keys which will be used as part of the algorithmic rule.

About this task

If you are using this page to assist with algorithmic budgeting rules, determine the criteria and amounts to be entered for calculating the budget component. The Algorithmic Support rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Procedure

1. For the period budget component that will use the algorithmic support rules, determine the criteria that must be met for each amount that should be assigned to the student for the budget component.
2. Enter each of the criteria which must be met as a **Key** value.
   a) Enter the **Amount** to be assigned to the component when the student meets the criteria of all the keys associated with the amount.
   b) Enter a **Comment** for the algorithmic support rule and for each **Key** to provide supporting information.

Results

Example

Develop a list of criteria used to assign values for the Tuition component, based on enrollment status on the Need Analysis (RNANAxx) page:

KEY 1 = Component	KEY 2 = Enrollment status from RNANAxx	AMOUNT to be returned
TUITION	1	4000.00
TUITION	2	3000.00
TUITION	3	2000.00
TUITION	4	1000.00

Algorithmic Budgeting Rules (RBRABRC)
Use the Algorithmic Budgeting Rules (RBRABRC) page to create rules required for calculating the component amount to be assigned to the individual student.

About this task

Algorithmic budgeting rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Procedure

1. For the Algorithmic rule code that will be used to calculate the budget component, enter the sequence number and SQL statement to be used.
   a) Multiple sequences should be used to establish all possibilities including a default as the last sequence should the student not meet any criteria for calculating the component.
   b) Save the SQL statement.

      Note: Rules are processed in sequence order.

2. After saving the SQL statement, select the **Validate** icon to ensure that the SQL statement's syntax is correct. All sequences of the rule must be validated for successful rule execution.
   a) After the syntax is validated, the **Validated** indicator appears selected.
   b) If the syntax could not be validated, any and all errors for the Sequence must be corrected before attempting to **Validate** again.

      Note: The SQL statement's syntax must be validated before using the Test Rule function.

3. Use the **Test Rule** icon to execute the rule to verify desired/expected results.

   Note: You must enter the appropriate values for any of the substitution variables to be used in the rule.

Results

The Copy To section allows you to copy a rule from one aid year, rule, and sequence combination to another aid year, rule, and sequence combination, allowing you to transfer the same rules from one aid year to another aid year, or to copy rule information from one sequence number to another sequence number.

Financial Aid Selection Rules (RORRULE)
Use the Financial Aid Selection Rules (RORRULE) page to create Period Budget Group assignment rules that will be used by the Period Budget Grouping Process (RBRPBGP) to assign a Period Budget Group to each period or a specific period that is part of the student's aid period.

The **Rule Type** of G, Period Budget Group Assignment, must be used. Period Budget Group Assignment rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Message Code Validation (RTVMESG)
Use the Message Code Validation (RTVMESG) page to associate messages which have been defined for Period Budget groups for the aid year.

Messages associated with Period Budget groups may be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

Fund Management (RFRMGMT) and Funds Management (ROAMGMT)
For any funds that award an amount based on a budget component, the RFRMGMT page (Budget section) and ROAMGMT page (Budget Rules section) are used to associate the appropriate period budget component and percentage.

The amount of the fund awarded cannot exceed the sum of the period budget component for all periods in the student's aid period. Period budget components associated with a fund can be rolled by the Financial Aid New Year Roll Process (ROPROLL).

Global Institution Financial Aid Options (ROAINST)
Use the Global Institution Financial Aid Options (ROAINST) page (Options section) to establish the period budgeting group that will be used as a default when a student does not meet the criteria of any period budget group assignment rule.

Select the **Period Budgeting Enabled** check box to enabled the use of period budgeting which is assigned to applicants for packaging, award validation, and display on pages and in Self-Service.

Note: You can create all validation and rule pages for period budgeting and assign period budgets to all of your applicants before selecting the Period Budgeting Enabled indicator.

The **Period Budgeting Enabled** indicator tells the system whether to use Aid Year budgeting (cleared) or Period based budgeting (selected) for processing, display of budget information on pages and Self-Service.

Assigning period budget groups

Use this information to assign period budget groups.

Period Budget Grouping Process (RBRPBGP)

Use the Period Budget Grouping Process (RBRPBGP) to assign a budget group to an applicant based on the rules established for Period Budgeting Group on Financial Aid Selection Rules (RORRULE).

Period budget groups will be assigned for each period of the student's aid period. You can also run the Period Budget Grouping Process for a specific period.

After the student has been assigned the budget group for a period, the process will assign the budget types and associated budget components for all types established for the group. Algorithmic rules assigned to the budget component for the budget group/type will be executed and the amount returned will be used for the component.

The Period Budget Grouping process will also provide you with the ability to run the process in simulation mode (without actually assigning the budget group/components to the student). Because you may want to run simulated budgeting multiple times, a unique simulation run name is required with the results of the simulation stored as part of the table. You will be able to review the results of all simulation runs both online and within the output produced by the process. As a maintenance feature, simulation runs may be deleted.

After running the Period Budget Grouping Process, a series of Banner Financial Aid tables are updated, accordingly:

Budget Run Base Table (RBBBRUN)

The Budget Run Base Table will store the run name when the process is executed.

A Budget Run name of "Actual" is delivered and is system required. When the process is executed for (A) actual budgeting, the run name of "ACTUAL" will exist in the Applicant budget tables representing the actual budget used for processing and display on pages. When the process is executed in (S) simulation, you must provide a unique run name that will then be part of all the Applicant budget tables to identify and link all of the results.

Applicant Period Budget Group (RPRAPBG)

The Applicant Period Budget Group table will store the period and the period budget group assigned for the period along with the appropriate run name used by the process.

The run name of "ACTUAL" identifies the records representing the period budget group used in processing and on pages for the period.

Applicant Period Budget Type (RBRAPTP)

The Applicant Period Budget Type table will store the period and the period budget types assigned for the period along with the appropriate run name used by the process.

The run name of "ACTUAL" identifies the records representing the period budget types used in processing and on pages for the period.

Applicant Period Budget Component (RBRAPBC)

The Applicant Period Budget Component table will store the period, budget type and the period budget components assigned for the period and budget type along with the appropriate run name used by the process.

The run name of "ACTUAL" identifies the records representing the period budget components used in processing and on pages for the period.

Note: Refer to Period Budget Simulation Inquiry (RBRSIMI) and Period Budget Simulation (RBRSIMR) for further information on viewing the results of a simulation run of Period Budget Grouping process.

Applicant processing with period based/algorithmic budgeting

The components which are present inside the Applicant processing using period based/algorithmic budgeting.
Applicant Period Budget (RBAPBUD)
The Applicant Period Budget (RBAPBUD) page provides the ability to change the aid period, display the budget components and amounts for the aid period, and maintain the applicant's budget by period and the applicant's Pell budget for the aid year.
Applicant Budget section
The applicant's aid period is maintained on the Applicant Budget section.

The percent of the full year budget associated with the aid period from the Aid Period Validation page (RTVAPRD) page is also displayed. You may view the applicant's budget group, components and amounts by period by accessing the **View Budgets by Period** icon or by using the Options menu to access Applicant Budget by Period (RBIABPR) page.

The **Information Access Indicator** allows you to allow (selected) or prohibit (cleared) display of the applicant's budget information in Self-Service. When the **Information Access Indicator** is selected, budget information will be displayed in Self-Service based on your settings on the Web Processing Rules section of the Global Financial Aid Institutional Options (ROAINST) page. Additionally, for period budget processing, you may select your institutional preference to display either the IM or FM EFC and budget associated with the methodology type. If the preferred period budget EFC methodology is IM and no IM budget type exists for the applicant, the FM budget type will be displayed.

You may delete the applicant's budget by selecting the **Delete Budget** icon. When the **Delete Budget** icon is selected, all period budget groups, types, and components will be deleted for all periods in the applicant's aid period.

Budget Maintenance section
The applicant's budget is maintained by period on the Budget Maintenance section.

The aid period assigned is display only and updated on the Applicant Budget section. The period budget groups assigned for the periods in the applicant's aid period are maintained in the Group section. Use the next/previous record function to navigate through the period budget group/periods. A period budget group may be added, removed, or updated for a period. After the update is made in the **Group Code** field, the budget types and components associated with the period budget group will be added if you are creating/updating the period budget group or removed if you are removing the period budget group for the period.

The **Lock** indicator, when selected, will prevent any updates to the budget group for the period. Changes may be made to the budget types and budget components when the budget group is locked including the ability to recalculate the budget components.

The **Freeze** indicator, when selected, will prevent any updates to the budget group, types, or components for the period. If you freeze the budget for the period, the budget components cannot be recalculated by the recalculation process.

Adjustments to the budget components and amounts can be automatically made by selecting the **Calculate** icon or by accessing the Applicant Immediate Process (ROAIMMP) page from the Options menu and selecting the **Period Budget Recalculation** option. When the calculation is performed, any algorithmic rules assigned to the budget components will be executed to ensure the current amount based on the criteria is assigned. Additionally, any changes to the budget components for the period budget group and type (and optionally the period) that have been made on the Period Budget Detail Rules (RBRPBDR) page will be reflected. When the **Calculate** icon is selected in the Group section, the calculation will occur for all budget types associated with the budget group for the period. When the **Calculate** icon is selected in the Type section, the calculation will occur for only that budget type and period.

Components and amounts may be added, updated, or deleted by period on the Budget Maintenance section. Any manual or batch posted components will not be recalculated.

Note: If an amount is manually changed on a budget component that used an algorithmic budgeting rule, the algorithmic rule code and sequence number will be removed because the amount is no longer the result of the algorithmic rule.

Pell Budget Maintenance section
The Pell budget (for the period budget group) is created with the full-year/full-time components and amounts on the Period Budget Group Aid Year Rules (RBRPBGR) page.

The Pell budget will exist for the group assigned for each period in the student's aid period. However, the Pell budget that is displayed, accessible for updates on the Applicant Period Budget (RBAPBUD) page, and used for the Pell calculation and reporting to COD, will be the group and Pell budget from the earliest period in the student's aid period. If you have initially assigned a Fall/Spring aid period, the Pell budget established for the period budget group assigned for the Fall semester will be used for calculating the student's Pell budget and award. If you then changed the aid period to Spring (only), the period budget group and the corresponding Pell budget assigned for the Spring semester will become the student's Pell budget and used for calculating the award.

The **Calculate** icon when selected will perform a recalculation of the applicant's Pell budget and the components and amounts updated based on any algorithmic rules used for the budget components or updates made to the Pell budget for the group that have been made on Period Budget Group Aid Year Rules (RBRPBGR) page.

Budget components may be added, updated, or deleted. Any updates to amounts or new components added to the applicant's Pell budget should reflect the Full-time/Full-year amount.

Note: If an amount is manually changed on a budget component that used an algorithmic budgeting rule, the algorithmic rule code and sequence number will be removed because the amount is no longer the result of the algorithmic rule.

Aid Period change
Changing an aid period to remove a period that does not have aid in memo, authorized, or paid status.

About this task

On the Applicant Budget section, enter the new aid period in the **Aid Period** field and save the record. As part of the update, when the new aid period is saved, the period budget group, type(s), and components associated with the period being removed will automatically be deleted. If you are changing the aid period from Fall/Spring to Spring only, the period budget group, type(s), and components for Fall will be deleted.

Changing an aid period to add a period such as Fall/Spring to Fall/Spring/Summer.

On the Applicant Budget section, enter the new aid period in the **Aid Period** field and save the record. To assign the period budget group to the period being added, Summer in this example, without re-grouping the applicant for the Fall and Spring periods, you have the following options:

Procedure

1. From the Options menu, access the **Applicant Immediate Process (ROAIMMP)** page, and select to run the **Period Budget Grouping Process** page for the period being added to the applicant's aid period. The Period Budget Grouping Process will assign the period budget group and associated types and components for the period.
2. Access the **Budget Maintenance section of RBAPBUD** page.

   You can manually assign a period budget group by entering the desired group in the **Group Code** field and saving the record. As part of the updates when the group is added, the budget types and components associated with the group will automatically be added for the period. Any updates can then be made as necessary.
3. The applicant may be included as part of batch processing run of the **Period Budget Grouping Process (RBRPBGP)** page using a population selection and entering the specific period as part of the parameters to assign the period budget group.

   Eliminating a period budget group when you are unable to remove a period from the aid period due to funds already paid.
4. Access the **Budget Maintenance section of RBAPBUD**. From the **Group Code** field, remove the budget group code (clear field) and save the record. This will remove all budget types and budget components for the period (the period itself will remain).
5. Freeze the period with a NULL budget group to eliminate the grouping process or manual updates from assigning a budget group and components.

Results

If a Pell budget had existed for the group/period which was removed and was the earliest period in the aid period, the Pell budget type will be removed when the budget group is deleted for the period; therefore, the earliest period where a Pell budget type exists will be used for Pell processing.

Example

Applicant is in a Fall/Spring aid period with a period budget group of UGINOS for Fall and UGINIS for Spring. Fall aid was paid and backed out. The Fall period cannot be removed from the aid period, however the applicant's budget needs to reflect only the Spring budget amount.

On the Budget Maintenance section of RBAPBUD, remove the budget group for the Fall period. This deletes all budget types for the budget group being removed, including Pell and the associated components. Select the **Freeze** indicator to prevent a group from being assigned or manual entry of a budget type or components for Fall. The student's period budget will now reflect only the Spring amounts for non-Pell. The Pell budget associated with the Spring budget group (UGINIS) will be used to calculate Pell and submitted to COD.

Applicant Budget by Period (RBIABPR)
The Applicant Budget by Period (RBIABPR) page is an inquiry page used to display the components/amounts assigned to the student for each period in their aid period.

The information will be displayed based on the EFC method (Federal or Institutional), which is associated with the budget type. The period budgeting group code assigned for the period will also be displayed.

Period Budget Category Inquiry (RBIPBCT)
The Period Budget Category Inquiry (RBIPBCT) page is used to display the budget information for the student using the categories.

This will be the information that is displayed in Self-Service for the student if **Display COA Detail** indicator on the Web Processing Rules section of the ROAINST page has been selected (Yes) and the student's **Information Access Indicator** on the Applicant Budget section of the RBAPBUD page has been selected (Yes).

Period Budget Group Detail (RBAPBGD)
The Period Budget Group Detail (RBAPBGD) page displays the period budget group that has been assigned for each period in the student's aid period.

Only the **Lock** and **Freeze** indicators will allow updates on the page. This page will be accessed from other pages where the budget group is currently displayed, such as the Applicant Status (ROASTAT) page.

Applicant Status (ROASTAT)
The Applicant Status (ROASTAT) page includes a line that displays the status of the **Period Budget Group**.

The budget group assigned to the earliest period in the student's aid period will be used with an asterisk displayed, if the student is assigned a different period budget group in a subsequent period. For example, the student has a Fall/Spring aid period and assigned UGDEP in the fall and UGIND in the spring. The UGDEP will display with an asterisk.

When Period Budgeting is enabled (via ROAINST), the **Period Budget Group Detail** icon, when selected, will open the Period Budget Group Detail (RBAPBGD) page. This will allow you to review all periods and budget groups assigned to the student.

The summary section displays the **Budget** amounts and **EFC** values for each of the three potential budget types (FM, IM, Pell). Additionally, the **Gross Need** and **Unmet Need** values will be calculated and displayed for both the FM and IM budget types.

Award Maintenance Pages (RPAAWRD, RPAAPMT, and ROARMAN)
The Banner Financial Aid award and maintenance pages, RPAAWRD, RPAAPMT, and ROARMAN allow you to display either the aid year budgeting group or the period budgeting group in the **Budget Group** field.

If Period Budgeting is not enabled (through ROAINST), the aid year budgeting group (RORSTAT_BGRP_CODE) will be displayed. When Period Budgeting is enabled (through ROAINST), the period budget group assigned for the earliest period in the student's aid period (RBRAPBG_PBGP_CODE, RBRAPBG_PERIOD) will be displayed. An asterisk will display if the student is assigned a different period budget group in a subsequent period. For example, the student has a Fall/Spring aid period and is assigned UGDEP in the fall and UGIND in the spring. The UGDEP will display with an asterisk.

An option to view all period budget groups is provided by selecting the **Period Budget Group Detail** icon (RBAPBGD) which will only be active when Period Budgeting has been enabled on ROAINST.

The summary section displays the Budget amounts and EFC values for each of the three potential budget types (FM, IM, Pell). Additionally, the Gross Need and Unmet Need values will be calculated and displayed for both the FM and IM budget types.

On ROARMAN, if Period Budgeting has been enabled (through ROAINST), when the **Budget** icon is selected, the Applicant Period Budget (RBAPBUD) page will be displayed. If Period Budgeting has not been enabled (through ROAINST), the Applicant Budget (RBAABUD) will be displayed.

Group Inquiry (ROIGRPI)
Use the Group Inquiry (ROIGRPI) page, Period Budgeting section, to display and review group related data for the specified aid year.
Period entered
From the Period Budgeting section, selecting a specific period will display the number of students assigned to the period budget groups defined for the aid year.

The **Student Count = = > Total** field will display the number of students assigned a Period Budgeting Group for the Period defined.

The section's **Query** value will reflect the number of students in the query assigned a Period Budgeting Group for the Period defined.

The **View Student's** option will display the students assigned to the period budget groups based on the Period entered.

No Period entered
If no Period is entered on the Period Budgeting section, the total number of students who have been assigned to the Period Budget group in any Period for the aid year will be displayed.

The **Student Count = = > Total** field will display the number of students (non-duplicated) who have been assigned a Period budget group in the aid year specified.

The section's **Query** value will reflect the number of students in the query assigned a Period Budgeting Group for the aid year.

The **View Student's** option will display the students who have been assigned to the budget group for any period in the aid year with a designator that the student has been assigned multiple groups for the aid year.

Period Budget Simulation Inquiry (RBISIMI)
The Period Budget Simulation Inquiry (RBISIMI) page will display all of the simulation runs of the Period Budget Grouping Process (RBRPBGP).
Period Budget Simulation (RBRSIMR)
The Period Budget Simulation (RBRSIMR) page allows you to display and review the results of the Period Group Assignment process when run in simulation mode.

The applicant's current budget information will also be displayed allowing you to review any differences between the applicant's current budget assignments and new results from a simulation run before re-budgeting.

When a student record is displayed, you can use the next-block function to display a more detailed comparison of the student's actual and simulation run. For the Period, Group, Type, and Component, the amount for the actual and simulation run will be displayed.

The ability to purge the entire simulation run is provided by selecting the **Purge Simulation Run** icon. You also will have the ability to remove an individual record from the simulation.

Period Budget Recalc Process (RBRPBRC)
Period Budgeting offers you the ability to recalculate the budget components for a student without re-grouping the student to assign a new budget group.

This functionality performs the necessary changes to components and amounts that you want to adjust, based on variables like a student's actual enrollment level. Recalculation of the budget components is provided both online and in batch.

The Period Budget Recalc Process (RBRPBRC) will execute algorithmic budgeting rules to calculate the budget components. The process may be run to calculate components for a specific period or for all periods assigned to the student's aid period. You may also define recalculation for a specific budget type or all budget types or recalculate one or more specific components.

If a student's period budget has been frozen, a message will be provided in the output and no updates will be made to any of the student's components. Recalculation of a student's budget will occur when the budget group is locked.

Self-Service

With Period Budgeting enabled on the Global Financial Aid Institutional Options (ROAINST) page, the period budgets will display for the student.

- When displaying the Cost of Attendance details, the budget categories will be used and display in the Print Order defined on the Budget Categories section of the Period Budgeting Aid Year Rules (RBRPBYR) page.
- When displaying the period budget group to the student, the long description for the budget group/aid year entered on the Period Budgeting Aid Year Rules (RBRPBYR) page will be used.

Global Institution Financial Aid Options (ROAINST)

Web Processing Rules section:

- Set the **Period Budget Preferred EFC** accordingly, as it is possible for the student to have both FM and IM budget types.
- If the **Display COA Detail** indicator is cleared (No), budget status is not displayed (information text from Web Tailor) and the Cost of Attendance link (through Self-Service) will not be displayed on the Financial Aid Status page. This prevents the applicant from accessing the Cost of Attendance web page.

Financial Aid Status page

When period budgets are enabled (through ROAINST), the budget group and period will be displayed for all period's in the student's aid period.

The page's **Cost of Attendance** link will not be displayed if the **Display COA Detail** indicator is cleared (through ROAINST).

Cost of Attendance page

The Cost of Attendance page is available by accessing the link from the Financial Aid Status page. The applicant's period budget information will be displayed if **Period Budgeting Enabled** indicator has been selected on ROAINST for the aid year.

Award Overview page

The applicant's period budget information will be displayed if the **Period Budgeting Enabled** indicator has been selected on ROAINST for the aid year.

Process Satisfactory Academic Progress (SAP)

SAP pages, processing and sample rules allow you to manage student records.

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 page 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 page. 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 pages

SAP processing depends on the use of a number of Banner Financial Aid pages.

Satisfactory Academic Progress Validation (RTVSAPR)

The primary sort order on this page is defined with the SAP Status Code **Priority** field.

This is the same basic format as that on the Group Assignment Validation pages 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 page operates much like the RTVTGRP, RTVBGRP, and RTVPGRP pages, 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 page is priority code. If no priority code exists, it will sort on the SAP status code. Those with priority codes will come before those without.

The **Letter Code** field is validated against the Letter Code Validation (GTVLETR) page. 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 pages that store an SAP status have been modified to accommodate this longer field length.

The RTVSAPR page contains an options list of Which Aid can be attached to each SAP status to prevent packaging or disbursement activities. These options, which are available using a drop-down list, include:

- None
- All Aid

- Title IV only
- All Federal Aid

Plus, the additional options of (prevent packaging/prevent disbursement for):

- State only
- State and Federal
- State and Title IV
- Institutional only
- Institutional and State
- Institutional and Federal
- Institutional and Title IV
- Institutional, State, and Title IV
- Institutional, State, and Federal (leaves Other Source code if any funds are defined)

Financial Aid Selection Rules (RORRULE)

On the RORRULE page, 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 page will not automatically add the appropriate terminal variable of :TERM. You will need to add this variable at the end of the rule by using the **Substitution** button from the expert mode rules and selecting :TERM. This will then allow the Calculate From term value to replace this in the rules when they are executed. This works the same as the :PIDM and :AIDY values, except that you must manually add this to your rules when initially creating them. By using this variable (:TERM) you will not be required to hard code a term value into the rules and then make sure it is updated every time you want to run SAP for a different term.

Note: Satisfactory Academic Processing is by term. Therefore, the substitution variable of:PERIOD cannot be used as part of a rule used for SAP processing.

Applicant Immediate Process (ROAIMMP)

This page allows the assignment of a SAP status online.

The process involves the use of two term codes. The first term code,Calc From, points the assignment process to the term from which you want to calculate the newest SAP status. This Calc From term code is required and automatically defaults the current term code as defined on the Global Institution Financial Aid Options (ROAINST) page 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 page. 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 page). 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 page.

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 page, 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 page 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 page 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. Select the **SAP** field option to perform this calculation.

Applicant Status (ROASTAT)

The Satisfactory Academic Progress section on the ROASTAT page displays the SAP code assignment process history and all related information for the student on a term-by-term basis.

This page captures the following information.

The **Term** is the effective term code that was used by the ROAIMMP page (using the ROPSAPR Process) or as a parameter in job submission. The **Calculated SAP Status** is the status that the SAP Assignment Process determined the student qualified for at this point in time based on the rules from RORRULE.

However, the **New SAP Status** is the status that has gone through the additional translation process from the Satisfactory Academic Progress Translation Rules (RORSTRF) page, if applicable. If the RORSTRF page 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 page. 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 use the **Lookup** button, 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 before using the ROPSAPR process. This field is only populated through the ROPSAPR process. Therefore any other means of posting an SAP code, manual batch posting, or through an outside process will not populate this field.

Batch posting a SAP code will automatically set the **Lock** indicator.

SAP Translation Rules (RORSTRF)

There is a need at many institutions to allow the SAP process to go through a final rule process beyond just the calculation of the current SAP status.

This process uses the student's current (calculated) SAP status and their last SAP status to determine their real SAP status at the current time.

An optional rules page 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 page is the Satisfactory Academic Progress Translation Rules page (RORSTRF). Banner takes the calculated value from the SAP Assignment Process and compares the results to the following rules page. 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 page.

This is a repeating rules page 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 page.

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 page, 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 page and only wants to build certain combinations of SAP statuses on this page, 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 page 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 page, 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 page first to see if the student's combination of **Previous SAP** status and **Calculated SAP** status exist. If they do exist on the rule page, the ROPSAPR process will post the appropriate values to the RORSAPR table (visible on the ROASTAT page) and the GURMAIL table (visible on the RUAMAIL page). 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 page (RTVSAPR), it will be posted to the GURMAIL table as a pending letter.

Note: Only one pending letter will be created for any specific letter. Until that letter code has been printed, the same letter will not be posted as pending for the same aid year. However, other pending letters can be created at the same time for different letter codes.

Group Inquiry (ROIGRPI)

This page is a tracking, budgeting, packaging, and SAP group assignment query page 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 page returns the count of how many applicants have a specific SAP code for that particular term.

The page 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 page is by **Group Priority**. Remember, if you choose to assign SAP codes, regardless of the existence of a RORSTAT record, these numbers reflect the counts in the RORSAPR table, not RORSTAT.

Global Institution Financial Aid Options (ROAINST)

The Global Institution Financial Aid Options (ROAINST) uses a six-character **SAP** code field.

The **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.

Determine satisfactory academic progress with periods

When creating periods with multiple terms, you are required to select the term to be used when evaluating if the student is making satisfactory academic progress.

The disbursement process will look for the most recent term in the satisfactory academic progress table (RORSAPR) which is less than or equal to the term with the **SAP** indicator selected for the period being disbursed.

You should consider your institution's policy and evaluate how setting the **SAP** indicator will impact the evaluation of making satisfactory academic progress.

Example

An example which helps to understand how to determine the satisfactory academic progress using periods.

Table 1: Satisfactory Academic Progress

Period	Term Codes within Period	SAP Indicator Selected
Spring 2011	2011200	Y
Summer 2011	201130	Y
	201140	
	201150	

- SAP for 201120 exists as Making Satisfactory Academic Progress
- Disbursement is run for Summer 2011 period
  - Disbursement looks for most recent term where **SAP** indicator selected for period being disbursed = 201120
  - Making Satisfactory progress - funds disburse
- SAP process is run for 201130 term and results posted with 201130 as Probation (eligible)
- Disbursement is run for Summer 2011 period
  - Disbursement looks for most recent term where **SAP** indicator selected for period being disbursed = 201130
  - Probation (eligible) - funds disburse
- SAP process is run for 201140 term and results posted with 201140 as Failing SAP
  - Disbursement looks for most recent term where **SAP** indicator selected for period being disbursed = 201130 (201140 does not have **SAP** indicator selected)
  - Probation (eligible) - funds disburse

SAP processes

The applicant's SAP code is used throughout Banner.

Banner examines this value when packaging and disbursing the aid for the student.

SAP Assignment Process (ROPSAPR)

This process utilizes the rules established on the RORRULE page 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 want 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:

1. 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).
2. 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 1.
3. 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 2. This term also identifies the aid year that all letters will be posted to in the GURMAIL Table (RUAMAIL page).
4. Student ID - This option cannot be used when running the process from job submission.
5. 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 1).
6. 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 2).
7. Application Code - This parameter is utilized in population selection.
8. Creator ID of Selection ID - This parameter is utilized in population selection.
9. 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 2), validates against the Aid Year Code (Parameter 1) to ensure it is defined for that aid year code. The second term code parameter used in the process, SAP Effective Term Code (Parameter 3), 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 page. From here, the ROPSAPR process must determine if there are rules present on the RORSTRF page. 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 page 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 page 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 page. If there is a letter code defined for the student's New SAP Status, that letter code will be posted to the GURMAIL page. 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. Because 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

Process flow in Satisfactory Academic Progress.

Procedure

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 page or the SAP code may be updated manually on the ROASTAT page. It is on this page 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. After 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 page 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 re-sized. The General utility script `gurrddl.sql` (found in the plus sub-directory 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 page because 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 page. 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 want to test the results while still on the RORRULE page 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 page as the appropriate term code will pass into this rule from the job parameters at run time.

   For those institutions who want to run the ROPSAPR process from the command line, the following are the instructions to do so.

Results

On the Process Parameter Entry page (GJAPCTL), enter the required parameters for ROPSAPR. Select the **Hold** option of the Submission section 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

Examples of rules that may be useful when trying to develop your own rules.

It is helpful to note that the SHRTGPA table stores term-specific data about students, while the SHRLGPA table stores cumulative data. In the SHRTGPA table, there are options of whether to choose all data for a term-related to Institution coursework (I) or all data related to transfer work (T). In the SHRLGPA table there are three options. Institution (I), Transfer (T), or Overall (O).

1. A term-specific rule that does not require a RORSTAT record. Would have to be written in expert mode.

```
select DISTINCT(spriden_PIDM) from spriden, sgbstdn x, shrtgpa
where sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrtgpa_levl_code = 'UG' and
sgbstdn_majr_code_1 in
('ACCT','ANTH','CHEM','BUSI','ENGL','PSYC','SOC','BIOL') and
(shrtgpa_gpa_type_ind = 'I' and
((.60*shrtgpa_hours_attempted) <= shrtgpa_hours_earned)) and
sgbstdn_term_code_eff =
  (select max (y.sgbstdn_term_code_eff)
   from sgbstdn y
     where y.sgbstdn_pidm  = x.sgbstdn_pidm and
      y.sgbstdn_term_code_eff <= :TERM) and
sgbstdn_pidm = spriden_pidm and
shrtgpa_pidm = spriden_pidm and
spriden_pidm = :PIDM and
shrtgpa_term_code = :TERM
```

2. A cumulative rule which requires a RORSTAT record. Can be written in simple or expert mode. This rule will also have to be updated every year as it uses the rovst99 view.

```
Simple rule:
shrlgpa_levl_code = 'UG' and
rovst99_degc_code_1 in ('BA','BBA','AS','AA') and
rovst99_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
   shrlgpa_hours_attempted <= 44) and
  shrlgpa_gpa >=1.60 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=45 and
   shrlgpa_hours_attempted <=89) and
  shrlgpa_gpa >=1.75 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=90 and
   shrlgpa_hours_attempted <=134) and
  shrlgpa_gpa >=1.90 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=135 and
   shrlgpa_hours_attempted <=275) and
  shrlgpa_gpa >=2.00 and
  shrlgpa_gpa_type_ind = 'O'))  and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned)
```

3. Example of the same rule as #2 without the rovst99 view. Would not require updating, but will require expert mode rules. This rule contains the same logic within it that the view does.

```
Select distinct(spriden_pidm) from spriden, sgbstdn x, shrlgpa where
sgbstdn_degc_code_1 in ('BA','BBA','AS','AA') and
shrlgpa_levl_code = 'UG' and
sgbstdn_majr_code_1 in ('ACCT','ANT','CHEM','BUSI','ENGL') and
(((shrlgpa_hours_attempted > 0 and
   shrlgpa_hours_attempted <= 44) and
  shrlgpa_gpa >=1.60 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=45 and
   shrlgpa_hours_attempted <=89) and
  shrlgpa_gpa >=1.75 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=90 and
   shrlgpa_hours_attempted <=134) and
  shrlgpa_gpa >=1.90 and
  shrlgpa_gpa_type_ind = 'O') or
 ((shrlgpa_hours_attempted >=135 and
   shrlgpa_hours_attempted <=275) and
  shrlgpa_gpa >=2.00 and
  shrlgpa_gpa_type_ind = 'O'))  and
((.75*shrlgpa_hours_attempted) <= shrlgpa_hours_earned) and
sgbstdn_term_code_eff =
  (select max(sgbstdn_term_code_eff)
  from sgbstdn y,
  robinst
  where y.sgbstdn_pidm = x.sgbstdn_pidm and
  y.sgbstdn_term_code_eff <=robinst_current_term_code and
  robinst_aidy_code = :AIDY) and
sgbstdn_pidm = spriden_pidm and
shrlgpa_pidm = spriden_pidm and
```

Funds management procedures

Fund management procedures consists of funds management implementation, Funds balance reconciliation and calculating fund balances.

Funds Management implementation

Steps on how to implement Funds Management.

Procedure

1. Determine the various fund types your funds may have on the Fund Type Validation page (RTVFTYP).

   Fund types include: Loan (L), Work(W), Grant (G), or Scholarship (S).

2. Determine the various fund sources for your funds on the Fund Source Validation page (RTVFSRC).

   Fund sources include: Federal (F), State (S), Institutional (I), or Other (O).

3. Define all potential funds on the Fund Base Data (RFRBASE) page.

   If the fund is able to be disbursed to the student account, relate an A/R detail code to the fund. From the Financial Aid Fund Type Validation (RTVFTYP) page and the Fund Source Code Validation (RTVFSRC) page, determine the type and source of each defined fund. Relate a Federal Fund ID to those Federal funds to which Federal hard-coded rules should apply. (Use the List function to determine valid values for these fields.)

   Determine the print order of the funds. Note that this print order determines the order of the funds for display in Self-Service and for letter-generation printing purposes. This does not affect the order of the funds on the award page.

   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 want them to apply.

4. For each fund, define any awarding rules that may apply using Rule Type Fund Awarding on the Financial Aid Selection Rules (RORRULE) page.

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

5. For each fund, define any disbursement rules that may apply on the Financial Aid Selection Rules (RORRULE) page.

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

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

   Note that the default rules are not by fund, but only by aid period. You may use the Insert Record function or select the **Default Award Schedule** icon to bring in the valid periods for both the Award and the Disbursement Schedule for the aid period identified in the Key Information section.

   - In the Award Schedule section, the Award Percent for all periods must equal 100%. Define valid memo expiration dates for each period. The Grant Award Percent must also be defined for all periods and must total at least 100%, but may total up to 200%.
   - In the Disbursement Schedule section, the disbursement date will default to the cut-off date defined by period on the Packaging Options (RPROPTS) page. The disbursement percent for each period must equal 100%.

7. Access the Fund Award and Disbursement Schedule Rules (RFRASCH) page.

   Use this page for any funds whose award and disbursement rules differ from the defaults set up on the RFRDEFA in Step 6. If no rules are defined specifically for the fund, the default rules will be used when the award and disbursement schedules are created in the student's packages.

8. Access the Fund Management (RFRMGMT) page.

   Use this page to define aid-year specific budget information, packaging, disbursement, and Self-Service options in addition to budget and detail code rules, and tracking and message assignment rules for each particular fund. Refer to *Online Help* for specific information on the use of the fields.

Fund balance reconciliation

The fund balances on the Fund Budget Inquiry (RFIBUDG) page 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 page and those stored in the RPRAWRD table get out of sync. To correct any discrepancies between the amounts awarded to the students (RPRAWRD) and the fund totals (RFRASPC), it is recommended that you use the Reconcile Fund(s) regularly which is available using the SQL*PLUS script, `rslfndbl.sql` which will list the fund balances for the aid year and `rupfndbl.sql` which will update the fund balance information and the counts (in RFRASPC) based on the number and amount of awards (in RPRAWRD).
You may also use the Reconcile Fund feature from the ROAMGMT page or by running the Fund Account Balance report, RFRABAL, using the option to Perform Fund Reconciliation (parameter 08).

Warning! Original Offer totals are not updated by SQL*PLUS scripts nor by the Reconcile options on ROAMGMT or the Fund Reconciliation option using RFRABAL.

Calculate fund balances and the remaining Amount Available to Offer

The amount of actual dollars available for funds are entered on RFRMGMT or ROAMGMT.

The Amount Available to Offer for the fund is established by entering an over commitment level as a percent of the total allocated amount. There are two options for determining the remaining amount which is available to offer by the packaging process or awarding the fund directly on one of the award pages. The option for how you want the remaining available to offer amount calculated is established on ROAINST page under the Options section by selecting Yes (selected) or No (cleared) for the **Use Only Offered to Calculate the Available to Offer** indicator.

Option 1: Use only offered aid to calculate the amount available to offer

When the **Use Only Offered to Calculate the Available to Offer** indicator is selected (Yes), the amount of funds available to be awarded is determined by subtracting the aid that is offered from the Fund Available to offer amount:

RFRASPC_AVAIL_ OFFER_AMT	-	RFRASPC_ OFFER_AMT	=	Amount of Funds Available

When setting the over commitment level for a fund, you may want to consider if the disbursements may be less than the total allocated such as when a fund prorates the amount disbursed based on enrollment or actual dollars earned for Work Study.

Warning! When establishing the amount available to offer for your funds, entering an **Over Commitment Percent** greater than 100.00% allows awards and potentially disbursements to exceed the actual Total Allocated dollars for the fund.

Example

Fund allocation defined on RFRMGMT with Over Commitment of 100%

Total Allocated:	50,000.00	
Available to Offer:	50,000.00	(RFRASPC_AVAIL_OFFER_AMT)
Over Commitment Percent:	100.000	

Use Only Offered to Calculate the Available to Offer is selected (Yes) on ROAINST.

	Amount	**Remaining Amount**	**Remaining Percent**	**Actual Remaining**
Current Offered	25,000.00 (RFRASPC_OFFER_AMT)	25,000.00 (Amount of Funds Remaining)	50.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00			
Declined	10,000.00			

Option 2: Use aid which is Offered, Cancelled, and Declined with an Over Commitment Percent greater than 100% to calculate the amount available to offer

When the **Use Only Offered to Calculate the Available to Offer** indicator is cleared (No), the amount of funds available to be awarded is determined by subtracting the sum of aid that is offered, declined, and cancelled from the Fund Available to Offer amount:

RFRASPC_AVAIL_OFFER_AMT	-	(RFRASPC_OFFER_AMT +
RFRASPC_DECLINE_AMT + RFRASPC_CANCEL_AMT) = Amount of Funds Available		

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

Note: If the over commitment projection is correct, the final current offers will eventually equal the total allocated. Banner still cannot save you if you over commit too much and your final current offers exceed your total allocated. The total amount of canceled and declined awards in one year will be a good measure of what the over commitment level for the next year should be.

When testing to see if the fund has enough money available to make new or additional awards, the calculation takes the Available to Offer Amount (over commitment level) and subtracts the current offers, declined amounts, and canceled amounts. When an award is canceled or declined, the Available to Offer amount does not change because the canceled/declined amount is still being used to reduce the balance.

Example 1:

Fund allocation defined on RFRMGMT with Over Commitment of 100%

Total Allocated:	50,000.00	
Available to Offer:	50,000.00	(RFRASPC_AVAIL_OFFER_AMT)
Over Commitment Percent:	100.000	

Use **Only Offered to Calculate the Available to Offer** is cleared (No) on ROAINST.

	Amount	**Remaining Amount**	**Remaining Percent**	**Actual Remaining**
Current Offered	25,000.00 (RFRASPC_ OFFER_AMT)	10,000.00 (Amount of Funds Remaining)	20.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00 (RFRASPC_ CANCEL_AMT)			
Declined	10,000.00 (RFRASPC_ DECLINE_AMT)			

Example 2:

Fund allocation defined on RFRMGMT with Over Commitment of 125%

Total Allocated:	50,000.00	
Available to Offer:	62,500.00	(RFRASPC_AVAIL_OFFER_AMT)
Over Commitment Percent:	125.000	

Use **Only Offered to Calculate the Available to Offer** is cleared (No) on ROAINST.

	Amount	Remaining Amount	Remaining Percent	Actual Remaining
Current Offered	25,000.00 (RFRASPC_ OFFER_AMT)	22,500.00 (Amount of Funds Remaining)	36.000	25,000.00
Offered	5,000.00			
Accepted	20,000.00			
Cancelled	5,000.00 (RFRASPC_ CANCEL_AMT)			
Declined	10,000.00 (RFRASPC_ DECLINE_AMT)			

Reviewing Fund Balances

The Fund Balance Inquiry page, RFIBUDG, displays detailed information about the fund balance, amount available to offer, and the information on the number and amounts of awards made to students.

When reviewing the fund balance information:

- The **Actual Remaining Amount** field displays the amount of the **Total Allocated** minus the **Current Offered** amount (aid which is offered or accepted).
- The **Remaining Amount** and the **Remaining Percent** fields represent the calculated amount still available to offer based on the over commitment level (**Available to Offer** amount for the fund) and the option setting on ROAINST to use only amounts offered (Option 1 above) or to include amounts which are cancelled and declined (Option 2 above).

You may also view the detailed information for the fund by term or by period on RFIBUDG by accessing the appropriate page from the Options menu.

The Account Balance report, RFRABAL, and the Fund Budget report, RFRBUDG, may also be used to view information regarding your funds. These reports will also use the option on ROAINST for calculating the remaining amount and percent that is available to be offered for the fund.

Banner Financial Aid fund specific packaging options

Various scenarios of packaging the Banner Financial Aid specific to funds.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
When you offer an award to a student, what award status code do you want Banner to assign when you package the award?	RFRMGMT (Packaging Options window)	Offer Status	Valid Award Status Code defined as Offered (O)	When the packaging program offers the fund, Banner uses this award status code for the specific fund.
What award status code do you want to use when Banner accepts an award for a student?	RFRMGMT (Packaging Options window)	Accept Status	Valid Award Status Code defined as Accepted (A)	Banner uses this defined status when the fund is set to auto-accept. It also uses this status when you accept the fund through the Award Acceptance Mass Entry (RPAMACC) page.
What award status code do you want to use when Banner declines an award for a student?	RFRMGMT (Packaging Options window)	Decline Status	Valid Award Status Code defined as Declined (D)	Banner uses this decline status when you decline the award with the Award Acceptance Mass Entry (RPAMACC) page.
What award status code do you want to use when Banner declines an award for a student?	RFRMGMT (Packaging Options window)	Cancel Status	Valid Award Status Code defined as Cancelled (C)	Banner uses this cancel status as a default when the award has been cancelled.
Do you want to automatically package the fund through batch or online auto packaging?	RFRMGMT (Packaging Options window)	Auto Package	selected	If you do not select this box, you cannot use the fund on the Packaging Group Fund Rules (RPRGFND) page for the aid year.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
After you award the fund, do you want to schedule it between the periods in the student's aid period?	RFRMGMT (Packaging Options window)	Auto Schedule	selected	If you do not select this box, the fund is not scheduled between periods in the aid period. There will be award letter implications to consider if you don't select this option. There will also be disbursement implications. It is recommended this is always selected.
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	selected	If you select this field and you enter the fund with an Offered (O) status, the status automatically changes to an Accepted (A) status as defined for this fund and aid year. Do not select the **Auto Accept** field for any funds which you require a student to accept (that is, through an award letter). Note that funds cannot be disbursed until Accepted.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
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	selected	Note that you cannot override the overaward edit in Award Validation regardless of how this indicator is set if any Title IV monies already exist in the student's package.
When the award is packaged (whether in batch or online), do you want to package the award but not exceed the Cost of Attendance?	RFRMGMT (Packaging Options window)	Override Need to Cost of Attendance	selected	This allows you to add an additional packaging override to allow some funds such as Merit Scholarships to have edits similar to PLUS loans (that is, need can be exceeded, but you cannot exceed the COA). **Note:** You cannot set both the **Override Need** indicator and **Override Need to Cost of Attendance** simultaneously, as they cannot co-exist on the same fund. If you attempt to do so, an error message will appear.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
Do you want to allow Banner to disburse a fund to a student without regard to 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	selected	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.
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	selected	A general tracking requirement is defined as a requirement which is not fund specific, that is a requirement that gets assigned as part of the group assignment process. For Actual packaging, if unsatisfied general requirements exist that prevent packaging, a fund will not be packaged unless the **Override Requirement** field is selected on RFRMGMT.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
Should the award be used to replace the student's EFC in the calculation of Need?	RFRMGMT (Packaging Options window)	Replace EFC	selected	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	select	Will reduce need by amount of award. The **Replace EFC** and **Reduce Need** fields are mutually exclusive. You cannot select both options.
Should the fund be processed through the Loan Module?	RFRMGMT (Packaging Options window)	Loan Process	selected	If you select this field, you can create fund rules in the loan module for the key aid year. If this field is selected, you must not select the **Disburse** field because 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	selected	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 page	Use option	Set option tso	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	selected	You can use this indicator with population selection to select those students who need an award letter. After you generate the award letter through the Letter Generation Process, the RLRLETR Process changes the award letter indicator on the RPAAPMT, RPAAWRD, and ROARMAN pages back to N for the selected students.
Do you want to allow the award to be offered, accepted, declined, or cancelled by period?	RFRMGMT (Packaging Options window)	Allow Processing by Period	selected	When this field is selected, updates can be made to the period award status to accept, decline, or cancel an award for one or more periods within Banner. Also when selected, the Option is provided to allow the student to accept or decline the award in Self-Service by period.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
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	select	Note that you must set up the Pell fund code as an Equity fund. Any fund with this indicator selected 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	Selected	Banner does not perform any processing on this data. It is available for use in conjunction with your institutionally defined rules. The Fund Aid Year Specific Table (RFRASPC) contains the RFRASPC_NCAA_IND field.
Should applicants be able to accept/ decline this fund in Self-Service?	RFRMGMT (Packaging Options window)	Allow Accept/ Decline	selected	This allows the applicants to do Self-Service on their award package. They can only accept or decline the entire amount of the fund.
Should the applicant be able to accept a partial amount of this fund in Self-Service?	RFRMGMT (Packaging Options window)	Allow Partial Amount Acceptance	selected	When selected, the applicant will be allow to accept less than the amount offered.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
Is this fund a Direct Loan fund with a Rebate Fee Percent?	RFRMGMT (Packaging Options window)	Rebate Fee Percent	Percentage amount of the rebate	This percentage will be used when processing the loan to determine the correct amount to award to the student.
If you process the fund through the loan module, what is the total percentage of origination and agency fees that you want to deduct from the gross loan amount for calculating net expected check amounts?	RFRMGMT (Packaging Options window)	Loan Fee Percent	Percentage of fees to be deducted from the gross loan amounts.	This percentage defaults into the Loan Application records created for the fund, but you can override the percentage on an individual student basis on the RPAELAP and RPALAPP pages. 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	Sub (S) Unsub (U) PLUS (P) Other (O)	This field is used to determine how to process the loan.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
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.
If the award is scheduled between periods (if the **Auto Schedule** field is set to Y (Yes)), how do you want to define the rounding rules in scheduling the award by periods and for use in fund disbursement?	RFRMGMT (Packaging Options window)	Round Schedule	RC Rd Cents RD Round $ TC Trun Cts TD Trun $	Round Cents Round Dollars Truncate Cents Truncate Dollars **Note:** Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported for Pell fund codes.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
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.

Policy question	If Yes, then use page	Use option	Set option tso	Comments
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.
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 package options

Various scenarios of packaging the Banner Financial Aid funds.

Policy question	If Yes, then use page	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	selected	If you do not select 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 want to package a student if the student's EFC is an estimate?	RPROPTS	Package Using Estimated EFC	selected	If you do not select this box, the student will not be packaged if the EFC is estimated for the current Need Analysis record.
Do you want to package a student if a SAR C-Flag exists?	RPROPTS	Package if SAR C Flag Exists	selected	If you select this box, the student will be packaged if there is a SAR C-Flag on the current Need Analysis record.

Policy question	If Yes, then use page	Use option	Set option To	Comments
Do you want to default increased amount of Stafford Loan?	RPROPTS	Additional Stafford Elig Default	selected	When this indicator is set (selected), independent students will automatically be eligible to receive the higher amount of the unsubsidized Stafford loan.
Where to get information for packaging?	RPROPTS	Source of Award History	B = Banner N = NSLDS Only N is valid for 0607 and beyond	This is a required field. When determining award cumulative, where should that come from.
Do you want to allow the user to mass accept awards for student?	RPROPTS	Allow Award Mass Accept	selected	By setting this indicator (selected), the user can mass accept awards for an applicant from the RPAMACC page.
Do you want to limit the amount of time an applicant has to respond to an offer of aid?	RPROPTS	Offer Expiration Days	Number of Days	After 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 want 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.

Policy question	If Yes, then use page	Use option	Set option To	Comments
Do you want to interface selected exemptions from theBanner Student Accounts Receivable Module so that you can count the exemptions as a resource in the student's aid package?	RPROPTS	Interface Exemptions	selected	Exemptions will only be interfaced for students who are authorized for the exemption on TSAEXPT. If estimated amounts are desired before actual A/R postings, use the Exemption Rules (RPREXPT) page.
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	selected	Contracts will only be interfaced for students who are authorized for the contract on TSACONT. If estimated amounts are desired before actual A/R postings, use the Third Party Contract Rules (RPRCONT) page.
If you choose to interface exemptions and 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	selected	If this field is cleared,Banner uses the estimated amount as a resource until the actual amount is paid. When paid, Banner uses the actual amount.

Policy question	If Yes, then use page	Use option	Set option To	Comments
If you choose to interface exemptions and 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 before its payment?	RPROPTS	Assume Full Time	selected	If this field is cleared, Banner uses the proration percentages based on the load to calculate the estimated amount. If this field is selected, 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 select the **Estimated Enrollment - Pell** field); it will then default to the Default Estimated Enrollment value.

Financial Aid enrollment processing

This topic describes concepts that allow you to perform Banner Financial Aid enrollment processing.

The following processing functions are described:

- Calculating enrollment load
- Enrollment rules
- Repeat coursework
- Course Program of Study (CPoS)
- Freezing and Maintaining financial aid hours

Calculate enrollment load

Determining the courses to be included when calculating the enrollment load for disbursement of funds and optionally awarding Pell and TEACH grant involves several sets of criteria defined by your institution.

Define enrollment load

The appropriate number of credit hours for the enrollment load of full-time, three-quarter time, and half-time are defined on the Credit Hours section of ROAINST, for each student level processed.

Define enrollment option

The **Enrollment Option for Disbursement** field indicates how you want Banner to calculate a student's course load using Billing, Adjusted, or Expected Enrollment for enrollment at the point of disbursement. This option is defined on RPROPTS. The disbursement process uses the following order from RPROPTS when determining the enrollment option to be used.

1. Pell and TEACH Grants Only: **Grant Disbursement Enrollment Option** on Grant Options section
2. **Disbursement Enrollment Option** on Enrollment Cut Off Date Rules section
3. **Enrollment Option for Disbursement** on Disbursement Options section of main page

Excluding course levels

When using Billing or Adjusted hours, you have the option to exclude specific course levels for a specific student level. This allows you to always exclude these course levels from the calculation of enrollment load. To implement this option, define the **Student Level Code** you want to exclude the course level from and enter the **Course Level** to be excluded.

Excluding course sections

For Billing or Adjusted hours, you may exclude specific course sections from the calculation of enrollment. This may be necessary if your institution has established courses that may not be eligible for financial aid based on instruction method or other criteria. To implement this option, Section Unavailable for Aid (ROASECT) is used. The page opens in Filter mode, allowing you to select specific criteria when determining eligibility for financial aid.

After you have determined a course section should be excluded from the calculation of enrollment for financial aid, you may select the **Unavailable for Aid** check box on the first window to add the section to the Unavailable for Financial Aid Table (RORSECT). When the record is saved, 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.

Adjusted hours

When using adjusted hours, you can define registration status codes or grading modes that indicate the course should not be included in the enrollment calculation. For example, courses that are dropped and maintain a value for Student processing, meaning the course counts in enrollment, such as Withdrawals or drop with no refund or courses that are being audited. Audit Grading Mode

(RPRAUDT) is used to define grading modes and registration status codes that you want to exclude the course from counting towards enrollment.

The following criteria must be met for the course to be included for Adjusted Hours:

- Course has not been excluded by level.
- Course section has not been excluded.
- Billing hours are used where the **Count in Enrollment** indicator for the registration status code for the course is selected (Yes) on STVRSTS.
- The registration status code for the course does not exist on RPRAUDT.
- The grading mode for the course does not exist on RPRAUDT.

Billing hours

When using billing hours, the number of hours associated with the course are used; all registration status codes where the **Count in Assessment** indicator is selected (Yes) on STVRSTS. This can potentially include courses where the student has withdrawn.

The following criteria must be met for the course to be included for Billing Hours:

- Course has not been excluded by level.
- Course section has not been excluded.
- Billing hours are used where the **Count in Assessment** indicator for the registration status code for the course is selected (Yes) on STVRSTS.

Calculating enrollment load by period

Within financial aid, you define periods of enrollment for processing rather than by term code. This allows you to combine intersessions or mini-terms into one period of enrollment for financial aid processing. Refer to *Period Based Processing* for information regarding setup and processing by period.

When calculating the enrollment load, the enrollment for all the terms defined for a period are used. The hours for a period are displayed as a total of all terms in the period on ROAENRL.

For example: Student is registered in an intersession, Winter, between Fall and Spring. The period Winter/Spring combines the Winter intersession with the Spring semester.

Term	Billing Hours	Adjusted Hours
Winter Intersession	3	3
Spring	9	9

The enrollment load for period Winter/Spring would be a total of the two terms, 12 hours for both billing and adjusted hours.

Enrollment rules

Enrollment rules are created to define criteria required for a course to be included in the calculation of credit, billing, and adjusted hours for that Rule.

Enrollment rules are then associated with a fund code (RFRMGMT/ROAMGMT) to determine the enrollment at the time of disbursement of the fund; for Pell and TEACH grants, the option to award based on adjusted or billing hours, and the enrollment calculation using the rule associated with the fund is available (RPROPTS).

The Standard Enrollment Rule is system delivered and required. This rule may not be updated nor deleted. The Standard Enrollment Rule is used to calculate the billing and adjusted hours without additional functionality. Additional rules may be defined to determine Federal, State, and Institutional criteria for determining the courses to be included for disbursement of diverse types of funds.

Enrollment Rule Validation (RTVENRR)

Define the enrollment rule codes and descriptions to be used. Indicate the rule code is active. Inactivating a rule code will prevent a rule code from rolling to a new aid year by the Financial Aid New Year Roll Process (ROPROLL) however it will remain active for aid years where it exists.

Enrollment Rules (RORENRR)

Define the criteria to determine if a course should be included in the calculation of billing and adjusted hours for each of the enrollment rules. The enrollment rules are aid year specific and are included in the ROPROLL process.

The financial aid enrollment calculation will use the criteria for each rule defined for the aid year to determine the number of hours to be included. The Financial Aid Enrollment Hours (RSRENRL) process will calculate the number of hours for each of the defined enrollment rules. The results for each enrollment rule for both **Financial Aid Hours** and **Current Student** hours will be displayed on ROAENRL.

Below are the options available for defining the number of hours for an Enrollment Rule.

Note: Refer to the sections Financial Aid Repeat Coursework Processing and Course Program of Study (CPoS) Processing for setup and information.

Rule criteria option	Description	Notes
Use Repeat Course Checking	Indicates the rule requires repeat course checking to determine if the course was previously passed.	CPoS in Student processing also allows Repeat Course checking. When using the Perform Repeat Processing, the rule will use the **Repeat Indicator** determined by SFPCPOS process.

Rule criteria option	Description	Notes
Count Withdrawal Status as Repeat Attempt	Indicates whether courses with registration status codes defined as Withdrawal will count as an attempted repeat of a previously passed course; selected = Yes, count withdrawals, cleared = No, do not count withdrawals.	Registration status code must be defined on STVRSTS as **Count in Enrollment** selected (Yes) and **Withdrawal Indicator** selected (Yes)
Repeats Allowed	Enter the number of attempts of a previously passed course are allowed.	
Attendance Must be Verified	Indicates whether attendance in the course must be verified to be counted towards the student's Enrollment.	Uses Last Attend Date in the Student Course Registration Repeating Table (SFRSTCR_LAST_ATTEND). Attendance tracking functionality may be used to maintain populating this field.
Exclude Remedial Courses	Indicates if courses designated as Remedial should be excluded from counting towards enrollment.	Requires CPoS processing. The determination of a remedial course is obtained from the SFRSCRE table and used for financial aid enrollment calculation.
Apply Remedial Limit	Indicates to apply the Remedial limit when Exclude Remedial Courses is selected (Yes). When selected, courses where the remedial hours are within the defined remedial limit will be included in the number of hours for the Enrollment Rule.	Requires CPoS processing. The number of remedial hours including the course being evaluated are obtained from the SFRSCRE table and used for determining if the remedial course is within the allowable remedial limit defined.
Exclude ESL Courses	Indicates if courses defined as ESL should be excluded from the number of hours for the Enrollment Rule.	Requires CPoS processing. The determination of an ESL course is obtained from the SFRSCRE table and used for financial aid enrollment calculation.

Rule criteria option	Description	Notes
Use Only Courses in Program	Indicates to use only courses designated as counting towards the applicant's program for the Enrollment Rule.	Requires CPoS processing. The course must be determined as **Count in Program** (Yes) or **In Program Repeat** (Yes) from the SFRSCRE table to be included in the number of hours for the Enrollment Rule. Additionally, if **Count for Aid** processing is used, the course must be determined to **Count for Aid** (Yes).

Financial Aid repeat coursework processing

Banner Financial Aid's ability to determine if the course has been previously passed and is considered being repeated is provided using the Financial Aid Repeat Course Package (ROKRPTS).

Data established during Setup for repeat course checking (below) is used to determine if a course should be considered as a repeat.

The ROKRPTS package will evaluate courses in the term being processed for the enrollment calculation, courses graded, not graded, rolled to history and not rolled to history. Both institutional and transfer courses are included. The ROKRPTS package returns the number of attempts for the course and term being evaluated. For example, a value of 3 is returned when the course is the third attempt and the course was previously passed two times.

The financial aid enrollment calculation uses the number of repeat attempts (from the ROKRPTS package) to determine if the course should be included or excluded in the number of credit, billing, and adjusted hours for each enrollment rule defined to use repeat course checking. Multiple enrollment rules may be defined to establish different criteria for the number of repeats allowed as necessary to meet Federal, State, or institutional requirements.

Refer to *Federal Student Aid* documentation for additional Federal requirements regarding repeated courses.

Setup

This information is used to configure repeat coursework processing.

Financial Aid Repeat Course Exclusion (RORRPCX)

The RORRPCX page allows you to insert and update courses which will be excluded from the Financial Aid Repeat Coursework enrollment calculations.

Examples of courses that would possibly fall into the category of legitimate repeats and ultimately excluded from the Repeat Coursework calculation would be thesis courses, dissertation courses, some physical education courses, and performance courses. Institutions may also have individual courses outside of the examples listed above that they may want to include as exclusions; that is permissible.

Subject, **Course** and **From Term** are required fields. Data must be populated for each of these fields before the **Description** field will be populated. The Description used will be the default Course Title (from SCBCRSE) for the course, not an individual Course Title from the section created.

To determine the correct Course Title to populate as the **Description** field, the **From Term** field's value will be used.

- If a course exists (from SCBCRSE) for the same term entered in the **From Term** field on RORRPCX, the Course Title will be used to populate the Description on RORRPCX.
- If a course does not exist (from SCBCRSE) for the same term entered in the **From Term** field on RORRPCX, the Course Title (from SCBCRSE) will be chosen by selecting the earliest From Term sequence (from SCBCRSE) and use the Course Title that appears with that sequence record.

For each course and subject listed, a From Term and To Term must be entered to specify the range of terms for which this course should not be included in the Repeat Coursework calculation. The **To Term** field can be left blank. If the **To Term** field is left blank, an understanding of infinity will be used to determine the To Term value. After the term range has surpassed, the course listed will be subject to consideration in the Repeat Coursework calculation.

Identical courses may be entered in this page, providing their term ranges do not coincide nor do they exist in a previously established term range for an existing row matching the same Subject and Course. Also, there is no stipulation on length of the term range; it can be as short as one term and as long as infinity.

When a record is committed, the Subject, Course, and From Term are not update-able. The To Term may be updated. If the Subject, Course, or From Term must be updated, you must perform a record remove on the current record and insert a new record.

Enrollment Rules (RTVENRR/RORENRR)

Define the enrollment rules and the appropriate repeat criteria.

Please refer to *Enrollment Rules* for information.

Associate Enrollment Rules to Fund Codes

Use RFRMGMT/ROAMGMT or RFRMUPD to assign the appropriate enrollment rule to your fund codes.

This will be used by the disbursement process to determine the number of hours used when calculating the enrollment load for the fund.

Repeat/Multiple Course Rules (SHARPTR)

This package uses the institution's defined settings in the Repeat/Multiple Course Rules (SHARPTR) page for the **Level Indicator**, **Title Indicator, Schedule Type Indicator**, and **Transfer Course Indicator** fields when determining if a course is considered a repeat and included or excluded from the Repeat Coursework enrollment calculation.

These four indicators are the only fields used on this page for the Financial Aid Repeat Coursework functionality.

To ensure proper and accurate processing, it is recommended that your Financial Aid office coordinate with the Registrar's office to ensure these indicators are set according to both institutional policy and in accordance with the repeat coursework federal regulation.

Although required by federal regulation, using transfer coursework in repeat coursework processing is optional at the institutional level. If your institution does accept transfer credits towards the students program of study, the **Transfer Course Indicator** on the SHARPTR page should be selected to include those courses in repeat coursework processing. When doing so, the Equivalency Detail section of the Transfer Course (SHATRNS) page must have the courses' equivalency information completed.

Using transfer courses in repeat coursework processing will be successful, providing the transfer course is entered manually on the SHATRNS page or through the Transfer Articulation module in the Banner Student system. Please refer to *Banner Student* documentation for additional information regarding transfer coursework data entry.

Course Detail Information (SCADETL)

The Equivalent Course section of this page is used to indicate course equivalencies or "course inclusions".

Course equivalencies are typically built when subject/course numbering is different for grade levels yet the course content is identical, or when the course life cycle is expired and a new course subject/course number is created in its place.

Course equivalencies may already be defined by institutional policy or course expiration. To ensure proper and accurate processing, it is recommended that your Financial Aid office coordinate with the Registrar's office to make certain that all course equivalencies are entered correctly and in a timely fashion.

Grade Code Maintenance (SHAGRDE)

The Grade Code Maintenance (SHAGRDE) page contains institutional control used to determine which Grade Codes are to be included in repeat coursework processing.

This is accomplished by selecting the page's **Repeat Indicator**. Without this option being hard-coded, institutions have an additional method to control which Grade Codes will be used in repeat coursework processing and which will not be used. All grade codes which are to be used in processing must have the **Repeat Indicator** selected. If the **Repeat Indicator** is changed at any time, the repeat coursework enrollment calculations will be affected, dynamically.

Control over which grade codes are considered "passing grades" is housed in the **Count in Passed** Indicator. This indicator must be selected for the grade code to be considered a passing grade.

As grading policies vary among institutions, ensuring that these settings are accurate will prevent incorrect enrollment calculations and avoid aid disbursements that are not valid.

Course Registration Status Code Validation (STVRSTS)

The Status Code used for courses enrolled must have the **Count in Enrollment** indicator selected if the status code is to count in the enrollment calculation of both total hours and repeat coursework hours.

For withdrawn status codes to be considered in the repeat coursework enrollment calculation, the **Count in Enrollment** indicator must be selected. Institutional policy will typically dictate if withdrawn

courses count in the enrollment calculation. For the repeat coursework enrollment calculation to accurately account for withdrawn courses counted in enrollment, the course should not have a grade code populated.

Transfer Course (SHATRNS)

For transfer coursework to be included in the repeat coursework calculation, the transfer course must have any and all Equivalency Detail completed on the Transfer Course (SHATRNS) page.

Along with entering the equivalent courses, the **Count in GPA** indicator must also be selected.

It is important to remember that the **Repeat** indicator on the Grade Code Maintenance (SHAGRDE) page should be selected for the Grade Code used and ensuring the **Transfer** indicator on the Repeat/Multiple Course Rules (SHARPTR) page is selected. The repeat coursework calculation works with transfer courses entered manually on the Transfer Course (SHATRNS) page or through the Transfer Articulation module in the Banner Student system.

Calculation of repeated coursework for SAP & transfer credits applied towards the student's academic program

In the Student system, functionality exists for handling the Calculation of Repeated Coursework for Satisfactory Academic Progress (SAP). The Registration Repeat Checking and Academic History Repeat Processing module is where the logic resides.

Functionality also exists for handling the processing of Transfer Credit(s) which are Applied towards a Student's Academic Program. The setup and processing of this functionality is located within the Transfer Evaluation and Transfer Articulation modules of the Student system.

Note: Information regarding setup and processing for both of these can be found in the *Banner Student* documentation.

Course Program of Study (CPoS) processing

Course Program of Study (CPoS) processing is optional functionality available for the financial aid enrollment calculation.

CPoS can be used to stipulate a course must be included in the applicant's program as determined by a degree audit evaluation, include/exclude ESL courses, include/exclude remedial courses and the ability to include remedial courses up to a defined limit of hours. Repeat coursework evaluation is also included. CPoS requires setup and processing in both Banner Student and Banner Financial Aid.

Overview

The financial aid enrollment calculation uses the most recent results of Student CPoS processing, stored in the SFRSCRE table and maintained on Student Course Evaluation Audit (SFASCRE).

This section describes processing rules available on Course Program of Study Control (SFACPSC) and their relationship to processing for the financial aid enrollment calculation. Refer to the appropriate *Banner Student* documentation for complete setup and processing information to perform course evaluations using CPoS.

Processing rule	Uses Delivered or Institutional Business Rule (GORRSQL)	Notes
Perform ESL Processing	Yes. Rule to identify eligible ESL courses.	FA enrollment rule option to include/exclude ESL courses. Value obtained from SFRSCRE table.
Perform Remedial Processing	Yes. Rule to identify eligible remedial courses. Process SFPCPOS will return the total number of remedial hours attempted including course being evaluated.	FA enrollment rule option to include/exclude remedial courses. Option to apply remedial limit to exclude courses that exceed defined number of hours for remedial coursework per Federal regulations.
Perform Repeat Processing	No. When enabled, SFPCPOS process will include repeat coursework checking. The number of attempts of a previously passed course will also be returned.	The repeat coursework processing performed as part of Student CPoS is the same as the Financial Aid repeat package (ROKRPTS). The values are stored in the SFRSCRE table which increases performance for Financial Aid processing such as disbursement. FA enrollment rules will use the **Repeat** indicator and the number of repeat attempts to determine if the course is eligible to be included for the enrollment rule.
Perform Count for Aid Processing	Yes. Additional rule to identify course is eligible for aid. Rule can be used to ensure the course is included in a financial aid eligible major as indicated on STVMAJR or other eligibility requirements.	When enabled, Count for Aid must be a value of Y (Yes) in addition to a value of Y (Yes) for Count in Program or In Program Repeat. If you allow students to enroll in multiple majors where one major may not be eligible for financial aid, this rule is a mechanism to identify the course is included in a financial aid eligible major.

Processing rule	Uses Delivered or Institutional Business Rule (GORRSQL)	Notes
Perform In Program Processing	No. When enabled, a degree audit system, CAPP or Degree Works supported, is used to determine if the course counts towards the student's program of study.	FA enrollment rule option to Use Only Courses in Program. When enabled for an enrollment rule, either Count in Program or In Program Repeat must be Y (Yes) for a non-ESL or non-remedial course to be included in the enrollment calculation for the rule.
Include Program Repeats	No. When enabled, the SFPCPOS process will determine if the course in progress being repeated is included in the student's program of study.	Works together with FA enrollment rule option to Use Only Courses in Program. When enabled for an enrollment rule, either Count in Program or In Program Repeat must be Y (Yes) for a non-ESL or non-remedial course to be included in the enrollment calculation for the rule.

Financial Aid CPoS processing

The ability to include only courses which are part of the student's program of study and consider or exclude remedial and ESL courses is available only when using the Student Course Program of Study functionality in both Banner Student and Financial Aid.

Note: If the Student Course Program of Study is not implemented and activated within Financial Aid, no determination of the course being part of the student's program will be performed.

These options are available for the financial aid enrollment calculation for CPoS processing and enabled by defining Local parameters for ENROLLMENT_RULES with a beginning term code on Miscellaneous Parameters (RORMPRM). The beginning term enables CPoS processing for all financial aid periods which contain the defined term code and forward. Earlier term codes will not use CPoS processing and will not be impacted.

RORENNR rule option	RORMPRM key	Functional notes	Default processing when option on RORMPRM is enabled	Default processing when option on RORMPRM is disabled
Use Only Courses in Program = selected (Yes)	COURSE_IN_PROGRAM	Course must have value of Yes for **Count in Program** or **In Program Repeat** on SFASCRE. If **Count for Aid Processing** is enabled (SFACPSC), course must also have a value of Yes for **Count for Aid** on SFASCRE.	If course does not exist on SFASCRE or course has value of NULL for **Count in Program** on SFASCRE, the value of **Course In Program** indicator (Y/N) on ROAINST is used. **In Program Repeat** will default to No. Value for **Count for Aid** used in processing will default to the value determined for **Count in Program** when course does not exist or the value for **Count for Aid** is Disabled on SFASCRE.	Default value for **Counts in Program** in financial aid = Yes

RORENNR rule option	RORMPRM key	Functional notes	Default processing when option on RORMPRM is enabled	Default processing when option on RORMPRM is disabled
Exclude ESL Courses	ESL	Include/exclude course identified as Yes for **ESL** on SFASCRE. When ESL processing enabled on SFACPSC and RORMPRM and you are including ESL courses, the course will be included when the **Count in Program** or **In Program Repeat** are values of No and **ESL** is Yes. If the course returns a (Y)es for **Count in Program** or **In Program Repeat**, it will be included.	If course does not exist on SFASCRE or course has value of Disabled for **ESL**, the value of **ESL Course Checking** indicator (Y/N) on ROAINST is used.	Default value for **ESL** in financial aid = No

RORENNR rule option	RORMPRM key	Functional notes	Default processing when option on RORMPRM is enabled	Default processing when option on RORMPRM is disabled
Exclude Remedial Courses	REMEDIAL	Include/exclude course identified a Yes for **Remedial** on SFASCRE. When Remedial processing enabled on SFACPSC and RORMPRM and you are including Remedial courses or you are excluding Remedial courses above the Remedial limit, the course will be included when the **Count in Program** or **In Program Repeat** are values of No and **Remedial** is Yes. If the course returns a (Y)es for **Count in Program** or **In Program Repeat**, it will be included.	If course does not exist on SFASCRE or course has value of Disabled for **Remedial**, the value of **Remedial Course Checking** indicator (Y/N) on ROAINST is used.	Default value for **Remedial** in financial aid = No

RORENNR rule option	RORMPRM key	Functional notes	Default processing when option on RORMPRM is enabled	Default processing when option on RORMPRM is disabled
Apply Remedial Limit = selected (Yes)	REMEDIAL	**Exclude Remedial Courses** option must = selected (Yes). When applying the remedial limit, courses where the number of credit hours would exceed the defined remedial limit will be excluded. This allows remedial coursework to be included up to the remedial limit. The number of credit hours for the remedial limit can be defined on ROAINST or an algorithmic rule can be used. Student CPoS processing will determine remedial courses and the total number of remedial hours including course being evaluated in the **Remedial Hours** field on SFASCRE.	If course does not exist on SFASCRE or course has value of Disabled for **Remedial** and the **Remedial Hours** is NULL, the value entered in field **Remedial No Default** on ROAINST is used.	Default value for **Remedial Hours** in financial aid = NULL

RORENNR rule option	RORMPRM key	Functional notes	Default processing when option on RORMPRM is enabled	Default processing when option on RORMPRM is disabled
Use Repeat Course Checking = selected (Yes) Count Withdrawal Status as Repeat Attempt	REPEAT	When enabled on RORMPRM and SFACPSC, the determination of a course being repeated and number of attempts from SFASCRE are used. The basic logic used for Student CPoS processing for Repeat coursework is the same as Financial Aid ROKRPTS package; additional setup in Student required.	If course does not exist on SFASCRE or course has value of Disabled for **Repeat**, the value of **Repeat Course Checking** indicator (Y/N) on ROAINST is used.	If enrollment rule has **Use Repeat Course Checking** = selected (Yes), the financial aid repeat coursework processing will occur. Refer to section Financial Aid Repeat Coursework Processing.
Repeats Allowed	REPEAT	The number of repeats from SFASCRE; **Repeat Count** (includes withdrawal status) and **Repeat Without Withdrawal**. Each enrollment rule defined for Repeat checking will use the number of repeats allowed defined.	If course does not exist on SFASCRE or course has value of NULL for **Repeat** and the **Repeat Count and Repeat Without Withdrawal**, the value entered in field **Repeat No Default** on ROAINST is used.	The financial aid repeat course checking will be used to return the number of repeat attempts

Note: Banner Student CPoS processing for **Perform In Program Processing** and **Include Program Repeats** (SFACPSC) may be used with Financial Aid's repeat course checking (COURSE_IN_PROGRAM enabled and REPEAT disabled on RORMPRM). The **Count in Program** and **In Program Repeat** value will be returned by the SFPCPOS process and populate SFASCRE when enabled on SFACPSC; the financial aid repeat coursework checking will return the number of repeats for evaluating eligibility for the enrollment rule.

Setup and processing

Banner Student Course Program of Study Process (SFPCPOS) calculations are described.

Course Program of Study Control (SFACPSC)

Discuss with appropriate offices the options and rules that will be used to ensure the results are as expected.

Course Program of Study process (SFPCPOS)

Ensure the SFPCPOS process is run at critical times for evaluating financial aid enrollment using the results in SFRSCRE table.

The SFPCPOS process may be run for an individual student using Applicant Immediate Process (ROAIMMP). Ensure the appropriate users have the necessary security settings to run the process.

Enrollment Rules (RTVENRR/RORENRR)

Define the enrollment rules and the appropriate criteria for CPoS. Please reference the Enrollment Rules section for information on setup and processing notes.

Global Institution Financial Aid Options (ROAINST) - Defaults section

In the Enrollment Rules Default section, define the values to be used if a course is not found on SFASCRE but exists in the student's registration or if the value for the course is Disabled or NULL. The course may not exist when the SFPCPOS process is run at night and the following day the student registers for an additional course before to the next run of SFPCPOS. The value of Disabled or NULL for a course may be returned by the SFPCPOS process if the rules on SFACPSC have been disabled. These default values are only used when the corresponding parameter key on RORMPRM is active (enabled with Local entry).

Also, define the number of hours to use as the **Remedial Limit** or the **Algorithmic Rule Code** to calculate the value to be used as the remedial limit. This will be used when **Apply Remedial Limit** is defined for an enrollment rule (RORENRR).

- **Course in Program** indicator: Select to use a value of Yes, course is in the student's program, if the course is not found or the value is NULL. Clear to use a value of No, the course is not in the student's program and therefore should not be considered In Program because not evaluated.
- **Repeat Course Checking** indicator: Select to use a value of Yes, course is a repeat, if the course is not found or the value is Disabled. Clear to use a value of No, the course is not a repeat.

  Repeat No Default: Enter the number of repeat attempts to use as a default value for a course if you have chosen to use a value of Yes (selected) for **Repeat Course Checking** indicator.
- **Remedial Course Checking** indicator: Select to use a value of Yes, course is a remedial course, if the course is not found or the value is Disabled. Clear to use a value of No, the course is not a remedial course because it has not been evaluated.

  Remedial No Default: Enter the number of remedial attempts to use as a default value for a course if you have chosen to use a value of Yes (selected) for **Remedial Course Checking** indicator.

- **ESL Course Checking** indicator: Select to use a value of Yes, course is an ESL course, if the course is not found or the value is Disabled. Clear to use a value of No, the course is not an ESL course because it has not been evaluated.
- **Remedial Limit**: Enter the number of hours that may be considered eligible for including in the student's enrollment load for disbursement of financial aid when enrollment rule is defined to **Exclude Remedial Courses** and **Apply Remedial Limit**. Courses where the **Remedial Hours** (cumulative total of remedial hours including course evaluated) exceed the remedial limit will not be included for the enrollment calculation for the enrollment rule.

  Remedial Limit Rule Code: If you are processing different remedial limits depending on terms vs quarters or by student level, you can define an Algorithmic Rule on General Algorithmic Rules (RORALGO) for process type of DRML = Default Remedial Limit. Enter the Algorithmic Rule Code that should be executed for each enrollment rule defined to **Exclude Remedial Courses** and **Apply Remedial Limit**.

Miscellaneous Parameters (RORMPRM)

Create Local entries by selecting Duplicate Record on the Parameter = ENROLLMENT_RULES for the CPoS options (defined under Key) you want to enable. Each of these options works independently in the enrollment calculation. If you do not enable one of the options, the results on SFASCRE will not be used; for example, if you do not create a Local entry for the Key = ESL, the evaluation of to determine if the course is defined as ESL on SFASCRE will not occur; the default value for ESL of No (cleared) will be used. See the table under **Financial Aid CPoS Processing** for additional information.

For the Local entries, define the term code to begin using the results of CPoS processing for your enrollment calculations in the field **Data**; beginning with the term code entered and forward, the financial aid enrollment calculation will look for the results of CPoS processing in the SFRSCRE table. Terms earlier than the term code defined in field **Data** will not use CPoS processing. The baseline entries for the ENROLLMENT_RULES were delivered with a term code value of ZZZZZZ to prevent processing using CPoS; the baseline entries cannot be removed or updated.

Warning! Ellucian recommends you do not begin CPoS processing for a term code where you have paid financial aid. Re-calculation of financial aid enrollment for aid that has been paid may cause the reversal of previously paid financial aid.

Example calculations

This section describes common Course Program of Study situations.
Example 1 - Use only courses with In Program Repeat and Count for Aid processing applied
Apply settings on Course Program of Study Control (SFACPSC).

Course Program of Study Control (SFACPSC)

SFACPSC	
Perform Repeat Processing	Y
Perform Count for Aid Processing	Y
Perform In Program Processing	Y

SFACPSC	
Include Program Repeats	Y

Enrollment Rules (RORENRR)

Settings on RORENRR to enable the enrollment rule to count courses in the student's program for financial aid eligibility using Repeat Course checking.

Enrollment rule	
Use Repeat Course Checking	Y
Count Withdrawal Status as Repeat Attempt	Y or N
Repeats Allowed	1
Use Only Courses in Program	Y

The student is enrolled in two programs, where one is an eligible program for financial aid major and one program is not an eligible program for financial aid major.

Displayed on SFASCRE

Course	Repeat count	Repeat without withdrawal	Count for aid	Count in program	In program repeat
ENG 500	0	0	Y	Y	N
MATH 100	1	1	Y	N	Y
IT 111	1	1	N	N	Y

Schedule window on ROAENRL for In Program processing

Course	Hours	Withdrawal as repeat counted	Withdrawal as repeat not counted	Counts in program	In program repeat
ENG 500	3	0	0	Y	N
MATH 100	3	1	1	Y	Y
IT 111	2	1	1	N	Y

Example 1 Result

Total hours for the Enrollment rule = 6.

- ENG 500 is included in the student's program and included in the major eligible for financial aid.
- MATH 100 is not included in the student's program (SFASCRE) but was identified as a Repeat course. The Course Program of Study process (SFPCPOS) determined the course being repeated is included in the student's program and the Count For Aid rule determined the associated major is financial aid eligible. Therefore, the course is considered eligible for this

Enrollment Rule. Financial Aid will show the **Counts in Program** indicator to Y in addition to the **In Program Repeat** indicator.

- IT 111 is not included in the student's program (SFASCRE) but was identified as a Repeat course. The Course Program of Study process (SFPCPOS) determined the course being repeated is included in one of the student's programs however, the Count For Aid rule determined the associated major is not financial aid eligible. Therefore, the course is not considered eligible for this enrollment rule. Financial Aid will display the course as an **In Program Repeat** and the **Counts in Program** indicator will be N because the course is not part of an eligible major.

Example 2 - Use only courses with In Program Repeat applied and Count for Aid not applied
Apply settings on Course Program of Study Control (SFACPSC).

Course Program of Study Control (SFACPSC)

SFACPSC	
Perform Repeat Processing	Y
Perform Count for Aid Processing	N
Perform In Program Processing	Y
Include Program Repeats	Y

Enrollment Rules (RORENRR)

Settings on RORENRR to enable the enrollment rule to count courses that are in the student's program for financial aid eligibility using Repeat course checking. When Count for Aid processing is not enabled for Student CPoS processing, the value for Count In Program or In Program Repeat is used.

Enrollment rule	
Use Repeat Course Checking	Y
Count Withdrawal Status as Repeat Attempt	Y or N
Repeats Allowed	1
Use Only Courses in Program	Y

The student is enrolled in one program and the Count for Aid processing is not being used. The student is enrolled in course that is not part of the enrolled program.

Displayed on SFASCRE

Course	**Repeat count**	**Repeat without withdrawal**	**Count for aid**	**Count in program**	**In program repeat**
ENG 500	0	0	Disabled	Y	N
MATH 100	1	1	Disabled	N	Y
IT 111	1	1	Disabled	N	N

Schedule window on ROAENRL for In Program processing

Course	Hours	Withdrawal as repeat counted	Withdrawal as repeat not counted	Counts in program	In program repeat
ENG 500	3	0	0	Y	N
MATH 100	3	1	1	Y	Y
IT 111	2	1	1	N	N

Example 2 Result

Total hours for the Enrollment rule = 6.

- ENG 500 is included in the student's program.
- MATH 100 is not included in the student's program (SFASCRE) because it is a repeated course. However, the Course Program of Study process (SFPCPOS) determined the course being repeated is included in the student's program; because **Count for Aid** processing was disabled, the value for **Count for Aid** will default to Y (internal processing) if **Counts in Program** or **In Program Repeat** equal Y. Therefore, the course is considered eligible for this Enrollment Rule. Financial aid will show the **Counts in Program** indicator to Y in addition to the **In Program Repeat** indicator.
- IT 111 is not included in the student's program (SFASCRE) because it is being repeated. The Course Program of Study process (SFPCPOS) determined the course being repeated is not included in the student's program. Therefore, the course is not considered eligible for this enrollment rule. Financial aid will display the course does not Count in Program or an In Program Repeat.

Example 3 - Use only Courses with In Program Repeat not applied
Apply settings on Course Program of Study Control (SFACPSC).

Course Program of Study Control (SFACPSC)

SFACPSC	
Perform Repeat Processing	Y
Perform Count for Aid Processing	N
Perform In Program Processing	Y
Include Program Repeats	N

Enrollment Rules (RORENRR)

The following is an example of the settings on RORENRR and results on ROAENRL where **Use Only Courses in Program** is selected but the **Include Program Repeats** on SFACPSC is not being used.

Enrollment rule	
Use Repeat Course Checking	Y

Enrollment rule	
Count Withdrawal Status as Repeat Attempt	Y or N
Repeats Allowed	1
Use Only Courses in Program	Y

The student is enrolled in one program and the Count for Aid processing and In Program Repeat are not being used. The student is enrolled in course, IT 111, that is not part of the student's enrolled program. Although Math 100 is a course that is part of the student's program, SFASCRE indicates it is not part of the program because it is In Progress and additional processing in SFPCPOS was not performed.

Displayed on SFASCRE

Course	Repeat count	Repeat without withdrawal	Count for aid	Count in program	In program repeat
ENG 500	0	0	Disabled	Y	Disabled
MATH 100	1	1	Disabled	N	Disabled
IT 111	1	1	Disabled	N	Disabled

Schedule window on ROAENRL for In Program processing

Course	Hours	Withdrawal as repeat counted	Withdrawal as repeat not counted	Counts in program	In program repeat
ENG 500	3	0	0	Y	N
MATH 100	3	1	1	N	N
IT 111	2	1	1	N	N

Example 3 Result

Total hours for the Enrollment rule = 3.

- ENG 500 is included in the student’s program.
- MATH 100 is not included in the student's program but was identified as a Repeat course. The Course Program of Study process (SFPCPOS) determined In Program Repeat was not being used. Therefore, the course is not considered eligible for this enrollment rule.
- IT 111 is not included in the student's program. The Course Program of Study process (SFPCPOS) determined In Program Repeat was not being used. Therefore, the course is not considered eligible for this enrollment rule.

Example 4 - Use only courses in Program when Course Student CPoS processing has not occurred
The financial aid enrollment calculation when using the student's registration hours will obtain the courses and associated hours from the registration table (SFRSTCR).

There is a possibility a course in the registration table exists but Student CPoS processing has not occurred (SFPCPOS). When this occurs, the financial aid enrollment calculation will use the default values defined on ROAINST to determine the value to be used.

This example demonstrates financial aid processing using the default value from ROAINST for enrollment rule defined to use only the courses in program.

Note: Recommended setting on ROAINST for all indicators is No (cleared) because no evaluation of the course has occurred.

Course Program of Study Control (SFACPSC)

Settings on Course Program of Study Control (SFACPSC).

SFACPSC	
Perform Repeat Processing	Y
Perform Count for Aid Processing	Y
Perform In Program Processing	Y
Include Program Repeats	N

Enrollment Rules (RORENRR)

Enrollment rule	
Use Repeat Course Checking	Y
Count Withdrawal Status as Repeat Attempt	Y or N
Repeats Allowed	1
Use Only Courses in Program	Y

Global Institutional Financial Aid Options (ROAINST)

Enrollment Rules Default section - Defaults section

Course in Program	N (cleared) - course will not be considered in program
Repeat Course Checking	N (cleared) - course will not be considered a repeat

- Student registers for ENG 500 on May 1st and SFPCPOS process is run on May 1st.
- Student registers for MATH 100 on May 2nd. This course has been repeated in prior term and is part of student's program.
- Student registers for IT 111 on May 2nd. This course is not part of the student's program.

- Student registers for BIOL 600 on May 2nd. This course is part of the student's program and is not a repeat.

Display on SFASCRE on May 2nd before SFPCPOS process being run to process MATH 100, IT 111, and BIOL 600.

Course	Repeat count	Repeat without withdrawal	Count for aid	Count in program	In program repeat
ENG 500	0	0	Y	Y	N

Student's course registration on May 2nd with courses added.

Course	Credit hours	Billing hours
ENG 500	3	3
MATH 100	3	3
IT 111	2	2
BIOL 600	4	4

Schedule Window on ROAENRL for In Program processing. SFPCPOS process has not been run to evaluate courses added on May 22nd.

Course	Hours	Withdrawal as repeat counted	Withdrawal as repeat not counted	Counts in program	In program repeat
ENG 500	3	0	0	Y	N
MATH 100	3	0	0	N	N
IT 111	2	0	0	N	N
BIOL 600	4	0	0	N	N

Example 4 Result

Total hours for the Enrollment rule = 3.

- ENG 500 is included in the student's program and included in the major eligible for financial aid. This is the only course that exists in SFRSCRE table that can be evaluated.
- MATH 100 is not included. The default value for Course in Program on ROAINST of No was used because the course was not found in the SFASCRE table and was not evaluated by Student CPoS processing.
- IT 111 is not included. The default value for Course in Program on ROAINST of No was used because the course was not found in the SFASCRE table and was not evaluated by Student CPoS processing
- BIOL 600 is not included. The default value for Course in Program on ROAINST of No was used because the course was not found in the SFASCRE table and was not evaluated by Student CPoS processing

Note: If you are using the Financial Aid Repeat Course Checking rather than Student CPoS repeat checking, the number of repeats will display; the **Counts In Program** and **In Program Repeat** will still be No because the course was not evaluated by SFPCPOS process.

Warning! If the indicators on ROAINST had been enabled (selected) for **Course in Program** and **Repeat Course Checking**, the total hours for the Enrollment rule would equal to 12 hours even though the courses were not evaluated by SFPCPOS process.

Example 5 - Use only courses in Program with apply remedial limits
This example addresses only those Courses in Program with Remedial Limits applied.

If your institution enables the Remedial Course processing by activating the **Perform Remedial Processing** (SFACPSC) and creating a Local record for REMEDIAL for financial aid processing (RORMPRM), you have three options available; the indicator on RORENRR for **Exclude Remedial Courses** and **Apply Remedial Limits** control these options.

- Include all remedial courses: Enrollment Rule where **Exclude Remedial Courses** is disabled (cleared, all remedial courses will be included).
- Exclude all remedial courses: Enrollment Rule where Exclude Remedial Courses is enabled (selected, yes exclude remedial courses).
- Exclude remedial courses that exceed defined remedial limit: Enrollment Rule where **Exclude Remedial Courses** is enabled (selected) and **Apply Remedial Limit** is enabled (selected, works together with the Exclude Remedial Courses to allow remedial courses to be included within the remedial limit and exclude those that exceed the remedial limit).
  - Institution has one defined remedial limit use ROAINST **Remedial Limit** field.
  - Institution has more than one remedial limit use algorithmic rule (RORALGO).

Note: For this example, only Counts in Program and Remedial processing will be used. The Repeat Course Checking also applies to remedial courses. For example, enrollment rule defined to allow 1 repeat of a previously passed course will prevent a second attempt of a remedial course from being included in the enrollment load.

Course Program of Study Control (SFACPSC)

Settings on Course Program of Study Control (SFACPSC).

SFACPSC	
Perform In Program Processing	Y
Perform Remedial Processing	Y

Enrollment Rules (RORENRR)

Enrollment rule	
Use Repeat Course Checking	Y
Count Withdrawal Status as Repeat Attempt	Y or N
Repeats Allowed	1

Enrollment rule	
Use Only Courses in Program	Y
Exclude Remedial Courses	Y
Apply Remedial Limit	Y

Global Institutional Financial Aid Options (ROAINST)

Enrollment Rules Default section - Defaults section

Remedial Limit	30

Displayed on SFASCRE.

Course	Hours	Remedial	Remedial hours	Count in program
ENG 500	3	No	0	Y
IT 111	2	No	0	N
SCI 30	2	Yes	10	N

Schedule window on ROAENRL for In Program processing.

Course	Hours	Remedial	Remedial hours	Count in program
ENG 500	3	N	NULL	Y
IT 111	2	N	NULL	N
SCI 30	2	Y	10	N

Example 5 Result

Total hours for the Enrollment rule = 5.

- ENG 500 is included in the student's program.
- IT 111 is not included in the student and is not a remedial course.
- SCI 30 is included because it is not in the student's program but is defined as a remedial course and is within the remedial limit defined.

Note: If the cumulative remedial hours including SCI 30 exceeded the remedial limit of 30, the course would not be included. For example, if the cumulative total including SCI 30 = 31, the SCI 30 course would not be included in the enrollment load and the total hours for the Enrollment rule would = 3.

Freeze and maintain financial aid hours

The student's enrollment for a term using the financial aid enrollment calculation may be frozen at a specific point in time for use by Financial Aid processing.

These frozen hours then become Financial Aid hours and any updates or additions may be made to handle exceptions.

Freeze financial aid hours

The Financial Aid Enrollment process (RSRENRL) page calculates the credit, billing, and adjusted hours for each Enrollment Rule defined for the aid year.

The hours are then inserted into the Financial Aid Enrollment table (RORENRL) and Financial Aid Enrollment Attending Hours table (RORATND) pages. This is typically done after the drop/add period or your institution's cut-off date defined on Packaging Options (RPROPTS) page. This allows you to freeze the hours as of the date RSRENRL is run for financial aid purposes.

Drops/adds the student makes after that time will not impact the financial aid hours when you select the option to (A) add for parameter Load Term Enrollment Option (parameter 08). If you select to (U) update/add for parameter Load Term Enrollment Option, the status of the student's enrollment will be updated to reflect new values (drops/withdrawals) from the student's registration and add new courses. The ability to add or update/add Attending Hours and only process enrollment for a specific enrollment rule are also provided.

The disbursement process will first look to see if financial aid hours exist for the student. If financial aid hours do not exist, the current hours in the student's registration will be used. The disbursement process also will use the enrollment rule defined for the fund code it is processing to determine the enrollment load.

Note: The Disbursement Process uses Student System enrollment data and not the financial aid hours when disbursing Federal Stafford and PLUS loans. This is necessary to validate that the student is currently enrolled at least half-time at the time of disbursement per the Federal regulations. The only exception is when you select the **Consortium** indicator for the student on ROAENRL for the term, in this case the financial aid hours are used. If you have selected to use billing hours and the hours count in enrollment and assessment, courses dropped or withdrawn may be included in the half-time calculation; it is advised to review the settings for the course registration status codes.

Refer to *Reports and Processes* for additional information on the RSRENRL process.

Maintain financial aid hours

The Financial Aid Enrollment (ROAENRL) page provides an option to view and maintain an applicant's financial aid hours and current student hours.

The Key block of the page allows you the option to specify the data to display by period or enrollment rule. If you leave the aid year blank in the Key block, all the terms of enrollment will be displayed for the applicant, however some information will not be accessible.

ROAENRL displays both the financial aid hours calculated by the RSRENRL process or manually entered hours and the current hours from the registration table for the applicant. The number of hours calculated for the term by enrollment rule is displayed for both the financial aid hours and student hours. Only the financial aid hours by term and attending hours by term are update-able. The enrollment calculation for student current hours is refreshed each time you enter the page.

Financial Aid Enrollment (ROAENRL) main page
This page is used to maintain Banner Financial Aid hours and display Banner Student hours.

Financial Aid Hours section

The billing, credit, and adjusted hours calculated as eligible for the term and each enrollment rule are displayed. The hours may be updated to override the values determined by the RSRENRL process. You may also add entries for the term/enrollment rule as necessary. If you are adding entries for a consortium student, enable (select) the **Consortium** indicator; this will override the edits for the half-time enrollment edit using registration hours and the edit requiring charges to be accepted if implemented on RPROPTS.

Financial aid hours which have been manually updated or added on ROAENRL will not be overwritten by the RSRENRL process. The **System** indicator will be set to (M) manual. If you are using attending hours and have made updates manually to the term enrollment or added entries, you will need to update the records on financial aid attending hours if you have implemented attending hours functionality.

Current Hours section

The billing, credit, and adjusted hours calculated as eligible for the term and each enrollment rule are displayed from the applicant's registration. The information displayed is refreshed each time you enter ROAENRL. Information in this section is not update-able.

The **Multi-Level** indicator displays as selected if the applicant has registered in a course that is a different level than the level assigned to the applicant.

The **Charges Accepted** indicator displays as selected if the applicant has accepted the charges for the term. This information is supplied by Banner Student.

Period Hours

Period hours reflect the total of hours for all terms associated with a period. For example, a summer period which has 2 mini sessions combined into a single period of enrollment or combining an intersession with a term, such as Spring. Disbursement uses the enrollment hours calculated for a period and not an individual term. Period hours are display only.

The hours calculated for each period in the applicant's aid period or Pell aid period may be viewed by accessing the **By Period** icon in the Financial Aid Hours section for financial aid hours and the **Current by Period** icon in the Current Hours Section for the hours from the applicant's registration for all terms. The hours calculated for each enrollment rule and period are displayed.

When accessing the **By Period** or **Current By Period** icons, the attending hours by period are also displayed. This information will calculate the number of hours as of the course start dates for the period and enrollment rule.

Attending Hours

The ability to calculate the enrollment load for disbursement based on the number of hours for courses which have started is provided by using the attending hours functionality. The attending hours are the sum of the credit, billing, and adjusted hours as of the start dates for the courses.

Example for a term:

- 3 hour course starts on August 15th
- 4 hour course starts on August 25th

The number of hours on August 15th = 3 hours and the number of hours on August 25th = 7 hours.

Attending hour functionality is defined at the fund level on the Disbursement section of RFRMGMT/ROAMGMT. The number of eligible hours are then calculated, based on the enrollment rule defined for the fund and the course start dates.

Banner will calculate the enrollment for the period evaluating each term separately (when multiple terms exist in the period) for determining financial aid hours/student hours and attending hours. The enrollment for the period is also influenced by options selected in the enrollment rules such as repeat course checking and attendance verification. Disbursement examines the enrollment load for all terms within the period based on the date disbursement is run. When using attending hours, if no financial aid attending hours exist for the term, the start date of the term will be used to determine the attend date.

If the **Consortium** indicator is set for a term and attending hours are being used, financial aid attending hours/date will be used if they exist, otherwise, the start date of the term will be used to determine the attend date of the hours entered for the term.

You also can determine the number of days before the course start date(s) or after the course start date(s) by entering a value in the **+/- Days for Attending Hours** field on the disbursement tab of RFRMGMT/ROAMGMT; this will allow the disbursement process, at the time it is run, to disburse eligible funds based on the enrollment load before or after the course start date(s).

- To pay before the calculated enrollment begins, enter a positive number in the **+/- Days for Attending Hours** field.

  Entering value of 5 will allow payment 5 days before the date
- To pay after the calculated enrollment begins, enter a negative number in the **+/- Days for Attending Hours** field.

  Entering a value of - 7 will allow payment 7 days after the date

Financial Aid attending hours are maintained in the Financial Aid Enrollment by Date section by accessing the **Attending** icon in the Financial Aid Hours section. The enrollment Rule, attend date, and the credit, billing, and adjusted hours calculated for the enrollment rule are displayed and may be updated as needed. You may also add entries, accordingly.

Attending hours reflecting the applicant's current registration may be viewed by accessing the **Current Attending** icon in the Current Hours section. The enrollment Rule, attend date, and the credit, billing, and adjusted hours calculated for the enrollment rule are displayed. The data displayed on Current Enrollment by Date Section are view only.

Current course enrollment

Select the **Schedule** icon in the Current Hours section of the main page to view the current courses from the applicant's registration, including the results of the enrollment calculation on the Enrollment by Course section. The data displayed is from the Temporary Student Registration table (ROTSREG). This table is refreshed each time you enter ROAENRL by the enrollment calculation based on the options you have selected to determine eligible financial aid hours. The ROTSREG table is also used when evaluating enrollment using a process such as RSRENRL and RPEDISB. The results from this table are then used when determining the number of hours for each enrollment rule.

Financial Aid Selection Rules (RORRULE)

This page is used to create, compile, and execute rules for assigning requirement tracking groups, aid year budget groups, period budget groups, packaging groups, satisfactory academic progress (SAP) codes, fund awarding, fund awarding rules for a packaging group, and fund disbursement.

You can also check a simulation view of those students that would be assigned to a group, view examples of rules, and copy rules page one aid year to another aid year.

The system retains the rules that you enter on this page in the database. You can use the Immediate Process (ROAIMMP) page for processing an individual student or you can use the appropriate batch process to use with your defined selection criteria.

Use the Key block to establish the rule type you will be creating or maintaining for the aid year.

RORRULE provides the ability to write basic rules selecting the criteria for specific columns using Simple Mode in the Selection Criteria section of the main window without entering all of the table joins, substitution variables, and the FROM and WHERE clauses. When the rule is saved, a database package will add the necessary table joins, substitution variables, and the FROM and WHERE clauses to create the proper SQL statement using the correct syntax. The tables, views, and column names are validated to ensure they exist in the database.

Note: The Selection Rules Schema Owners Validation (RTVRULO) page is used to define Selection Rules Schema Owners. Any schema owners entered on RTVRULO will be allowed to be used in rules defined on RORRULE. Standard Banner owners FAISMGR, SATURN, TAISMGR, PAYROLL, POSNCTL, ALUMNI, BANINST1, and GENERAL are system required data for table RTVRULO and will be displayed on RORRULE, but may not be deleted.

RORRULE also provides the ability to write complex SQL Statements which may include such things as sub-queries and not exists statements using the Compiled and Expert SQL window. When the rule is saved, a database package will validate the tables, views, and column names are valid in addition to ensuring the SQL statement is valid and executable.

If a group code or fund code is inactive for the aid year, you will not be able to create a new rule. However, if rules currently exist, the rule may be updated or deleted. If a rule is inactive for the aid year, you are prevented from creating, updating, or deleting the rule selection Criteria

Basic rules using Simple Mode are written in the Selection Criteria section. Text information above the area for entering rule criteria provides guidance for writing the rules; an optional open parenthesis followed by a required database column name or value, followed by a required operator (=, < >, <, >, and so on), followed by another database column name or value, followed by an optional close parenthesis followed by a connector ('and' or 'or'; except on the last line entered). All

elements that make up a selection condition do not have to be on the same line of the screen. They may continue on a subsequent line. Also, multiple conditions may be entered on the same screen line. However, it is recommended that you enter the rules in such a way that they can be easily read and understood by another user. When you enter rules in this section, Enter, Tab or Mouse to continue to enter additional rules.

Enter the data element to which you want to assign a rule. The column name is any column name from the Banner system and is validated against the Oracle ALL_COL_COMMENTS Table. The Column Name **Lookup** button requires that you enter the Table you are requesting to view the column values. The Table Names displayed in the Table Name **Lookup** button and available for entry on this page are any tables and views owned by Banner schema owners ALUMNI, BANINST1, FAISMGR, GENERAL, PAYROLL, POSNCTL, SATURN, TAISMGR, and any additional Schema Owners added to the Selection Rules Schema Owners Validation (RTVRULO) page.

After you have entered the data element (column name), enter the operator. The Operator **Lookup** button has the most common operators that can be used. Enter a selection value that corresponds to the data element. For example, if one of the requirements for the group is the applicant's financial aid application must be received by May 1st, your rule would look something like this:

`RORSTAT_APPL_RCVD_DATE` <= 01-MAY-20xx

Note: When constructing selection statements on the RORRULE page, it is always a good idea to surround selection statements connected with an OR with an open parenthesis and a closed parenthesis. This is recommended even if it appears to be unnecessary. Without the parenthesis, Banner may be forced to make assumptions on how to process the data. Be sure to enter the data in a way that Banner will know for sure how you wanted it to be processed.

When using Simple Mode in the Selection Criteria section of the main window, you do not enter all of the table joins, substitution variables, and the FROM and WHERE clauses. When the rule is saved, a database package will add the necessary table joins, substitution variables, and the FROM and WHERE clauses to create the proper SQL statement using the correct syntax. In addition, the Compile Rule option allows the user to force a recompile of the simple rule into an updated compiled rule, even if you have made no changes to the simple rules. During this compile process, the rule is validated for proper syntax. Any errors found are displayed. The complete SQL Statement may then be viewed or updated on the Compiled and Expert SQL window. The tables, views, and column names are validated to ensure they exist in the database. A rule may have a maximum length of 32,767 characters after the commit has occurred adding the appropriate table joins, substitution variables, and the FROM and WHERE clauses.

Note: Rules written in Simple Mode do not allow use of sub-queries or exists and not exists statements. Rules which include these must be written in the Compiled and Expert SQL window.

Hints for RORRULE page use

Following these suggestions to improve RORRULE performance:

- If you use RCRAPP2, 3, 4 or RCRESAR, the first rule on the simple mode page 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 page. The table or view of the first rule is used to join all of the other tables. This may cause performance issues.
- If you only want to use a view as part of your rule, use one of the following as the first rule to improve performance:

```
RORSTAT_ACTIVITY_DATE IS NOT NULL
```

- Before using Expert mode, create as much of the rule as possible in Simple mode and compile it. Then go to Expert mode and modify it. This will show the joins which Banner generally expects and the format of them.
- In Expert mode, use UPPER CASE.
- When the rule is saved, the rule is validated that the SQL statement is valid and executable. You can select the option to Execute the rule to simulate the records that met the criteria of the rule. To test grouping rules and see what is really being executed, the technical person can get the test student's PIDM, set the priority on the group to 1 on RTVPGRP and then put RORGRPS on hold on GJAPCTL.

  The full rule (the grouping process selection statement plus the compiled rule) will appear in the log.

  This can also be done by putting the student in a single person population selection and running RORGRPS in debug mode. Please note, however, that RORGRPS will currently hang if it hits any group without rules, so the user will need to either press Y <ENTER> several times until they get back to a prompt or <N> ENTER to exit the job at that first error.

There are many factors when it comes to tuning. Unless you are using one of our views which uses the RORVIEW table, views must populate for the entire database before returning a single row. This is why it is inadvisable to use a view as the first rule because all joins will be performed against it. Also, to determine which index to use, Oracle reads from the bottom up. The first index which it completes is the one which it will use whether it is the desired one or not. There are many other factors as well including size of table, extents, etc. Factors related to tuning are documented in Oracle's documentation.

Algorithmic packaging

Packaging is a fundamental activity for all Financial Aid offices in the administration of Financial Aid.

Key to leveraging scarce financial resources to attract the targeted incoming class each year, in addition to successfully supporting the enrollment management retention goals, is the ability to systematically package students according to an institution's awarding philosophy. A cornerstone of Enrollment Management, packaging should provide the ability to match the institution's awarding philosophy directly to the actual awards offered to the prospective students to successfully harvest the ideal class and award returning students accordingly. If an institution cannot package according to their awarding philosophy, they are forced to sacrifice their philosophy and yield rates based on the limitations of software functionality or perhaps continue to package students manually. Manual packaging is not reasonable for most institutions because it is a cumbersome process and lends itself to errors.

Algorithmic packaging allows clients to use a business rules engine to automatically package students in accordance with the institution's awarding philosophy. In addition to the algorithmic packaging business rules solution, many other changes have been made to enhance the packaging process.

Algorithmic packaging defined

End user creation of a set of ordered rules or steps for the automatic packaging of financial aid funds.

The rules or steps allow the use of mathematical expressions as part of the awarding rules and logic for a particular fund within a packaging group based upon data elements within the student or financial aid system.

Example:

Award Fund 1 with a maximum of $1,000 and minimum of $200 not to exceed unmet need

Award Fund 2 up to 50% of Fund 1, not to exceed unmet need

Award Fund 3 up to 25% of Fund 1 total + 25% of Fund 2 total, not to exceed unmet need

Award Fund 4 up to 70% of remaining unmet need, not to exceed the total of Fund 1

Award Fund 5 up to 100% of remaining unmet need

Note: All the rules and steps use the fund award rules as the overall master rule for fund eligibility.

Algorithmic packaging features

Algorithmic packaging is designed to facilitate the use of algorithmic packaging with the Banner Financial Aid baseline product.

Pages and processes have been added or modified to provide a more complete means of automatically packaging students through the use of algorithmic packaging pages in conjunction with pre-existing Banner Financial Aid rules pages.

The information that follows summarizes these features.

Algorithms

Banner Financial Aid includes an algorithmic packaging solution in the baseline product.

Algorithms can be performed at the fund level in addition to the packaging group level.

Algorithmic packaging

Characteristics of algorithmic packaging:

- Enables predictive modeling to support an institution's enrollment.
- Provides a management strategy to help an institution manage complex calculations to award the right funds to the right students.

- Allows an institution to package multiple financial aid awards based upon configurable rules and calculations that support an institution's awarding philosophies.
- Includes the functionality to allow the use of algorithms as part of the fund awarding sequence within the current packaging process.

Pages

Banner Financial Aid pages associated with algorithmic packaging are identified.

Algorithmic Packaging Rules (RPRALGR)

The RPRALGR page enables you to use algorithmic packaging rules to award funds.

On this page, you write SQL statements to define algorithmic packaging rules, which are arranged by rule code and sequence number.

After you've validated the rule, you can test the rule by entering values for any substitution parameters used in the rule and execute the rule in test mode. The system uses your need analysis data in the testing of your algorithmic rules and temporarily stores the simulated results in the Temporary Packaging Need Table (RPTNEED) page. The results display in the **Calculated Amount** field. This allows you to verify that the rule will return the expected results when used by the Packaging Process.

Algorithmic Packaging Rule Code Validation (RTVALGR)

The RTVALGR page enables you to define algorithmic packaging rule codes for use on the Algorithmic Packaging Rules (RPRALGR), Packaging Rules (RPRPCKR), and Packaging Group Fund Rules (RPRGFND) pages.

Algorithmic Support (RORALGS)

The Algorithmic Support (RORALGS) page allows you to define a specific amount to be returned by an algorithmic rule, based on the applicant meeting the criteria entered as the value for the keys which will be used as part of the algorithmic rule.

If you are using this page to assist with algorithmic packaging rules, determine the criteria and amounts to be entered for calculating the fund award.

KEY 1 = Fund	KEY 2 = Year in college Status from RNANAxx	Amount to be returned
MERIT	0	1000.00
MERIT	1	1000.00
MERIT	2	1500.00
MERIT	3	2000.00
MERIT	4	2500.00
MERIT	5	2500.00

Packaging functions

Use of algorithms are described.

Using algorithms and parameters, functions include calculations based upon:

- a percentage of a fund award,
- a fixed dollar amount of a fund award
- a data value housed in the Banner system (less than, equal, greater than, not equal)
- a value that falls within a range of values housed in the Banner system (Between).

Awarding based on other funds

Using algorithms and parameters, you can limit funds to specific amounts based upon other funds, fund sources, or fund groups.

Refer to *Sample Algorithmic Packaging Rules* for examples.

Award a fund based on a percentage of another fund

You can award a fund based on a percentage of other funds within a packaging group.

Simplify rules creation and maintenance

Algorithms can be performed at the packaging group level, in addition to the fund level.

Ability to store and reference internal interim values in packaging rules

The Algorithmic Packaging Rules (RPRALGR) page allows you to reference internal interim values in SQL statements.

These internal interim values are created and referenced in the Temporary Packaging Need Table (RPTNEED) page. The RPTNEED table is a temporary table which temporarily stores need analysis data for use in algorithmic packaging rules. A row is inserted into the table for each student that is processed before packaging the student and is deleted after the student is processed.

Packaging simulation options

The Packaging Process (RPEPCKG) offer methods to address your awarding needs.

The Packaging Process (RPEPCKG) includes parameters that allow the process to:

- bypass tracking requirements during Simulated Packaging only,
- award Pell in both Simulated and Actual mode, and
- stop the awarding of an individual fund during simulated packaging, when that fund's available amount has been exhausted.

Related fund features

Related fund features in algorithmic packaging are described.

Pages

Additional Banner Financial Aid pages associated with algorithmic packaging are identified.

Packaging Group Fund Category Maximums Rules (RPRFCAT)

The Packaging Group Fund Category Maximums Rules page allows you to place fund category maximums on packaging groups.

Fund Category Validation (RTVFCAT)

This page enables you to define fund categories for use on the Fund Base Data (RFRBASE) page.

Fund Award Inquiry (RPIFAWD)

The Fund Award Inquiry (RPIFAWD) page enables you to view all students who have a particular fund for a particular aid year.

Fund Award Period Inquiry (RPIFTRM)

The Fund Award Period Inquiry (RPIFTRM) page enables you to view all students with a particular fund for a particular period.

Group fund limits

You can use group fund limits which supersede individual fund limits.

For example, suppose a student has total need of $10,000 and tuition of $7,000. Fund #1 has an individual award cap of $5,000 and Fund #2 also has a cap of $5,000. However, Funds #1 and #2 are defined in a group, and the group rule is that total aid from all funds in the group cannot exceed tuition. Therefore, the award from Fund #1 would be $5,000 but Fund #2 is limited to $2,000 because of the group cap. The remaining $3,000 of unmet need must be met from funds outside the group.

Ability to apply a percentage to all the funds in the package as a group

If the original unmet need or gross need is not being used throughout the packaging process, you can take a defined percentage of remaining need or gross need and award the funds so the original percentage is not exceeded.

For example, if remaining need is 5,375 and the percentage of remaining need to award is 85%. The sum of the funds packaged should not exceed 4,568.

Options to round awards

The **Round Award** field on the Fund Management (RFRMGMT) page enables you to specify how you want to round the award.

The RPEPCKG process rounds the award down to a multiple of this amount to prevent an over-award. This field had fixed rounding amounts of 10, 25, 50, or 100. The valid values for this field are 1 - 99999.

Ability to inactivate fund codes, groups, and rules

The **Fund Active** field on the Fund Base Data (RFRBASE) page and Funds Management (ROAMGMT) page allows you to inactivate a fund code.

You can globally inactivate a budgeting group (RTVBGRP), packaging group (RTVPGRP), requirements tracking group (RTVTGRP), or satisfactory academic progress group (RTVSAPR).

The **Rule Active** field on the Financial Aid Selection Rules (RORRULE) page allows you to inactivate fund awarding, budget group assignment, fund disbursement, packaging group fund awarding, packaging group assignment, satisfactory academic progress and requirements tracking group rules.

Ability to override a fund rule for a specific student

The **Fund Award Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Award Rule, if one exists, for the aid year.

The **Fund Disbursement Rule Override** feature on RPAAWRD and RPAAPMT allows you to override a Fund Disbursement Rule, if one exists, for the period.

Fund category and fund cross-reference fields for packaging and reporting

The **Fund Cross Reference** field enables you to cross reference IDs used for funds by another office.

This field is a user-defined field with no validation. The **Fund Category** field allows you to group fund codes by a user-defined category.

Fund Balance Roll Process (RFPFBRL)

The RFPFBRL process provides the ability to optionally roll fund balances from one aid year to the next aid year.

Ability to display all recipients of a particular fund code by aid year or period

The Fund Award Inquiry (RPIFAWD) page enables you to view all students who have a particular fund for a particular aid year.

The Fund Award Period Inquiry (RPIFTRM) page enables you to view all students with a particular fund for a particular period.

Sample algorithmic packaging rules

The Algorithmic Packaging Rules (RPRALGR) page allows you to configure business rules for your institution.

Example 1 - Institutional grant with amounts based on GPA and IM EFC ranges

The following information provides an example of the calculation of an institutional grant with amounts based on GPA and IM EFC ranges.

The rule uses three mutually exclusive sequences to award $5000 to the student if their EFC is <10,000 and their GPA is at least 4.0, $2500 if their EFC is <10,000 and GPA is at least 3.5, and $1500 if their EFC is <10,000 and their GPA is at least 3.0. Subsequent sequences are evaluated only if the prior sequences fail.

This example uses the Temporary Packaging Table (RPTNEED). The RPTNEED table is populated for a financial aid recipient by the Packaging Process (RPEPCKG) before packaging the student. Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the Test Rule button on the Algorithmic Packaging Rules (RPRALGR) page.

The f_get_gpa function is for illustrative purposes only. This function is not a "system delivered" function; the f_get_gpa function illustrates the use of a client-created function within the rules.

Field	Value
Rule	GPA_EFC_RULE
Sequence	1

SQL Statement	`SELECT 5000 FROM DUAL`
	`WHERE EXISTS`
	`(SELECT 'X' FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`AND RPTNEED_PIDM = :PIDM`
	`AND RPTNEED_IM_EFC < 10,000)`
	`AND f_get_gpa(:AIDY, :PIDM) >=`
	`4.0`

Field	Value
Rule	GPA_EFC_RULE
Sequence	2
SQL Statement	SELECT 2500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_IM_EFC < 10,000) AND f_get_gpa(:AIDY, :PIDM) >= 3.5

Field	Value
Rule	GPA_EFC_RULE
Sequence	3
SQL Statement	SELECT 1500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_IM_EFC < 10,000) AND f_get_gpa(:AIDY, :PIDM) >= 3.0

Example 2 - SEOG award calculation based on Pell award amounts for the year

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use a single fund code for all Pell awards.

In this example, $2000 is awarded for SEOG when the student's Pell award is less than or equal to $4300 but more than $3000; $1500 SEOG is awarded when the Pell award is less than or equal to $3000 but more than $1500; and $1000 SEOG is awarded when the Pell award is less than or equal to $1500 but greater than 0.

Field	Value
Rule	SEOG_CALC_1

Field	Value
Sequence	1
SQL Statement	SELECT 2000 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_OFFER_AMT <= 4310 AND RPRAWRD_OFFER_AMT > 3000 AND RPRAWRD_FUND_CODE = 'PELL')

Field	Value
Rule	SEOG_CALC_1
Sequence	2
SQL Statement	SELECT 1500 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_OFFER_AMT <= 3000 AND RPRAWRD_OFFER_AMT > 1500 AND RPRAWRD_FUND_CODE = 'PELL')

Field	Value
Rule	SEOG_CALC_1
Sequence	3
SQL Statement	SELECT 1000 FROM DUAL WHERE EXISTS (SELECT 'X' FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_OFFER_AMT <= 1500 AND RPRAWRD_OFFER_AMT > 0 AND RPRAWRD_FUND_CODE = 'PELL')

Example 3 - SEOG award calculation based on Pell award amounts for the year while using baseline database functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year.

This example is similar to Example 2 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (RPTNEED_SIMULATE_SW) is set, depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPRAWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The f_get_fund_offer function uses the RPTNEED_SIMULATE_SW to determine which table to use for the calculation.

Field	Value
Rule	SEOG_CALC_2
Sequence	1

SQL Statement	`SELECT 2000 FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`AND RPTNEED_PIDM = :PIDM`
	`AND rpkalgr.f_get_fund_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) <= 4310`
	`AND rpkalgr.f_get_fund_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) > 3000`

Field	Value
Rule	SEOG_CALC_2
Sequence	2

SQL Statement	`SELECT 2000 FROM RPTNEED`
	`WHERE RPTNEED_AIDY_CODE = :AIDY`
	`AND RPTNEED_PIDM = :PIDM`
	`AND rpkalgr.f_get_fund_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) <= 3000`
	`AND rpkalgr.f_get_fund_offer`
	`(:AIDY,`
	`:PIDM,`
	`'PELL',`
	`RPTNEED_SIMULATE_SW) > 1500`

Field	Value
Rule	SEOG_CALC_2
Sequence	3
SQL Statement	SELECT 1000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpkalgr.f_get_fund_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0

Example 4 - SEOG award calculation based on Pell award amounts for the year while using multiple Pell fund codes

This example creates a rule for a fund which is based on the total award for a federal fund ID for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes the institution uses multiple Pell fund codes.

In this example, $2000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $3001 and $4310; $1500 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $1501 and $3000; $1000 is awarded for SEOG when the student has funds awarded with federal fund IDs of PELL whose total amount is between $1 and $1500.

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	1
SQL Statement	SELECT 2000 FROM DUAL WHERE (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 4310 AND (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 3000

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	2
SQL Statement	SELECT 1500 FROM DUAL WHERE (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 3000 AND (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 1500

Field	Value
Rule	SEOG_CALC_3

Field	Value
Sequence	3
SQL Statement	SELECT 1000 FROM DUAL WHERE (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) <= 1500 AND (SELECT SUM(NVL(RPRAWRD_OFFER_AMT,0) FROM RPRAWRD WHERE RPAWRD_AIDY_CODE = :AIDY AND RPRAWRD_PIDM = :PIDM AND RPRAWRD_FUND_CODE IN (SELECT RFRBASE_FUND_CODE FROM RFRBASE WHERE RFRBASE_FED_FUND_ID = 'PELL')) > 0

Example 5 - SEOG award calculation based on Pell award amounts for the year while using multiple Pell fund codes and while using baseline database functions

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, you can base the calculation of an SEOG award on Pell award amounts for the year. This example assumes you use multiple Pell fund codes.

This example is similar to Example 4 but uses baseline database functions delivered with Banner Financial Aid. This example uses the Temporary Packaging Table (RPTNEED). Inserts to the RPTNEED table are done automatically by the RPEPCKG process during packaging. During that insert, the Simulate Switch (RPTNEED_SIMULATE_SW) is set, depending on whether you are performing Actual or Simulated packaging. The Simulate Switch indicates whether or not this row was created during simulated packaging.

This allows you to write an algorithmic rule that is based on the RPRAWRD Award table during Actual packaging, and based on the RPTAWRD Temporary Award table during Simulated packaging. The f_get_ffid_offer function uses the RPTNEED_SIMULATE_SW to determine which table to use for the calculation.

Field	Value
Rule	SEOG_CALC_4

Field	Value
Sequence	1
SQL Statement	SELECT 2000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 4310 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 3000

Field	Value
Rule	SEOG_CALC_4
Sequence	2
SQL Statement	SELECT 1500 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 3000 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 1500

Field	Value
Rule	SEOG_CALC_4

Field	Value
Sequence	3
SQL Statement	SELECT 1000 FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0

Example 6 - Calculating Perkins loans as a percentage of Pell

This case illustrates how you can create a rule for a fund which is based on another fund award for the year. For example, this rule calculates a Perkins loan as a percentage of Pell.

In this example, Perkins would be awarded for 75% of the student's Pell award if the student's Pell award was between $3001 and $4310; 50% of the student's Pell award if the student's Pell award was between $1501 and $3000; 25% of the student's Pell award if the student's Pell award was between $1 and $1500.

Field	Value
Rule	PERK_CALC
Sequence	1
SQL Statement	SELECT .75 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 4310 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 3000

Field	Value
Rule	PERK_CALC
Sequence	2
SQL Statement	SELECT .50 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 3000 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 1500

Field	Value
Rule	PERK_CALC
Sequence	3
SQL Statement	SELECT .25 * rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) <= 1500 AND rpkalgr.f_get_ffid_offer (:AIDY, :PIDM, 'PELL', RPTNEED_SIMULATE_SW) > 0

Example 7 - Calculation for a state fund which has a range of offer amounts based on a percentage of need and various ranges of Cost of Attendance and EFC

This case illustrates how you create a rule for a fund which has a range of offer amounts based on a percentage of need and various ranges of Cost of Attendance and EFC. In this example, the rule also has defined minimum and maximum amounts. If the calculated award falls below the minimum amount defined for the rule, no award is made. If the calculated award is greater than the maximum amount defined for the rule, the maximum amount is awarded, rather than the calculated amount.

In this example, the student would receive a State grant of 47% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4300) if the EFC is between $1 and $4000 and their Budget is between $18001 and $24000; 37% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4300) if the EFC is between $4001 and $6000 and their Budget is between $18001 and $24000; 27% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4300) if the EFC is greater than $6000 and their Budget is between $18001 and $24000; 47% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is between $1 and $4000 and their Budget is between $24001 and $26000; 37% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is between $4001 and $6000 and their Budget is between $24001 and $26000; 27% of their unmet need at the time the packaging process begins (minimum of $500 and maximum of $4700) if the EFC is greater than $6000 and their Budget is between $24001 and $26000.

Also note in this example that the RPTNEED table has several Unmet Need Amount columns. This example uses the RPTNEED_BEG_UNMET_NEED_AMT column. (The beginning value of the student's FM unmet need when the packaging process is run.) This number is calculated when the packaging process starts processing a student, and remains fixed. So the resulting calculated amount will be the same regardless of what priority the STATE_CALC_1 fund has in the packaging group. If the rule had used RPTNEED_UNMET_NEED_AMT, the resulting calculated amount would differ, depending on which funds and amounts were awarded to the student during the packaging process before the STATE_CALC_1 rule was executed.

Note: To keep algorithmic rules as simple as possible, only conditions which determine the actual amount of an award should be included in algorithmic rules. Conditions which determine the overall eligibility of the student for an award should continue to be defined on the Financial Aid Selection Rules (RORRULE) page.

For example, suppose an institution has a state grant which requires that the student actually reside in the state. The residency condition could be defined as a Fund Awarding rule on the RORRULE page, because it isn't actually required to determine the amount of the award (see state grant Example 7, below).

Another institution may have a grant program which awards larger amounts for in-state students. The residency condition would need to be included in the algorithmic rule which calculates the amount of the grant (see state grant Example 8, below).

Field	Value
Rule	STATE_CALC_1

Field	Value
Sequence	1
SQL Statement	`SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 0 AND RPTNEED_FM_EFC_AMT <= 4000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000`
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1
Sequence	2
SQL Statement	`SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 4000 AND RPTNEED_FM_EFC_AMT <= 6000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000`
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1

Field	Value
Sequence	3
SQL Statement	SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 6000 AND RPTNEED_BUDGET_AMOUNT >= 18001 AND RPTNEED_BUDGET_AMOUNT <= 24000
Award Minimum	500
Award Maximum	4300

Field	Value
Rule	STATE_CALC_1
Sequence	4
SQL Statement	SELECT .47 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 0 AND RPTNEED_FM_EFC_AMT <= 4000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000
Award Minimum	500
Award Maximum	4700

Field	Value
Rule	STATE_CALC_1

Field	Value
Sequence	5
SQL Statement	`SELECT .37 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 4000 AND RPTNEED_FM_EFC_AMT <= 6000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000`
Award Minimum	500
Award Maximum	4700

Field	Value
Rule	STATE_CALC_1
Sequence	6
SQL Statement	`SELECT .27 * RPTNEED_BEG_UNMET_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT > 6000 AND RPTNEED_BUDGET_AMOUNT > 24000 AND RPTNEED_BUDGET_AMOUNT <= 26000`
Award Minimum	500
Award Maximum	4700

Example 8 - Calculation for a state fund which has a range of offer amounts based on EFC and whether a student is in-state or out-of-state

This case illustrates how you create a rule for a fund which has a range of offer amounts based on EFC and whether a student is in-state or out-of-state. (Assume the institution is in Illinois.)

In this example, the student would be awarded a State grant for $2000 if their FM EFC amount was $5000 or less and their state of residence was Illinois; $1000 if their FM EFC amount was $5000 or less and their state of residence was not Illinois.

Field	Value
Rule	STATE_CALC_2

Field	Value
Sequence	1
SQL Statement	SELECT 2000 FROM RPTNEED, RCRAPP1 WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT <= 5000 AND RCRAPP1_STAT_CODE = 'IL' AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE AND RCRAPP1_PIDM = RPTNEED_PIDM AND RCRAPP1_CURR_REC_IND = 'Y'

Field	Value
Rule	STATE_CALC_2
Sequence	2
SQL Statement	SELECT 1000 FROM RPTNEED, RCRAPP1 WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_FM_EFC_AMT <= 5000 AND RCRAPP1_STAT_CODE <> 'IL' AND RCRAPP1_AIDY_CODE = RPTNEED_AIDY_CODE AND RCRAPP1_PIDM = RPTNEED_PIDM AND RCRAPP1_CURR_REC_IND = 'Y'

Example 9 - Calculate an equity packaging amount based on both gross need and budget

The preceding examples are all rules that might be defined for use on the Packaging Group Fund Rules (RPRGFND) page to calculate award amounts for individual funds. You can also define rules which you can use on the Default Packaging Rules (RPRDEFR) page and the Packaging Rules (RPRPCKR) page to give additional flexibility in defining GAP, Equity, and Self-Service amounts. In the past, you could only define fixed Amounts, Percent of Budget, or Percent of Gross Need on those pages. You can now use an algorithmic rule for more complex calculations as in the following example.

If this rule was used on RPRPCKR, the equity level for the packaging group would be as follows: 50% of FM gross need if FM gross need was greater than $5000 and the budget $10000 or greater; 40% of FM gross need if FM gross need was greater than $5000 and the budget was less $10000; 30% of FM gross need if FM gross need was $5000 or less and the budget was greater than $10000; 20% of FM gross need if FM gross need was $5000 or less and the budget was $10000 or less. This would set the overall equity level for the student in a particular packaging group so any equity funds defined on RPRGFND would not exceed these totals. Also, in this example, if the institution has used an algorithmic rule on RPRGFND for one of the equity funds, the rule on RPRPCKR is processed first then any rules on RPRGFND are processed.

Field	Value
Rule	EQUITY_CALC
Sequence	1
SQL Statement	SELECT .50 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT > 5000 AND RPTNEED_BUDGET_AMOUNT > 10000

Field	Value
Rule	EQUITY_CALC
Sequence	2
SQL Statement	SELECT .40 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT > 5000 AND RPTNEED_BUDGET_AMOUNT <= 10000

Field	Value
Rule	EQUITY_CALC
Sequence	3
SQL Statement	SELECT .30 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT <= 5000 AND RPTNEED_BUDGET_AMOUNT > 10000

Field	Value
Rule	EQUITY_CALC

Field	Value
Sequence	4
SQL Statement	`SELECT .20 * RPTNEED_GROSS_NEED_AMT FROM RPTNEED WHERE RPTNEED_AIDY_CODE = :AIDY AND RPTNEED_PIDM = :PIDM AND RPTNEED_GROSS_NEED_AMT <= 5000 AND RPTNEED_BUDGET_AMOUNT <= 10000`

Columns defined on the Temporary Packaging Need Table (RPTNEED)

The Temporary Packaging Table (RPTNEED) page is populated for a financial aid recipient by the Packaging Process (RPEPCKG) page before packaging the student.

Any row created on this table is inserted for a student, used, and then deleted. The table is also populated when you use the **Test Rule** button on the Algorithmic Packaging Rules (RPRALGR) page.

Column name	Comment
RPTNEED_AIDY_CODE	AID YEAR CODE: The aid year associated with the need data.
RPTNEED_PIDM	PIDM: The internal system generated student identification number.
RPTNEED_SIMULATE_SW (Refer to information below regarding this column.)	SIMULATE SWITCH: Indicates whether or not this row was created during simulated packaging.
RPTNEED_BUDGET_AMOUNT	BUDGET AMOUNT: The amount of the student's cost of attendance.
RPTNEED_RESOURCE_AMOUNT	RESOURCE AMOUNT: The total amount of outside resources used in the applicant's need calculation. These include contracts and exemptions which are not excluded from counting towards financial aid resources.
RPTNEED_REPLACE_EFC_AMT	REPLACE EFC AMOUNT: The total amount of the student's awards used to replace the expected family contribution.
RPTNEED_REDUCE_NEED_AMT	REDUCE NEED AMOUNT: The total amount of the student's awards used towards gross need.

Column name	Comment
RPTNEED_EFC_IND	EFC INDICATOR: The expected family contribution (EFC) to be used in the calculation of need. An "F" indicates FM EFC will be used. An "I" indicates IM EFC will be used.
RPTNEED_EFC_AMT	EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC).
RPTNEED_FM_EFC_AMT	FM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using federal methodology (FM).
RPTNEED_GROSS_NEED_AMT	GROSS NEED: The gross need of the applicant defined as budget minus expected family contribution (EFC), minus resources.
RPTNEED_EXCESS_EFC_AMT	EXCESS EFC: The total amount of the student's awards which are designated as replacing EFC but instead are used to reduce need.
RPTNEED_UNMET_NEED_AMT	UNMET NEED: The student's unmet need which is the gross need minus any awards.
RPTNEED_IM_EFC_AMT	IM EXPECTED FAMILY CONTRIBUTION: The student's most recently calculated expected family contribution (EFC) using institutional methodology (IM).
RPTNEED_IM_GROSS_NEED_AMT	IM GROSS NEED: The gross need of the applicant defined as budget minus IM expected family contribution (EFC), minus resources.
RPTNEED_IM_UNMET_NEED_AMT	IM UNMET NEED: The student's unmet need which is the IM gross need minus any awards.
RPTNEED_BEG_UNMET_NEED_AMT	UNMET NEED: The beginning value of the student's FM unmet need when the packaging process is run.
RPTNEED_BEG_IM_UNMET_NEED_AMT	IM UNMET NEED: The beginning value of the student's IM unmet need when the packaging process is run.
RPTNEED_FM_BUDGET_AMT	FM BUDGET AMOUNT: The amount of the student's FM cost of attendance.
RPTNEED_IM_BUDGET_AMT	IM BUDGET AMOUNT: The amount of the student's IM cost of attendance.
RPTNEED_IM_EXCESS_EFC_AMT	IM EXCESS EFC: The total amount of the student's awards which are designated as replacing IM EFC but instead are used to reduce need.

Column name	Comment
RPTNEED_FM_DIRECT_COST_AMT	FM DIRECT COST AMOUNT: The direct cost amount of the student's FM cost of attendance.
RPTNEED_IM_DIRECT_COST_AMT	IM DIRECT COST AMOUNT: The direct cost amount of the student's IM cost of attendance.
RPTNEED_BUDGET_AMOUNT	BUDGET AMOUNT: The amount of the student's cost of attendance associated with the EFC indicator.

RPTNEED_SIMULATE_SW column

The RPTNEED_SIMULATE_SW column is populated dynamically based on whether RPEPCKG is run in A (Actual) or S (Simulated) mode. If run in A (Actual), the value is N.

If run in S (Simulated), the value is Y. When using functions, you can use the RPTNEED_SIMULATE_SW so the packaging process can look at the RPRAWRD (permanent) or RPTAWRD (temporary) tables.

The example below demonstrates how to use this column in a rule.

```
Select 1500 from RPTNEED
Where RPTNEED_AIDY_CODE = :aidy
    and RPTNEED_PIDM = :pidm
    and RPKALGR.F_GET_FUND_OFFER
          (:AIDY,:PIDM,'PELL',RPTNEED_SIMULATE_SW) <4310
```

When RPEPCKG is run in A (Actual), the packaging process examines the permanent tables to obtain the Pell value (this assumes that the Calculate Pell Award parameter is set to Y or Pell has already been awarded).

When RPEPCKG is run in S (Simulated), the packaging process looks at the temporary tables to obtain the Pell value (this also assumes that the Calculate Pell Award parameter is set to Y).

Examples 3, 5 and 6 in the *Sample Algorithmic Packaging Rules* also demonstrate how this switch can be utilized in rules.

Warning! It is recommended that you do not use RPTNEED_SIMULATE_SW = Y as a hard-coded value in a rule because inaccurate results could occur if you are packaging in Actual Mode and the temporary tables are not available, or have different values than that which is in the permanent tables.

Functions defined in the RPKALGR package

This listing identifies RPKALGR package functions you can use in algorithmic packaging rules.

F_GET_FUND_OFFER

Function that calculates award offer amounts for an aid year, student, and fund code.

```
f_get_fund_offer
           ( p_aidy_code,
             p_pidm,
             p_fund_code,
             p_simulate_sw)
```

F_GET_FFID_OFFER

Function that calculates award offer amounts total for an aid year, student, and federal fund ID.

```
f_get_ffid_offer
           ( p_aidy_code,
             p_pidm,
             p_fed_fund_id,
             p_simulate_sw)
```

F_GET_PRIOR_YEAR_FUND_OFFER

Function that calculates prior year award offer amounts for an aid year, student, and fund code. (The p_aidy_code value is the current year.)

```
f_get_prior_year_fund_offer
           ( p_aidy_code,
             p_pidm,
             p_fund_code)
```

F_GET_PRIOR_YEAR_FFID_OFFER

Function that calculates prior year award offer amounts total for an aid year, student, and federal fund id.

```
f_get_prior_year_ffid_offer
           ( p_aidy_code,
             p_pidm,
             p_fed_fund_id)
```

Package process actions

Operational details associated with packaging and awarding provide processing alternatives.

Initialization process

The initialization process (run as part of RPEPCKG) takes any pre-awarded funds that are on the student's award record in an offered or accepted status and, if the award was system generated, refunds the dollars to the appropriate fund management account.

Warning! This process replaces and recalculates any funds with a **System** Indicator of S. The process will not delete and redeposit any funds or portion of funds if: (1) the fund was manually added or batch posted; (2) the award has been memoed, authorized, or paid; or (3) the fund carries a locked status. Following this process, run a Simulation Fund Balance Report (RFRSBAL), or view the Fund Budget Inquiry (RFIBUDG) page to see new fund balances.

Simulated package

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

Then, to get a true picture of the funds available to be awarded, the initialization process needs to be run. In simulated packaging, online results cannot be viewed as the database is not being updated.

Also in simulation, if the fund runs out of money, the fund will continue to be packaged. The amount of insufficient funds will then be indicated in a separate column on the fund report.

Actual package

To run actual packaging, the **Action** indicator on the GJAPCTL page for this process must be set to 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.out`).

Award for dependent student without parental support

When a student has completed the FAFSA as a dependent student without parental information, their ISIR is rejected and the EFC is an Unofficial EFC.

After the school confirms that the student is not receiving any parental support, the school can indicate this by selecting the **Dependent without Parent Data** field on RPAAWRD - Pell and Loan section and award the student an Unsubsidized Stafford loan.

Award validation

A series of validation processing steps are performed with each US-specific award.

Process sequence - US-specific award (added or increased)

The following is performed whenever a US-specific award is added or when the award is increased.

Validation/Processing	Message
Get fund data	Error selecting fund data.
Get federal fund data	Error selecting Title IV.
Validate that the applicant has need analysis info	No need analysis record.
Validate that the applicant's EFC	EFC is estimated.
Validate that the applicant does not have holds that would prevent packaging	Applicant has holds.
Validate that all requirements that would prevent packaging have been satisfied	Outstanding requirements.
Confirm detail code associated with the fund is both valid and active	Detail code inactive.
Award cannot exceed unmet need	Exceeds unmet need.
Award cannot exceed budget	Override need exceeds budget.
Award cannot exceed family contribution	Exceeds EFC.
Validate the award against the fund awarding rules	Violates fund award rules. Fund award rules error.
Validate fund has money available to offer	Money not available for fund.
Validate that the applicant is maintaining satisfactory academic progress	Unsat progress (all aid). Unsat progress (inst). Unsat progress (state aid). Unsat progress (title IV). Unsat progress (fed aid).

Process sequence - US-specific processing

The sequence of US-specific processing is shown below, along with error messages corresponding to each step.

Validation/Processing	Message
Get ROBINST data	Error selecting aid year.

Validation/Processing	Message
Get federal fund data	Error selecting Title IV.
Get RPBOPTS data	Error selecting pckg options.
Validate that the applicant has a Pell PGI	Pell EFC not determined.
Validate that the Pell PGI is eligible	Est Pell EFC ineligible.
Validate that PLUS is eligible	Stu ineligible for par PLUS. Stu ineligible for grad PLUS.
Validate unmet need and federal fund ID	Cannot be federal fund.
Validate federal fund ID	Must reduce need.
Validate the applicant is a citizen	Applicant not citizen.
Validate TEACH awards	Class invalid - fed fund ID. Exceeds 20 disbursements.
Get RORSTAT data	Error selecting appl status.
Applicant cannot be in default on a Title IV loan	Applicant in default.
Applicant cannot owe a refund on a Title IV loan	Applicant owes refund.
NSLDS aggregate limits cannot be exceeded	NSLDS agg limits exceeded.
SAR C flags cannot exist	SAR C flags exists.
Award cannot exceed allowable maximum	Exceeds allowable maximum.
Get federal rules	Error selecting federal rules. Class invalid - fed fund ID. Class invalid for prep/teach. Load invalid - fed fund ID.
Award cannot violate minimum annual limits	Violates fed fund ID limits.
Validate that award does not exceed maximum annual limits	Violates fed fund ID limits.
Validate that TEACH award does not exceed maximum annual limits	Violates fed fund ID limits.
Validate that TEACH award does not exceed maximum cumulative limits	Exceeds cumulative maximum.
Validate that awards do not exceed maximum subsidized limits	Exceeds cumulative maximum.
Validate that awards do not exceed maximum cumulative limits	Exceeds cumulative subsidized maximum.

Validation/Processing	Message
Validate if applicant has degree by July	Prior bachelor degree.
Validate dependent without parent data and return of Title IV	Dependent without Parent Data = Y, can only award Unsubsidized Stafford.

Use NSLDS data

Banner Financial Aid provides the ability to use the NSLDS source data to determine financial aid eligibility.

The Financial Aid processes uses 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, over-payments, 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 origination until a later time. During this time lapse, it is possible for default 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 or overpayment when sufficient documentation has been received, by manually creating a current NSLDS record or using the **NSLDS Override** field on the Need Analysis Result (RNARSxx) page. When an override has been performed, a loan origination may be created; however, the **Loan Default** field (RLRDLOR_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 page (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 Direct Loan Origination (RLADLOR) and DL Origination Creation (RLPDLOC) 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 or overpayment, unless the **NSLDS Override** field is set in the following manner on the **Federal Match** Indicators window of the Need Analysis Result (RNARSxx) page.

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 before receipt of NSLDS data

It is possible that Stafford or Perkins awards could be made before the receipt of NSLDS data for the year.

In this event, cumulative limit or default/refund checking could not be performed against current year data in packaging. Default/refund checking would instead be performed at disbursement time. No federal aid would be disbursed until the **Official Source** indicator was set to Official (O), 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

When an original award is made for the year, it can be assumed that the NSLDS amounts do not include any current year amounts.

Original awards

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 because 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.

Modify existing Stafford, Direct or Perkins awards

Banner reviews and confirms details of existing Stafford, Direct, and Perkins loans.

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 ability to use NSLDS source data for default/overpayment information in determining eligibility for financial aid.

Validate awards against defaults/refunds

Banner examines the current NSLDS record (RCRLDS4_MATCH_IND) for the information.

The RCRAPP4 check is available to maintain prior year compatibility.

For students who resolve default/refund problems during the aid year: If a default or refund problem is resolved by a student during the year, the student regains eligibility for FFEL and Direct loans for the entire aid year (loan period). The student only regains eligibility for other Title IV aid programs for the current payment period (period) and for future payment periods in the same aid year, but not for prior payment periods in the same aid year.

Because 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 because:

- 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.

Validate disbursements against defaults/refunds

Disbursement validation also uses RCRLDS4_MATCH_IND for checking defaults and refunds on over-payments.

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.)

Because Stafford Loans are never backed-out, Banner prevents the payment of additional loan proceeds. The processing of returned checks is still allowed.

Package and disburse

Packaging activities allow you to set group priorities, award statuses, and other related rules and options.

Package implementation

Configure packaging elements to include groups, group priorities, award statuses and other rules and options.

Procedure

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

   Remember that the lower the number, the higher the priority. You may want to leave a range between groups for ease in adding groups at a later time. Create an award priority. This priority is used in the awarding process to select the order in which packaging groups will be awarded funds.

   Note: Remember to add your default Packaging Group onto RTVPGRP before entering it on ROAINST.

2. Define all possible award statuses in the Award Status Validation (RTVAWST) page.

   Select the appropriate values to the Offered (O), Accepted (A), Cancelled (C), and Declined (D) indicators for each status.

   Note: Only one indicator may be selected for each award status, but multiple award statuses can have the same indicator selected. Remember to assign the appropriate statuses built here to each fund on RFRMGMT.

3. Access the Packaging Options (RPROPTS) page.

   Use this page to select options that control the method in which certain functions perform in the packaging module. Complete the Packaging Options, Exemptions/Contracts Options, and Disbursement Options sections. Determine institutional policy on enrollment cut-off dates for the periods within the aid year you are defining.

   Note: If the **Disburse If Charges Not Accepted** check box is not selected 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** check box is selected, the disbursement process can post payments directly to the student's account whether or not the student's charges have been accepted.

4. Open the Default Packaging Rules (RPRDEFR) page.

   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 page is used only as a default for those rules which may be used for individual packaging groups. Gap Packaging can be accomplished by using either a Percentage of Gross Need or a Gap Amount.

   Self-Help Packaging can be accomplished through:

(1)	Percentage of Gross Need,
(2)	Percentage of Budget, or
(3)	Self-Help Amount

5. Access the Packaging Rules (RPRPCKR) page.

   Assign your Gap, Equity, and Self-Help rules to Packaging Groups to which they may apply. To default in the rules from RPRDEFR, use the Create Record function. To view the default rules on RPRDEFR, use the Count Query Hits function.

   Note: If rules do not exist for a group, then no Gap, Equity, or Self-Help rules will be used for that group. The packaging routine will not use the rules defined on RPRDEFR.

6. Open the Financial Aid Selection Rules (RORRULE) page.

   Define your packaging group assignment rules for each packaging group in the aid year you are defining. These rules are optional if you will not be performing automatic packaging. The Packaging/Disbursement Rules types include:

   - Packaging Group Assignment
   - Fund Awarding
   - Fund Disbursement
   - Packaging Group Fund Awarding

7. Categorize your funds into packaging groups in the Packaging Group Fund Rules (RPRGFND) page.

   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 a cleared **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.

Package/simulate

This procedure allows you create required output for either actual or simulated packaging.

About this task

For successful batch packaging, an applicant must:

Procedure

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 page such as a Fund Award Rule or Packaging Group Fund Award Rule.

   Packaging in actual or simulation mode should follow this procedure:

5. Run RPEPCKG.

   The packaging process run will be based on the mode identified in GJAPCTL. The **Action** indicator should be set to S for Simulation mode or A for Actual mode.

   Running these processes will produce the `rpepckg.log` file. Review this file for error messages to ensure that the processes were completed successfully. Use the Print Report parameter to select your report output before 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

Results

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 `rpepckg_job#.ext` you want as long as you rename the file.

College Financing Plan

The College Financing Plan is designed to help standardize the way student costs and aid are communicated to students.

Additionally, this functionality provides students information about graduation rates, default rates, and median borrowing rates at the institution.

The College Financing Plan can be implemented on a voluntary basis for the 2013/2014 award year, except for those institutions that have agreed to Executive Order 13607 (disclosure requirements for federal funds received under the military and veterans educational benefits). This functionality allows institutions to send a paper copy of the College Financing Plan to students along with presenting College Financing Plan information to the student in Banner Financial AidSelf-Service.

College Financing Plan setup

The College Financing Plan Setup (RPRSHOP) page allows you to define Default Campus demographic information, Campus specific demographic information, the College Financing Plan template type, Aid Year Budgeting components, Period Based Budget components and Fund codes.

The Default and Campus Setup sections allow simple text entry to define specific values used to display heading, address, phone, email, and other College Financing Plan data.

Note: After defining Address, Custom Information, and Next Steps data on the Default Setup and Campus Setup sections, test your entries with the RPRSSBP process to ensure against data overflow issues. Data overflow may become a problem due to the limited text area of the Department of Education's College Financing Plan template.

The Default Setup section allows you to define values for the default campus. These values are used whenever there are no campus specific values configured or if the student's campus does not match any campus specific entries defined on the Campus Setup section.

The Campus Setup section allows you to optionally configure College Financing Plan data, specific to each campus.

Note: To display common data on all generated College Financing Plans, populate fields on only the Default Setup section.

When the Campus code is entered, any associated information currently found in the RORCAMP table (as displayed on ROAINST) for this campus code will be populated.

Additionally, the **Institution Group** field in both the Default Setup and Campus Setup sections allow you to define the College Financing Plan template type (Undergraduate or Graduate). Options include:

- 1 Always use undergraduate template
- 2 Always use graduate template
- 3 Undergraduate when not found
- 4 Graduate when not found

The College Financing Plan Batch Process (RPRSSBP) applies your College Financing Plan template type selection.

Note: Refer to details found in **Banner Financial Aid** > **Reports and Processes** > **College Financing Plan Batch Process (RPRSSBP)** > **Processing logic** for template type determination logic.

When the College Financing Plan Batch Process (RPRSSBP), which is used to generate the College Financing Plan, is determining the campus to use for the student, the logic will first attempt to find the max General Student record (SGBSTDN) with an effective term that is less than or equal to the earliest term in the student's aid period. If no General Student record is found, the logic will attempt to find the max Application record (SARADAP) that is less than or equal to the earliest term in student's aid period. If neither a General Student or Application record is found, the campus information for the College Financing Plan will be provided using the data established on the Default Setup section of RPRSHOP. In addition, if the campus code identified for the student does not match a value on the Campus Setup section of RPRSHOP, the data established on the Default Setup section of RPRSHOP will be used.

The Aid Year Budget Setup section allows you to associate budget components with the predefined cost categories on the College Financing Plan.

Note: This section is used to configure budgets only if you are using Aid-Year Budgeting (RBAABUD).

The Aid Year Budget Setup section allows you to choose which aid year budget components will be summed to produce the category values on the College Financing Plan of Tuition and Fees Budget Components, Housing and Meals, Books and Supplies, and Transportation. Other educational costs will be calculated automatically as the remaining amount in the student's budget not included in the other categories.

This section is not specific to an individual campus. Therefore, any budget components used for the various campuses for which you process will need to be defined.

Example1

The Main Campus uses TUI for the tuition budget component Northeast Campus uses TUNE for the tuition budget component Main Campus processes financial aid for both the Main Campus and Northeast Campus. Therefore, both TUI and TUNE need to be defined on the Aid Year Budget section under the Tuition and Fees category. If the student happens to be attending the Main Campus in the Fall and Northeast Campus in the Spring, both the TUI and TUNE will be picked-up by the College Financing Plan Batch Process (RPRSSBP).

The Period Budget Setup section allows you to choose which period budget components will be summed on the College Financing Plan of Tuition and Fees Budget Components, Housing and Meals, Books and Supplies, and Transportation. Other educational costs will be calculated automatically as the remaining amount in the student's budget not included in the other categories.

This section is not specific to an individual campus. Therefore, any budget components used for the various campuses for which you process will need to be defined.

Example 2

The following logic determines the student's On/Off Campus status for housing and meals for aid years 2020/2021 and beyond:

The value selected in the **College Financing Plan Setup (RPRSHOP)** > **Default Campus/Campus Setup sections** > **Budget Housing Option** field determines the student's On/Off Campus status for housing and meals.

In this case, use the first **Budget Housing Option** choice: 1-Always use off campus.

Logic associated with the **Budget Housing Option** choices include:

- 1-Always use off campus - Displays as Off-campus, regardless of RCRAPP1 value, existing or not.
- 2-Always use on campus - Displays as On-campus, regardless of RCRAPP1 value, existing or not.
- 3-Off campus when not found - If RCRAPP1 exists, that value determines on/off-campus status. Otherwise, use as Off-campus when **Institutional Housing Code** (RCRAPP1_INST_HOUS_CDE) is NULL or RCRAPP1 record does not exist.
- 4-On campus when not found - If RCRAPP1 exists, that value determines on/off-campus status. Otherwise, use as On-campus when **Institutional Housing Code** (RCRAPP1_INST_HOUS_CDE) is NULL or RCRAPP1 record does not exist.
- None - If RCRAPP1 exists, that value determines on/off-campus status. Otherwise, use as On-campus when **Institutional Housing Code** (RCRAPP1_INST_HOUS_CDE) is NULL or RCRAPP1 record does not exist.

If the value selected in **College Financing Plan Setup (RPRSHOP)** > **Default Campus/Campus Setup sections** > **Budget Housing Option** field is either 3 or 4 and **RNANAxx** > **Information Release** > **Institutional Housing Plans** field includes a value, the Campus Housing option identifies student status as On Campus. All other values (With Parents, Off Campus, and With Relatives) identifies student status as Off Campus.

Example 3

The Main Campus uses TUI for the tuition budget component Northeast Campus uses TUNE for the tuition budget component Main Campus processes financial aid for both the Main Campus and Northeast Campus. Therefore, both TUI and TUNE need to be defined on the Aid Year Budget section under the Tuition and Fees category. If the student happens to be attending the Main Campus in the Fall and Northeast Campus in the Spring, both the TUI and TUNE will be picked-up by the College Financing Plan Batch Process (RPRSSBP).

The Fund Setup section, grouped under three sub sections, allows you to enter fund selection rules for the following College Financing Plan award categories:

- Scholarship Setup
  - Scholarships from School
  - Scholarships from State
  - Other Scholarships
  - School-paid tuition benefits
  - Tuition remission/waiver
- Grants Setup
  - Grants from School/Institutional Grants
  - Grants from State
  - Other Grants
  - Scholarships for Disadvantaged Students
- Loan & Work Study Setup
  - Work Study (Federal, State, or Institutional)
  - Institutional Loan
  - Other Aid that must be Repaid
  - Assistantships

You can enter a fund source, and fund type, or both, to select groups of funds. As an alternate method, you can specify just a fund code to include individual funds in a particular category.

Example 4

Fund Source = INST (source type of Inst on RTVFSRC)

Fund Type = GRNT (aid type of Grant on RTVFTYP) setup in the Grants from School section will result in the College Financing Plan Batch Process (RPRSSBP) doing a summation of all funds defined as Institutional Grants. If the institution also has Fund Sources = INST and Fund Types = SCHL (aid type of Scholarship on RTVFTYP), this combination will also need to be configured under the Grants from School section.

The College Financing Plan Batch Process (RPRSSBP) will then sum all funds that were awarded to the student that met the above criteria and place that value in the Grants from School line of the College Financing Plan.

Example 5

Fund Source = INST setup in the Grants from School section will result in the College Financing Plan Batch Process (RPRSSBP) doing a summation of all funds defined as Institutional (scholarship, grant, loan, work). If the institution only had Institutional scholarships and grants, this setup could be done in the Grants from School section of the section. However, this setup would not be appropriate if the institution has institutional funds that included loans and work. In this situation, it is recommended that you use Example 3 (above) for its Grants from School setup.

Example 6

Fund Type = WORK (aid type of Work on RTVFTYP) setup in the Work Options section will result in the College Financing Plan Batch Process (RPRSSBP) doing a summation of all funds defined as Work (federal, state, institutional). Because the College Financing Plan requires that all work sources be summed, this setup would be appropriate for schools to display all work funds awarded to a student.

Pell Grants are not required to be defined on the College Financing Plan Setup (RPRSHOP) page because the College Financing Plan Batch Process (RPRSSBP) will automatically sum any funds codes defined with the Federal Fund ID of PELL and display that for the Federal Pell Grant total in the Grants and scholarships to pay for college section of the College Financing Plan.

The Other scholarships you can use data includes the Fund codes entered under Other Scholarships and the Resource amount that appears on RPRAAWRD/RPAAPMT/ROARMAN.

Because the College Financing Plan Batch Process (RPRSSBP) automatically sums and displays fund codes for certain loan types in the Loan Options section of the College Financing Plan, do not use the College Financing Plan Setup (RPRSHOP) page to define the following loan types:

- Federal Perkins loans - Defined with **Federal Fund ID** of PERK
- Federal Direct Subsidized Stafford Loans - Defined with the **Direct Loan Indicator** = S
- Federal Direct Unsubsidized Stafford Loans - Defined with the **Direct Loan Indicator** = U
- Private Loans - Defined with the **Electronic Loan Indicator** = A or **Manual Loan Indicator** = A
- Parent Plus Federal Loans - Defined with the **Direct Loan Indicator** = P
- Federal Graduate Plus Federal Loans - Defined with the **Graduate Plus Federal Loans** = G
- HRSA Loans - Defined with the **Manual Loan Indicator** = H

You can define Institutional Loans on the College Financing Plan Setup (RPRSHOP) page because the sum of all related funds displays as total for Institutional Loan in the Loan Options section of the College Financing Plan.

For Undergraduate students, interest rates in the Loan Options section of the College Financing Plan derive from the **Interest Rate** field on RFRMGMT/ROAMGMT and origination fee percent derive from the **Loan Fee Percentage** field on RFRMGMT/ROAMGMT.

For Graduate students, interest rates in the Loan Options section of the College Financing Plan derive from the **Graduate Interest Rate** field on RFRMGMT/ROAMGMT and origination fee percent derive from the **Loan Fee Percentage** field on RFRMGMT/ROAMGMT.

To generate a College Financing Plan for a student, the **College Financing Plan Information Access Indicator** must be set to Yes. Use either batch posting or process individually on RPAAWRD/RPAAPMT.

Use the College Financing Plan Batch Process (RPRSSBP) to produce College Financing Plans for a population of students. If the student's record has the **College Financing Plan Information Access Indicator** set to Yes, the result is a College Financing Plan for that student. If the student does not have budget or award information, a resulting College Financing Plan will contain 0 values for those applicable fields.

RPRSSBP allows you to use a Letter Generation code to keep track of when a College Financing Plan was generated for a student. If you choose use the Letter Generation code option, the code will show up on RUAMAIL after the pdf file is produced. In addition, RPRSSBP allows you the option of updating only the Print Date (User ID and Activity Date) instead of having a new letter code entry each time the RPRSSBP process is run. The Letter Code used on RPRSSBP is applicable only for the College Financing Plan being produced within Administrative Banner (AB). When a College Financing Plan is generated in Self-Service, the Letter Code on ROAINST - Web Processing Rules section - College Financing Plan Letter Code (RORWEBR_SS_LETR_CODE) will be used. Ellucian does not recommend using the same Letter Code for RPRSSBP as is being used for Self-Service.

The College Financing Plan is available for students in Self-Service. For a student to view their College Financing Plan, the **College Financing Plan Information Access Indicator** must be set to Yes. This can be done through batch posting or individually on RPAAWRD/RPAAPMT. In addition, you have the option to allow the student to see a PDF version of the College Financing Plan, html version of the College Financing Plan or both. Setup is one on the Web Processing Rules section of ROAINST (**Display College Financing Plan - PDF** and **Display College Financing Plan - HTML**). In addition, a letter generation letter code can be used to identify when a student has viewed their College Financing Plan. Every time a College Financing Plan is generated in Self-Service for a student, the letter code will show up on RUAMAIL. To avoid a lot of duplicate entries, Ellucian recommends you have the **College Financing Plan Letter Code Update** indicator set to Yes. When set to Yes, the letter code will not get duplicated and only the Print Date (User ID, Activity Date) will be updated for the already existing letter code.

The Financial Aid Main Menu will display a link to the College Financing Plan web page. This link will appear if: (RORWEBR_SS_PDF_INFO_ACCESS_IND = Y OR

RORWEBR_SS_HTM_INFO_ACCESS_IND = Y) AND

RORSTAT_SS_INFO_ACCESS_IND = Y.

The following text will be provided, by default, under the College Financing Plan link:

Information about the Cost of Attendance and Aid that you have been awarded is provided in a standardized format which facilitates easy comparison with other higher education institutions.

When the student clicks on the link, they will be prompted to select the appropriate aid year and then will be presented with the PDF and HTML link to their College Financing Plan.

- If the institution has elected to display both the PDF and HTML versions of the College Financing Plan, both links will be displayed.
- If the institution has elected to display the PDF version of the College Financing Plan in Banner Financial Aid Self-Service, only the PDF link will be displayed.
- If the institution has elected to display the HTML version of the College Financing Plan in Banner Financial Aid Self-Service, only the HTML link will be displayed.

Note: You will need to identify the applicants you want to display the College Financing Plan information to within Banner Financial Aid Self-Service using a population selection. You will then batch post the RORSTAT indicator to Y at the time you want to make the information available in Self-Service.

You can disable the College Financing Plan information (discontinue displaying the link) on an individual applicant basis by manually updating the indicator on RPAAWRD/RPAAPMT or through Batch posting a value of N (No). In addition, two fields in the Web Processing Rules section of ROAINST (**Display College Financing Plan - PDF** and **Display College Financing Plan - HTML**) can be used to control whether students can display the College Financing Plan in Self-Service as a PDF document or an HTLM page. If you want to make the College Financing Plan link available in other areas of Banner Financial Aid Self-Service (besides the Main Financial Aid Menu), you can do so through Web Tailor.

Note: To insure proper formatting of the HTML version of the College Financing Plan in Self-Service, web browsers need to be set to display with a zoom level of 100%.

Generated College Financing Plan

To display the generated College Financing Plan on Banner Financial Aid Self-Service for a student to view, the process (RPRSSBP) must be started from host by an administrator.

An Oracle user account must exist or be newly created for this purpose. This user must have similar access rights as a regular FINAID user. At a minimum, this user must be allowed seven (7) simultaneous database connections. By default, the process is designed to service up to six (6) simultaneous requests from Self-Service for a College Financing Plan.

However, an additional seventh connection is needed for the administrative aspect of the process. As such, a total of seven (7) simultaneous database connections is required.

The default number of connections can be modified by individual institutions. To adjust the default number of connections, modify the `rprssbp.shl` script (for UNIX) or `rprssbp.pl` script (for Windows).

The number for the switch `-Dmax.threads` can be increased or decreased accordingly. The default value is 6.

Note: A minimum of one thread will also be used by the process. So, if the administrator supplies a number of 0, the process will ignore the change and assume a 1 instead.

FAQs

Frequently asked questions about College Financing Plan processing.

College Financing Plan set up

Q1: What happens if we use the default value of 6, but seven students request for a College Financing Plan to display on Banner Financial Aid at the same time?

A: The first six students will be processed, as normal. The seventh student will be placed in a queue, awaiting an available connection. As soon as one of the original six student College Financing Plans is completed, the seventh student will be moved from the queue and processed. There is no limit to the number of students that can be queued. Each student will be processed, as connections become available.

Q2: What if all six students stay on the web page and continue to view the College Financing Plan, does the seventh student have to wait until one of the original six students is done viewing the College Financing Plan?

A: No. The six thread limit is valid only on creation of the PDF document. Viewing the document implies that PDF generation is complete. So, viewing the resulting PDF document does not count against the six thread limit.

Q3: Why does the College Financing Plan always display "N/A" for two fields (Scholarships - Employer Paid Tuition Benefits and Work Options - Other Campus Job)?

A: This is the current default value.

Q4: Why does the College Financing Plan display "Varies" for two Loan Options fields (Private Loan and Institutional Loan)?

A: This occurs when a student has multiple loans of the same type that carry different interest rates.

Note: With no interest rate assigned, these fields display "N/A".

Advance Queuing (AQ) set up for the College Financing Plan

This is an optional implementation for Self-Service College Financing Plan.

About this task

For the optional PDF Self-Service College Financing Plan to function properly, the AQ option of the new process RPRSSBP must be implemented.

Three steps are needed to enable AQ for RPRSSBP.

Procedure

1. In GTVSDAX, query on Group RPRSSBP% and Translation Code for FINAID%. Each process will have two records, FINAID_AQ and FINAID_AQ_RTN. Both records must have the External Code set to Y.
2. In ROAINST, Web Processing Rules, select **Display College Financing Plan - PDF**.
3. From host run this command where user is an Oracle user and password is the password to login for that user:

   rnrqini user/password START

Pell processing

Banner Financial Aid currently allows you to process Pell using Formula 1, Formula 3, or both, in the same aid year.

Pell Setup

The Pell Setup section provides information regarding fields that need to be populated, how values in these fields affect Pell processing, the formula used to calculate Pell, and how fields affect both the awarding and disbursement of Pell.

Pell procedures

The Procedures section addresses topics such as multiple Pell processing, controlling when the Pell Calculation Process is run, locking Pell, handling less than half-time Pell more efficiently, updating award amounts to agree with actual disbursement amounts, and automatically scheduling remaining Pell eligibility to future periods.

Pell process

The Process section offers information on the Pell Calculation Process (RPEPELL) and the Disbursement Process (RPEDISB) as it relates to Pell.

This topic also demonstrates how Pell Grant awards and Pell Grant disbursements are calculated and includes examples of calculations.

Pell setup

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.

Fund Base Data (RFRBASE)

Establish a Pell fund code (or multiple codes) as a federal grant fund.

The Pell fund code requires the following settings for the **Fund 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 more information about a specific page, select the **Help** icon from that particular page in Banner.

Detail Code Control page - Student (TSADETC)

Ask Student Accounts personnel to establish grant fund detail codes for Pell funds.

The detail code created on this page is then assigned to the appropriate Pell fund code on the RFRBASE page. If you use multiple Pell fund codes, you will need multiple detail codes, as the fund codes and detail codes require a one-to-one relationship.

Fund Management (RFRMGMT)

Enter fund data and options for the Pell fund code(s) that you established on the Fund Base Data (RFRBASE) page.

This involves the entry of information in the Aid Year Specific Information blocks on the first three windows of the page.

Aid year specific data - Packaging Options window

Complete packaging option fields that are applicable to COD.

1. **Award Maximum** - Enter the maximum amount for a full-time, full-year scheduled award using the Department of Education's published Pell Schedule.
2. **Award Minimum** - Schools generally enter $.00 as the minimum to allow small award amounts in the event of a Return of Title IV calculation or in the event that the Pell Award needs to be reduced to zero.
3. **Automatic Packaging** - This field must be selected to automatically package Pell through batch or online processing.
4. **Automatic Scheduling** - This box must be selected to enable the system to create a Pell disbursement schedule when Pell is added to the student's award package.
5. **Automatic Acceptance** - Select this box if you want to ensure that Pell offers are automatically placed into Accepted status. If this box is not selected the Pell will be accepted when a valid SAR Certified date is entered on ROAPELL, after review. Pell awards cannot be manually accepted.
6. **Override Need** Select this box.
7. **Replace EFC** - Do not select this box.
8. **Reduce Need** - Select this box. Choosing this box reduces any remaining unmet need automatically.
9. **Loan Process** - Do not select this box.
10. **Need Analysis** - Select this box to require a need analysis record before you package the award.
11. **Equity Fund** - Select 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 page).
12. **Count for NCAA** - Select this box to indicate you can count this fund for NCAA regulations. The Fund Aid Year Specific Table (RFRASPC) contains the RFRASPC_NCAA_IND field. Banner

does not perform any processing of this data. It is available for use in conjunction with your institutionally-defined rules and reports.

13. **Award Letter** - Select this box if you want a change to the offered amount of a Pell award to reset the award letter indicator in the student's RORSTAT record. You can use this indicator with population selection to identify those students that need new or revised award letters.
14. **Round Award** - Set this field to 001 so that the Pell process (RPEPELL) 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.

    Note: Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported for Pell fund codes.

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

Complete disbursement option fields that are applicable for your institution.

Procedure

1. Select the **Use Attending Hours** box if you want to calculate the enrollment load for disbursement based on hours that the student is attending and the course has begun. (See the *Open Learning* documentation for more information on Open Learning and Attending Hours)

   Note: The **Disbursement Load Options** on the Disbursement section are not applicable to Pell because Pell Grants pay based on the Pell Grant Payment Schedule Grid.

2. **Use Disbursement Enroll Edits for Memo** - Choose this field to allow the application of the disbursement enrollment edits to be applied to funds in memo status.
3. **Recoup When Award Reduced** - Choose this field to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.
4. The **If Ineligible Before Cut-off Date** and **If Ineligible After Cut-off Date** fields determine the course of action if the student receives a payment for an award in a specific period and the student becomes ineligible for the award after it is paid. Set these fields to the appropriate option for your institution. Cut-off dates are set on the RPROPTS page.

Aid period Base Rules (ROBAPRD)

Access this page to review the single and multiple period aid period combinations.

In the **Pell Full Year Percent** column enter the maximum percentage of the student's scheduled Pell award that a student could potentially receive if enrolled full time during each period of the aid

period. There may be multiple aid periods with percentages ranging up to 150%, but no entry may exceed 150%.

Examples:

Semester based

- Fall, Spring, Summer would use 150% for the Pell Full Year Percentage
- Summer, Fall, Spring, Summer would use 150% for the Pell Full Year Percentage

Quarter based

- Fall, Winter, Spring, Summer would use 133.334%
- Summer, Fall, Winter, Spring, Summer would use 150% to award any remaining Pell eligibility

When processing using Pell Formula 3, **Pell Full Year Percent** does not apply if the total award for an aid period (as a percentage) is less than 100%.

However, if the total award for an aid period (as a percentage) is greater or equal to 100%, the **Pell Full Year Percent** value limits the total possible award for the aid year to the **Pell Full Year Percent**, multiplied by the full-time Pell **Schedule Amount**.

If the total award for an aid period (as a percentage) is greater than 100%, the **Pell Full Year Percent** value applies as the maximum limit for the aid period.

Example 1: If an aid period's award percentages are 48% and 58%, but the **Pell Full Year Percent** value reflects 100%, Pell awards are limited to 100% of the Pell **Schedule Amount** for the aid year.

Example 2: If an aid period's award percentages (as a function of the ratio of **Period Weeks** divided by **Academic Year Weeks**) are 40% and 55%, but the **Pell Full Year Percent** value reflects 66%, Pell awards will be not be limited by the **Pell Full Year Percent** value and will award, according to the award percentages calculated for both payment periods.

Period Base Data (RORPRDS)

The Period Base Data (RORPRDS) page is used to create and maintain the definition of an Enrollment Period.

A period may be defined to consist of multiple terms or different start and end dates that may be different than those defined for the associated term code(s). Refer to *Period Based Processing* for setup and further information.

If you are processing Pell for a summer crossover period, you will need to assign the summer period with the appropriate crossover aid year and select the **Crossover** indicator on RORPRDS.

Example

- Normally process summer as a trailer, the crossover aid year would be the next aid year.
- Normally process summer as a header, the crossover aid year would be the previous year.

COD Entity ID Rules (RORCODI)

The COD Entity ID Rules (RORCODI) page establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**.

U.S. Specific Institution Financial Aid Options (ROAUSIO)

The ROAUSIO page allows you to define various United States options for institutional defaults, grant and EDE options, loan options and campus defaults.

Institutional defaults section

Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields.

The RORCODI page maintains COD relationships for all IDs used in COD processing. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.

Enter the primary **Pell Fund Code** to be used if there is more than one Pell code listed on RFRBASE and the applicant is not assigned to a campus that has a unique Pell fund associated with it.

Grant and EDE options section

Select from the list of options in the **Pell Formula** field to choose which formula(s) your institution uses to calculate Pell grants.

Choose the **Prevent Automatic Pell Calculation** check box only if you want to prevent the Pell Calculation Process (RPEPELL) from automatically running from pages 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 want for Pell awards to post until a later date.

Note: Even when the **Prevent Automatic Pell Calculation** check box is selected, the RPEPELL process will run when the student is in a Population Selection used to run RPEPELL in batch from the Process Submission Controls (GJAPCTL) page or when RPEPELL is run from the ROAIMMP page.

Select the **Pell Reduced Eligibility Ind** if you want to automatically create Pell origination records when the Pell eligibility for a student is reduced. Banner will automatically create the origination records for any increase in eligibility, as this is required. Ellucian recommends that you create updated Pell origination records when Pell is reduced to assist in reconciliation and proper reporting to COD.

If you select the **Cash Monitoring or Reimbursement** indicator, the institution must pay Pell funds to the student account before sending in the request for payment from COD. If the field is selected, the COD extract process will report the payment period start date with the disbursement record (READIxx), upon extracting the record.

If your school is participating in the Department of Education's Just in Time program for Pell for this aid year, select the **Just in Time or Advance Pay for Pell Indicator** field. You can also choose

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 acknowledgment back before allowing Banner to disburse the Pell funds.

If you select the **Just in Time or Advance Pay for Pell Indicator** field, enter the number of days before the scheduled disbursement date in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field to allow the disbursement record to be extracted. Based on the value in the **Just in Time or Advance Pay for Pell Indicator Number of Days** field, the REREXxx Process allows a Just in Time school's Pell funds to be extracted. The REREXxx Process picks up these records to submit for funding before payment. Valid values are 0 - 7.

The **Alternate Pell schedules used** field is used by the Pell Calculation Process (RPEPELL) to identify students who require the use of the Alternate Pell Schedules for determination of their Pell award. Students who qualify for the Alternate Pell Schedules will receive a lower maximum Pell Grant in some of the payment cells on the schedule. Because these reductions are not consistent across the impacted cells, a different schedule is used. Choose this field to identify students who require the Alternate Pell Schedules for determination of their Pell award. Also select this field if you want to use both the Alternate Pell and the Regular Pell schedules. When the field is cleared, only the regular Pell Schedule will be used to calculate Pell awards.

Select the **Use Pell Less than Half Time Calculation** check box if you want to automatically calculate a less than half time Pell Cost of Attendance. For processing using Aid Year Budgeting, choose the **Use for < 1/2 Pell** indicator for the components to be included in the less than half-time Pell budget. For processing using Period Based Budgeting, select the **Use For < 1/2 Pell** indicator for the components on the Components section of RBRPBYR.

Campus defaults section

The values displayed on the Campus Defaults section are those associated with the selected Attending ID.

Choose the **Prevent Automatic Pell Calculation** field only if you want to prevent the Pell calculation for the designated campus and you did not select this check box on the Institutional Defaults window.

For more information about a specific page, select the **Help** icon from that particular page in Banner.

Packaging Options (RPROPTS)

Enrollment cutoff date rules, and enrollment options are discussed.

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 chosen, are used if the selected enrollment option in the Grant Options window is not defined for a period.

The **Enrollment Option for Disbursement** field is used by other funds and is used by the Pell process if the disbursement enrollment options are not populated on the Grant Options Window for any period.

Enrollment Cutoff Date Rules window

The Period on the Enrollment Cut Off Date Rules window allows the entry of Pell crossover periods.

If the period already exists in another aid year and it is a crossover period, the cutoff date used in the other aid year will be automatically populated. Crossover periods must be added for the RPEPELL process to determine the most advantageous award.

Grant Options window

The RPROPTS page allows you to select options that control how certain packaging and disbursement options function.

Crossover periods must be added here to be used by the RPEPELL process to determine the most advantageous award. The Pell crossover periods must also be listed for each aid year that includes the crossover period.

The Grant Options Window contains a **Pay Grant if Disbursement Amount Differs from Award Amount** option. 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. 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) never disburse under such circumstances, (A) always disburse the calculated disbursement amount (RPEDISB amount), or disburse the (L) lesser of the award amount and calculated disbursement amount.

If you choose to not use the **Pell Less than Half Time Calculation** you should populate the **Default Less Than Half Time Pell COA** with the standard less-than-half time Pell COA used by the majority of an institution's less-than-half-time students. This amount should be a full year COA as the Pell Payment Schedule uses the full year COA. The RPEPELL process will use this COA when referencing the Pell Payment Schedule Value for a student who has been identified as less than half time and budget components defined for less than half time have not been defined. If this field is NULL, the Pell process will use the Full-time Pell COA.

The **Pell Crossover Cutoff Date** was added to indicate the date after which summer crossover Pell awards will no longer be automatically calculated by the Pell process.

If the **Pay Pell If System EFC and SAR EFC Are In Same Payment Cell** field is not selected, the disbursement process requires the SAR EFC and System EFC to be exactly the same number for payment to occur. If you do select 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.

Select the **Delete Pell Award if Zero** check box if you want Pell awards to be deleted from the database if the award is reduced to 0 by the Pell calculation. The award will be deleted only if no locks, origination, memo, authorization, or paid amounts exist. If the award has disbursement activity on the student account it will not be deleted to preserve the appropriate audit trail.

Select the **Use NSLDS for Pell** check box if you want to use current year Pell payments reported on the Student Loan Data (RNASLxx) page from other schools. The Pell process will award Pell based on the calculated remaining percentage of the scheduled annual award.

After the Banner Financial Aid 8.16 release (January 2013), the Pell process automatically uses NSLDS data from previous schools in determining the eligibility for Pell in Banner. It is not necessary to select the **Use NSLDS for Pell** check box.

Grant Options window - Enrollment Options

The Enrollment Options allow you to define the type of enrollment load that you want to use for awarding and disbursement of Pell (Pell Calculation Process - RPEPELL) and TEACH (Grant Calculation Process - RPRGRNT) funds.

You can select separate options for awarding and disbursement such as award based on Full time enrollment and disburse based on adjusted hours.

The Periods entered on the Enrollment Cut-Off Date Rules window will automatically be populated in the Enrollment Options section. You may then select the enrollment options for awarding and disbursement of the grant funds for each period. If options for awarding and disbursement are not selected for your grant funds in the Enrollment Options section, the awarding option selected on the Packaging Options window and the disbursement option selected on the Enrollment Cut-Off Date Rules window will be used. For disbursement, if an enrollment option has not been selected on the Enrollment Cut-Off Date Rules window, the Disbursement Option defined on the first window of RPROPTS will be used.

The enrollment options for awarding and disbursement of Pell and TEACH funds are:

1	Full-time
2	3/4 Time
3	1/2 Time
4	Less than 1/2 Time
A	Adjusted Hours
B	Billing Hours
E	Expected Enrollment
I	Period Expected Enrollment (for 2014/2015 forward)
(None)	

When selecting either the Adjusted Hours or Billing Hours option, the process will first look for Financial Aid hours in the RORENRL table or RORATND table if disbursing using Attending hours. If Financial Aid hours do not exist for the period, the process will look for student registration hours (SFRSTCR) for the terms associated with the period. If neither Financial Aid nor Student hours exist for the period, the Expected Enrollment for the aid year will be used for awarding of the grant funds. For the disbursement process, if neither Financial Aid nor Student hours exist for the period, an error message will be displayed, indicating the applicant is not enrolled.

The Expected Enrollment option for awarding and disbursement of the grant funds will use the Expected Enrollment for the aid year. If the Expected Enrollment for the aid year is NULL for the applicant, the Default Estimated Enrollment entered on Packaging Options will be used.

The Expected Enrollment for the aid year is the Expected Enrollment Status from ROASTAT (RORSTAT_XES). The expected enrollment status for an applicant may be assigned when the

Applicant Status record (RORSTAT) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT or by using the Batch Posting process.

The Period Expected Enrollment option allows you to stipulate using the expected enrollment by period. If the Expected Enrollment Status for the associated period is NULL for the applicant, the Expected Enrollment Status for the aid year will be used. If the Expected Enrollment Status for the aid year is also NULL, the Default Estimated Enrollment entered on Packaging Options will be used.

The expected enrollment for the period is determined using the Expected Enrollment Status for the period on the Period section (Applicant Period Status table RORPRST) of ROASTAT (RORPRST_XES). The period expected enrollment status for an applicant may be assigned when the Applicant Period Status record (RORPRST) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT, Period section, or by using the Batch Posting process. The Applicant Period Status (RORPRST) records are created when the RORSTAT record is created and maintained when the aid period is changed to correspond to the periods that are part of the applicant's aid period or Pell aid period.

If the school uses Attending Hours functionality for disbursement, the Use **Attending Hours** (RFRASPC_ATTENDING_HR_IND) must be selected for the appropriate fund codes on the Fund Management (RFRMGMT) page or the Funds Management (ROAMGMT) page. The fund code may also use the **+/- Days for Attending Hours** (RFRASPC_DISB_NO_DAYS) functionality to indicate a disbursement before or after the Attend Date. If Attending Hours functionality is used, the process searches for the **Attending Adjusted and Billing Hours** (RORATND_FINAID_BILL_HR and RORATND_FINAID_ADJ_HR) first. If the Financial Aid Adjusted and Billing Hours do not exist, the process will use the Adjusted or Billing hours calculated from the Student Registration hours.

In the past, when disbursing Pell, any period enrollment could be less than half time and still be paid. However, with disbursement of additional Pell (over 100% of scheduled award), at the point in time when you are disbursing a second Pell award, enrollment must be at least 1/2 time. RPEDISB verifies that a student is enrolled at least 1/2 time before disbursing Pell funds from a second Pell award within an aid year.

Enter and maintain all periods that will be processing Pell for the aid year, including crossover periods. After a period has been entered in the Enrollment Cut Off Date Rules window, it will automatically display on the Grant Options window. You have to update the Grant Award Enrollment Option, Grant Disbursement Enrollment Option and the Grant ISIR Term.

For more information about a specific page, select the **Help** icon from that particular page in Banner.

Aid Period Rules (RORTPRD)

This page enables you to specify the periods that you want to associate with an aid period.

The **Pell Full Year Percent** designation from ROBAPRD displays on this page.

This page also allows crossover summer periods when the **Crossover** indicator is selected for the period on RORPRDS.

Set up standard aid periods on RORTPRD. For each of your aid periods, assign the periods and update the start and end dates as necessary to reflect the correct dates of the payment period. If processing Pell summer crossover periods, you will also need to define your Pell aid periods.

It is important for processing Federal Aid to correctly define the start and end dates for each of the periods in the aid periods for reporting to COD.

Schools may combine periods that have different academic years (Pell Formula 3) on RORTPRD. This may occur if a student begins in one Academic Year program (i.e. STANDARD) and switches, in the same aid year, to a different program, processed using Pell Formula 3 periods.

For example, you could have a FA/SP3 aid period, where the first period is 202010 - a Pell 1 STANDARD period, and the second period is P3202020, a period for an academic year other than STANDARD.

Note: An Aid Period used as a default on ROAINST should be created on RORTPRD with appropriate Periods to ensure the Applicant Period Status records (RORPRST) are created properly.

Default Award and Disbursement Schedule Rules (RFRDEFA)

Enter a percentage in the **Grant Award Percent** column for each period in the aid period displayed.

If processing Pell using Formula 1, this entry represents the portion of the **Pell Full Year Percent** designation from the ROBAPRD page that a student could receive if enrolled in the period.

If processing Pell using Formula 3, the Pell calculation process does not use the **Grant Award Percent** listed on this page. Instead, the ratio of **Period Weeks** over **Academic Year Weeks** determines the award percent for a Pell Formula 3 period. The **Pell 3** check box on this page indicates whether or not a period has an association with a non-standard academic year and results in calculation using Pell Formula 3.

However, this value remains in use for a TEACH award calculation, so calculate by dividing the **Period Number of Weeks** by the **Academic Year Weeks** and enter the value manually.

The total of all percentages must be greater than or equal to 100% and less than or equal to 150%.

For Pell Grant processing using Formula 3, there is an additional Federal requirement (34 CFR 690.63(f)) if the **Number of Weeks** in a period exceeds half of the **Academic Year Weeks**, disbursements for that payment period must be split so that no more than 50% of the period's award can be disbursed before half of the academic year weeks have passed.

For example, if there are 17 weeks in a period and 30 weeks in an academic year, that period's disbursement schedule must be split so that no more than 15/30 of the award can be disbursed before half of the number of weeks in the academic year have passed.

A warning message displays upon saving the disbursement schedule for any Pell Formula 3 period if the **Period Weeks** exceeds half of the **Academic Year Weeks**, and only one scheduled disbursement record exists. Dates for Pell Formula 3 periods that meet this condition require manual calculation.

Example 1: A student enrolled for Fall/Spring/Summer - Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on ROBAPRD in any of these periods if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior periods. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded or if a student qualifies for a second scheduled Pell award for the award year.

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

Fund Award and Disbursement Schedule Rules (RFRASCH)

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

Enter a percentage in the **Grant Award Percent** column for each period in the aid period displayed.

If processing Pell using Formula 1, this entry represents the portion of the **Pell Full Year Percent** designation from the ROBAPRD page that a student could receive if enrolled in the period.

If processing Pell using Formula 3, the Pell calculation process does not use the **Grant Award Percent** listed on this page. Instead, the ratio of **Period Weeks** over **Academic Year Weeks** determines the award percent for a Pell Formula 3 period. The **Pell 3** check box on this page indicates whether or not a period has an association with a non-standard academic year and results in calculation using Pell Formula 3.

However, this value remains in use for a TEACH award calculation, so calculate by dividing the **Period Number of Weeks** by the **Academic Year Weeks** and enter the value manually.

The total of all percentages must be greater than or equal to 100% and less than or equal to 150%.

For Pell Grant processing using Formula 3, there is an additional Federal requirement (34 CFR 690.63(f)) if the **Number of Weeks** in a period exceeds half of the **Academic Year Weeks**, disbursements for that payment period must be split so that no more than 50% of the period's award can be disbursed before half of the academic year weeks have passed.

For example, if there are 17 weeks in a period and 30 weeks in an academic year, that period's disbursement schedule must be split so that no more than 15/30 of the award can be disbursed before half of the number of weeks in the academic year have passed.

A warning message displays upon saving the disbursement schedule for any Pell Formula 3 period if the **Period Weeks** exceeds half of the **Academic Year Weeks**, and only one scheduled disbursement record exists. Dates for Pell Formula 3 periods that meet this condition require manual calculation.

Example 1: A student enrolled for Fall/Spring/Summer - Fall 50%, Spring 50%, Summer 50%. The student could get 50% of the 100% scheduled for this period on ROBAPRD in any of these periods if enrolled for an appropriate number of hours and the total award has sufficient funds remaining from prior periods. The initial award will be scheduled for 50% Fall and 50% spring. Up to 50% for Summer will be awarded only if sufficient unused funds exist after Fall and Spring have been awarded or if a student qualifies for a second scheduled Pell award for the award year.

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

Applicant Pell Grant (ROAPELL)

The ROAPELL page allows you to view and enter specific information related to Pell, including the entry of a Pell aid period when a crossover period is not part of the standard aid year.

Note: The Aid Period Description (RTVAPRD_DESC) corresponding to the student's PELL Aid Period Code (RORSTAT_APRD_CODE_PELL) will be displayed at the right of the list icon. The Aid Period Description (RTVAPRD_DESC) corresponding to the student's Aid Period Code (RORSTAT_APRD_CODE) will be displayed at the right of the item.

The Pell aid period code can only be manually inserted into the ROAPELL page or through use of the Batch Posting Process (RORBPST).

Budget Component Validation (RTVCOMP)

Select the **Used for <1/2 Pell** check box to choose the value of this component for the automatic calculation of a less than half-time Pell cost of attendance for Aid Year budgeting.

If you selected the **Use Pell Less than Half Time Calculation** check box on ROAUSIO, the Banner Pell process uses these components and posts the calculated budget on the ROAPELL page.

Period Budgeting Aid Year Rules (RBRPBYR)

For Period Based Processing, select the **Pell** indicator on the Budget Types section for the budget type that will be used to identify a Pell budget.

The **EFC** indicator for this budget type must be set to (N)one.

On the Budget Components section, check the **Use For < 1/2 Pell** indicator to select the value of the component for the automatic calculation of a less than half-time Pell cost of attendance. If you selected the **Use Pell Less than Half Time Calculation** box on ROAUSIO, the Banner Pell process uses these components and posts the calculated budget on ROAPELL page.

Period Budget Group Aid Year Rules (RBRPBGR)

Assign the budget type defined to identify the Pell budget for each period budget group eligible for Pell consideration.

On the Pell section for these groups, create the Full-time/Full-Year cost of attendance to be used for awarding Pell. Amounts or algorithmic budgeting rules should reflect the full-time/full-year amount for each component.

Applicant Immediate Process (ROAIMMP)

The Pell process, RPEPELL, can be run on-line for an individual student from ROAIMMP.

If you are processing Pell for awarding the most beneficial Pell in a summer crossover period, either aid year can be used.

Federal Rules Inquiry (RPIFEDR)

Access this page to review the federal rules for Pell delivered with the system.

Pell procedures

Provides information about Pell procedures and their impact on Pell processing.

Batch Pell awards

The Pell award may be awarded online, or in batch, by the RPEPELL Process.

Batch grouping to assign budget groups and components does not initiate the Pell award process. The RPEPELL process must be run to assign Pell Awards to any students who were assigned budgets using the batch process (RORGRPS or RBRPBGP). RPEPELL automatically runs online to account for EFC recalculations, budget and aid period changes and after changes are made to FAFSA data that would impact the Pell award if the **Prevent Automatic Pell Calculation** is not selected on the Grant and EDE Options section of ROAUSIO or, if applicable, on the Campus Defaults section. You can run RPEPELL for all students or you can run the process using a population selection.

Override a Bachelors degree

Select the **Post Bachelor's Degree Pell Override** field in the Pell and Loan section of the Award Maintenance section of the award page (RPAAPMT and RPAAWRD) to award Pell Grants to Teacher Certification and other students with a previous Bachelor's degree who may qualify for Pell under federal regulations.

Manual adjustments to Pell grants

When awarded, if you need to make any manual changes to the Pell award you will need to access the Award Schedule section (RPAAPMT and RPAAWRD).

After you change an award manually, a dialogue box requests that you confirm your changes. After 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

If you manually adjust a Pell award to something different than the value calculated by the Pell process, lock the record to avoid the award being recalculated.

Lock types

There are 2 types of locks in Banner - the Y lock and the E lock:

- A Y (always pay) value in the **Lock** field locks the award and pays what has been awarded, without exception.
- An E (adjust for lower enrollment status) value in the **Lock** field pays the amount awarded unless the student's enrollment drops at the time of disbursement; if enrollment drops, the amount calculated at the time of disbursement is paid.

  Warning! If you make a manual change to an award and place an E lock on the award, make sure that you have also manually changed the enrollment on the Award Schedule - Options section (RPAAPMT and RPAAWRD) to correspond with the new award. This is necessary because with an E lock, the Disbursement Process checks the enrollment level at the time of disbursement and compares this to the enrollment level at the time of awarding when determining if enrollment has dropped and if it should pay the calculated disbursement amount or the award amount. So if you make a manual change and use an E lock, make sure that you manually adjust the enrollment level to correspond with the manually adjusted award amount.

Fund locks

A fund lock is placed on the Award Maintenance - Locks/Indicators section of the award page Award Schedule section (RPAAPMT and RPAAWRD) in the **Lock** field.

If you place a Y or an E lock in this field and will apply to all period awards within the aid period. See the preceding text for information on using a Y or E type lock.

Period locks

A period lock is placed on the Award Schedule - Options section (RPAAPMT and RPAAWRD) in the **Period Lock** field.

A Y or an E lock may be placed in this field and will apply to only the period for which the lock has been placed.

The period lock allows you to lock one period in the aid period, but not another. For example, if you have a student who attends a Fall/Spring aid period and is undergraduate Fall and graduate Spring, you can award the Fall as an undergraduate and lock the award, correctly update the spring grade level to graduate, and allow the process to remove the Pell award for the Spring only.

Note: Both fund and period locks may be used for all funds, however the E type lock works only for Pell funds. In addition, at this time, period locks on non-Pell funds work the same as fund locks.

Lock functionality

How Pell functionality behaves in different pages:

- Packaging (RPEPCKG) and Pell Awarding (RPEPELL) do not update awards with a fund lock of Y or E for Pell and non-Pell funds.
- Packaging (RPEPCKG) and Pell Awarding (RPEPELL) do not update awards with a period lock of Y or E for Pell and non-Pell funds.
- Disbursement (RPEDISB) for non-Pell funds do not pay the locked value and will pay as if the fund was not locked.
- Disbursement (RPEDISB) for Pell with a fund or period lock of Y always pay the locked value.

- Disbursement (RPEDISB) for Pell with a fund or period lock of E adjust downward if the enrollment has dropped from the time the Pell was awarded.

Package Maintenance (RPAAPMT) and Award Maintenance (RPAAWRD)

The RPAAPMT and RPAAWRD pages display and maintain packaging information for an applicant.

The pages display the Crossover Pell Award, Crossover Aid Year and Pell Aid Period, enhanced Award Lock functionality, **Children of Fallen Heroes Eligibility** indicator, **Post 9/11 Pell Eligibility** indicator, and the **Additional Eligibility** indicator.

Award Maintenance section

Award Maintenance is described.

The page will allow an update of the award **Status** (RPRAWRD_AWST_CODE) field for a fund where:

1. The award **Lock** (RPRAWRD_LOCK_IND) field is Y (lock and always pay the locked amount) or E (adjust for lower enrollment status) or the **Period Lock** (RPRATRM_LOCK_IND) field is Y or E

   and

2. The **Allow Award Status Updates When Locked** (ROBINST_UPD_LOCKED_AWARD_IND) field on the ROAINST page is selected for the aid year.

   You cannot update any of the other fields when the award is locked.

Summary section

Processing Note: When a Crossover Pell Award amount appears for the aid year, the amount will be deducted from the student's EFA.

However, the period amount for the award is part of the Crossover Aid Year and will be displayed in the applicable period in that aid year.

For the Crossover Aid Year, the Crossover Pell Award amount will not be deducted from the EFA for the student.

Example

For the 2009/2010 aid year the student is attending Fall, Spring, Summer. On STVTERM, the summer period is part of the 09-10 Financial Aid Process Year. Student's scheduled Pell award for 2009/2010 is 5,350. For the 2010/2011 aid year the student's scheduled Pell award is 5,550. Because the 2010/2011 summer period would result in a higher Pell award (2,775 versus 2,675), the 2010/2011 award would be given to the student.

09-10 would be as follows:

- Crossover Pell Award = 2,775
- Crossover Aid Year = 2010/2011

- Offered: This would include the total awards, resources and crossover Pell award.

Also, the 2,775 amount would be reflected in the amount of unmet need.

2010/2011 would be as follows:

- Crossover Pell Award would be null
- Crossover Aid Year would be null
- Offered: Even though the Pell amount awarded would be 8,325 (assuming the student was in summer, fall, spring aid period), only 5,550 would be counted here and in the unmet need.

In addition, if a student has two summer crossover periods in their aid year, the earlier aid year Crossover Pell Award and Crossover Aid Year will be displayed on RPAAWRD/RPAAPMT/ROARMAN.

Example

201/20011 has summer crossover with 2009/2010 and 2011/2012. The data on 2010/2011 RPAAWRD/RPAAPMT/ROARMAN will display Crossover Pell Award and Crossover Aid Year from 2009/2010.

Pell and Loan section

The Pell and Loan section displays the **Additional Eligibility** indicator and the **Post 9/11 Pell Eligibility** indicator.

Additional Eligibility Indicator (RORSTAT_ADDL_PELL_ELIG_IND)

The Pell process will automatically set this indicator (to selected) if the student is receiving an additional Pell award for the aid year.

This indicator is then used to communicate to COD that the student is eligible to receive an additional scheduled award (the AEI tag will be set to True if selected and False if cleared).

Post 9/11 Pell Eligibility indicator (RORSTAT_POST_911_PELL_ELIG)

Current legislation allows an otherwise eligible student whose parent or guardian died as a result of U.S. military service in Iraq or Afghanistan after September 11, 2001, may be eligible to receive increased amounts of Title IV student financial assistance.

Students are eligible for this increased aid, providing the student was:

- Less than 24 years of age when the parent or guardian died.

  or

- 24 years of age (or older) and was enrolled at an institution of higher education at the time of the parent or guardian's death.

For those students who are eligible for additional financial assistance (according to the rules above) and have been confirmed by the Department of Defense (DoD), you should select the **Post 9/11 Pell Eligibility** indicator. For students whose Pell Expected Family Contribution (EFC) is within Pell eligible limits, the school must also treat the students as having a zero EFC for the awarding

of Direct Lending (DL) and other campus-based programs. Students who meet these standards require that you manually process their Post 9/11 financial assistance on an individual basis.

When a RORSTAT record is created for a student for the aid year, the RORSTAT_POST_911_PELL_ELIG value from the latest aid year end year for which the student has a RORSTAT record will be passed in.

Warning! The Department of Education has stated that the Central Processing System (CPS) will not recalculate a student's EFC when the student's record matches the DoD file. Schools should not make any changes to the student's CPS record to adjust the EFC. The fact that the DoD flag is Y and the student is receiving Pell is enough for COD to accept these records.

Processing Iraq and Afghanistan Service Grant (IASG) and Zero treatment for children of soldiers:

Warning! It is extremely important that you do not select the **Post 9/11 Pell Eligibility** for students who do not have a Pell eligible EFC (IASG) at this time because Banner does not currently support IASG processing. If you do, Pell will be awarded and will be permitted to be disbursed. However, Pell Grant origination will not allow the origination to be created so nothing will be sent to COD. If you need to award and pay these students, you can do so but when functionality is delivered to support IASG, these students may need to have Pell reversed and properly awarded using the IASG process that will be developed. This should have very minimal impact on users because there are very few IASG recipients across the country.

Zero EFC treatment for children of soldiers processing

Specific requirements determine student eligibility and the application of financial aid benefits.

If an otherwise eligible student is Federal Pell Grant (Pell Grant) eligible with a Pell eligible EFC and the student is eligible under Zero EFC treatment for children of soldiers, the student's eligibility for all Title IV aid must be based on an EFC of zero and not on the EFC calculated by the CPS.

On a regular basis, the DoD identifies and reports those individuals who have lost a parent or guardian as a result of military service in Iraq or Afghanistan. The Department of Education uses this information in an attempt to match those individuals (identified in the DoD file) with current applicant data (via FAFSA records). When a match is identified, the student's calculated EFC is evaluated (from the highest CPS transaction).

Financial aid benefits available and provided under this statute for students with a calculated Pell Grant eligible EFC for the 2010/2011 (and future Award Years) are to be awarded all Title IV aid using a zero EFC. However, beginning with the 2010/2011 Award Year, students who are otherwise Pell Grant eligible (undergraduate, etc.), but whose EFC is not Pell eligible, may receive the new IASG equal to the amount of the maximum Pell Grant for the award year, adjusted for enrollment status.

Note: For these students, all other Title IV aid must be based on the EFC calculated by the CPS.

The Department of Education has implemented an automated process. This process notifies schools when a match is made between a CPS record and that from the DoD file. Processing allows the Department of Education to evaluate DoD data whenever a student submits or corrects a FAFSA.

Additionally, with each monthly DoD file, the Department of Education will evaluate all CPS records. If a DoD/CPS match is noted, a new CPS transaction is generated for the student. In either case, the resulting ISIR includes the new "DoD Match Flag", associated comment code 298, and the parent or guardian's date of death. The DoD Match Flag is printed with the other ISIR match flag information and can be used by schools to identify affected students. The School uses the flag and date of death (parent or guardian), along with the student's calculated EFC, to determine whether the student is eligible for a zero EFC for all Title IV aid or for an IASG.

The Secretary of Education will send a personal letter and additional program related information to each student for whom the match is made.

As before, the letter informs the student of their possible increase in eligibility for Title IV aid. The student is also advised to contact their financial aid administrator for more information.

Note: If the student had previously received a letter from the Secretary of Education, this subsequent correspondence does not include a letter from the Secretary, but does include the additional program related information.

Children of Fallen Heroes scholarship

Beginning with the 2018/2019 award year, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer is eligible to receive a maximum Pell Grant for the award year for which the determination of eligibility is made.

To qualify for this scholarship, a student must have a Pell-eligible EFC and be less than 24 years of age or enrolled at an institution of higher education at the time of the parent’s or guardian’s death. In subsequent award years, the student continues to be eligible for the scholarship, as long as the student has a Pell-eligible EFC and continues to meet all Title IV eligibility requirements.

Students who meet these eligibility requirements must have their Children of Fallen Heroes scholarship processed manually and on an individual basis.

When a RORSTAT record is created for a student for the aid year, the `RORSTAT_CFH_IND` value from the latest aid year for which the student has a RORSTAT record will be passed in.

For the 2018/2019 and 2019/2020 aid years, COD does not support transmission of the CFH indicator in an XML file. The school must update the indicator on the COD website by selecting Yes for the CFH Indicator. The indicator on COD will then allow the maximum Pell to be Originated, paid, and used as part of COD processing for reconciliation, MRR, etc.

All Title IV aid awarded to such eligible students must be based on an EFC of zero, without regard to the student’s calculated EFC. The student is eligible for the maximum Pell Grant for enrollment status and cost of attendance. In addition, the student’s eligibility for Direct Loans and for Campus-Based program aid must be based on an EFC of zero.

Beginning with the 2020/2021 aid year, the ISIR includes a Children of Fallen Heroes Indicator. Upon ISIR Dataload, a COD eligible student's data populates the **Children of Fallen Heroes Eligibility** field (RORSTAT_CFH_IND) with a value of Yes (Eligible for CFH).

Financial Aid Record Maintenance (ROARMAN)

This page is used to review and update important aspects of a student's financial aid record.

The ROARMAN page displays the Pell Aid Period, Crossover Aid Year and Crossover Pell Award information for a student in addition to the normal aid period. These fields will allow you to tell if the student is receiving Pell funds from another crossover that is not part of the Financial Aid process year.

Update 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.

About this task

The Pell Calculation Process (RPEPELL) may be re-run with the same enrollment option as disbursement to more accurately reflect what has been paid. This allows any unused eligibility to be awarded to the student for the period(s) that follow.

Procedure

1. Run the Pell Calculation Process (RPEPELL) with a set awarding enrollment option on the Packaging Options page (RPROPTS). Set the **Pell Award Enrollment Option** on the Pell Options window to default Full Time, use Period Expected Enrollment, 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 page (RPROPTS) to Adjusted Hours, Billing Hours, etc.
3. Institution's Drop/Add period is over, enrollment is stable.
4. Institution changes the **Pell Award Enrollment Option** on the Packaging Options (RPROPTS) page to match the **Pell Disbursement Enrollment Option** for a given period.
5. Institution runs RPEPELL. Now that enrollment is pulled from the same place for both awarding and disbursement, this allows for any unused Pell to be awarded to the student in a following period.

Results

The above procedures allow for the following.

A student is assigned a Fall/Spring/Summer aid period and the Grant award percent is 50/50/50 on either the RFRDEFA or RFRASCH page for the Pell fund. In this example, the aid period Pell percentage listed on RTVAPRD is set at 150%.

- The Pell Award Enrollment Option on the Packaging Options page is set to Default Full Time. The Pell Awarding Process awards $2,775 Fall, $2,775 Spring and $2,775 Summer.
- The student subsequently is enrolled half-time for Fall. The Disbursement Enrollment Option for Pell on the Packaging Options page is set to Adjusted Hours, so Disbursement uses Adjusted Hours. The Disbursement results are: Fall, part time, $1,388; Spring, full time, $2,775; and Summer, full time, pays remaining eligibility of $1,387 from the first scheduled award and $1,388 from the next scheduled award (assuming the **Pay Pell If Disbursement Amount Differs From**

Award Amount field is set to Always or Lesser). This example assumes that the student is taking at least one credit hour in the next academic period to be eligible for a 2nd scheduled award.

Note: Institutions that do not have a need to have award amounts match disbursement amounts may stop here. Schools that would like awards to more accurately reflect what is disbursed and show an award for summer may proceed.

- Update the **Pell Awarding Enrollment Option** on RPROPTS to Adjusted Hours (same as disbursement). Re-run RPEPELL, which awards Fall $1,388, Spring $2,775, and Summer $2,775. This example assumes that the student is taking at least one credit hour in the next academic period to be eligible for a 2nd scheduled award.

  Warning! Keep in mind that awarding and disbursement are snapshots of information at a point in time. Institutions must decide the best time for their institution to take these snapshots. For example an institution may setup Fall, Spring and Summer awarding for Pell using estimated Full Time enrollment. After drop/add for the Fall period, change the Fall Pell enrollment option to Adjusted Hours and re-run Pell (RPEPELL). After drop/add for the Spring period is over, adjust Pell awarding enrollment option to Adjusted Hours and re-run Pell. The same changes could be made for Summer. Also factor in if your institution freezes enrollment or not.

  Note: Some institutions may opt to change both Fall and Spring award options at the same time after drop/add for Spring and before the start of the Summer awarding cycle.

The award amount and the disbursement amount should now match unless the EFC, COA, or enrollment has changed between running the disbursement process and Pell. This is why it is important to check your school's enrollment freeze process.

The above process only changes the award amounts. The disbursement process will disburse funds per prior period-actual disbursement amounts. In other words, this allows the awarding process to allocate funds to the Summer period in the above example, but the disbursement process would pay the correct amount as long as RFRDEFA/RFRASCH is set up correctly and the **Pay Pell If Disbursement Amount Differs From Award Amount** field on the RPROPTS field is set to A - Always disburse or L - Lesser.

When identifying records, the Pell Awarding Process uses fund and period award locks. It does not adjust awards with the lock set to Y or E, nor period awards set to a Y or E. These were manual changes and the process will not overwrite such changes. Keep in mind disbursement will still pay based on lower enrollment and reallocate funds to a Summer period if the lock is set to E. This allows the correct amount to be disbursed while still maintaining an audit trail of the manual changes you made to a Pell award.

Reduce an award for Pell paid at another school in the same aid year

The Pell process calculates the remaining eligibility of Pell for the aid year using the **Percent Schedule Used** field on RNASLxx, Pell tab.

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%).

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) to determine the amount of Pell for which the student is eligible. The calculation will also use the **Pell LEU Percent** field to determine if the student has exceeded the 600% maximum lifetime Pell eligibility or is close to that limit, and will adjust the Pell award accordingly.

The RPEPELL Process checks to see if any of the school codes listed in the in the **School Code** field of the Pell Payment Data window of the RNASLxx page matches the Pell ID at either the institution or campus level. If a match exists, the Pell award is calculated without factoring in the Grant 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.

Address less-than-half time for Pell more efficiently

Previously, the Pell calculation used existing **Default Less Than Half Time Pell COA** on the RPROPTS page and the **Less Than Half Time COA** field on the ROAPELL page when calculating Pell awards for students who were enrolled for less-than-half-time status in a period.

These amounts were manually calculated and updated by the user on the Packaging Options (RPROPTS) and Applicant Pell Grant (ROAPELL) pages, respectively.

The calculation of Pell less-than-half-time budgets has been automated through the addition of a **Use for < 1/2 Pell** field on the Budget Components Validation page (RTVCOMP) for Aid Year Budget processing or on the Period Budget Aid Year Rules page (RBRPBYR) for Period Based Budget processing. With this indicator, you can specify which budget components from a student's full time Pell budget should be included in the calculation of their less-than-half-time COA.

If no components are identified on the Budget Components Validation page (RTVCOMP) or Period Budget Aid Year Rules page (RBRPBYR) as applicable, and the **Use New Pell Less than Half Time Calculation** indicator is not selected on the ROAUSIO page, the process continues to look at the values on the Applicant Pell Grant page (ROAPELL), **Less Than Half Time COA**, and then **Default Less Than Half Time Pell COA** on the Packaging Options page (RPROPTS).

Warning! The **Pell Less than Half Time COA** is not updated if the student's Pell award is locked with a value of Y or E. The same applies to a period lock of Y or E.

If you choose to have the system dynamically calculate the **Less than Half Time COA** the system enters this value into the **Less than Half Time COA** on ROAPELL. Any manual updates to this field are overwritten by the RPEPELL process, when you have indicated to use the dynamic calculation of Pell less than half-time Cost of Attendance. If a different Cost of Attendance is needed for the applicant, you must make updates to the actual budget for the type defined for Pell processing using the Applicant Budget (RBAABUD) page for Aid Year Budgeting or Applicant Period Budget (RBAPBUD) page for Period Based Budgeting.

If the indicator for **Use Pell Less Than Half Time Calculation** is not set (cleared) on the U.S. Institution Financial Aid Options (ROAUSIO) page, the dynamic calculation by the system for determining the less than half-time cost of attendance will not occur, even if budget components have been defined to be used for the less than half-time Pell calculation.

Control when the Pell calculation process runs

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 select/clear the **Prevent Automatic Pell Calculation** indicator. For an individual student, you may select/clear the **Prevent Automatic Pell Calculation** indicator on the Applicant Status (ROASTAT) page.

Additionally, Pell processing may be controlled at the campus level. Some schools may have a campus that is strictly Graduate and therefore does not need Pell to run for that campus. The **Prevent Automatic Pell Calculation** indicator is updated for individual campuses through the Campus Defaults section on the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.

Finally, for a non-U.S. school you may choose to turn Pell off for the entire institution by selecting the indicator in the Grant and EDE Options section on the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.

ROASTAT student level

How the **Prevent Automatic Pell Calculation** indicator impacts the Pell process if selected:

- the student will not be picked up in a batch run for RPEPELL.
- the pages will not automatically run RPEPELL for this student.
- running a Needs Analysis calculation will not run RPEPELL for this student.
- if the student is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student.
- RPEPELL can be run directly from ROAIMMP or RPAAWRD for the student.

ROAINST campus level

How the **Prevent Automatic Pell Calculation** indicator impacts the Pell process if selected:

- the students in this campus will not be picked up if RPEPELL is run in batch without a population selection.
- the pages will not automatically run RPEPELL for students in this campus.
- running a Needs Analysis calculation will not run RPEPELL for students in this campus.
- if a student from this campus is in a population selection used with a batch run of RPEPELL, the process will calculate Pell for the student.
- RPEPELL can be run directly from ROAIMMP or RPAAWRD for students in this campus and the process will calculate Pell for them.

ROAINST institutional level

How the **Prevent Automatic Pell Calculation** indicator impacts the Pell process if selected:

- all students will not be picked up if RPEPELL is run in batch without a population selection.
- the pages will not automatically run RPEPELL for any student.

- running a Needs Analysis calculation for any student will not run RPEPELL.
- if a student is in a population selection used with running RPEPELL in batch, the process will calculate Pell for the student.
- RPEPELL can be run directly from ROAIMMP or RPAAWRD for any student and the process will calculate Pell for them.

Setup procedure for multiple Pell fund codes

Instructions used to configure multiple Pell fund codes.

Procedure

1. Set up separate Pell funds on RFRBASE.
2. Set up the default Pell code in the **Pell Fund Code** field on the Institutional Defaults section of the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.
3. Identify which campuses have a Pell fund code different from the default and populate the correct campus with the corresponding Pell code in the **Pell Fund Code** field on the Campus Defaults section of the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.
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. When students are assigned to a specific campus and RPEPELL is re-run, the process automatically awards the correct Pell fund code for each period for the student.
6. Disbursement does not determine which Pell fund code is assigned as this is done in awarding (RPEPELL). Remember that if a student changes campuses, you must re-run RPEPELL to get the new campus Pell fund code to award.

   Note: If you setup multiple Pell fund codes on RFRBASE you must go back to prior years and populate the ROAUSIO page with the Pell Fund code used for those years in the Institutional Defaults section. This is necessary because RFRBASE is not an aid year specific page. Otherwise if you attempt to recalculate Pell for the prior years you will get the following error message: Cannot Determine Default Pell Fund Code.

Pell Calculation Process (RPEPELL) for Pell processing

Various functionality included with Pell/Multiple Pell fund codes.

Option to delete zero Pell awards

Previously, when 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 page 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 selected and the Pell award record is reduced to zero AND the following are all true:

- the award memo amount is NULL,
- the authorized amount is NULL,
- the paid amounts are NULL,
- the award is not locked,
- the award has no period locks set,
- no Origination record was created for the award,

then the award records on the award pages (RPRAWRD, RPRATRM, RPRADSB) are deleted for that award. Otherwise, the award records remain in Banner.

Note: There is one exception to the **Delete Pell Award If Zero** check box. Even when this indicator is selected (delete $0 Pell awards), if a $0 Pell award is created as a result of an NSLDS default, then the $0 Pell award remains on the student's award. This allows you to override on a period-by-period basis the NSLDS default, if appropriate.

Recognize co-existence of multiple Pells for same student simultaneously

The RPEPELL process recognizes the co-existence of multiple Pell funds on the same student at the same time.

The RPEPELL process combines the totals of any funds where the Federal Fund ID is PELL. This means that if a student has two different Pell awards on their account simultaneously, the RPEPELL process totals the awards together for determining the correct amount for each period and for the entire year.

Multiple Pell award fund codes may exist for a student in an aid year. However, for any period within that aid year, no more than one of those Pell awards will be allowed to have a non-zero offer amount.

If multiple Pell Fund codes exist, the process to determine the appropriate Pell fund code to be assigned follows the same hierarchy to be used when determining which Pell rules to use when originating Pell records.

This hierarchy is as follows:

1. Look to the General student record (SGBSTDN) to see in which campus the student is enrolled.
2. If a Pell fund code has been added to the Campus Defaults section of ROAUSIO for the student's campus, use that Pell fund.
3. If that campus does not have a Pell fund code defined on the Campus Defaults section, use the default Pell fund.
4. If the school does not define a default Pell fund code on the Institutional Defaults section of ROAUSIO, and there are multiple Pell funds, Pell is not awarded. Instead, an error message prints to the log file indicating that the Pell fund to be used cannot be determined.
5. However, if there is only one Pell fund defined on RFRBASE, the Pell process will award that fund to all students who are eligible for Pell.

The above allows for students who have applied for admission but have not yet been admitted to a campus to be awarded the default Pell. After the student has been admitted to a specific campus

and RPEPELL is re-run, the Pell fund code for the assigned campus is awarded and the default Pell fund code is zeroed out. If the **Delete Pell Award If Zero** is set to Y, the default fund is removed.

Locked records

Fund or period locks still prevent changes to Pell award records.

If a period lock exists, the periods that are not locked may be awarded a different Pell fund code, which will result in a $0 award amount for the locked period for the new Pell fund code. The non-zero award for the locked period remains under the previous 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 ROAUSIO.

Note: Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported for Pell fund codes. All Pell fund code processing uses Round Dollars or Truncate Dollars.

Offered or auto accepted

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

Award schedules

If only one Pell fund code exists, the RFRASCH schedule from that fund code is used if it exists -- otherwise RFRDEFA.

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.

Disbursement process (RPEDISB)

The RPEDISB process determines whether a Pell aid period has been specified for a student.

If it has, the disbursement process will use that aid period for processing Pell awards.

The process also checks against RORTPRD to determine if an existing period award is still valid for the student's aid period. The validation for Pell funds has been modified to use the Pell aid period code rather than the student's aid period code, as long as one is present.

The disbursement process also requires that students accept changes in the Accounts Receivable module. If the **Disburse If Charges Not Accepted** indicator (RPBOPTS_USE_AR_IND) on the Packaging Options page (RPROPTS) is cleared, the load calculation will return 0 hours if changes are not accepted, resulting in the aid not being disbursed.

Disbursement functionality for Pell/Multiple Pell fund codes is as follows.

Recognize multiple Pell funds

The process combines the total of any funds with a Federal Fund ID of PELL.

This means, for example, if a student has two different Pell awards on their account simultaneously, the process totals the awards for determining the correct amount for each period and for the entire year.

Note: The Disbursement Process does not try to determine the correct Pell fund to use for the student based on campus of attendance, but instead pays whichever Pell fund code is awarded for the student for that period. RPEPELL determines which Pell fund to use, not RPEDISB.

Back out of memo, authorizations, and disbursements

Support for multiple Pell funds requires that the same student cannot have two different Pell funds in any state of payment (memo, authorization, or paid) in the same period simultaneously.

It is possible, however, that a student may be having aid reversed or backed out at the same time the school wants to disburse a different Pell fund.

The disbursement process backs out memos, authorizations, and disbursements for Pell awards whose period award has been reduced to zero, regardless of any Pell disbursement option settings on RPROPTS. Pell awards with a zero period offer amount are processed before Pell awards with non-zero period offer amounts. This ensures that disbursements back out correctly, before attempting disbursement on the new Pell award.

For the disbursement process to work correctly, schools that disburse aid awards by fund must include all Pell funds in the same run of the disbursement process. This permits the back out of memo, authorization, and payment amounts for period awards that have been reduced to zero, so that new, non-zero period award amounts can disburse.

Use disbursement enrollment edits for memo option

For Pell Processing, regardless of how the **Use Disbursement Enrollment Edits for Memo** field is set, the RPEDISB process treats the **Use Disbursement Enrollment Edits for Memo** as (selected) Y for Pell.

This prevents Pell from overawarding when memoing, authorizing, and disbursing. This is done for one Pell fund code in addition to multiple Pell fund codes. When no registration records exist for a student for a particular period, the disbursement process will create a memo for Pell using the period's Pell Award Enrollment options which are set up on the RPROPTS page.

RPEDISB process reports

The Disbursement Reports use the Award Fund Code for all reports for all funds. This allows each Pell fund code to be listed separately on the reports.

Disbursement Results (ROIDISB)

The ROIDISB page allows you to see disbursement processing errors by period.

To support Two Pell Grants in an Award Year processing, the **Period** field in the Key block allows entry of Pell crossover periods as applicable. If a period has been defined as a crossover period for the aid year in the Key block, you are permitted to enter it. Otherwise, you will receive an error message, indicating that the period exists but is not valid for the aid year.

Pell edit/error messages

With the addition of determining the most beneficial Pell aid year for a crossover period, various edit and error messages exist when processing two aid years in the comparison.

The following list contains the edit/error messages and when they occur when processing crossover periods.

Edit/error code(s)	Resolution
Pell fund to be used cannot be determined or error selecting Pell fund from RFRBASE or no Pell fund codes defined on RFRBASE	Setup error with Pell fund codes. Either no fund codes have a Federal Fund ID of "Pell" on RFRBASE, or multiple Pell fund codes have been set on RPRBASE but a default Pell fund code has not been entered on ROAINST/ ROAUSIO for the aid year.
Error selecting aid year specific fund info	The Pell fund code has not been set up on RFRMGMT for the aid year.
Error selecting standard award schedule not found	No RFRDEFA default award schedule has been set up for the student's aid period and the aid year being processed.
Error periods not equal input, RFRASCH, or RFRDEFA	The periods created on the RFRASCH Fund Award Schedule or RFRDEFA Default Award Schedule do not match the periods set up on RORTPRD for the aid period and aid year.
Pell calculation; RFRASCH/RFRDEFA grant pct missing	The **Grant Percent** field was not entered on the award schedule created on RFRASCH or RFRDEFA. This percent value must be entered for Pell awards to be calculated.
Disbursement period not in aid period	Attempting to disburse Pell for a period which is no longer part of the student's aid period. The aid period for the student was changed, but the Pell award was not recalculated to remove periods which are not part of the new aid period. Run the Pell award process to delete the period which is no longer part of the aid period.
Error selecting fund disburse schedule or error selecting standard disburse schedule	A disbursement schedule must be set up on RFRASCH Fund Award and Disbursement Schedule Rules for the aid year, aid period, Pell fund code or on RFRDEFA Default Award and Disbursement Schedule Rules for the aid year and aid period.

Edit/error code(s)	Resolution
RFRDSCH exceeds 20 scheduled disbursements or RFRDEFD exceeds 20 scheduled disbursements	Although the RFRASCH and RFRDEFA pages allow unlimited numbers of disbursements in the disbursement schedules, COD will allow a maximum of 20. The number of scheduled disbursements must be decreased to 20.
Error selecting next year award schedule	If calculating a Pell award including a crossover summer period, valid award schedules must exist for the crossover aid year. Add the missing award schedules on RFRASCH or RFRDEFA and rerun the Pell process.
Error calculating next year less than half time COA or Error selecting COA for less than half time	If calculating a Pell award including a crossover summer period and the enrollment for the summer period is less than half time, data must be set up correctly on the RPROPTS Packaging Options, RBRCOMP Budget Component Rules, and RTVCOMP Budget Component Validation pages for the crossover aid year.
Warning: cannot process > 15 periods in aid period	Due to limitations in COBOL, internal processing tables must be hard-coded with a specific number of entries. Period processing is currently set to 15 periods in the process. You must limit the number of periods in any aid period to 15 or the Pell award may be processed incorrectly.
At least one term fails SAP validation on all terms in aid period fail SAP validation	For each period being processed, the Pell calculation checks the most recent Satisfactory Academic Progress term record for the student. This information can be found on the Eligibility Status section of the ROASTAT Applicant Status page. If the status (RTVSAPR) on the SAP record is set to Prevent Packaging, and the Which Aid is a value which includes Pell awards, that term will fail SAP validation and will not be awarded. If one or more of the terms in the periods in the student's aid period fail this validation, the message "At least one term fails SAP validation" will be returned. If all of the terms in the student's aid period fail this validation, the message "All terms in aid period fail SAP validation" will be returned.

Edit/error code(s)	Resolution
At least one period fails NSLDS/Banner validation on all periods in aid period fail NSLDS/Banner validation	These messages include Default, Overpayment and Aggregate Limit validation results. For Default and Refund validation, the Pell calculation checks the **NSLDS Match Indicator** found on the RNASLxx Student Loan Data page and RNARSxx Need Analysis Result page. A value of 1 (Default), 2 (Overpayment), or 4 (Both Default and Overpayment) can result in one of the above messages. For Aggregate Limits validation, the Pell calculation checks the Exceeds Subsidized Limits and Exceeds Combined Limits values on the Aggregate and Perkins Loan section of the RNASLxx page. A value of E (Exceeds) can result in one of the above messages. **Note:** These errors can be overridden by the user. A value of D (Default tests) or A (All tests) entered in the **NSLDS Override** field on the RNARSxx page (Federal Match Indicators section) will override a Default error and allow the Pell to be awarded for all periods. A value of D (Default tests) or A (All tests) entered in the **NSLDS Override** field of the Award Schedule window of the RPAAWRD or RPAAPMT pages will override the Default error for an individual period. A value of O (Overpayment tests) or A (All tests) entered in the **NSLDS Override** field on the RNARSxx page (Federal Match Indicators section) will override an Overpayment error. A value of O (Override tests) or A (All tests) entered in the **NSLDS Override** field of the Award Schedule window of the RPAAWRD or RPAAPMT pages will override the Overpayment error for an individual period. A value of L (Limit tests) or A (All tests) entered in the **NSLDS Override** field on the RNARSxx page (Federal Match Indicators section) will override an Aggregate Limit error and allow the Pell to be awarded for all periods. A value of L (Limit tests) or A (All tests) entered in the **NSLDS Override** field of the Award Schedule window of the RPAAWRD or RPAAPMT pages will override the Aggregate Limits error for an individual period. To allow the user to access the award on the RPAAWRD or RPAAPMT pages to override these errors for a period, the Pell award will be created with a zero award in some or all periods even when the above errors are returned.

Edit/error code(s)	Resolution
Default aid period cannot be a Pell aid period	The default aid period listed on the ROAINST page cannot be the same aid period used as a Pell aid period. These aid period codes must always remain different.
Term code, aid year on STVTERM must match the Key block aid year or have a matching entry in period base data (RORPRDS)	The period codes entered must have a matching period created on RORPRDS, which consists of the base aid year and crossover aid year.

Pell processes

This section provides you with a description of each process and report that is associated with calculating Pell.

It is important to remember that the Pell award is calculated both at the time of awarding and at the time of disbursement. These two calculations are then compared, and based on your option in the **Pay Pell If Disbursement Amount Differs From Award Amount** field in the Pell Options window of the Packaging Options page (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 - pays the lesser of the award amount or the calculated disbursement amount.
- Always Disburse - always pays 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 because the calculation is dependent on your **Pell Award Enrollment Option** and **Pell Disbursement Enrollment Option** in the Pell Options window of the Packaging Options page (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 *Update Award Amounts to agree with Actual Disbursement Amounts*. This discusses how to change your enrollment options at specific times of the year to ensure that both awarding and disbursement ultimately use the same enrollment option.

Pell Calculation Process (RPEPELL)

This topic describes Pell Calculation processing functions.

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.
- Calculates a Pell award using Formula 1, 3, or both Formula 1 and 3, depending on institutional setting.

- This process uses the enrollment option for awarding on the RPROPTS page. 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 page.

  Note: The RPEPELL program uses the Enrollment Rule associated with the Pell fund on RFRMGMT when calculating the Pell enrollment load.

- Online, the Pell Awarding process is performed whenever the Pell EFC, the Pell budget, the estimated enrollment level, or the aid period changes for an applicant - unless the **Prevent Pell Calc** field is selected on the ROAUSIO or ROASTAT page.
- 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 after a SAR is received. when a valid SAR Certified date is entered on ROAPELL, the offered Pell grant will be accepted. A Pell award cannot be accepted manually.
- If the student has reached 100% of the scheduled Pell award for the aid year both Banner and NSLDS data are checked, the student's enrollment status is checked to determine if the student is at least 1/2 time and the Grant Award Percent is selected to see if it supports more than 100%. If the student is not enrolled (or is not expected to be enrolled) at least 1/2 time for the period or the Grant Award Percent is not greater than 100%, the process does not award beyond the 100% scheduled award for the aid year and places a 0 award in the applicable period.
- The Next Aid Year Code is an optional parameter 08. If entered, it must be a valid and active aid year. The RPEPELL process first performs the Pell calculation for Aid Year Code for a student, and immediately performs a Pell calculation for Next Aid Year Code for the same student until all students have been processed. This will facilitate the process of calculating the most advantageous Pell summer crossover period awards. Always use the lower aid year in the Aid Year Code parameter and the higher aid year in the Next Aid Year parameter. Example: 1718 should be used in the Aid Year Code Parameter and 1819 should be used in the Next Aid Year Code parameter.
- The Pell specific aid period will be used for calculating Pell awards rather than the standard aid period code, if a Pell specific aid period exists for the student.

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

RPEPELL automatically processes both aid years when executed from online pages whenever a crossover period is part of the student's aid period or Pell aid period. This ensures that the most advantageous Pell amount is awarded.

When the RPEPELL process is run from the pages, either automatically from the budget or need analysis pages, due to changes in data, from the Applicant Immediate Process ROAIMMP page, or when using RPEPCKG in batch with Calculate Pell Award parameter = Y.

- If the student being calculated has an aid period which contains a summer crossover period

  AND

- The period also exists in that student's Pell aid period for the crossover aid year,

RESULT

The student's Pell award will be calculated in both aid years.

Under these conditions, the calculation for the earlier aid year (the one with the earliest aid year end year), will be calculated first, followed by the next aid year.

The earliest aid year end year will be processed first regardless of whether the institution treats summer as a trailer or header.

Examples

Trailer School

Example

1718 Aid Period is Fall 2017, Spring 2018, Summer 2018

1819 Pell Aid Period is Summer 2018, Fall 2018, Spring 2019, Summer 2019

User goes to RPAAWRD for 1819 and chooses **Pell Calculation** from the options menu.

The Pell calculation is automatically run for 1718 then for 1819 because the 1718 Aid Period includes a period that crosses over with 1819.

Header School

Example

1819 Aid Period is Summer 2018, Fall 2018, Spring 2019

1718 Pell Aid Period is Summer 2017, Fall 2017, Spring 2018, Summer 2018

User goes to RPAAWRD for 1819 and chooses **Pell Calculation** from the options menu. The Pell calculation is automatically run for 1718 then for 1819 because the 1819 Aid Period includes a period that crosses over with 1718.

Students whose aid period does not contain a summer crossover period will only be calculated for the aid year matching the Key block of the page which is performing the Pell calculation. Additionally, if a need analysis record does not exist for the student in the second aid year, the Pell calculation will not be performed.

Note: Batch processing for crossover aid years has not been modified. The Parameter 08 - Next Aid Year Code will continue to be used to determine whether or not to calculate the next year award for students. Parameter validation has been added to RPEPELL for Parameter 08 - Next Aid Year Code. This is done to ensure that Next Aid Year Code must be ROBINST_AIDY_CODE that corresponds to +1 of the ROBINST_AIDY_END_YEAR from Parameter 01 - Aid Year Code.

Refer to the *Reports and Processes* for further information regarding the Pell Calculation Process (RPEPELL).

Crossover period logic and calculation to determine most beneficial aid year

A period which starts before July 1 and ends on or after July 1 is defined as a crossover summer period.

The period award is calculated using the most advantageous aid year. For each period in the aid period, the routine determines whether or not the period is a crossover period by checking ROBPRDS_CROSSOVER_IND.

If the period is not a crossover period, processing does not change.

However, if the period is a crossover period, the award is calculated for the current aid year and an estimated period award is calculated for the summer period using information from the next aid year, and the summer crossover period is awarded in the most beneficial aid year of the two. This processing occurs automatically up to a date defined by the Department of Education each year. This date will be maintained in the Grant Options window of RPROPTS with a field labeled Pell Crossover Cutoff Date (RPBOPTS_CROSSOVER_CUTOFF_DATE).

The processing described for most beneficial aid year is performed up to, but not including that date. If the Pell Crossover Cut Off Date has been reached, Pell awards may no longer be calculated nor disbursed for that aid year. If running the Pell Calculation Process (RPEPELL), the message "CURRENT DATE PAST AID YEAR CROSSOVER CUTOFF; NO PELL CALC." will be generated. If running the Disbursement process RPEDISB, disbursement reject 82 "Pell disbursement not allowed after crossover cutoff date" will be generated.

The estimated next year period award is calculated as follows:

- The routine checks the student's aid period (RORSTAT_APRD_CODE_PELL which is defaulted to RORSTAT_APRD_CODE) in the next aid year.
- If the student has a RORSTAT record for the next aid year, and has a non-null EFC for the next aid year, and has an aid period which contains the same crossover period being processed in the current aid year, a scheduled Pell award amount is calculated for the next aid year.
- If the student has a Pell budget in the next aid year, that budget amount is used in the calculation. Otherwise, the budget is assumed to be the same as the current year budget.
- After calculating a scheduled award for the next aid year, an estimated period award for the summer period is calculated using the scheduled award, the period percent defined for the summer period in the next aid year and aid period, and the enrollment load for the summer period.
- If the current year calculated summer period award is greater than or equal to the next year calculated summer award, the summer crossover period is awarded in the current aid year based on the current year scheduled award. If the next year calculated summer award is greater than the current year calculated summer award, the summer crossover period for the current aid year is set to zero, allowing RPEPELL to award the period in the next aid year when processing is done for that aid year.
- When RPEPELL calls UCPRTN for the Next Aid Year Parm, for any crossover period in the aid year, the process will check for the same period in the prior aid year. If a non-zero Pell award exists in a prior year for the same crossover period, the assumption will be that the prior aid year had a higher scheduled award and therefore a higher summer period award in the crossover period. Pell is not awarded in the next aid year for the crossover period.

Pell Lifetime Eligibility Used (LEU)

This topic describes LEU information used during the Pell calculation processing to properly calculate the student's Pell eligibility for the year.

The related award pages, RPAAWRD, RPAAPMT, and ROARMAN include the **High Pell LEU** field that is to indicate when the student has a HIGH Pell LEU that has reduced the student's Pell eligibility for the aid year.

The following values are required to correctly calculate LEU:

- Current Year Pell Already Used (from all institutions for the aid year)
- Beginning LEU
- Beginning Remaining Eligibility
- Current Year Eligibility

  Note: This LEU calculation offers the ability to alter the current calculation for current year eligibility to allow use of the Beginning Remaining Eligibility, if less than 100.

Current year Pell already used

The sum of the most recent record for each unique school code in RCRLDS7 (RCRLDS7_PELL_PERCENT_SCHED).

Beginning LEU

Lifetime Eligibility Used (RCRLDS4_PELL_LEU)	-	Current Year Pell Already Used (RCRLDS7_PELL_PERCENT_SCHED)	=	Beginning LEU

Beginning remaining eligibility

600 (federally mandated maximum)	-	Beginning LEU (see calc. above)	=	Beginning remaining eligibility

Current year eligibility

If the Beginning Remaining Eligibility >= 100:

100	-	Amount used at other schools	=	Current Eligibility

Note: This is the current calculation already performed in the Pell calculation to determine a student's remaining eligibility for the aid year.

If current eligibility is < 0, the value remains 0.

Or, if the Beginning Remaining Eligibility < 100:

Beginning remaining eligibility	-	Amount used at other schools	=	Current eligibility

This replaces the value of 100 in the current logic in the Pell calculation with the new Beginning Remaining Eligibility, which is less than a full year Pell award due to the student's beginning of the year LEU.

Example 1

The student attended another school with Summer as a header and transfers in the Fall to the Banner school. They attended 1/2 time over the Summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and has been paid 50% of their current year Pell eligibility at the Banner school for the Fall term.

	If Beginning LEU <= 500.00 (Beginning remaining eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning remaining eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	580.00
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	25.00	25.00
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	505.00
g. Beginning Remaining Eligibility (a - f)	125.00	95.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	70.00 (95.00 - 25.00 = 70.00)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 50% awarded/paid Spring: 20% awarded

Example 2

The student attended another school Summer and Fall and transfers in the Spring to the Banner school. The student attended Summer 1/2 time and Fall 3/4 time and has used 62.50% of their

current year eligibility at the other institution. The student is now attending Spring at the Banner school half-time and has been paid 25% of their current year Pell eligibility.

	If Beginning LEU <= 500.00 (Beginning remaining eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning remaining eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	598.00
c. Banner Current Year Used	25.00	25.00
d. Other Schools Current Year Used	62.50	62.50
e. Total Current Year Used (c + d)	87.50	87.50
f. Beginning LEU (b - e)	462.50	510.50
g. Beginning Remaining Eligibility (a - f)	137.50	89.50
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	37.50 (100.00 - 62.50 = 37.50)	27.00 (89.50 - 62.50 = 27.00)
i. End Result in Banner	Spring: 25% awarded/paid Unused Remaining Eligibility: 12.5%	Spring: 25% awarded/paid Unused Remaining Eligibility: 2%

Example 3

The student attended another school Fall and Spring and transfers in the Summer to the Banner school as a trailer. The student attended 3/4 Fall and 3/4 Spring at the other institution. The student plans to attend full-time at the Banner institution but has not received any Pell funds yet.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	585.00
c. Banner Current Year Used	0.00	0.00
d. Other Schools Current Year Used	75.00	75.00

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	510.00
g. Beginning Remaining Eligibility (a - f)	125.00	90.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	25.00 (100.00 - 75.00 = 25.00)	15.00 (90.00 - 75.00 = 15.00)
i. End Result in Banner	Summer: 25% awarded	Summer: 15% awarded

Example 4

The student attended another school Summer as a header and transfers to Campus A of Banner school Fall and then switches to Campus B of Banner school Spring. The student attended Summer 3/4 time at the other institution and used 37.50% of their current year eligibility. The student attended Campus A of the Banner institution 1/2 time using 25% of their current year eligibility and is attending Campus B 3/4 time in the Spring but has not yet received any Pell funds.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	590.00
c. Banner Current Year Used	25.00	25.00
d. Other Schools Current Year Used	37.50	37.50
e. Total Current Year Used (c + d)	62.50	62.50
f. Beginning LEU (b - e)	487.50	527.50
g. Beginning Remaining Eligibility (a - f)	112.50	72.50
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	62.50 (100.00 - 37.50 = 62.50)	35.00 (72.50 - 37.50 = 35.00)

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
i. End Result in Banner	Fall: Campus A 25% awarded/ paid Spring: Campus B 37.50% awarded	Fall: Campus A 25% awarded/ paid Spring: Campus B 10% awarded

Example 5

The student attended another school in Fall but withdrew and had a return of title IV calculation performed. The earned amount of Pell that the student used after the return calculation was 17.73%. The student then transferred to the Banner school in Spring and enrolled full-time receiving 50% of the current year eligibility.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	578.50
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	17.73	17.73
e. Total Current Year Used (c + d)	67.73	67.73
f. Beginning LEU (b - e)	482.27	510.77
g. Beginning Remaining Eligibility (a - f)	117.73	89.23
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	82.27 (100.00 - 17.73 = 82.27)	71.50 (89.23 - 17.73 = 71.50)
i. End Result in Banner	Spring: 50% Remaining Unused Eligibility: 32.27%	Spring: 50% Remaining Unused Eligibility: 21.50%

Example 6

The student only attended the Banner school 1/2 time in the Fall and 1/2 time in the Spring, thus using 50% of their current year eligibility. The student now indicates that they plan to attend the Banner school 1/2 time during the Summer term.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	578.00
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	0.00	0.00
e. Total Current Year Used (c + d)	50.00	50.00
f. Beginning LEU (b - e)	500.00	528.00
g. Beginning Remaining Eligibility (a - f)	100.00	72.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	100.00 (100.00 - 0.00 = 100.00)	72.00 (72.00 - 0.00 = 72.00)
i. End Result in Banner	Fall: 25% awarded/paid Spring: 25% awarded/paid Summer: 25% awarded	Fall: 25% awarded/paid Spring: 25% awarded/paid Summer: 22% awarded

Example 7

The student attended another school in Summer as a header and transfers in the Fall to the Banner school. They attended 1/2 time over the Summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and has been paid 50% of their current year Pell eligibility at the Banner school for the Fall term.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	550.00	605.00

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
c. Banner Current Year Used	50.00	50.00
d. Other Schools Current Year Used	25.00	25.00
e. Total Current Year Used (c + d)	75.00	75.00
f. Beginning LEU (b - e)	475.00	530.00
g. Beginning Remaining Eligibility (a - f)	125.00	70.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	45.00 (70.00 - 25.00 = 45.00)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 45% awarded/paid Spring: 0% awarded Fall has already been paid 50% for the aid year, so 5% will need to be backed off when disbursement is run.

Example 8

The student attended another school summer as a header and transfers in the fall to the Banner school. They attended 1/2 time over the summer and used 25% of their current year Pell eligibility at the other institution. The student is planning to attend Fall and Spring at the Banner institution full time and is Pell is being calculated for the first time in Banner.

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
a. Max Allowed Eligibility	600.00	600.00
b. LEU from NSLDS	450.00	605.00
c. Banner Current Year Used	0.00	0.00
d. Other Schools Current Year Used	25.00	25.00

	If Beginning LEU <= 500.00 (Beginning Remaining Eligibility >= 100.00)	**If Beginning LEU > 500.00 (Beginning Remaining Eligibility < 100.00)**
e. Total Current Year Used (c + d)	25.00	25.00
f. Beginning LEU (b - e)	425.00	580.00
g. Beginning Remaining Eligibility (a - f)	175.00	20.00
h. Current Eligibility % (If g >= 100, 100 - d Else If g < 100, g - d)	75.00 (100.00 - 25.00 = 75.00)	0.00 (20.00 - 25.00 = -5.00; if <0, 0)
i. End Result in Banner	Fall: 50% awarded/paid Spring: 25% awarded	Fall: 0% awarded Spring: 0% awarded The prior institution has overpaid this student resulting in -5% current year eligibility. For Banner purposes the student has 0% eligibility and should not be awarded any Pell funds for the aid year.

Pell grant award calculation

The Pell grant award calculation section provides you with the Pell awarding calculations and demonstrates the calculations with examples using Banner.

Pell grant calculations are based on the Pell Grant Schedule published by the Department of Education for determining scheduled awards for the award period. These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table and used in Pell Grant award and disbursement calculations.

Pell award enrollment is determined by the enrollment option for awarding on the RPROPTS page. 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 page.

Pell rounding rules

1. Pell rounding for each period is based on the actual value calculated for the period award.

   This also considers the enrollment load when determining the amount for the term. For example, when determining the term amount for a student using half-time enrollment, the half-time scheduled award base on the Pell chart determines the term amount.

   - Dollars round up to the next whole dollar (50 cents or higher - round up to the next whole dollar).
   - Cents round up to the next cent (third position to the right of the decimal is 5 or higher - round up to the next whole cent).

   Note: Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported for Pell fund codes.

   Note: This also applies to the other school amount. If the other school percent is greater than 0, the other school amount is calculated and rounded using this logic.

2. After rounding the award for each period, the amount rounded (up or down) carries-over to the next period's calculation.

   - If rounded up, the amount added to the period carries forward and subtracts from the standard period amount for the next period, before the calculation takes place.
   - If the rounded down, the amount subtracted from the period carries forward and adds to the standard period amount for the next period, before the calculation takes place.

   Note: This also applies to the other school amount. If the other school amount rounds up or down, the rounded amount carries forward to the calculation of the first period award.

100% Pell grant award calculation

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

1. Maximum dollar award for aid period

   (Pell Full Year Pct field on the ROBAPRD page) x (Full-Time, Full Year Scheduled Amount)

2. Period amount

   If processing Pell using Formula 1:

   (Grant Award Percent field for the period on the RFRDEFA or RFRASCH page) x (period enrollment full year amount x Pell Full Year Pct amount on the ROBAPRD page)

   If processing Pell using Formula 3:

   (Number of Weeks in the period on RORPRDS) x (period enrollment full-year amount) / (Academic Year Weeks on RORACYR associated with the student's Level code)

3. Remaining Pell dollars

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

4. Period award

   Lesser of Period Amount and Remaining Pell Dollars

   Note: Similar logic is applied when awarding beyond 100% of Pell. When the process get to a period where there is still remaining eligibility for the 100% award, it awards the remaining amount and then an amount from the second scheduled award not to exceed the Period Amount.

100% Pell percentage awarding example, Pell formula 1 only

Aid Period: Fall/Spring/Summer. **Pell Full Year Percent** field on ROBAPRD = 100%.

Grant 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

3/4 Pell = $3038

1/2 Pell = 2025

Maximum $ award for aid period:

100% x 4050 = 4050 (a)

Fall Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 0 = 4050 (c)

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

d = period award 2025

Spring Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 2025 = 2025 (c)

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

d = period award 2025

Summer Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 4050 = 0 (c)

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

d = period award 0

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

Note: In the case of a second scheduled award, the process would be able to award 2,025 for the summer period because student at least half time and assuming student is taking at least one credit hour in the next academic period.

Student above actually registers for 3/4 Time Fall, Full-Time Spring, & wants to register for Summer next week. The student is paid Pell based on the adjusted hours and receives $1519 for Fall & $2025 for Spring

School Changes Awarding Option for Pell on RPROPTS to Adjusted Hours for Fall & Spring. This will allow any unused Pell from the Fall and Spring periods to be calculated and awarded for the Summer period. When RPEPELL is performed the Pell Award for the student is adjusted accordingly.

Maximum $ award for aid period:

100% x 4050 = 4050 (a)

Fall Period Award Calculation:

50% x 3038 = 1519 (b)

4050 (a) - 0 = 4050 (c)

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

d = adjusted period award 1519

Spring Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 1519 = 2531 (c)

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

d = adjusted period award 2025

Summer Period Award Calculation:

50% x 4050 = 2025 (b)

4050 (a) - 3544 = 506 (c)

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

d = adjusted period award 506

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

100% Pell percentage awarding example, Pell formula 3 only

Aid Period: Fall/Spring/Summer. **Pell Full Year Percent** field on ROBAPRD = 100%.

Grant Award Percent field on RFRDEFA = 50% Fall; 50% Spring; 50% Summer

11 weeks in each period, 33 weeks in academic year

Student Packaged using Full Time Estimate on RPROPTS

EFC = 0

1920 Aid Year

Full Time Pell = 6195

3/4 Pell = $4646

1/2 Pell = 3098

Maximum $ award for aid period:

100% x 6195 = 6195

Fall Period Award Calculation:

6195 x 11/33 = 2065

Spring Period Award Calculation:

6195 x 11/33 = 2065

Summer Period Award Calculation:

6195 x 11/33 = 2065

Total Award $6195 = scheduled award $6195 or 100%.

Fall 2065

Spring 2065

Summer 2065

Pell grant disbursement calculation

All normal Pell grant calculations are based on the Pell Grant Schedule published by the Department of Education for determining full-time scheduled awards for the award period.

These payment amounts change for each award year but are always determined by the full-time Cost of Attendance and Expected Family Contribution grid. The contents of this grid are stored in the Banner RORPELL table and used in Pell Grant award and disbursement calculations.

You will notice that the Pell Disbursement Calculation is very similar to the Pell Awarding Calculation. The Pell Grant disbursement is calculated within Banner in the following manner.

1. Full Year Maximum Dollar Amount

   (**Pell Full Year Percent** field on the ROBAPRD page) x (Full-Time Full Year Scheduled Amount)

2. Period Amount

   If processing Pell using Formula 1:

   Grant Award Percent field on the RFRDEFA or RFRASCH page x Full Year maximum dollar amount per enrollment level = A

   If processing Pell using Formula 3:

   (Number of Weeks in the period on RORPRDS) x (period enrollment full-year amount) / (Academic Year Weeks on RORACYR associated with the student's Level code) = A
3. B = Total paid amount for other periods in aid period (excluding period being disbursed)
4. Calculated Amount

   If A + B > Full Time Full Year award:

   Calculated period amount = FTFY award - B

   Otherwise

   Calculated period award = A

100% Pell percentage disbursement example

Aid Period: Fall/Spring/Summer **Pell Full Year Percent** field on ROBAPRD = 100%.

Grant Award Percent field on RFRDEFA = Fall 50%; Spring 50%; Summer 50%

The sum of the **Grant Award Percent** fields on the RFRDEFA or RFRASCH page = 100%

Disbursement Option on RPROPTS set to A (Adjusted) Hours

Enrollment: 3/4 Fall, FT Spring, FT Summer EFC = 0

Scheduled Pell: Full Time= 4050 3/4 Time = 3038 1/2 Time = 2025

Fall Period:

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

   Fall Period Disbursement: $1519.00

Spring Period:

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

   Spring Period Disbursement: $2025.00

Summer Period:

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

Therefore: Calculated period award = FTFY 4050 - (B) 3544 = 506

Summer Period Disbursement: $506

Pell grant award and disbursement processing

Description of the Pell grant award and disbursement processing page.

- You determine in the Packaging Options section on the Packaging Options (RPROPTS) page whether to package with the estimated enrollment reported by the applicant or to package an estimated Pell with the default enrollment for all applicants.
- You can run the Pell Calculation Process (RPEPELL) by itself, either online or in a batch, or as an option when running the Packaging Process RPEPCKG in batch. When you initially package Pell Grants for the year, run the batch Pell Grant Calculation Process after you perform Batch FM Need Analysis calculations and budget assignments because 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 Grant Calculation when changed include:

Page	Field/column name
Need Analysis Result (RNARSxx)	Primary Calculation Sys EFC
Applicant Budget (RBAABUD)	Aid Period
Supplemental Need Analysis (RNASUxx)	Expected Enrollment Status for the Yr
Need Analysis (RNANAxx)	Prior Bachelor's Degree, Class Code, Citiz. Status
Applicant Pell Grant (ROAPELL)	SAR Certified Date
Applicant Period Budget (RBAPBUD)	Aid Period

- 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 for each period on the Award Schedule tab.

- During the disbursement process, the Pell Grant is recalculated based on the option to disburse using an actual enrollment. If the award is calculated differently at that time, the award amount is not updated. The new Pell award will only be used during the disbursement process.

  Note: If the Pell award is locked in the student's package, it is not recalculated during disbursement.

- A Pell award will never be disbursed if the student is picked for verification, a SAR EFC has not been received, and verification is not performed.
- Set the **Equity Fund** field to Y on the Funds Management (RFRMGMT) page for the Pell fund code.
- If the Pell fund code is already included in the student's package and is recalculated to a zero (0) amount, it will remain in the package with a 0 dollar amount unless the setting for **Delete Award if Zero** is selected on the Grant Options window of the Packaging Options (RPROPTS) page. This amount is also included in the student's award letter. If the Pell Grant is initially calculated as a zero amount, it is not normally added to the student's package at all. The exception to this is when the SAP calculation or NSLDS default, overpayment or limit tests result in some or all term awards being zero. In this case, the award is created with a zero amount so that the individual term errors can be overridden on the Award Maintenance (RPAAWRD) or Package Maintenance (RPAAPMT) pages.
- Fund Management (RFRMGMT) page considerations include:
  - If you select the **Auto Accept** indicator for an award, Banner automatically changes an offered status for a fund to an accepted status.
  - The **Change Load During Period**, **Payment Percent for Three Quarter Load**, **Payment Percent for Half Load**, and **Payment Percent for less than Half Load** Disbursement Option indicators do not apply to Pell Grant processing.
  - The Pell Grant Disbursement Process does use the **If Ineligible Before Cut off Date**, **If Ineligible After Cut off Date**, **If Selected for Verification but is Not Complete**, and **Recoup When Award Reduced** indicators.
- If you need to manually change a Pell grant amount for the year:
  - Change the award offered/accepted amounts on the Award Schedule section of the Award Maintenance (RPAAWRD) page or the Package Maintenance (RPAAPMT) page.
  - Lock the fund in the Fund Award section of the RPAAWRD, RPAAPMT, or the ROARMAN page.

    Note: The award amount is never changed by the disbursement process.

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

- Applicant Pell Grant (ROAPELL) page considerations include:
  - The **Scheduled Award** is based on the student's Pell budget and the full year, full time Pell Grant Payment Schedule that the RPEPELL process uses.
  - The **Expected Disbursement** prorates the amount in the **Scheduled Award** field if the student is a part-time or part-year student based on the student's enrollment load.
  - The **Amount Paid to Date** field indicates the Pell payments that have already been disbursed for the student.

TEACH grant processing

The Teacher Education Assistance for College and Higher Education (TEACH) Grant program provides funds for graduate and undergraduate students who intend to teach full-time in high-need subject areas for at least four years at schools that serve students from low-income families.

If the student fails to complete the four-year teaching obligation within eight years of completing or ceasing their education, the grant will be converted to an unsubsidized loan. The loan will need to be repaid by the student with interest.

TEACH awards and disbursement

This topic provides you with information about student eligibility requirements for the TEACH Grant and how you should set up Banner to award and disburse TEACH Grants.

Criteria for awarding and disbursing a TEACH grant

To qualify for a TEACH grant, a student must meet the following criteria:

- Complete a FAFSA
- Meet the general eligibility requirements for federal student aid
- Be enrolled in a program of study designated as TEACH Grant eligible. Eligible programs are those that prepare a student to teach in a high-need area. For example, a bachelor's program with a math major could qualify for a student who intends to be a math teacher
- Sign a TEACH Grant Agreement to Serve and respond to requests by the U.S. Department of Education confirming continuing intention to meet the teaching obligation
- Complete TEACH grant entrance counseling before receiving each scheduled award and complete exit counseling after completing or ceasing attendance.
- For undergraduate programs, meet one of the following academic achievement requirements.
- Score above the 75th percentile on a college admissions test; or
- Graduate from high school with a cumulative GPA of at least 3.25 (on a 4.0 scale) to receive a grant as a freshman; or
- Have a cumulative GPA of at least 3.25 (on a 4.0 scale) through the most recent payment period on your college coursework to receive a grant for each subsequent period
- For graduate programs, meet one of the following academic standards.
- Score above the 75th percentile on a college admissions test; or

- Have an undergraduate cumulative GPA of at least 3.25 (on a 4.0 scale) to receive a grant in the first period; or
- Have a cumulative GPA of at least 3.25 (on a 4.0 scale) through the most recent period in the Master's degree program for subsequent payments; or
- Be a current teacher or be a retiree from another occupation with expertise in a high-need field, enrolled in a Master's degree program; or
- Be a former teacher pursuing an alternative route to certification within a Master's degree program

The following will be checked to determine if the student is eligible:

- Completed FAFSA
- U.S. Citizen or an eligible non-Citizen

The following is not required for TEACH:

- Does not need to be Pell eligible
- Does not need to be enrolled at a certain enrollment level - student can be enrolled less-than-half-time and still receive TEACH.
- Verification is not required for TEACH

The following characteristics apply when calculating the TEACH award amount:

- Award amount replaces EFC
- Any amount above EFC must reduce need
- A maximum amount of $4,000 per scheduled award
- A student can receive up to 2 scheduled awards within one aid year. This results in a maximum of $8,000 per aid year
- Awards must be split equally among the payment periods in the aid year
- The award amount must be prorated based on enrollment
- A maximum aggregate of $16,000 at the undergraduate level and of $8,000 at the graduate level

  Note: Federal regulations allow an institution to award and disburse up to two scheduled TEACH awards within an aid year. With the current maximum award amount of $4,000, that means a student could receive up to $8,000 within an aid year. If your institution wants to award a second TEACH Grant within the aid year, use the Federal Limits Award override on the award pages to award the fund.

The following criteria are checked at the time of disbursement to verify the calculated amount is still correct for the student and to verify the following additional eligibility criteria:

- Enrolled in a TEACH eligible program of study
- Enrolled in a TEACH eligible degree program
- Has completed an Agreement to Serve

When a student receives a TEACH grant, for the grant to not be converted to an unsubsidized loan after the student ceases attendance, they must complete the following service agreement.

Within eight years of completing their program, teach for at least four years as a highly qualified teacher at a Title I school in one of the following specified subject areas:

- Mathematics
- Science
- Foreign Language
- Bilingual Education
- Special Education
- Reading Specialist
- Other "High Need" fields

TEACH grant setup

For specific setup procedures, refer to the *Banner Financial Aid COD* documentation.

COD TEACH calculation

This topic addresses the calculation of load-based TEACH awards introduced for the 2009/2010 award year.

The processing is modeled in a similar way to the existing Pell Grant calculations.

To accomplish this, much of the existing rules data set up to support Pell processing is used for TEACH awards. Pell Packaging Options on the Packaging Options (RPROPTS) page, which were previously used exclusively for Pell award and disbursement calculations, are now also used to calculate award and disbursement amounts for TEACH awards.

Grant Award Percent values found on the Fund Award and Disbursement Schedule Rules (RFRASCH) page and the Default Award and Disbursement Schedule Rules (RFRDEFA) page are now also used in the calculation of TEACH awards.

Note: Ellucian strongly recommends that you use the RPEPCKG and RPRGRNT processes to calculate TEACH awards. Creating, updating, or rescheduling of these awards from the Award Maintenance windows of Award Maintenance (RPAAWRD), Package Maintenance (RPAAPMT), and Mass Offer Mass Entry (RPAMOFF) pages, or the creation or updating of these awards from the Batch Posting Process (RORBPST) will not be prevented; however, these pages and processes will bypass the new period load calculations and use the standard Default Award and Disbursement Schedule Rules (RFRDEFA) and Fund Award and Disbursement Schedule Rules (RFRASCH) pages without regard to period load values, and may give unexpected results.

Calculations

If the award option is not enabled on the Grant Options window of the Packaging Options (RPROPTS) page, the calculation uses the values from the Packaging Options window of RPROPTS.

If the disbursement options are not set on the Grant Options window of RPROPTS, the calculation uses the disbursement option from the Enrollment Cutoff Date Rules window of RPROPTS. If

disbursement options are not set on the Enrollment Cutoff Date Rules window, the calculation uses the default Disbursement Options from the Packaging Options window of RPROPTS.

Note: Disbursement options for crossover periods must be setup the same in both aid years. If different options are used, unexpected results will occur.

The following is an overview of how the calculations are performed.

- The RPK_GRANT_CALC package calculates the correct TEACH grant award for each period based on the student's load (as defined on RPROPTS) and the Grant Percentages as defined on RFRDEFA/RFRASCH. This package is used by Auto Packaging (RPEPCKG), the Grant Calculation Process (RPRGRNT), and Disbursement (RPEDISB).

  Note: If you are calculating Pell using Formula 3, you must also use the same Formula 3 calculation for TEACH. You must manually calculate the percentage to be multiplied by the TEACH grant award and enter it on RFRDEFA/RFRASCH.

  Example: The period contains 12 weeks, and the academic year is 34 weeks long. 12/34= 35.29%. This value must be entered in the Grant Award Percent. The annual TEACH award will be multiplied by this percentage to get the correct amount of TEACH grant to award using Formula 3.

- You can still enter TEACH awards manually on the award pages. This allows for the use of the award overrides, if needed.

  When you enter awards manually, the RPK_GRANT_CALC package is not used. Instead, award validation that uses the normal award percentages on RFRDEFA/RFRASCH is used. This functionality remains unchanged.
- Batch Posting of TEACH awards is allowed.

  However, just as with manual awards, Batch Posting does not use the RPK_GRANT_CALC package and instead awards using the normal award percentages on RFRDEFA/RFRASCH. This functionality remains unchanged.
- Because the RPK_GRANT_CALC is used by the Disbursement Process (RPEDISB), these awards are recalculated at the time of disbursement - regardless of the method used to award the funds. This ensures that a student is not overpaid for any period of enrollment.
- You can use the Award and Period Locks on the award pages in the same way as you can for Pell. This allows you to make changes to awards for a period and lock the awards so that the awards are not recalculated at the time of disbursement.

Examples
Examples of how TEACH is calculated.

Student packaged full-time, enrolled ¾ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TCHU1 for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled 3/4 time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and only disburses a 3/4 amount for the period.

Student packaged full-time, enrolled < ½ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TCHU1 for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled < 1/2 time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS which is $500. Starting with the 2013/2014 aid year, the calculation of TEACH grants will use the **TEACH Reduction Percentage** on RFRMGMT/ROAMGMT to obtain the proper amount. Assuming a 6% reduction, this $500 amount would actually be $470).

Student packaged ¾ time, enrolled full-time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded 3/4 time TCHU1 for both Fall and Spring periods.

At the time of disbursement for Fall period, the student is actually enrolled full-time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and disburses a full-time amount for the period.

Note: The award is not increased, only the disbursement is increased. Award increases must be made by either running RPRGRNT or manually updating the award.

Student who receive more than one TEACH grant scheduled award within the aid year

Student is packaged with TCHU1 full-time for Fall and Spring.

Institution knows that the student will also be enrolled full-time for the summer period.

On the award page, you can manually add TCHU2 and use the Federal Limits Override to award the proper amount for the second scheduled TEACH award for the aid year. This override must be updated on both the TCHU1 and TCHU2 fund codes.

Note: Adjustments must be made on the period window to ensure the proper amount is associated with the summer period.

Student with prior enrollment and payments

Student received $1000 in TCHU1 at a prior institution.

The student is anticipating full-time enrollment at your institution.

The student is auto-packaged.

Based on the calculations in the RPK_GRANT_CALC package, the student is awarded $1000 for the Fall period, and $2000 for the Spring period. Starting with the 2013/2014 aid year, the calculation of TEACH grants will use the **TEACH Reduction Percentage** on RFRMGMT/ROAMGMT to obtain the proper amount. Assuming a 6% reduction, the $1,000 amount would be $940 and the $2,000 amount would be $1,880 for a total of 2,820.

TCHU1 is batch posted to a student using the F batch posting type

Warning! This method is not recommended for TEACH grants.

Student passes award validation and TCHU1 is added to the student's award.

Note: Adjustments must be made on the period window to ensure the proper amount is associated with the period(s).

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

TCHU1 is batch posted to a student using FN batch posting type

Warning! This method is not recommended for TEACH grants.

Award validation is not used, so the TCHU1 is added to the student's award.

Note: Adjustments must be made on the period window to ensure the proper amount is associated with the period(s).

Note: The award must be reviewed to ensure that the student is actually eligible for the award.

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

Student in a 150% aid period

Student is awarded 50% of TCHU1 in the Fall period, 50% of TCHU1 in the Spring Period, and 0% in the Summer period as all of TCHU1 has been awarded.

Note: If the student becomes eligible for a second scheduled award in the Summer period, use the Federal Limits Override to award the TCHU2 for the Summer period.

Student in a 50% aid period

Student is only awarded 50% of TCHU1 as that is the maximum for the aid period.

Awards are locked on the period window

Locks are treated by Disbursement just as the locks are for Pell.

If the award lock is Y, the fund pays for the period being disbursed, regardless of any recalculation by the RPK_GRANT_CALC package.

If the award lock is E, the fund is recalculated for the period being disbursed, but only for the lower enrollment.

If the period lock is Y, the fund pays for the locked period, regardless of any recalculation by the RPK_GRANT_CALC package. Any additional periods will not be affected by the lock.

If the period lock is E, the fund is recalculated for the locked period, but only for the lower enrollment. Any additional periods are not affected by the lock.

Additional examples
For the remaining examples, assume the student is in a Fall, Spring, Summer aid period and there are no other factors such as prior school awards affecting the Banner award.

Also assume the following values on RPROPTS, RFRDEFA/RFRASCH, RNANAxx, and ROAENRL:

RPROPTS

Grant Award Enrollment Option is I (Estimated Period Expected Enrollment) for all periods.

Grant Disbursement Enrollment Option is A (Adjusted hours) for all periods.

RFRDEFA/RFRASCH

Period	Award Percent	Grant Award Percent
Fall	50	50
Spring	50	50
Summer	0	50

RNANAxx

Student's Expected Enrollment Status is 1 (Full Time).

Student's Expected Period Enrollment Status:

- Fall 2 (3/4 time)
- Spring 2 (3/4 time)
- Summer 2 (3/4 time)

ROAENRL

Financial Aid Adjusted Hours

- Fall 6 (1/2 time)
- Spring 6 (1/2 time)
- Summer 12 (Full Time)

Warning! Starting with the 2013/2014 aid year, the TEACH awarding process will use the **TEACH Reduction Percentage** on RFRMGMT to obtain the proper TEACH amount. Please note that the examples that follow are pre-2013/2014 and therefore do not account for the TEACH Reduction Percentage.

Manually enter a $4000 TEACH award on RPAAWRD (not recommended)

The RPAAWRD page will not use the rpk_grant_calc database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

- Fall $2000 (FT Expected Enrollment, 50% Award Percent)
- Spring $2000 (FT Expected Enrollment, 50% Award Percent)
- Summer $0 (FT Expected Enrollment, 0% Award Percent)

Batch post a $4000 TEACH award using RORBPST (not recommended)

The RPAAWRD page will not use the rpk_grant_calc database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

- Fall $2000 (FT Expected Enrollment, 50% Award Percent)
- Spring $2000 (FT Expected Enrollment, 50% Award Percent)
- Summer $0 (FT Expected Enrollment, 0% Award Percent)

Use the RPEPCKG or RPRGRNT process to calculate the TEACH award (recommended)

The rpk_grant_calc package will calculate the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period

The award will be calculated as $4000, with period amounts as follows:

- Fall $1500 (3/4 time ISIR enrollment, 50% Grant Award Percent)
- Spring $1500 (3/4 time ISIR enrollment, 50% Grant Award Percent)
- Summer $1000 (3/4 time, 50% Grant Award Percent, remaining amount)

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period did not change (not recommended)

Options of the RPAAWRD Reschedule Indicator are described.

Assume the existing award is $4000, and had been calculated by RPEPCKG as:

- Fall $1500
- Spring $1500
- Summer $1000

The page will not use the rpk_grant_calc database package which calculates grants based on period load and will not use the RPROPTS Grant Award Enrollment options.

The award is rescheduled based on RFRDEFA_AWARD_PCT or RFRASCH_AWARD_PCT:

- Fall $2000
- Spring $2000
- Summer $0

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period changed (not recommended)

Options of the RPAAWRD Reschedule Indicator are described.

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

- Fall $1500

- Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (3/4 time). RPAAWRD reschedules the award based on RFRDEFA_AWARD_PCT or RFRASCH_AWARD_PCT:

- Fall $2000
- Spring $2000
- Summer $0

Use the RPRGRNT process to recalculate the award when aid period changed (recommended)

Using the RPRGRNT process to recalculate an award is described.

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

- Fall $1500
- Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (3/4 time). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

- Fall $1500
- Spring $1500
- Summer $1000

Use the RPRGRNT process to recalculate the award when aid period changed (recommended)

Using the RPRGRNT process to recalculate an award is described.

Assume existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

- Fall $1500
- Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (3/4 time). Assume by the time this occurred, the school had chosen to change the RPROPTS Grant Award Enrollment Percent values to A (Adjusted hours). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

- Fall $1000 (based on 1/2 time Adjusted hours)
- Spring $1000 (based on 1/2 time Adjusted hours)
- Summer $2000 (based on Full Time Adjusted hours)

Disbursement

Disbursement processing is described.

Assuming the RPROPTS Grant Award Disbursement Percent values were also set to A (Adjusted hours) for all periods, the student would be paid the same amounts as were awarded:

- Fall $1000 (based on 1/2 time Adjusted hours)
- Spring $1000 (based on 1/2 time Adjusted hours)
- Summer $2000 (based on Full Time Adjusted hours)

Use the RPRGRNT process to recalculate the award when the aid period changed (recommended)

Using the RPRGRNT process to recalculate an award is described.

Assume the existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the rpk_grant_calc package and period expected enrollment as:

- Fall $1500
- Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student period expected enrollment for summer is 2 (3/4 time). Assume at the time this occurred, the school had not changed the RPROPTS Grant Award Enrollment Percent values. They are still set to I (Period Expected enrollment). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

- Fall $1500 (based on 3/4 Period Expected enrollment)
- Spring $1500 (based on 3/4 Period Expected enrollment)
- Summer $1000 (based on 3/4 Period enrollment and remaining amount)

Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values are set to A (Adjusted hours) for all periods, the student is paid based on the setting on RPROPTS for **Pay Pell if Disbursement Amount Differs from Award Amount**.

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is A (Always Disburse):

- Fall $1000 (based on 1/2 time Adjusted hours)
- Spring $1000 (based on 1/2 time Adjusted hours)
- Summer $2000 (based on Full Time Adjusted hours)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is L (Lesser Amount):

- Fall $1000 (Lesser of 1500 award and 1000 calculated disbursement)
- Spring $1000 (Lesser of 1500 award and 1000 calculated disbursement)
- Summer $1000 (Lesser of 1000 award and 2000 calculated disbursement)

If the **Pay Pell if Disbursement Amount Differs from Award Amount** is N (Never Disburse):

- Fall $0 (1500 award amount differs from 1000 calculated disbursement)
- Spring $0 (1500 award amount differs from 1000 calculated disbursement)
- Summer $0 (1000 award amount differs from 2000 calculated disbursement)

State grant award processing

In many states, the state grant program is handled by a state financial aid agency.

About this task

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 before the actual awarding by the state grant agency. Because this award can affect the student's need for other aid, aid officers typically try to estimate the amount of the state grant before its official calculation by the state grant agency.

Although it is disbursable, schools would not want to disburse an estimated award. They need to make sure that only the official amount calculated by the state grant agency for the period is disbursed.

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

Procedure

1. On the **Fund Management (RFRMGMT)** page, 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 selected or cleared.
2. On the Financial Aid Selection Rules (RORRULE) page, create a disbursement rule that says:

   RPRAWRD_AWST_CODE = CERT (Award Status Code = CERT)

   This prevents the fund from being paid or authorized unless the award status code is intentionally changed to CERT (a code meaning accepted on RTVAWST). The normal processes of awarding or accepting the award would post different status codes so the fund could be packaged and memoed, but not disbursed.
3. When the official award is known, then the actual amount is posted, replacing the estimated award, and the status code is changed to CERT. The award is then eligible for disbursement and only the actual/official amount will be paid.

   If actual/official state grant award data is received electronically, a customized process to post the data to the student's award record (RPRAWRD) and award by period record (RPRATRM) can be developed. A customized process should also change the award status code to identify the amount as the official amount and make it disbursable.

Contracts, exemptions, and resources

Interface related information regarding contracts, exemptions, and resources are explained in detail.

Contracts

To interface third-party payments from Banner Student to Banner Financial Aid, the **Interface Third Party Cont** indicator must be selected on the Packaging Options (RPROPTS) page for those aid year you want to interface.

1. Contract Authorization (TSACONT).To interface contracts, the contract must first exist on SPRIDEN as a Non-Person record and on TSACONT for authorization. The Person Authorization window of TSACONT provides for the authorization of contracts for specific students.
2. Third Party Contract Rules (RPRCONT).Define the valid third party contracts which will be in effect for the specified terms. Estimate a standard amount for each contract within the defined terms.

   Note: On RPROPTS, if the **Always Use Estimated** field is selected, then the estimated amount will always be used as a resource for students authorized for the contract. If the **Always Use Estimated** field is cleared, the estimated amount will be used until the actual amount is available from Banner Accounts Receivable.

   If the **Assume Full Time** field is selected, the full estimated amount will always be used regardless of estimated enrollment. If **Assume Full-Time** is set to N, then the percentage specified will be used to prorate the estimated contract amount.

   RPIARPY - The Contracts and Exemptions Payment Inquiry page allows you to view Third Party Contracts that have been applied to the student's account.

   RPAARSC - The Exemptions and Contracts window of the Resource Maintenance page enables you to view a student's exemptions and third party contracts for an aid year.

Exemptions

To interface Exemptions from Banner Student to Banner Financial Aid, the **Interface Exemptions** indicator must be selected on the Packaging Options (RPROPTS) page for the Aid Year in which you want to interface.

1. Exemption Authorization (TSAEXPT).To interface exemptions, the exemption must be set up on TSAEXPT in Banner Student. The Person Authorization window of this page provides for the authorization of exemptions to specific students.
2. Exemption Rules (RPREXPT).Define the valid exemption codes which will be interfaced for specified terms. Estimate a standard amount for that exemption within the defined terms.
   - On RPROPTS, if the **Always Use Estimated** field is selected, the estimated amount of exemption will always be used as a resource for students authorized for exemptions. If

the **Always Use Estimated** field is cleared, 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 selected, the full estimated amount will be used. If the **Assume Full Time** field is cleared, then the percentage specified will be used to prorate the estimated amount of the exemption.
- RPIARPY - Contracts and Exemptions Payment Inquiry page allows you to view exemptions that have been paid to the student's account.
- RPAARSC - The Exemptions and Contracts window of the Resource Maintenance enables you to view a student's exemptions and third party contracts for an aid year.

Exclude 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 or Exemptions on the Packaging Options (RPROPTS) page, when a student was authorized and received payment from a Third Party Contract or Exemption, the amount paid on the student's account was included in the determination of actual resources for financial aid.

The resource amount was interfaced into the Resource Maintenance (RPAARSC) page and included in the calculation of need for financial aid in the following award pages: 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 exemptions from being counted as a Financial Aid Resource. In addition, you can roll contracts and exemptions from one term to a new term.

To properly process contracts and exemptions from being excluded as resources, you must:

- establish a contract record on the Third Party Contract Rules (RPRCONT) page, for a contract.
- establish an exemption record on the Exemptions Rules (RPREXPT) page, for an exemption.
- select the **Exclude as Resource** check box on RPRCONT or RPREXPT.
- set the estimated amount, or, if you choose not to use estimates, leave the amount blank.

  Note: If a Third Party Contract or Exemption is excluded as a resource, it will not be visible on the Resource Maintenance (RPAARSC) page. However, all Third Party Contracts and Exemptions which have been paid to a student, including those that have been excluded, may be viewed on the Contracts and Exemptions Payment Inquiry (RPIARPY) page 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 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.

Resource Maintenance (RPAARSC)

Other Resources, Contracts, and Exemptions are created and maintained by term and will display for terms that are associated with a period or crossover period for the aid year in the Key block.

Example

Term 201030 is associated with PERIOD SUMMER 0910 which has and aid year of 0910 and a crossover aid year of 1011.

A Resource, Contract, or Exemption for the 201030 term will be displayed for both the 0910 and 1011 aid years.

Other Resources section

The section's **Other Resources Calculated Total** field allows mouse navigation and represents the total amount of all resources displayed, including crossover terms and resources for the aid year (null term).

For example, a student has other resources entered for the fall, spring, and summer terms and a resource which does not have a term and is for the aid year. The **Other Resources Calculated Total** value will show the sum of all records displayed (fall, spring, summer terms + record without term attached). However, only the term which belongs to a period that is part of the student's aid period plus the resources for the aid year (no term exists) will be used in the calculation of resources for need.

Additionally, "Other Resources" for terms that are associated with the Aid year specified in the Key block or crossover terms for another aid year can also be displayed.

When displayed for the crossover year, that record cannot be updated (or deleted). The following error messages are displayed, accordingly:

- On Update:

  "Resource exists in &RPRARSC_AIDY_CODE; update not allowed."
- On Delete:

  "Resource exists in &RPRARSC_AIDY_CODE; delete not allowed."

Using details from the previous example, when RPAARSC is used for the 0910 aid year, the resource for the 201030 term will be displayed and the record can be updated (or deleted). However, when RPAARSC is used for the 1011 aid year, the resource for the 201030 term will be displayed but the record cannot be updated (or deleted).

When a record exists in the RPRARSC table, update of the RPRARSC_TERM_CODE is not allowed.

Note: When a record is inserted, the Key block aid year is always used.

A record with a term code can only be inserted when the term code has been defined with the STVTERM_FA_PROC_YR = Key block aid year.

For example, Term 201030 has STVTERM_FA_PROC_YR = "0910".

From RPAARSC, enter "0910" in the Key block along with a valid Student ID. The record is allowed to be inserted into RPRARSC and will have RPRARSC_AIDY_CODE = "0910".

From RPAARSC, enter "1011" in the Key block along with a valid Student ID. If an attempt is made to add record with term code = 201030. The insert is not allowed, and in this case would be followed by this error message:

"Unable to create record. Use 0910 aid year for 201030 term."

Summary section

The Summary section provides the resource amount calculated from Other Resources, Contracts, or Exemptions based on the aid period assigned to the student for the aid year in the Key block.

See information provided in the *Resource Calculation*. All fields in the Summary section allow mouse over text help.

Resource calculation

Because periods allow the ability to combine terms and the potential of a student changing from one period to another period but both periods contain the same term code, resources entered on RPAARSC will remain by term.

Note: The information from Accounts Receivable for contracts and exemptions will remain by term.

With the delivery of enrollment/payment periods, the calculation for the amount of resources changed to only include the resources for the terms which are part of the periods making up the student's aid period. Resources, which are for the aid year and not defined with a term, will be included in the calculation of resources.

Example

- Period FALL/WINTR 1011 consists of terms 201110 and 201115
- Period SPRING 1011 consists of term 201120
- Aid Period FA/SPR consists of Periods FALL/WINTR 1011 and SPRING 1011

  The Financial Aid office is provided information the student is going to receive an outside scholarship for the upcoming 1011 aid year. The student is also receiving training funds from SRS which are processed as contracts through Accounts Receivable.

	Term 201110	Term 201115	Term 201120	Total
Scholarship	300.00	200.00	500.00	1,000.00
SRS-Contract	300.00		250.00	550.00
Total	600.00	200.00	750.00	1,550.00

  Resources calculated for the 1011 aid year would be 1550.00, the total of all terms that exist for the aid year and this amount would then reduce the amount of need for the student.

Budget	10,000.00
EFC	0
Resources	1,550.00
Gross need	8,450.00

  The student later decides they will not be attending in fall so the Financial Aid office changes their aid period from fall/spring to spring only. The Spring aid period consists of period SPRING 1011 with the 201120 term. The resource calculation will now only include the resources which exist for the 201120 term

Budget	5,000.00
EFC	0
Resources	750.00
Gross need	4,250.00

Exemptions and contracts

Exemptions and Contracts are displayed for all terms that are associated with a Period for the aid year entered in the Key block.

If the term is included in a Period which has been defined as a crossover Period, the contract and exemption will be displayed in both years.

Note: The calculated grand total of all resources may no longer equal the resources in the Summary section. The other resources calculated total and the exemptions and contracts calculated total are totals for the aid year. The resources in the Summary section reflect the total for the aid period.

Add periods to an award schedule

The only time you can manually add a new period to a student's award schedule is when that new period is valid for the student's current aid period but it wasn't part of the student's aid period when the award schedule was originally created.

When you add a new period record to the award schedule, Banner does not change the way the other periods were scheduled.

Instead, Banner sums up all the periods for the fund, puts the new total through the award validation process and places the new total in the RPRAWRD table and then displays it in the Fund Awards section of the Award Maintenance (RPAAWRD) page, the Package Maintenance (RPAAPMT) page, and the Financial Aid Record Maintenance (ROARMAN) page. This is the only situation which will cause the total award to change due to a change in one of the period amounts. Normally, the total in the Fund Awards section needs to be changed and the new total between periods in the award by period detail needs to be rescheduled.

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

This will not change the way other periods have been scheduled (and possibly already paid). Banner will automatically add up all period amounts and will package the new total. If the total in the Fund Awards section is changed first, Banner might change the way other period amounts have been scheduled.

If the new award total fails the award validation process, an error message will be received. To override one of the permissible edits in award validation, you will need to remove the award record for the period and select the appropriate override on the Award Maintenance section then save. After the override has been updated, you may then add the new period award record on the Award Schedule section.

Reschedule disbursement date with periods

Reschedule the disbursement date for non-loan funds based upon the student's earliest class start date.

When using the option to reschedule the disbursement date for non-loan funds based upon the student's earliest class start date either for the aid period (RFRDEFA) or for a specific fund/aid period (RFRASCH), Banner evaluates the class start dates for all terms within the period to determine the earliest class start date.

If a student has the **Consortium Indicator** set to "Yes" for a term within the period, the earliest class start date for the term will be determined by the earliest attending hours start date, if they exist. Otherwise, the term start date will be used.

Period based awards

Banner Financial Aid provides the ability to accept, decline, or cancel awards by period.

The functionality to allow awards to be created and maintained by period is optional and defined by fund. This option is set on the fund management pages RFRMGMT or ROAMGMT by updating the **Allow Processing by Period** check box.

When processing by period for an enabled fund, the status of the award can be maintained by period, whether it is offered, accepted, declined, or cancelled. Additionally, you are allowed to create an award for a specific period on the Award Schedule section (RPRATRM) of the award pages, rather than forcing the award to first exist for the aid year (RPRAWRD). The Award Offer Mass Entry (RPAMOFF) and Award Acceptance Mass Entry (RPAMACC) pages also provide you with the ability to offer, accept, and reject awards either for an aid year or by period.

Note: Only funds where **Allow Processing by Period** has been selected may be created as a new award on RPAAWRD and RPAAPMT Award Schedule section. Also, only funds where **Allow Processing by Period** has been selected may be accepted or rejected by period on RPAMACC.

Funds which allow processing by period and also are available to be accepted or declined by the student in Self-Service have two options available for Self-Service processing:

- By Period: The applicant may accept or decline the award for each period.
- By Aid Year unless award status mixed: The applicant must accept or decline the award for the aid year when all of the period award statuses are offered. If not all of the period award statuses are offered, the applicant may accept or decline periods which are offered. This provides the ability for an award to be offered for fall/spring and accepted by aid year then an additional period is awarded as offered such as summer which may be accepted or declined without impacting the fall and spring awards.

With the ability to have awards in different states for different periods of enrollment, a hierarchy for determining the overall status of the award for the aid year is necessary. For example, the Fall award could have been accepted while the Spring award had been declined. When it is determined that multiple periods exist (RPRATRM table) with differing values (offered, accepted, declined, or cancelled), the following hierarchy will be used to determine the overall status for the award at the aid year level (RPRAWRD):

Award condition(s)	**Overall status** **(award for the aid year)**
If any period has an accepted status and additional periods exist that are not accepted.	Accepted
Example: Fall accepted and Spring offered.	The award is accepted for the aid year
If any period has an offered status and no period is accepted.	Offered

Award condition(s)	Overall status (award for the aid year)
Example: Fall is declined and Spring is offered.	The award is considered offered for the aid year
If any period has a declined status, and no period is accepted or offered.	Declined
Example: Fall is declined and Spring is cancelled.	The award is considered declined for the aid year.
If any period has a cancelled status, and no period is accepted, offered, or declined.	Cancelled
Example: Fall is cancelled and Spring is cancelled	The award is considered cancelled for the aid year.

Note: A system delivered value for a Cancelled award status, SYSC = System Cancelled, will be created with this release and will update a new field for the default Cancel status on the fund management pages (RFRASPC table). This default Cancel status will be used for updating the award level status code when different codes meaning cancelled exist for period awards. The system delivered value may be updated in the fund table, RFRASPC, to one established at your institution.

If your institution currently has an award status defined of SYSC in the RTVAWST table, this will be the value used for updating the Cancel Status on the fund management pages (RFRASPC table). It is important for you to verify the SYSC value has the **Cancel** indicator set and reflects the status you want to use.

For example, Fall is cancelled with a status code of CNCL and Spring is cancelled with a status code of CSAP, both having a value of cancelled. The award status will be updated to the award status defined for Cancel for the fund.

To help in identifying awards where the awards for periods differ, you have the ability to define award status codes that represent a mixed status exist for the aid year. Mixed award statuses will be defined on the fund management pages (RFRMGMT and ROAMGMT) and assigned based on the award status hierarchy:

- Mixed Accept - The status defined for Mixed Accept will be assigned to the award for the aid year if any period has an accepted status and additional periods exist that are not accepted. If a Mixed Accept status has not been defined, the status defined for Accept will be used.
- Mixed Offer - The status defined for Mixed Offer will be assigned to the award for the aid year if any period has an offered status and no period is accepted. If a Mixed Offer status has not been defined, the status defined for Offer will be used.
- Mixed Decline - The status defined for Mixed Decline will be assigned to the award for the aid year if any period has a declined status, and no period is accepted or offered. If a Mixed Decline status has not been defined, the status defined for Decline will be used.

You may offer, accept, decline, or cancel funds where period processing is enabled for the aid year. However, after awards for the periods have been updated and are in different states (Fall - accepted and Spring - declined), updates to the award status must be made by period. As a result, an error

message will be displayed if you are attempting to update the aid year award status when all the period award statuses are not the same value.

Setup funds for Period based processing

Instructions to address how to set up funds for period based processing.

Procedure

1. If you will be using the award status codes representing a **Mixed Offer**, **Mixed Accept**, and **Mixed Decline** status, create award status codes for these new values on the Award Status Validation (RTVAWST) page. The status for **Mixed Offer** should be defined with the **Offer** indicator selected, the status for **Mixed Accept** should be defined with the **Accept** indicator selected, and the status for **Mixed Decline** should be defined with the **Decline** indicator selected. For each of these new status codes, indicate if changing the award status to this value should update the **Award Letter** indicator to Y (yes).
2. After you have identified the funds you want to allow processing by period, you have two options for setting up the fund for period processing:
   - Single Fund Update - RFRMGMT/ROAMGMT
     - Update the **Allow Processing by Period** indicator.
     - Update the award status codes
     - Update the web processing rules (see below for options)
   - Mass Update - RFRMUPD
     - Update the award status codes for multiple funds where you have filtered the funds based on criteria such as fund type or fund source.
     - Enable Period Processing by updating the **Allow Processing by Period** indicator for multiple funds where you have filtered the funds based on criteria such as fund type or fund source.

       Note: The **Allow Processing by Period** indicator cannot be updated for Direct, Electronic, or Manual loans at this time. The ability to process loan funds will be provided in a future Banner Financial Aid Release.

     - Update the Web Processing Rules (see information on Self-Service options, below).

3. Determine how the fund will be accepted or declined in Banner Financial Aid Self-Service.
    - For funds which do not allow processing by period (**Allow Processing by Period** is cleared), awards in Self-Service may only be accepted or declined for the aid year.
    - Funds where you allow processing by period (**Allow Processing by Period** is selected), have two options for how the fund is accepted or declined by the student:
        - Award may be accepted or declined for each period separately (**Allow Web Accept/Decline** by P = Period)
        - Award must be accepted or declined by aid year unless a period is offered while other periods for the fund are accepted, declined, or cancelled (**Allow Web Accept/Decline** by A = Aid Year unless status mixed). For example:

          Student offered Merit for Fall and Spring, the award must be accepted or declined for the aid year. The student accepts the award.

          Aid Period is changed to Fall/Spring/Summer and the Merit fund is offered to the student in Summer (Fall and Spring remain as accepted). The student now has the ability to accept or decline the Summer award without any impact to the Fall and Summer award.
    - Partial Acceptance

Results

If you will allow a partial amount of an award to be accepted in Self-Service for the fund, update the fund specific field, **Allow Partial Amount Acceptance**, on the fund management page, RFRMGMT or ROAMGMT. The Fund Mass Update Rules page (RFRMUPD) may also be used for update of multiple funds. The fund specific option replaces the Global option **Allow Partial Amount Acceptance** on the Web Processing Rules section of ROAINST. Funds where period processing is enabled and the fund may be accepted or declined for a specific period will allow a partial amount acceptance by period when the **Allow Partial Amount Acceptance** is selected for the fund.

Update awards for enrollment changes

This procedure allows you to adjust awards to address changes in a student's course load or enrollment plans.

About this task

A quick award process exists which makes it easier to maintain awards which need to be changed due to:

- a student's change in anticipated course load affecting only one period, or
- a student's change in enrollment plans so as not to be enrolled for all periods as previously expected.

Consider the following two award maintenance scenarios and the current Banner Financial Aid operational steps, either of which allow you to change the award to the desired amount.

A student changes enrollment to half-time Fall and full-time Spring. The steps to change the award were:

For Option 1

Procedure

1. Change the student's budget on the Applicant Budget (RBAABUD) page or Applicant Period Budget (RBAPBUD).
2. Change the total award in the Funds Award section of the Award Maintenance (RPAAWRD) page.
3. While still in the Funds Award section of the RPAAWRD page, save the change and wait for award validation to accept the new award.
4. While on the RPAAWRD page, go to the Award Schedule window and change the award by period records to reflect a half-time Fall award and a full-time Spring award, ensuring that the sum of the period awards exactly equals the total that was entered in the Funds Award section (or else the sum of the period offer amounts will be used as the new award amount for the aid period). You may also need to update the Enrollment Load for the periods to reflect the changes for the applicant's enrollment.

   For Option 2

5. First enter the changed period award amounts on the Award Schedule window of the Award page or Package Maintenance page.
6. Save the changes and Banner proceeds as follows:

   - The sum the period awards for the changed fund is compared to the existing total award (that would initially have been displayed in the Funds Award section).
   - If the sum of the period awards differs from the (existing) award total, a pop-up window is displayed with a warning message requesting verification that the award total is to be changed to the sum of the changed period awards.

Results

To position your cursor on the proper choice you can use the Enter key or the Tab key. After your choice is made, click **Accept** (Save).

- If you indicate that you want to change the award, the award is repackaged using the new total which includes a validation against awarding rules, and all changes are committed.
- If you do not want to change the award, the attempted period changes will be rolled back.
- Banner recalculates the award percents for each period based on the new period amount and updates those fields.
- The newly packaged amount can now be seen in the Funds Award section of the Award page or the Package Maintenance page.

When you use the Award Maintenance (RPAAWRD) page, you can make changes to multiple periods and multiple funds with a single Save. Because the Award Schedule Window on the Package Maintenance (RPAAPMT) page only deals with one fund at a time, multiple periods can be done only for the selected fund.

Manually scheduled awards

Banner initially distributes awards by periods according to rules set on the Fund Award and Disbursement Schedule Rules (RFRASCH) page or the Default Award and Disbursement Schedule Rules (RFRDEFA) page in the Funds Management Module.

You can change the award schedule for a specific student and fund on the second page of the Award Maintenance (RPAAWRD) page or on the Package Maintenance (RPAAPMT) page.

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 pages. Therefore, if a student should receive an award with the unique pattern of 25% in the Fall and 75% in the Spring and the amount of the award changes, the new amount will still be scheduled at 25% in the Fall and 75% in the Spring.

Aid Period Change - If you change the student's aid period, both new awards and revised awards will be scheduled according to the rules on the Fund Award and Disbursement Schedule Rules (RFRASCH) page or the Default Award and Disbursement Schedule Rules (RFRDEFA) page when the **Schedule** indicator is selected to reschedule non-Pell funds on the award pages. A change in the student's aid period is determined by comparing the list of periods in the fund's award schedule to the list of periods for the student's current aid period.

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

Update awards when locked

Update the awards when locked through the Global Institution Financial Aid Options (ROAINST) page.

The ROAINST page allows institutions to setup various financial aid options.

Enter the name of the financial aid director and the director's phone number on the Institution Demographics section. You can also enter campus demographic information in that area of this window.

Award lock

The **Allow Award Status Updates When Locked** indicator is delivered with a default value of No (cleared).

When you have the **Allow Award Status Updates When Locked** indicator selected (Yes) on the Options section of ROAINST, the award status may be updated in Banner and the student able to accept or decline the award in Self-Service when the award is locked (for the aid year or any period is locked). This functionality allows the update of a period award status when the **Allow Award Status Updates When Locked** indicator is selected and the award is locked for the aid year or the period if the fund is set to allow processing by period. This allows the student to accept or decline the award in Self-Service but will not allow acceptance of a partial amount. Award amounts may not be changed when the fund is locked either for the aid year or a period.

Identify students need for 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 page (RPAAWRD), Packaging Maintenance page, (RPAAPMT), and Financial Aid Record Maintenance (ROARMAN) page 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, select the **Award Letter** field on the Fund Management (RFRMGMT) page. Do not choose 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 pages. 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 their 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 the 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

List of all the combinations possible in Banner Financial Aid Global Disbursement options.

Policy question	If Yes, then use page	Use option	Set option to	Comments
If the student has not accepted their charges for the period in which the disbursement is run, do you want to allow the student to receive the financial aid credit on their account?	RPROPTS	Disburse If Charges Not Accepted	selected	If you do not select this box, the fund is not paid if the student has not accepted their charges for the period in which you run disbursements. In this case, the financial aid could be authorized but not paid.
If the student has an unresolved SAR C flag, do you want to pay the student?	RPROPTS	Disburse if SAR C Flag Exists	selected	If you do not select this box, the fund is not paid.
Do you want to allow the fund that was previously paid to memo?	RPROPTS	Allow Memos When Previously Disbursed	selected	If selected, it will allow a fund that has previously paid for the period you are trying to disburse, to memo. This includes memoing amounts that have paid or authorized then backed out to zero. It also includes memo amounts that are for future scheduled disbursements when earlier scheduled disbursements have been paid or authorized and not backed out.

Policy question	If Yes, then use page	Use option	Set option to	Comments
When you disburse an award, which enrollment do you want to use to determine the student's load at the point of the disbursement as the default value?	See Below	See Below	See Below	The value entered in this field will only be used if there is not a disbursement enrollment option entered for the period of disbursement on the Enrollment Cut Off Dates Rules Window.
.... Expected Enrollment?	RPROPTS	Enrollment Option for Disbursement	Expected	Banner uses the student load from the student reported expected enrollment from the current Need Analysis record, (if you select the **Estimated Enrollment - Pell** field). If this information does not exist, or if you do not select the **Estimated Enrollment - Pell** field, Banner uses the Default Estimated Enrollment.

Policy question	If Yes, then use page	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 (RPRAUDT) page, 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 page.

Policy question	If Yes, then use page	Use option	Set option to	Comments
.... Actual Enrollment?	RPROPTS	Enrollment Option for Disbursement	Billing	Banner uses the student's financial aid billing hours for the period of disbursement if it exists, or else Banner uses the current billing hours. The billing hours are converted to load based on the credit hour rules found on the ROAINST page.
Would you like to setup different values of enrollment to be used when disbursing funds on a period-by-period basis?	RPROPTS (Enrollment Cut Off Dates Rules window)	Period and Disbursement Enroll Option	Period for this specific enrollment status and the enrollment status you want to have: Expected Adjusted Billing	If a rule exists on this window for a period, it will override the Enrollment Status window on the prior window of the page.
At what date in the period do you want to treat aid that has been paid differently than at the beginning of the period?	RPROPTS (Enrollment Cut Off Dates Rules window)	Cut Off Date	Date to be used	This is a required field.

Policy question	If Yes, then use page	Use option	Set option to	Comments
What criteria for calculating enrollment should this fund use?	ROAINST (Options window)	Select the Enrollment Rule which should be used to determine the enrollment for disbursement of this fund. **Note:** The Enrollment rule may also used for awarding Pell and Teach Grant Funds.	LIST of Values to select the valid enrollment rules for the aid year	The Enrollment Rule must be defined for funds which are paid through the Disbursement process (RPEDISB) or are loan funds.

Banner Financial Aid Fund Specific Disbursement options

List of all the combinations possible in Banner Financial Aid Fund Specific Disbursement options.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
Do you want to give the student anticipated credit for the fund before 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.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
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 page	Use Option	Set Option To	Comments
... No, do not disburse.	RFRMGMT (Disbursements Option window)	If Disb Load Code > Pckg Load Code	N = No Disbursement	By setting the option to No Disbursements when the Disb Load Code > Pckg Load Code, a Disbursement Error/Reject is created and no disbursement will occur. If an amount has already been paid, and the student is ineligible, it may be backed out based on the back out options set in the **If Ineligible Before Cut-Off Date** and **Ineligible After Cut-Off Date** fields.
... Yes, disburse the amount of the award.	RFRMGMT (Disbursements Option window)	If Disb Load Code > Pckg Load Code	D = Disburse 100%	Disburse the amount of the award in the student's package despite the load.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
... 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, and the student is ineligible, you may back out the difference based on your back out options as set in the **Ineligible Before Cut-Off Date** and **Ineligible After Cut-Off Date** fields.
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 page	Use Option	Set Option To	Comments
If an award is scheduled for disbursement in multiple payments within a period, and the student's load changes between scheduled disbursements, how do you want Banner to calculate the amount of the subsequent disbursement?	RFRMGMT (Disbursements Option window)	Change Load During Period	Based on the A - (Award Scheduled) or on the S - (Scheduled Disbursement)	If the **Disb Load Code > Pckg Load Code** field is either D or P, this indicator calculates the disbursement amount. If it is set to A, the scheduled award for the period is multiplied by the payment percentages based on the student's load and the result is paid. If it is set to S, the scheduled disbursement is multiplied by the payment percentages based on the student's load and the result is paid.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
Do you want to disburse based on the enrollment calculated for only classes which have begun for the student?	RFRMGMT (Disbursements Option window)	Use Attending hours	selected	When the indicator is selected, 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 page. If the Expected Hours is chosen for the Disbursement Option, the Attending Hours will not be used. You may also establish the number of days before or after the earliest class start date. To allow disbursement to pay the student before the student beginning attendance for the calculated enrollment load, you will enter a positive number. To withhold disbursement until after the student begins attendance, you will enter a negative number.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
Do you want to perform repeat course checking which will allow only one repeat of a previous passed course to be included in the calculation of enrollment hours for the fund?	RFRMGMT (Disbursements Option window)	Use Repeat Course Checking	selected	When selected (Yes), the calculation of enrollment hours will include verification against academic history and registration that only one repeat of a course previously passed may be counted towards enrollment.
Are there any institutional specific disbursement rules for the fund?	RORRULE (using Rule Type Fund Disbursement)			
Do you want to apply the same enrollment edits that are used for disbursement for determination of what can be memo'd?	RFRMGMT (Disbursements Option window)	Use Disb Enroll Edits for Memo	selected	When this box is selected, 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.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
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 (Disbursements Option window)	Recoup when Award Reduced	selected	Use this option to recoup aid from the account when the award amount is less than the amount which has already been paid. The disbursement process places a negative payment amount on the student account for the difference.
If a student has received payment and their enrollment changes, but the student is still eligible, do you want to pay that portion of eligibility to the student account?	RFRMGMT (Disbursements Option window)	Recoup	D = Disregard	Proration rules are used when the student has no disbursement errors.
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to leave existing disbursements?	RFRMGMT (Disbursements Option window)	Recoup	D = Disregard	Disregard will make no adjustment to student account.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
If a student has received payment but now has disbursement errors (for example, Student Not Enrolled, Outstanding Tracking Requirement) and you want to bring disbursements for period back to zero?	RFRMGMT (Disbursements Option window)	Recoup	B = Backout Disbursement	Backout will reverse credit to student account
If a student has received a payment for an award in a specific period, and the student becomes ineligible for the award after it is paid, do you want Banner to back out the payment which has been made?	See Below	See Below	See Below	
... No, do not back out the payment that has already been made.	RFRMGMT (Disbursements Option 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 page.)

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
...Yes, backout funds	RFRMGMT (Disbursements Option 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.
... Yes, back-out the entire amount of the payment which has been made for the period.	RFRMGMT (Disbursements Option window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date	B = Backout Disbursements	The disbursement process backs out the entire amount of the payment for the period. Ineligibility is defined as failing any of the disbursement validation criteria. (You can set this option differently based on if it is on or before or after your system defined cut-off dates on the RPROPTS page.)

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
... Yes, but back-out only the amount of the payment which has not been applied to a charge.	RFRMGMT (Disbursements Option 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 (Disbursements Option window)	If Ineligible Before Cut-Off Date If Ineligible After Cut-Off Date. Recoup when award is reduced.	D = Disregard selected	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 page	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 (Disbursements Option window)	If Selected for Verification but Verification is not complete	Y = Yes, allow disbursement N = No do not allow disbursement W = Incomplete with a verification status, allow disbursement	For students who are selected for verification, you may select Yes, to allow disbursement of the fund when the verification process has not been completed. If you select No, Banner will not allow disbursement of the fund to the student. You may select to allow disbursement of the fund pending verification for those students where the verification status has been set to W (Without documentation) on ROAPELL by setting this field to W-Incomplete with verification status of W, allow disbursement.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
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 (Disbursements Option window)	Override General Tracking Requirements	selected	You can only use this option for non-Federal funds. (If the fund is a Federal fund, you cannot override general tracking requirements which prevent disbursement. A general tracking requirement is defined as one which is not fund specific.)
When you disburse the award, is a promissory note required for disbursement? This option should not be used for Federal Perkins and Federal Direct Loans.	RFRMGMT (Packing options, Loan Options sub section)	Promissory Note Required	selected	If this field is selected, this option creates promissory note requirements for all periods in which the student receives the fund when the award is accepted in the student's package. The disbursement process assures that the student has signed (satisfied) that requirement before the payment of the fund.
Is there a period where all disbursement activity should be prevented or stopped for a period of time?	RFRMGMT Disbursement Locks	Period	selected	When this box is selected, all disbursement activity for that period will be prevented.

Policy Question	If Yes, then use page	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 period. These rules only specify the maximum amount you can pay to the account and in no way determine how to apply the payment to specific charges. This function occurs in the Accounts Receivable Application of Payments Process.

Policy Question	If Yes, then use page	Use Option	Set Option To	Comments
Are there any fund-specific tracking requirements that should be created when the fund is awarded that should prevent the disbursement of this fund?	RFRMGMT Tracking Requirements	Tracking Code	Appropriate Tracking Requirement Code	If populated, a new requirement will be created when the fund is awarded and will not allow disbursement (setup on RTVTREQ) of this fund until satisfied. Rules can be set on RTVTREQ to prevent memo or disbursement until satisfied. **Note:** If the fund is removed from the student's award and the requirement has not been satisfied, it will automatically be removed.

Note: If an award is cancelled, declined, or reduced to a zero award amount, the Disregard setting will be ignored and the previous payment will be backed out.

Note: The Disregard setting will only affect awards which have been partially disbursed.

Disbursement validation edits

The disbursement validation process checks user-defined rules, hard coded rules, and federal rules before Banner actually processes a payment or authorization.

The following list outlines the items that the disbursement validation process checks before processing a payment or an authorization. The Disbursement Process (RPEDISB) and the Disbursement Validation Report (RPRVDIS) lists the reject messages associated with each fund if the disbursement is not paid or authorized. The disbursement and memo reject messages may also be viewed for a specific student using the Disbursement Results (ROIDISB) page.

Reject number	Reject message	Disbursement validation condition
2	Applicant has financial aid holds	Determines whether there are active holds that prevent disbursements on the ROAHOLD page.
3	Outstanding non-fund tracking requirements	Checks for non-fund specific tracking requirements that prevent disbursements on the RRAAREQ page. (Also checks to see if the fund is supposed to override non-fund specific tracking requirements.)
4	Outstanding fund tracking requirements	Checks fund-specific tracking requirements that prevent disbursements for that fund on the RRAAREQ page.
5	Not in eligible degree program	If the fund is a Title IV Federal fund, Banner checks that the student is enrolled in an eligible major for the primary curriculum. The Major, Minor, Concentration Code Validation (STVMAJR) page defines the eligible programs for financial aid.
6	Not a citizen or eligible non-citizen	If the fund is a Title IV Federal fund, Banner validates citizenship from RNANAxx (RCRAPP1 table) for the current record. Use the RNANAxx page to view and update citizen information.
7	Not Making Sat Acad Prog (All Aid)	Checks the satisfactory academic progress of the student. This is determined by the satisfactory academic progress code for the highest term code that is less than or equal to the term code where the **SAP** indicator has been selected for the period (on RORPRDS) which is being disbursed. Use the ROASTAT page to view or update SAP codes.

Reject number	Reject message	Disbursement validation condition
8	Applicant in default	If the fund is a Title IV Federal fund, Banner ensures that the student is not in default on a Federal title IV loan. Banner uses the information from NSLDS to determine if the student is in default or owes a refund. Use RNASLxx and RNARSxx to view and update this information. You may also override default/refund errors by fund and period on the period schedule window of the award pages RPAAWRD or RPAAPMT.
9	Applicant owes refund	If the fund is a Title IV Federal fund, Banner ensures that the student does not owe a refund on a Federal title IV grant. Banner uses the information from NSLDS to determine if the student is in default or owes a refund. Use RNASLxx and RNARSxx to view and update this information. You may also override default/refund errors by fund and period on the period schedule window of the award pages RPAAWRD or RPAAPMT.
10	Cannot get class code	Unable to determine the class code for the student. Verify the appropriate class code translations have been established on RPRCLSS.
11	Cannot get federal rules	Verifies the Federal Rules exist for the aid year (RPIFEDR/ RPRFEDR).

Reject number	Reject message	Disbursement validation condition
12	Applicant is not enrolled	If the institutional option is set to disburse using actual enrollment (Code A - Adjusted hours or B - Billing hours on RPROPTS), Banner checks for the actual enrollment of the student. If there is no actual enrollment, the Disbursement Load is set to 5. If the institutional option is set to use expected enrollment, then it uses the expected enrollment from the RCRAPP1 table. If there is no expected enrollment in RCRAPP1 then it uses the default enrollment from the RPBOPTS table (Packaging Options page-RPROPTS).
13	Enrollment invalid for federal fund id	Verifies that the minimum required enrollment for the fund has been reached (as defined on the Federal Rules Table - Federal Rules Inquiry [RPIFEDR] page).
14	Student has or will have a prior degree	If the fund is Pell, the disbursement validation process verifies the non-receipt of a degree by 7/1/xx in the RCRAPP1 table. Use the RNANAxx page to view this information.
15	SAR received date not present	If the fund is Pell, Banner searches for the receipt of a SAR (SAR certified date on the Applicant Pell Grant [ROAPELL] page) if you are not auto accepting Pell.
16	SAR EFC not equal to System EFC	If the fund is Pell, Banner checks that the Primary SAR-EFC matches the Primary System-EFC. Use the ROAPELL page to view this information.

Reject number	Reject message	Disbursement validation condition
17	PELL eligibility has not been determined	If the fund is SEOG, Perkins, Stafford, the validation process checks whether or not Pell Grant eligibility has been determined (System-EFC is not NULL). Review Pell Grant eligibility information on the RNARSxx page.
18	Violates fund disbursement rules	Violates user-defined fund disbursement rules (Fund Disbursement Rule Type) on the Financial Aid Selection Rules (RORRULE) page.
19	Verification required but incomplete for fund	Determines if verification is required/completed. If the fund disbursement rule on the Fund Management page (RFRMGMT) is set to not disburse with an incomplete verification and verification is incomplete, then a disbursement will not take place. Otherwise, the verification of the required/ completed information is ignored and the disbursement takes place.
20	Fund disbursement rule cannot be executed	There is a problem with your fund disbursement rule on RORRULE.
21	Award has not been accepted	Ensures that the award is in an accepted status. Use the RPAAWRD, RPAAPMT, or RPAMACC page to update the award status.
22	Student/Parent contribution is estimated	If the fund is a Title IV Federal fund, Banner ensures that the student and parent contributions are official. Review student and parent contribution information on the RNARSxx page.

Reject number	Reject message	Disbursement validation condition
23	Promissory note requirement is not satisfied	Checks for the receipt of a promissory note for the period being disbursed if the fund requires a promissory note. Promissory notes are listed on RPAPROM, ROASMRY, and the Additional Requirements section of RRAAREQ.
24	Disbursement load is greater than packaging load	The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment. If the code for the student's load at the time of disbursement is greater than the code for the expected load at packaging time, the disbursement process does not disburse the fund if the If Disbursement Load Code greater than **Package Load Code** field is set to N (No Disbursement) on the RFRMGMT page.
25	Error retrieving basic student data	During the validation of Title IV Federal funds, Banner requires data from the General Student Table (SBGSTDN) such as the Level Code, Major Code and Student Type Code. Banner displays the ERROR - BASIC STUDENT DATA message when a general student record does not exist for the student in the Student System.
26	Unofficial source for Title IV funds	If the fund is a Title IV Federal fund, Banner ensures that the **Official Source Indicator** on the RNARSxx page is set to 1 for Official. Check the value of this field on the RNARSxx page.
27	Origination Record not acknowledged by servicer	Origination record not acknowledged.

Reject number	Reject message	Disbursement validation condition
28	Promissory Note not acknowledged by servicer	Promissory Note not acknowledged.
31	PLUS loan requires approved credit check	PLUS credit check is not in approved status. Review on RLADLOR.
32	No Authorization for EFT Disbursement	No authorization for EFT disbursement.
33	Loan Status is Held/Inactive - No Disb	The loan status is on hold or inactive, no disbursements.
34	Loan Award Status is Cancel/ Decline - No Disb	Award status for loan has been canceled or declined without disbursements.
35	Award not Disbursed - SAR C-Flags exist	Award was not disbursed; SAR C flags exist.
36	Not Making Sat Acad Prog (Institutional)	The student is not making satisfactory academic progress for an institutional program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) page.
37	Not Making Sat Acad Prog (State Aid)	The student is not making satisfactory academic progress for a state program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) page.
38	Not Making Sat Acad Prog (Title IV)	The student is not making satisfactory academic progress for a Title IV funded program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) page.
39	Not Making Sat Acad Prog (Federal)	The student is not making satisfactory academic progress for a Federal program. Review the student's status in the Satisfactory Academic Progress window of the Applicant Status (ROASTAT) page.

Reject number	Reject message	Disbursement validation condition
40	Disburse Rule = (N) Never; Disbursement Zeroed	On RPROPTS the Pay Grant if Disb Amt differs from Award Amt is set to Never Disburse.
43	Level/Period Data Missing from RORCRHR (ROAINST)	The educational level of the student does not exist in the Credit Hours window of ROAINST for the period being disbursed. Verify the appropriate level/period record exists.
44	Disbursement Amount is Greater than Loan Amount	The disbursement amount is greater than the loan amount. The indicator to prevent disbursement if the disbursement amount is greater than the loan amount is selected on RPRLOPT for the fund.
45	Charges have not been accepted	Charges have not been accepted. If the institutional option is set to not disburse unless charges have been accepted, Banner checks to see if the student's charges have been accepted.
46	COD rejected disbursement record	The disbursement record was rejected by COD.
47	Disbursement Requires Approval from COD	Disbursement requires approval from COD.
48	Disbursement Reference No. System Generated or MRR blocked	Disbursement reference number 91-99 or MRR section.
49	A previous DL disbursement number is undisbursed	A previous Direct Loan disbursement number is undisbursed.
50	A disbursement with earlier date is undisbursed	A disbursement with an earlier date is undisbursed.
51	Pell not disbursed, Pell award percent not defined	Pell percent must be defined on either RFRASCH or RFRDEFA.
53	Disb not processed - Sum of disbursements exceeds Endorser Amt	You cannot disburse more than the amount endorsed.

Reject number	Reject message	Disbursement validation condition
54	Disbursement not processed - Borrower's PLUS MPN not accepted	Borrower's MPN must be accepted on the Direct Loan Origination (RLADLOR) page.
55	Award period does not exist in aid period	Check your aid period setup on RFRDEFA/RFRASCH.
56	NSLDS Indicates Aggregate Limits Exceeded	Check RNASLxx for aggregate overages.
57	Student required to complete Perkins MPN	Perkins not complete on RRAAREQ.
58	Disc Stmt has not been requested from COD or printed by school	The disclosure statement must be requested from COD or printed by school.
59	No hours currently attending	You have RFRMGMT set to disburse only on attending hours. Attendance has not yet started per ROAENRL.
60	Attending hours invalid for Federal Fund ID	Not enough class hours have started per ROAENRL for this fund.
61	Attending hours < packaging hours	Attendance hours are less that the hours at which student was packaged.
62	Must have a Pell disbursement for this aid year	Pell must have disbursed to disburse this fund.
63	Not a citizen	The student has indicated that they are not an eligible citizen nor eligible non-citizen. **Note:** Applies only to Federal Funds.
65	Requires rigorous high school program	Program on ROAHSDT must be eligible.
69	Graduate class level invalid for Parent PLUS loan	Student has indicated they are a graduate level.
70	Undergraduate class level invalid for Graduate PLUS loan	Student indicated they are an undergraduate level.
72	RFRBASE A/R detail code for fund is invalid or inactive	Detail Code is not valid or is inactive in A/R

Reject number	Reject message	Disbursement validation condition
73	RPRLOPT A/R detail code for fund is invalid or inactive	Detail code on RPRLOPT is either not valid or inactive in A/R.
74	Award violates federal fund ID limits	Award exceeds the Federal Fund ID limits. Review the fund limits on RPIFEDR.
76	Major does not qualify for TEACH	See RPRMAJR. Teach column must be selected.
77	Degree does not qualify for TEACH	See RPRDEGR. Teach column must be selected.
78	Student does not have a valid ATS	Agreement To Serve (ATS) must be accepted. Review RPATATS for status of ATS.
79	Disbursement violates federal fund ID limits for enrollment level	Check fund limits on RPIFEDR.
81	Class level invalid for TEACH level	Class level does not match level on RFRMGMT for fund.
82	Pell disbursement not allowed after crossover cutoff date	Pell disbursements may not be made after the crossover cutoff date. Review date on RPROPTS.
86	Annual Student Loan Acknowledgment is incomplete for the award year	Annual Student Loan Acknowledgment is not complete on RLADLOR for the loan fund.
100	Fund has been locked	The disbursement validation process checks that sufficient funds are available to process the disbursement. If these funds are not available, Banner places a lock on the fund for the period. You must add more money to the fund and manually remove the lock on the Disbursement Locks window of the Fund Management (RFRMGMT) page.
999	Fatal disbursement validation error for award; see disb report.	Review disbursement (RPEDISB) output.

Note: If the fund is associated with detail codes on the Detail Code Rules window of the Fund Management (RFRMGMT) page, Banner determines whether or not those detail codes are on the student's accounts receivable record for the period. The process may reduce the amount of the authorization/disbursement so that it does not exceed the sum of the detail codes on the student's account that are associated with the fund.

Other disbursement considerations

This topic describes additional disbursement considerations.

Regulatory compliance for Stafford disbursements

Banner disburses all financial aid based on the enrollment option selected on the RPROPTS page.

You decide whether to disburse aid based on expected enrollment, billing hours, or adjusted hours. Along with this option is the decision of whether to freeze hours at a specific point in time. The decision to capture hours at a specific time, most likely at the census date, allows your institution the opportunity to set a constant enrollment load for the determination of all aid disbursements, without continually recouping monies every time a student drops a class.

In the case of the Stafford loans, the actual enrollment of the student must be checked at the time of disbursement - requiring the use of Student system hours. However, the process must take into account the consortium students who will not have these hours for the periods in which they are in a consortium agreement.

Banner Student enrollment hours are maintained as records in the SFBETRM table. The student could be attending another institution and should still get paid by the local school.

The **Consortium Indicator** field on the ROAENRL page allows your institution to flag a student as a consortium student for any one period. By setting the **Consortium Indicator** flag, the Disbursement Process always checks the RORENRL hours for all funds, and does not check for the flag for **Charges Accepted**.

Disbursement edits for loans to match edits for other funds

Disbursement edits for loans to match edits for other funds are described:

- 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, because 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 page, **If Disbursement Load Code greater than Package Load Code,** functions and description for option D D - Do not Prorate to D - Disburse 100%. The option is effective for loan funds for the options of D - Disburse 100% and N - Do not Disburse.

Memo

This allows those funds, which have been disbursed in a period, and then for some reason the disbursement is completely recouped, to allow that fund to continue to be a memo as long as it meets the conditions for a memo.

This can be set based upon an option on the RPROPTS page.

Loan authorization to net returned amounts

Banner lets you create a return check record (sequence 2) on the RPALDSB page, before having disbursed the loan proceeds in the sequence 1 record.

This was not a problem, as many times it was known before the first disbursement that some of the monies would need to be returned to the lender due to some change in eligibility.

However, when determining the amount of the loan to display as an authorization record, the disbursement process only checked the sequence 1 transaction to determine the amount to authorize. When, in fact it should have netted the amounts together from all sequence records that met the conditions to allow authorization.

Using enrollment disbursement edits for funds in memo status

Banner makes use of enrollment disbursement edits for funds in memo status.

The resulting memo funds are posted only in the amount to be paid. Banner's enrollment disbursement edits ensure that aid awards are applied accordingly, regardless of a student's enrollment status. Use the Memo Actual Loan Amount option on the Loan Options (RPRLOPT) page to control this.

Note: For Direct Loan memo processing, the enrollment requirement is only checked if a Direct Loan origination exists on the RLADLOR page. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.

Recognition of Pell payment cell to disbursement process

An option is available to allow Pell to disburse if the SAR EFC and System EFC differ - but both are within the same Payment Cell. You may set this option on RPROPTS.

Part-Time proration

The disbursement process compares a student's enrollment load at the time of disbursement to the enrollment load assumed at the time of packaging if the institutional option is set to disburse using actual enrollment.

- If the code for the student's load at disbursement time is less than or equal to the code for the expected load at packaging time, the disbursement process will process the amount packaged for the period without any adjustments.

- If the code for the student's load code at disbursement time is greater than the code for the expected load at packaging time, the disbursement process performs one of the following options.

N	No Disbursement (do not process any disbursement for the fund for the period),
D	Disburse 100% (process the amount packaged for the period and do not prorate the amount), or
P	Prorate (prorate the amount packaged for the period by multiplying the packaged amount by a user specified percentage).

The choice to use one of the preceding options is determined by your institution on a fund-by-fund basis.

The enrollment code in this comparison is the code that means full-time (1), three-quarter-time (2), half-time (3), less than half-time (4), and no enrollment at all (5). The code for a student enrolled on a half-time basis (3) is greater than a student enrolled on a full-time basis (1). This is an important distinction because it is the opposite of when you compare the number of credit hours for which a student is enrolled.

For example, if you package a student under the assumption of full-time enrollment (code 1) and that student is actually full-time at the time of the disbursement (code 1), disbursements will process the amount of the award that was packaged for the period without any proration because the two enrollment codes are equal. If you package the student under the assumption of half-time enrollment (code 3) and that student actually enrolls as a full-time student (code 1), disbursements processes the amount of the award that was packaged for the period without any proration because the disbursement code (1) is less than the packaged code (3).

However, if you package the student as a full-time student (code 1) and that student actually enrolls as a half-time student (code 3), the disbursements process uses one of the three options as stipulated by your institution for the fund because the disbursement code is greater than the packaged code. The three options are N - do not disburse anything (and possibly back out any previous disbursements for the fund and period), D - disburse 100% the amount of the award and allow a disbursement, or P - prorate the amount of the disbursement by multiplying the scheduled amount for the disbursement by the proration percentage entered on the Fund Management (RFRMGMT) page based on the student's actual enrollment load.

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

You must remember to manually change the **Packaged Load** indicator for the appropriate period and fund whenever you change the student's award based on a different enrollment status. For example, assume that John was originally packaged as a full-time student (packaged load = 1). At the time of the disbursement, John is enrolled as a half-time student (disbursement load = 3). If the option set on RFRMGMT was set to N (Do not disburse), John would not receive a disbursement

from the fund because the disbursement load is greater than the packaged load. Assume that you now access the Budget page and recalculate John's budget as a half-time student, and later access the Award page 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 because 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 because 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 - before the 2010-2011 aid year

A provision of the 1998 reauthorization of Title IV financial aid is the treatment of VA Chapter 30 and AmeriCorps Educational Benefits in determining subsidized student loan eligibility.

This provision requires that Chapter 30 and AmeriCorps benefits be excluded as resources when determining eligibility for subsidized loans.

The maximum exclusion is equal to the amount of the subsidized loan, but the budget can never be exceeded. Although these benefits must be excluded in the determination of a subsidized loan, they must still be used as resources when determining other federal need-based aid, such as SEOG, FWS, and Perkins Loans. If they so choose, schools may award other federal aid first utilizing 100% of the above benefits as resources.

The award validation for a Stafford Subsidized loan checks the amount entered in the **Subsidized Loan Exclusion Amount** field and uses the amount to automatically calculate the amount of Subsidized Stafford loan for the student. Enter the exact amount of VA Chapter 30 or Americorps benefits in the **Subsidized Loan Exclusion Amount** field on the Packaging Group section of the RPAAWRD page at any time before awarding the Stafford Subsidized loan to ensure the correct calculation.

Note: This provision does not affect unsubsidized or PLUS loans.

If other federal aid is awarded, the order of the awards will affect the amount that can be considered as a subsidized loan.

Voiding excess payments for students no longer eligible

Banner has a fund disbursement option to void a financial aid payment previously paid to a student who is now ineligible for the fund.

The options on the Fund Management (RFRMGMT) page are to:

- Back out the full amount of the payment.
- Disregard the fact that the student is now ineligible (do nothing).

- (P) Payment Not Applied - void the amount of the payment that has not yet been applied to a charge through the application of payments process.

The last option is designed to cancel the amount of the award that is to be paid back directly to the student without changing the amount that has already been used to pay the student's bill.

When the (B) Back out option is used, a reversal for the full amount of previous financial aid payments for the fund is generated. When the (P) Payment Not Applied option is used, the disbursement process calculates the total of previous financial aid payments for the fund which have not yet been applied to Accounts Receivable charges, and generates a reverse payment for that amount. If disbursements are run online from the Student Payment page, the page puts out a request for the student to be included in the next run of the application of payments process. If the fund disbursement option is set to B or D on RFRMGMT, the requested function works as usual when disbursements are run online or in batch.

Disbursement validation reject messages

You can run online disbursements from the Applicant Immediate Process (ROAIMMP) page in the Financial Aid System, or from the Student Payment (TSASPAY) page in the Accounts Receivable module of the Student System.

Whenever you run the disbursement process, the program creates a log file with information about the execution of the program. The online disbursement process places messages in the log file (`RPEDISB.log`) for funds that could not be disbursed or to see the reject messages online, using the Disbursement Results (ROIDISB) page.

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 through the Disb Report Sort parameter. You enter N for name sorting or I for ID sorting. That report prints the period in the heading of all pages and includes a special message in the comment column to indicate if the amount disbursed was different from the amount awarded.

Other disbursement reports include the Student Award and Disbursement Report (RPRAWDB) which prints the summary by fund of the accepted amount, memoed amount, authorized amount, and disbursement amount, in addition to the Applicant Disbursement Report (RPRADSB), which provides detailed information on applicant disbursements.

Final Disbursement - optional processing

Final Disbursement processing can be used for end of year or end of period clean up.

In addition there may be times that you want to finalize disbursements for an individual student; for example, a student who has been processed for Return of Title IV funds.

Final Disbursement processing can only be used in batch and not from the on-line pages. A disbursement can only become final when it has already been paid using disbursement validation. After the disbursement has been finalized for a fund, the disbursement process will not automatically adjust the amount paid. It must be manually updated at that point on the disbursement section of RPAAWRD.

Running the Disbursement Process in Final Mode will delete all remaining Memos and Authorizations that exist for the period entered in the parameter. It will also set the **Finalized** indicator on the options section of the Award Schedule section of the RPAAWRD page to Y.

Final disbursement reversal

Use these steps to reverse the finalization process (as needed):

1. Access the Disbursement Schedule section on the RPAAWRD page.
2. Insert a manual disbursement record for the fund you need to adjust (where disbursement has been run in final mode).

   Make appropriate entries for the following:

   - Fund code.
   - Period.
   - Corresponding schedule date for the disbursement being adjusted.
3. Enter the adjustment amount (negative/positive) in the **Scheduled Amount** field.

   Note: If you are making an increase, you must first adjust the award in Award Maintenance or Award Schedule section.
4. Save the record which includes your manual adjustment(s).
5. Run the disbursement process in batch mode.

Rescheduled disbursement date with periods

The ability to update the scheduled disbursement date for non-loan and Direct Loan funds is provided, if the option to reschedule the disbursement dates has been defined.

For both non-loan and Direct loan funds, the indicator to **Reschedule Disbursement Dates** on the Options section of ROAINST must be selected (Yes).

For non-loan funds, the scheduled disbursement date is based on the +/- number of days, as defined on the Default Award and Disbursement Schedule Rules (RFRDEFA) and the Fund Award and Disbursement Schedule Rules (RFRASCH) pages.

For Direct Loan funds, the **Rescheduled Disbursement Date** indicator must be selected (Yes) for the fund on Loan Options (RPRLOPT) as well. The scheduled disbursement date is based on the +/- number of days, as defined for the disbursement schedule on Scheduled Academic Year Rules (RORSAYR) or Borrower-Based Academic Year Data (RORBBAY) page.

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 to determine the earliest course start date. When multiple terms have been associated with a period, the earliest course start date for all terms will be evaluated to determine the course with the earliest start date.

If a student has the **Consortium Indicator** set to Yes for a term within the period, the earliest class start date for the term will be determined by the earliest attending hours start date, if they exist. Otherwise, the term start date will be used.

For both non-loan and Direct Loan funds, the indicator on ROAINST and the +/- number of days on the appropriate page must be defined before awards being created for non-loan funds and before Originations being created for Direct Loans.

Student employment procedures

Confirm, verify, and implement student employment data using the Banner Financial Aid pages listed.

Student employment implementation

1. Referral Status Validation (RTVRFST) page

   This page maintains the various statuses of job referrals. Define all possible statuses which referral records may have.

2. Employment Authorization Status Validation (RTVAUST) page

   This page maintains various statuses of work authorizations. Generally, work authorizations are used to define those students who are authorized to be paid for a specific time period and pay period. Define all possible statuses for work authorizations; indicate whether or not the status means the authorization is Active or Inactive. Examples may include statuses such as Authorized, Terminated, Resigned, etc.

3. Placement Basic Data (RJAPLBD) page

   This page 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 page that you use to define the placement codes.

4. Placement Rules (RJRPLRL) page

   This page maintains placement information regarding allocation, employee class, position, chart of account code, and organization code.

   Note: If you use Banner Human Resources, then the List function is available for indicating valid values for these fields. If you do not use Banner Human Resources, these fields are free-format and have no validation. It will be necessary to meet with your HR and GL colleagues to determine appropriate coding for accounting purposes.

5. Student Employment Default Rules (RJRSEDR) page. This page maintains information which is defaulted into student authorization records. Define the common start and end dates of authorizations, common start and end pay dates, and default authorization status.

6. Payroll Load Control (RJRPAYL) page.

   Note: This page 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 page using List.

7. Job Title Base Data (RJRJOBT) page. This page defines the individual job titles that you use when you refer or authorize a student for a particular job. The **Job Title Code** controls the default pay rate and eligible range of pay rates for the job title.

8. Job Title Requirements (RJRJREQ) page. Use this page to identify the job skills/levels that are required for a **Job Title Code**.
9. Student Employment Referral (RJASERF) page

   Complete this page for a student when they are referred to a job location for possible employment. (The use of this page is optional.)
10. Student Employment Authorization (RJASEAR) page. Complete this page 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 page (if you completed this optional page).
11. Student Employment Mass Entry (RJASEME) page. Use this page to enter payroll data if your institution does not use Banner Human Resources, or if you do not choose to run the process that automatically loads payroll data from the Human Resources System to Banner Financial Aid.
12. Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within the Financial Aid Student Employment module.

    Note: RJRPAYE should be run before RJRLOAD to identify work study employees who have been paid, but not authorized within the Financial Aid Student Employment module. Creating authorizations for these students before running RJRLOAD ensures their earnings are loaded.
13. Payroll Load Process (RJRLOAD).Use this process to interface payroll data from Banner Human Resources to Banner Financial Aid.

    The ability to run RJRLOAD in Audit mode is provided so you may view any potential issues with loading the payroll. You will enter the Period as part of the parameter options for RJRLOAD to specify the Period to post to the student's award record.

    Note: Parameter 05, Ignore Missing Period record, allows you the ability to load the payroll to only the award table (RPRAWRD) if you do not automatically schedule Work Study funds. If you select this option as Yes, and the Period that you have entered into the parameter for RJRLOAD does not exist for the student, the payroll will only be posted to the award table (RPRAWRD) and not the Award by Period table (RPRATRM) nor will the Period be posted to the workstudy table.

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

Scholarship and athletics processing by period

You can count scholarships by period and define how many periods a student can receive a scholarship.

Use the Scholarship Period Information (RPASTRM) page to view the maximum periods, amount paid, loss of eligibility, and remaining periods of eligibility. This page displays all periods for which the student received the scholarship.

Use the Donor and Scholarship Demographics (RFADSCD) page to provide you with a place to capture the following donor and scholarship information.

Donor Information	
Donor ID and Name	Reception Invite
Anonymous	Thank you letter
Primary Donor	Deceased
Grades to donor	Donor selects recipient
Link to address, telephone, and e-mail information	
Scholarship Information	
Minimum enrollment	Tuition waiver
Multiple donors	Scholarship source
Restricted	Maximum number of periods

You can auto-populate or manually enter specific student athlete data by period on the Sport Aid by Period (RAASPTM) page. In addition, use the Team Sport Period Aid (RAITMTM) page to provide you with the ability to identify specific team sport information by period.

Potential Athletic Grant Defaults (RAAPAGD)

Use this page to enter default award year values for potential athletic grant amounts.

The page is split up into two blocks. The first section allows you to enter potential athletic grant default amounts for in-state and out-of-state athletes. The second section allows you to enter sport-specific default amounts for in-state and out-of-state athletes. If a sport is defined in the second section, then the appropriate default amount is used for the student on the Sport Aid by Period (RAASPTM) page otherwise, the appropriate default amount from the first section gets populated.

Sport Aid by Period (RAASPTM)

Use this page to view and enter student athletic aid information for a specific period. Information on the Aid for Sport section is a combination of manually entered and system-populated data. Institutional award, outside award, resource and contract/exemption information is populated when the **Default Aid Values** button is clicked.

Team Sport Period Aid (RAITMTM)

This page displays and totals, within sport and period, the **Potential Athletic Grant - Year** amount, **Athlete's Actual Grant - Period** amount and percentage of the potential and actual amount based on data from RAASPTM.

Donor and Scholarship Demographics (RFADSCD)

Use this page to view and enter donor and scholarship demographic information. The Scholarship Demographics section allows you to identify specific information related to the Scholarship and the Donor Demographics section allow you to identify specific Donor information.

Scholarship Period Information (RPASTRM)

The Scholarship Period Information (RPASTRM) page enables you to view scholarship information for a student.

The information on this page is obtained from various sources. The **Maximum** comes from RFADSCD (Maximum Number of Periods), the **Paid** amount comes from RPRATRM, the **Loss of Eligibility** number is manually entered, and the **Remaining** number is a calculation of **Maximum** - **Paid** - **Loss of Eligibility**.

Athletic Aid Type Validation (RTVAATP)

This validation page allows you to set up the Athletic Aid Types to be used on RAASPTM, for example: Medical Release, Injured Reserve, Redshirt.

Financial Aid Sport Validation (RTVFASP)

This validation page allows you to designate Financial Aid sport codes to be used on RAASPTM, as they may differ from what is used in Banner Student.

Grades to Donor Validation (RTVGRDD)

This validation page allows you to designate specific categories of grades that a donor wants to receive, if any.

For example, a donor may want to receive grades only for the freshmen students or only for students in a specific program.

Scholarship Source Validation (RTVSSRC)

This validation page allows you to designate the source of a scholarship, for example: donor, gift, or institution.

Reviewed Validation (RTVREVW)

This validation page allows you to designate the review status of an athlete's institutional award, outside award, resource, and contract or exemption.

For example, you might use this page to designate that the information for the fund, resource, and contract/exemption has been reviewed and is complete.

Thank You Letter Validation (RTVTYLT)

This validation page allows you to designate specific categories of a thank you letter that a donor wants to receive, if any.

For example, a donor may want to receive a thank you letter only from the freshmen students or only from students in a specific program.

Third Party Contract Rules (RPRCONT)

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

Exemption Rules (RPREXPT)

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

Resource Code Validation (RTVARSC)

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

Athletic Grant Period Roll (RAPAGRL)

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

Athletic Aid Discrepancy Rpt (RARATAD)

Use this report to display the discrepant information between the actual fund/resource amounts and the reported amounts on RAASPTM.

This report should be used to determine if a student's award information has been updated after this information was originally reported to Athletics.

Loan processing

Loan processing describes Banner Financial Aid objects used to address a number of loan activities.

Disburse 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.

About this task

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.

Procedure

1. On the **Loan Disbursement (RPALDSB)** page, enter:
   - the full amount of the check into **Check/Net Amount**.
   - the amount the student does not qualify into **Returned Amount**.
2. After the check has been endorsed by the student, set the **Feed** indicator to Y.
3. Run the disbursement process.

Results

The process will disburse the difference between the full check amount and the returned check amount to the student's account.

For example, if a full loan check is for $500, but the student is only eligible for $400, enter $500 into **Check/Net Amount** and $100 into **Returned Amount**. Only the difference of $400 will be paid.

To recover a partial or full loan amount after the full amount of the check has been paid to the student account, use the **Returned Amount** field and change the **Feed** indicator from F to Y (the **Feed** indicator previously read F to indicate that the loan check had already been fed to the student's account). When the disbursement process is run again for the student, the process will put out an adjusting entry on the student's account for the amount returned.

When a loan check has been fed to a student's account, it will not be backed out automatically if the student becomes ineligible for the fund. Other non-loan funds may be backed out automatically as per rules on the Fund Management (RFRMGMT) page. The only way to cancel a payment for a loan check that has been fed to the student's account is to use this Check Returned feature.

U.S. Specific Institution Financial Aid Options (ROAUSIO)

Set the **Loan Process Type** drop-down box on the Institution Financial Aid Options II window of this page to Electronic for Electronic only or Both if processing Electronic and Direct loans.

This box is accessed during online and batch processing.

Note: If your institution has an EL School code which is different than the Pell ID and your school is not processing for multiple campuses, enter the **Electronic School Code** and **Electronic Branch ID** in the Institution Financial Aid Options II window. Loan applications will then be created correctly with these values.

Conversely, if your institution will be processing Electronic loans for multiple campuses, establish the **Electronic School Code** and **Branch ID** for each campus on the **Campus/EDE Defaults** window. The loan application records will then be created with the correct **Electronic School Code** and **Branch ID** for the Campus code on the student's General Student record. Loan applications can then be extracted based on individual Electronic School Codes and Electronic Branch IDs.

Aid Period Rules (RORTPRD)

The RORTPRD page allows you to specify the periods that you want to associate with an aid period.

Default Award and Disbursement Schedule Rules (RFRDEFA)

Establish award distributions for each aid period.

Memo expiration dates must be established here for loan memos to work correctly. Dates entered here are used for loan periods associated with an aid period.

Detail Code Control page - Student (TSADETC)

Ask Student Accounts personnel to establish loan fund detail codes in addition to detail codes to use in the refund process on this page.

Fund Base Data (RFRBASE)

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

Separate loan funds must be established for Direct, Electronic and Manual loans and must be different for each loan type (Subsidized Stafford, Unsubsidized Stafford, Parent PLUS, Graduate PLUS and Alternative).

Banner loan applications can be created and sent for all funds using electronic processes. Codes for subsidized funds should precede unsubsidized funds in the RFRBASE listing, because batch processes select funds in alphabetical order.

Funds Management (RFRMGMT)

Set up the Funds Management (RFRMGMT) page.

Procedure

1. Create a separate RFRMGMT page for each loan fund.
2. Allocate dollars to the fund on the first window.
3. Complete the following Packaging Options fields applicable to loans in the Aid Year Specific Data - Packaging Options window:
    - Enter the maximum loan that could be made to any student during the combined periods of the aid year.
    - Select **Replace EFC** for unsubsidized and PLUS Loans.
    - Select **Reduce Need** for subsidized loans.
    - Select **Need Analysis** Indicator.
    - Select **Loan Process** for all Electronic loans.
    - Complete **Loan Fee Percentage**.
    - Select the correct **Electronic Loan** Indicator for electronic loans to process.
    - Select the correct **Direct Loan** Indicator for direct loans to process correctly.
    - Select the correct **Manual Loan** Indicator for manual loan processing to work correctly.
    - The **Direct Loan** Indicator, **Electronic Loan** Indicator and **Manual Loan** Indicator are mutually exclusive.
    - **Memo Credit** section (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 = selected.

- Set **Disburse** section to None if using the Loan Process Manual. Loans are disbursed from RPALDSB by entering the information for checks received at the school. Direct loan disbursement records are created by the Direct Loan Origination Creation Process (RLPDLOC). Electronic loan disbursement records are created by the RPRELAP Electronic Loan Application process.

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

   For **If Disbursement Load Code greater than Package Load Code**, choose Disburse 100% (disburses total amount available for the current disbursement) or No Disbursement (no disbursement if the disbursement load code is greater than packaging load code indicating that student has dropped hours). Proration is not applicable to loan disbursement.

5. Set **Use Disbursement Enrollment Edits for Memo** field option. The selected field works in conjunction with the **Disbursement Load Code** field option to create/not create memos under the same condition as the Disbursement Load option. If cleared, this field results in memos at gross before creation of the loan application and at net after the application is created.

   Note: For Direct Loan memo processing, the enrollment requirement is only checked if a Direct Loan origination exists on the RLADLOR page. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.

6. Other required fields must be filled to exit the page, including those not used in loan processing.
7. Optionally, enter any tracking documents or messages applicable to each fund.

Packaging Options (RPROPTS)

The expected annual enrollment on RNANAxx is used for loan awarding.

Select the **Additional Stafford Eligibility Default** box to control awarding of unsubsidized amounts above the grade-level maximum to independent students.

Note: The **Override** field for dependent unsubsidized professional judgment is on the two award pages: RPAAWRD and RPAAPMT.

Class Code Translation (RPRCLSS)

Equate Student System Class codes with Financial Aid class Codes as defined on RNANAxx for **Banner Year in College**.

A default Student Level code with a null Student Class code should be established with a Financial Aid Class Code.

Note: Electronic certification and disbursement processes and direct loan disbursement use the Student System's class information.

Certification Initials Validation (RTVCINT)

This is an optional page used also in short-term credit processing.

Enter the initials of staff members authorized to certify loans on this page. Entering and saving initials in the Loan Certification section of a loan application locks the page and prevents additional editing.

Loan Status Validation (RTVLNST)

Enter status codes for loans here.

An **Initial** status defaults when a loan application is created. An Approved status may be posted during the response file upload.

An Inactive code prevents disbursement memos. A **Hold** code stops processing until resolved and replaced with an **Active** code. Institutions may want to create loans in an **Inactive** status until an approval is received from the processor.

Lender Base Data (RPRLNDR)

This page is used to create a lender listing for use on manual and Electronic loans and to associate a **Lender ID** with a **Guarantor ID**.

Use official lender/guarantor identification codes.

Loan Period Base Data (RPRLPRD)

Year-specific loan period names help you to distinguish loans on the RPALDSB disbursement page.

About this task

Memo expiration dates used for period-based loans should match those used for the same period on RFRDEFA.

Procedure

1. Create loan periods associated with regular aid periods in **Loan Period**.

2. Enter disbursement dates in **Start Date** and **End Date**.

   For Loan Periods that Match Aid Periods: Enter the **Aid Period** to be used for certification.

   Note: A period schedule for each aid period must exist on RFRDEFA. Loan applications will create automatically based on the student's aid period. The loan period may be changed to a period-based period after the application is generated.

   For Loan Periods that Do Not Match Aid Periods:

   - Create additional loan periods associated with a period to be used for students in multi-period aid periods who want one-period loans (for example, Fall/Spring aid period; wants loan for Fall only).
   - Enter disbursement dates. Costs for period-based loans must be established manually.

     Note: If Summer is counted in two different aid years, you must have two Summer periods with one attached to each aid year to process Summer-only loans.

3. Create a disbursement schedule for each loan period. Up to four disbursements may be entered per loan period; the total must equal 100 percent. Date(s) entered here will be transmitted to the lender as the dates that funds are released to the school.

   Note: The **Number of Days for Memos** field is used in the manual loan process if the application is created before the award to indicate the length of time from the scheduled disbursement date that memos should expire.

Loan Options (RPRLOPT)

Values established on this page are used as defaults when applications are created.

Procedure

1. Establish a NULL value for both **Create Application** options by selecting each box, saving, clearing 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. Select the **Satisfy Loan Application Requirement** check box and the specific requirement and status codes if you want to use this option.

5. Select the **Memo Actual Loan Amount** check box to memo the net loan amount (calculated as **Disbursement Amount** on RPALDSB disbursement page) when the application is created. Packaged amount will be memoed if box is cleared.
6. Select the **Authorize Loan** check box 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 or the disbursement date has not arrived.
7. Select the **Request Amount Required for Certification** check box, if necessary. This prevents entry of certification initials on the RPALAPP page unless a requested amount is present. Not applicable for use with RPAELAP.
8. Select the **Disbursement Amount greater than Loan Amount** check box if you want to prevent disbursement if a loan amount is greater than the award amount. The process uses net of all period disbursements up to and including period in which disbursement is being made.
9. Refund detail codes may be established for automatic generation of return checks to lenders through Banner Accounts Receivable as described below.
10. Complete the **Student Charge or Payment** code. A negative payment detail code should be used to net down the payment to the student. A negative charge detail code appears like a refund to the student.
11. Enter a **Return Payment** code to be used by RPEDISB that represents a payment to the return lender's account.
12. Enter the **Return Refund** code that represents the charge to the Refund account for the return to the lender. This code must be set up as a Charge, and the Refund code must be set to Y on TSADETC.

Lender/Disbursing Agents Rules (RPRLNDA)

This optional page 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.

Procedure

1. Enter the **Lender ID**.
2. Enter the **Guarantor ID** (optional)
3. Enter the **Disbursing Agent ID**.

First-year, first-time borrower loan rule

Schools who are required to delay the first disbursement of a Federal Stafford loan 30 days for a first year undergraduate student, may implement the first-year, first-time borrower loan rule by campus or as an institutional default (ROAUSIO).

About this task

When the **Apply First-year, First-time Borrower Rule** is selected (yes), the following steps are used to determine if the student meets the criteria which will require the 30 day delay:

Procedure

1. Determine whether the student has been disbursed a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan using:

   a. Current NSLDS record

   b. Banner award record

   If the student has received a Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, no 30-day delay will be processed.

   If the student has not received a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan, go to the next step.
2. Determine whether the student is an undergraduate first-year student using the class calculation and class translation rules.

   If the student's financial aid class is calculated as 1 (1st time freshman, no prior college) or 2 (freshman, prior college), the 30-day delay will be applied.

   If no student record exists, the 30-day delay will be applied.

Results

When the option to use the **Apply First-year, First-time Borrower Rule** is selected at the campus level, the student record where the effective term is less than or equal to the first term of the loan period being processed will be used to determine if the student is attending that campus. If no corresponding campus has been defined or there is no General Student or Admissions record, the institution default for **Apply First-year, First-time Borrower Rule** will be used.

The first-year, first-time borrower loan rule is also used when you change loan periods for a student.

Note: First-year, first-time borrower rule processing is not supported for manual loans. When processing a loan manually, you must determine if the first-year, first-time borrower rule applies and set the disbursement date accordingly.

Crosswalk Validation (GTVSDAX)

Electronic loan processing requires that foreign country addresses contain the State code of FC and zip code of 99999.

To correctly identify which addresses are foreign when addresses are not created with a country code of US, you must establish the crosswalk validation of GTVSDAX. Without GTVSDAX being populated, the null nation code on RPAELAP will be converted to FC for foreign country and transmitted in the data file. 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.

Applicant Requirements (RRAAREQ)

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

Award/Package Maintenance (RPAAWRD)/(RPAAPMT)

These pages allow you to award loan(s) to a student.

Loans must be in an accepted state to create an electronic application. Banner awards based on expected enrollment level from RNANAxx.

Note: Parameters for the online RPRELAP process must be created for each user authorized to create loan application records.

Electronic Loan Application (RPRELAP)

Electronic loan applications must be created online (through the **Create App** button on RPAAWRD or RPAAPMT) or in batch mode.

About this task

Parameters for the online RPRELAP process must be created for each user authorized to create loan application records.

Procedure

1. Access the GJAPDFT page and enter parameters for the process.

   Warning! Leave the **Parameter Set** field in the Key block blank. The online process may not be run with a parameter set.

2. After the parameters have been established for one user, use the Copy function on GJAPDFT to establish the default parameters for all users who will be using the online process.
3. The following parameters for batch RPRELAP should be established and saved by each user as a parameter set:

   - Aid Year Code.
   - Fund Code. Applications for multiple funds may be created simultaneously. Use the Insert Record function to enter additional 02 Fund Code parameter lines.
   - Default Process Type. This parameter varies by school (for example, GP - Guar/Print; GO - Guarantee only, and so on). If a school has paper applications on hand for some students,

then award the loan, generate the application, change this option to guarantee only, and mail the certified paper form to the lender.

- Application Code, Report Selection Query ID, and Creator ID of Selection ID. These parameters may be used in batch mode.
- Process Indicator. Enter Batch. The online process will ignore this parameter.
- Permanent Address Type Default and Local Address Type Default. These are Student-system addresses. Use the address hierarchy as in letters (for example, 1PR, 2MA, and so on).
- Loan Status Default. Enter a default initial loan status.
- EL (Electronic) Application Status Default. Enter Ready to send or N if applications must be reviewed before transmission to the lender.

  Note: PLUS Loans are not ready to send until parent data has been entered on the resulting RPAELAP page. 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 want to stop the Delete/Replace function so that manually entered data is not lost. If award amounts are changed on the award page, Banner will delete/replace amounts on an application unless it is locked or

has a status of Sent. 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 page.
- 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 Email, Paper, or Web PN Delivery code as guarantor method of promissory note delivery to the student.
- Default Federal Application form Code. Enter B Old PN, MPN (all applications processed as combined, request amount set to 99999),or Plus.
- Default Serial Loan Code. Enter New note for each loan or Serial MPN. PLUS loans will be created with a value of None.
- Default Hold/Release Status. Initial status may be HR (Hold Request) or RR (Release Request). Status may be updated individually on RPAELAP.
- Source of Lender ID. Use NSLDS or prior Banner as source for student's lender.
- User ID. The ID of the person using the sub-population rule.

Note:

Regarding the Delete/Replace function, applications that are not locked or sent may be deleted or replaced as awards are adjusted or canceled. Change the Application Status to N (Not Ready to Send), adjust the award, and recreate the application by clicking the Create Application button.

New applications will be created for additional award amount(s) after an application is sent.

Parent Loan demographic data from a prior application is transferred to the new application during the replace function. The application number is updated with each replacement and is not to be used as a counter. The batch RPRELAP process will delete applications where awards have been cancelled.

RPAELAP fields updated by RPRELAP process

The Electronic Loan Application (RPAELAP) page displays the latest loan application first.

Arrow down to see additional applications. Windows updated on this page include:

Applicant Status 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.

MPN/Loan Status window

- **Promissory Note Delivery**. Choices are: Email, Paper, Web
- **Federal Application page**. Choices are: B Old PN, Master PN, PLUS note.
- **Serial Loan**. Choices are: New MPN, Serial Note.
- **Electronic Funds Transfer Authorization**.
- **References**.
- **Deferment Request**.
- **Capitalize Interest**.

Certification window

Note: The RPQLELG page 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 page. Budget, Estimated Aid, and EFC for period-based loans must be entered manually.
- **Maximum Eligible Amount**.
- **Adjusted Gross Income**.
- **Expected Amount**. This is the amount the student will receive. Use the lesser of maximum eligibility from delivered rules table, calculated maximum amount, or requested amount.

- **Grade Level**. Uses Student System class level (translated on RPRCLSS).
- **Expected Graduation Date**. Accesses Student system data first. If there is no data, Banner adds years to FAFSA class level and uses hard coded 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 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.

Loan Schedule window

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

Note: The optional **Certified Hours** field may be populated manually with the number of hours used as a basis for loan certification. Hours entered here will appear on the RPALDSB page.

Disbursement Schedule window

The net amount will display if Memo Actual was chosen. Adjustments will result in additional disbursement transactions. Initial HR (Hold Request) or RR Release Request) status in the **Hold/ Release Status** field.

Loan Parent Inquiry (RPILPAR)

Use this page to view parent names associated with a student.

This page may be accessed from the ROASMRY or RPALDSB pages. Extracting Loan Applications from Banner.

The following pages are used for extracting loan applications:

Electronic Loan Appl Extract (RPRELAX)

Set up the Electronic Loan Appl Extract (RPRELAX) page.

Procedure

1. Check loan applications before transmission. Applications will extract if:
   - The loan is not canceled.
   - The loan status is Ready 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 page. 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 page as below:
   - Aid Year Code.
   - Fund Code. Funds may be entered individually or as multiple entries.
   - Enter the File Identifier parameter as Production or Test.
   - 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 PC.
   - 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

Use the Review Output window evaluate related data.

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 ans missing data.

  Note: `ELAPxxIN_xxxxx.DAT` data file is produced to be transmitted to the guarantor/lender.

Batch Control (RPIBATC)

This page is used to view a record of Electronic loan batches created.

RPAELAP fields updated by the RPRELAX process

Description of the RPAELAP fields which are updated by the RPRELAX process.

- **Loan Status** changes to Sent.
- **Version Number** check box.
- **Submission Date**.
- **Cross Reference Loan ID**. The subsidized Loan ID is used on combined loan applications. The cross-reference loan ID links the unsubsidized loan to the subsidized loan and is the Loan ID assigned to the subsidized loan. The cross reference ID of the subsidized loan will be updated with the Loan ID of the unsubsidized loan. The Loan ID is given a unique one-up number when RPRELAX extracts the loan application.

Electronic Loan Response Upload (RPRELRU)

Steps used to set up the RPRELRU page.

Procedure

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 want to memo loans based on an Active status may want 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`. When 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

Description of the RPAELAP fields.

Application window

Fields on the 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

Fields on the 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

Fields on the 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 (refer to *Electronic loan manual* for more 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 Common Line Electronic processing includes EFT, Master Check, and individual check record upload capability.

An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

About this task

For Revised Disbursement amount processing:

Procedure

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.

About this task

Procedure

1. Run the process after receiving the response file. The Guarantor sequence number is needed.
2. Batch update of status by fund/period updates all available undisbursed records or use Disbursement Edit.

   Note: The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present.
3. Update the **Hold/Release Status** field on RPAELAP to HS Hold Sent or RS Release Sent.
4. Output files include the `RPRHDRL.xxxxx.DAT` data file and `.lis` file with the Control Report and records not processed (with reasons).

Electronic transfer

RPREFTL and RPAEPMT pages are described.

EFT/Disbursement Roster Upload (RPREFTL)

Run this process to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

About this task

To transfer file(s) to the Banner dataload directory:

Note: Multiple files may be placed in the directory, but will be processed one at a time.

Procedure

1. Rename each file to `eftxxx.dat` where xxx is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to Processed to prevent a duplicate upload.
2. Enter the single parameter file name and run the process.

Electronic Payment Receipt (RPAEPMT)

Set up Electronic Payment Receipt (RPAEPMT) page.

Procedure

1. Review summary cash information.
   - Single record for all EFT payments in the file.
   - Single record for all Netted 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 Master Check payments in the file.
   - Individual records for each Individual 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 @ symbol.
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. Select 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. Select 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.

About this task

If the record loads successfully, it is deleted from the temporary table.

Procedure

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 page.

   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** is used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not NULL.

Electronic Loan Disbursement (RPAELDB)

To resolve suspended loan records, blank out the ID in the Key block to enter a query.

About this task

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 Birth date error (most common), correct the Birth date and re-run RPREFTP.
- If the EFT authorization section is not checked on RPAELAP, for funds received through EFT, obtain authorization from the student, check the RPRELAP section, and re-run RPREFTP.
- If the EFT section is selected 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, reward/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.

Procedure

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.

Results

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 want to write a program to capture the fees and calculate a new net amount for memos.

Disbursement page field population

Loan disbursement and adjustments are described.

Loan Disbursement (RPALDSB)

This page displays the historical loan record for a student.

Disbursement data populated by the Electronic Loan Application Process (RPRELAP) include:

- Fund.
- Period.
- Schedule Date.
- Sequence Number.

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

EFT Records

- **Reference ID** (from the roster).

- EFT (Electronic Funds Transfer) Amount/Date.
- **Electronic Funds Transfer** Indicator selected.
- **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 before receipt of funds.

Other:

- **Certified Hours**. This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP period schedule window).
- **Student Received**. An optional field populated manually to show date student received balance of loan proceeds.
- **Disbursement Bypass**. Used with adjusting entries to correct data entry errors.
- **Disbursement Override**. Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all period disbursement amounts up to and including the period in which the disbursement process is being run.

Disburse to student account

Disbursement Process (RPEDISB) page is described.
Disbursement Process (RPEDISB)
Run the disbursement process online or in batch to release memos, authorizations, or payment information to the student account.

About this task

Disbursement may also be run in the Student Accounting Office if loan checks or Master Check forms are signed there.

Procedure

1. Check error messages on report or on the ROIDISB page.

   Note: This process uses the Financial Aid Consortium enrollment first if the **Consortium Indicator** is selected. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

   RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for period on the RPALDSB disbursement page and allows Payment and Authorization in the same period when two disbursements are scheduled.

2. Process checks for EFT code or MPN Federal Application code of M.
3. 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 selected will be rejected. New error message will appear.

Loan adjustments

Loan adjustments process are described.
Returning individual checks
Procedure on how to return individual checks before the accounting feed.

Procedure

1. Access the appropriate period record on RPALDSB.

   If the student is not enrolled, enter the check amount on the Retn'd Lndr line on the Original disbursement period record.

   If the student is enrolled, use the Insert Record function to create a new period record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

   Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.
2. Cancel the award on RPAAWRD.

3. Return check to lender.

Return calculated refund amounts
Procedure on how to return the calculated refund amounts to lender.

Procedure

1. Access the appropriate period record on RPALDSB.
2. Use the Insert Record function to create a new period record for the adjusting entry.
3. Enter adjustment amount in **Returned Amount** field. If you are netting disbursements, select 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 through 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.

Loan correction - 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

All types of loan reports are described.

Loan Proceeds Aging Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report in addition to basic loan information.

RPRLNEX exceptions-students not fully funded report

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by period table.

Parameters include:

- Tolerance Amount ($1.00 is used if no tolerance is entered).
- Process Type compares Pending, Actual, or Both disbursements.
- Process EFT Only allows you to disregard paper checks.
- Reference ID allows you to restrict report by batch.

Setting the **Exclude** indicator on the individual RPALDSB page prevents 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 page 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

Individual processing steps allow you to adjust a CommonLine Loan.

About this task

- 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):

Procedure

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.
2. Change the status to ACPT and enter the Fall portion of the loan in the Offered and Accept columns.
3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, $0 Spring.
4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)
5. Access the period disbursement record on RPALDSB.
6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.
7. Recoup the Spring disbursement (loan disbursed).
8. Access the period disbursement record on RPALDSB.
9. Click **Insert Record** to duplicate the period record.
10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed** Indicator.
11. Run the disbursement to create a negative entry on the student account.

12. Cancel the disbursement with the guarantor.
    - Delete/Replace Functions

      Unsent Loan Application (create replacement application)

      – Awarded loan and created original application.
      – Increased award on RPAAWRD
      – Changed Loan Status to Not 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 Ready to Send
      – Clicked **Create App** button. Created second application with Ready status.

      Sent Loan Application (create second application)

      – Awarded loan and created original application.
      – Extracted Loan. Status Sent on original loan application.
      – Increased award on RPAAWRD
      – Clicked **Create App** button. Created second application with Ready status.
    - Decline/Cancel Loan

      Loan Not Disbursed
13. Enter CNCL or DECL status to move award to Cancel/Decline column.
14. Access RPAELAP page and enter CNCL status in left-hand status field to inactive.
15. Report cancellation to guarantor.
16. Watch for guarantor status on right hand side of RPAELAP to change to Terminate

    Loan Disbursed
17. Reduce RPAAWRD Offer and Accept amounts to $0.
18. Recoup disbursement.
19. Access period disbursement record on RPALDSB
20. Click **Insert Record** to duplicate the period record.
21. Enter return amount in **Returned Amt** field, enter date, and set **Feed Indicator**.
22. Run disbursement to create a negative entry on the student account.
23. 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 before the Electronic Loan application being created in Banner.

Procedure

1. If possible, identify the loan from the third-party software report before 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. Save 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.

Results

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 topic addresses Banner's Electronic loan processing that allow clients to create applications and receive response and disbursement files for Alternative Loans.

Alternative loan process flow

The basic steps to process a Electronic Alternative Loan in Banner.

Procedure

1. Receive the loan application from the student or receive Certification Request for the loan using the RPRELRU Electronic Response Upload file.
2. Award the loan on one of the Banner award pages (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 page 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 using the RPRELAX Electronic Loan Extract Process.
5. Receive a Response file using the RPRELRU Response Upload Process (this is optional unless utilizing Certification Requests for Alternative Loans).
6. Receive EFT/individual check/Master Check payments using the RPREFTL/RPREFTP processes.

Global Institution Financial Aid Options (ROAINST)

See the *Banner Electronic Loan Processing - Preliminary pages Setup* topic for details on setting up this page.

Fund Base Data (RFRBASE)

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

Fund Management (RFRMGMT)

In the Aid Year Specific Data - Packaging Options window, enter the appropriate **Alternative Loan Program Type** code for each Alternative loan fund.

This code defaults into the Electronic Loan Application page (RPAELAP).

Note: The Needs Analysis check box may be selected or cleared, depending on the requirement for each lender. Selecting this field causes the calculated Expected Amount on the RPAELAP Loan Application page to be affected by EFC and prior aid received.

Loan Options (RPRLOPT)

Establish additional pages as needed for new Alternative loan funds.

A separate fund for each Alternative Loan Program Type is required. The Guarantor is known as the Insurer for Alternative loans.

Loan Period Base Data Rules (RPRLPRD)

Create additional loan periods as needed to accommodate Alternative loans.

Electronic Loan Application (RPRELAP)

Enter Parameter 02 to include Alternative loan funds.

If no needs analysis record is present, the Social Security Number and Date of Birth are pulled from the SPBPERS General Person table.

This process allows the creation of application with a negative or zero amount and prints the message App created with an expected amount of zero or less in the `.log` file. These will not extract.

The process also populates NULL values in the **Fed App page** and **Serial Loan** fields, because an MPN is not required. It will not replace data in the Parent Alternative Loan Data window during delete/replace.

Electronic Loan Application (RPAELAP)

The unique Loan ID includes the institutional EL School Code/Branch code or Pell code after extraction.

If a Certification Request record is received, the **Loan ID** field should be updated to the Loan ID established by the lender/servicer. To manually update the **Loan ID** field, change the process type to CR and the record type to C. You can then manually update the **Loan ID** field.

Note: The RPRELAX process will not convert the Loan ID if positions 1-6 (agency code) do not match the School ID.

In the Alternative Loan Data window (which is accessible only if the **Alternative Loan Program Type** code is populated on RFRMGMT page), the data incorporated as the CommonLine @4 record is sent with the @1 record which includes basic CommonLine loan information.

The **Program Type** code defaults from RFRMGMT according to the fund awarded. The **Total Student Debt** is required if the Loan Process Type = GO, GP, PG. The remaining fields must be entered manually if applicable to student.

In the Cosigner Information section, cosigner data may be blank. If it is required, you must manually enter it.

Note: If the lender requires this data, be sure to enter all of it. Partial data entry may cause the loan to reject.

In the Parent Loan Demographic Data window, populate the parent fields with third-party borrower data if the parent is not actual alternative loan borrower.

Electronic Loan Appl Extract (RPRELAX)

Use the **Student/Bor Ind** to extract either student or parent/third-party demographic data.

This process extracts @4 Alternative loan record data, and incorporates Campus and EL School code data into unique loan ID. The process also ignores Hold/Release codes for Alternative Loan funds.

Electronic Loan Response Upload (RPRELRU)

Certification Request records are identified through 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 page (RPAELAP).

Electronic Loan Load/EFT Posting Processes (RPREFTL/RPREFTP)

This process posts EFT, individual check, or Master Check data received in an electronic file.

Data is visible on the Loan Disbursement (RPALDSB) page. Checks received, that are not part of the roster, must be entered on RPALDSB by you.

Disbursement Process (RPEDISB)

This process disregards Hold/Release codes.

Disbursement/adjustment

Banner CommonLine Electronic processing includes EFT, Master Check, and individual check record upload capability.

An EFT file may contain any or all of these types of disbursements. Banner Hold/Release may be used to update the initial Hold/Release status to permit or prevent the receipt of scheduled loan disbursements depending upon the option of the school.

Disbursement Process (RPEDISB)

Run the disbursement process online or in batch to generate memos, authorizations, and disbursement error messages if the disbursement edit optional parameter is being used for the RPRHDRL process.

About this task

For Revised Disbursement amount processing:

Procedure

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.

Procedure

1. Run the process after receiving the response file. The Guarantor sequence number is needed.
2. Batch update of status by fund/period updates all available undisbursed records or use Disbursement Edit.

   Note: The Disbursement edit (which is optional) requires at least one disbursement reject in the Disbursement Results Table to hold a loan, and that no rejects be found to release a loan. Revised Disbursement dates and /or revised Disbursement amounts will be included in Hold/Release transmissions if present.
3. Update the **Hold/Release Status** field on RPAELAP to HS Hold Sent or RS Release Sent.
4. Output files include the `RPRHDRL.xxxxx.DAT` data file and `.lis` file with the Control Report and records not processed (with reasons).

Electronic transfer

Electronic transfer pages and related functionality are described.

EFT/Disbursement Roster Upload (RPREFTL)

This process loads student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

About this task

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.

Procedure

1. Rename each file to `eftxxx.dat` where xxx is a school-maintained sequence number. After the file is processed, the first nine characters of the Header are changed to Processed to prevent a duplicate upload.
2. Enter the single parameter file name and run the process.

Electronic Payment Receipt (RPAEPMT)

Setup Electronic Payment Receipt (RPAEPMT).

Procedure

1. Review summary cash information.
   - Single record for all EFT payments in the file.
   - Single record for all Netted 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 Master Check payments in the file.
   - Individual records for each Individual 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. Select 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. Select 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.

About this task

If the record loads successfully, it is deleted from the temporary table.

Procedure

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 page.

   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** is used during the RPEDISB process for non-PLUS loans when the Direct Loan indicator is not NULL.

Electronic Loan Disbursement (RPAELDB)

To resolve suspended loan records, blank out the ID in the Key block to enter a query.

About this task

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 Birth date error (most common), correct the Birth date and re-run RPREFTP.
- If the EFT authorization section is not selected on RPAELAP, for funds received through EFT, obtain authorization from the student, select the RPRELAP section, and re-run RPREFTP.
- If the EFT section is selected on RPAELAP and funds were received as a paper check, remove the EFT indicator on RPAELAP and re-run RPREFTP. If you have separate funds for paper checks, you must cancel the EFT fund application and award, re-award/recreate the application from the paper check fund, and re-run the posting process.
- If the record is not your student, use the **Print Screen** of RPAELDB as authorization for the Finance Office to cut a check from the EFT account back to the lender. Delete the record on RPAELDB.

Procedure

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.

Results

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 want to write a program to capture the fees and calculate a new net amount for memos.

Loan Disbursement (RPALDSB)

The RPALDSB page displays the historical loan record for a student.

Disbursement data populated by the Electronic Loan Application (RPRELAP) process include:

- Fund.
- Period.
- Schedule Date.
- Sequence Number.

Disbursement data populated by the EFT Posting Process (RPREFTP) include:

- EFT Records
- **Reference ID** (from the roster).
- EFT Amount/Date.
- **EFT Indicator** selected.
- **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 before receipt of funds.

Other:

- **Certified Hours**. This is the credit hours used for eligibility on the loan application (entered manually on RPAELAP period schedule window).
- **Student Received**. An optional field populated manually to show date student received balance of loan proceeds.
- **Disbursement Bypass**. Used with adjusting entries to correct data entry errors.
- **Disbursement Override**. Permits disbursement when the loan amount is greater than the award amount. Edit uses total of all period disbursement amounts up to and including the period in which the disbursement process is being run.

Electronic loan disbursements

Electronic loan related functionality includes disbursements, loan adjustments/corrections, and calculated refunds.

Disbursement Process (RPEDISB)

Use the Disbursement Process (RPEDISB) page to configure expected functionality.

Procedure

1. Run the disbursement process online or in batch to release memos, authorizations,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 page.

   Note: This process uses the Financial Aid Consortium enrollment first if the **Consortium Indicator** is selected. It uses the actual Student System enrollment (billable or adjusted per RPROPTS option) as of date of disbursement run.

   RPEDISB/RPALDSB Disbursement/Authorization calculates from the net of all loan disbursement records for period on the RPALDSB disbursement page and allows Payment and Authorization in the same period when two disbursements are scheduled.

3. Process checks for EFT code or MPN Federal Application code of M.
4. Fees paid by the lender captured during the RPREFTL process are used to calculate loan memos.

   Note: Loan disbursements for students who have not accepted charges when the **Accept Charges** field on RPROPTS is selected will be rejected. New error message will appear.

Loan adjustments

Loan adjustment processing includes the return of individual checks, return of calculated refund amounts, and loan corrections.

Return individual checks

Use this procedure to return individual checks before the accounting feed.

Procedure

1. Access the appropriate period record on RPALDSB.

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

   If the student is ENROLLED, use the Insert Record function to create a new period record for the adjusting entry. Enter the check amount on the Retn'd Lndr line and save.

   Entry on the Retn'd Lndr line prevents any further disbursement. Previous memos will be backed out.
2. Cancel the award on RPAAWRD.
3. Return check to lender.

Return calculated refund amounts

Use this procedure to return calculated refund amounts to lender.

Procedure

1. Access the appropriate period record on RPALDSB.
2. Use the Insert Record function to create a new period record for the adjusting entry.
3. Enter adjustment amount in **Returned Amount** field. If you are netting disbursements, select 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 through 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.

Loan correction - received amount less than awarded amount

Reduce the awarded offer and accepted amounts on RPAAWRD or RPAAPMT to the Approved amount so that the financial aid transcripts will be correct.

Loan reports

Loan reports allow your to generate a variety of related output.

Loan Proceeds Aging Report (RPRLNAG)

This report displays the number of days between receipt of the loan funds and the date of the report in addition to basic loan information.

Loan Funding Exception Report (RPRLNEX)

The Loan Funding Exception Report lists those students whose received amounts are less than the amount on the loan by period table.

Parameters include:

- **Tolerance Amount** ($1.00 is used if no tolerance is entered).
- **Process Type** compares Pending, Actual, or Both disbursements.
- **Process EFT Only** allows you to disregard paper checks.
- **Reference ID** allows you to restrict report by batch.

Setting the **Exclude** indicator on the individual RPALDSB page prevents 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 page 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

Use this procedure to perform a CommonLine loan adjustment.

About this task

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_AMTRPRLAPP_APPROVE_DATE > &APPROVE_DATERPRLAPP_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):

Procedure

1. Cancel the full amount to move award to the Cancelled column on RPAAWRD.
2. Change the status to ACPT and enter the Fall portion of the loan in the Offered and Accept columns.
3. Adjust the Dollar Amount on RPAAWRD to the full amount Fall, $0 Spring.
4. Inactivate Spring loan disbursement (student not enrolled, no disbursement)
5. Access the period disbursement record on RPALDSB.
6. Enter the full, anticipated disbursement amount in the **Returned to Lender** field, Save.
7. Recoup the Spring disbursement (loan disbursed).
8. Access the period disbursement record on RPALDSB.
9. Click **Insert Record** to duplicate the period record.
10. Enter the return amount in **Returned Amount** field, enter date, and set **Feed** Indicator.
11. Run the disbursement to create a negative entry on the student account.
12. Cancel the disbursement with the guarantor.
    - Delete/Replace Functions

      Unsent Loan Application (create replacement application)

      – Awarded loan and created original application.
      – Increased award on RPAAWRD
      – Changed Loan Status to Not 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 Ready to Send
      – Clicked **Create App** button. Created second application with Ready status.

      Sent Loan Application (create second application)

      – Awarded loan and created original application.
      – Extracted Loan. Status Sent on original loan application.
      – Increased award on RPAAWRD
      – Clicked **Create App** button. Created second application with Ready status.
    - Decline/Cancel Loan

      Loan Not Disbursed

13. Enter CNCL or DECL status to move award to Cancel/Decline column.
14. Access RPAELAP page and enter CNCL status in left-hand status field to inactive.
15. Report cancellation to guarantor.
16. Watch for guarantor status on right hand side of RPAELAP to change to Terminate

    Loan Disbursed
17. Reduce RPAAWRD Offer and Accept amounts to $0.
18. Recoup disbursement.
19. Access period disbursement record on RPALDSB
20. Click **Insert Record** to duplicate the period record.
21. Enter return amount in **Returned Amt** field, enter date, and set **Feed** Indicator.
22. Run disbursement to create a negative entry on the student account.
23. Cancel the disbursement with the guarantor.

Electronic loans received as certification requests in common response file

When a Loan application is 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 before the Electronic Loan application being created in Banner.

Procedure

1. If possible, identify the loan from the third-party software report before 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. Save 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.

Results

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

Refer to the *Banner Financial Aid COD* content for detailed instructions for working with Direct Loans.

Financial Aid common functions

Common functions and related processing include Aid year, user defined data, general algorithmic rules, batch posting, and holds.

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 page (a page starting with the letter R), Banner runs a page called ROQMENU in the background. One of the things that this page 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 2019 it looks for an aid year code that was defined as starting in 2019 and ends in 2020. After the start of the new year (2020) it looks for an aid year code that was defined as starting in 2020 and ends in 2021. If it doesn't find one (because you haven't defined the 2021 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 page that has aid year as a key field or by calling any aid year specific page (like RNANAxx).

If you have defined your 2021 aid year code, Banner will use that aid year as the global aid year code at start-up. If you want to keep your global aid year code as 1920 you can change the pivot date on the ROAINST page.

User-defined data

User-defined data is stored in a table called ROBUSDF.

This table has 360 data fields named ROBUSDF_VALUE_1 through ROBUSDF_VALUE_360 in addition to a field for aid year, PIDM, and activity date.

Each data field is 20 positions long and is defined as a character field. Values entered may be character, integer, numeric, or date according to how each field is being used, however editing for the proper format of integer, numeric, or date fields will not occur.

The Applicant User-Defined Data (ROAUSDF) page 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 page and table called RORUSER. The descriptions for each field entered on RORUSER are displayed next to the field number on the applicant page to aid the user. Field descriptions are maintained separately for each aid year so you do not need to use the same descriptions for the same field numbers each year. Even though descriptions are associated with each field, the data stored in the field for a student is still referred to by its field number when used in selection statements.

This design permits multiple user-defined fields to be used in a selection statement by making it simpler to reference the data being stored. You are not required to use the same fields in the same order each year.

To use these values in your rules, it is suggested that you run the RORUSER Process on a regular basis such as weekly and after each Data Load. This will create a record in the ROBUSDF table for every applicant with a RORSTAT record for the aid year.

General Algorithmic rules

This feature is designed to facilitate the use of algorithmic rules within Banner Financial Aid to determine the value to be used for specific function by a process.

General Algorithmic rules are separate from the functionality and rules used for Algorithmic Packaging and Algorithmic Budgeting. When creating the algorithmic rule, you will define the process which will use the algorithmic rule.

The following are the processes and the functions of the process which allow the use of general algorithmic rules.

Batch posting process

Define aid year budget components for related calculations.

You may either use a specific amount for an aid year budget component or an algorithmic rule to calculate the amount to be posted.

B - Budget Component/Amount

Aid period and Pell aid period. You may either use a specific code for the aid period or Pell aid period code to be posted or an algorithmic rule to calculate the code that will be posted.

A - Aid Period Code

AP - Pell Aid Period Code

Fund amount and status for a period with or without validation. You may either use a specific amount and status to post to a period either using award validation or without using award validation or you may use an algorithmic rule to calculate the amount to be posted.

FP - Fund/Period/Amount/Status

FPN - Fund/Period/Amt/Status/NoVal

Award Offer Expiration Date and Period Offer Expiration Date. You may either use a specific date to post an award or period offer expiration date or you may use an algorithmic rule to calculate the date that will be posted.

OE - Offer Expiration Date

OEP - Period Offer Expiration Date

Expected Enrollment Status
Two types of Expected Enrollment Status are described.

Default Year Expected Enrollment Status (DYES Process Type)

- An algorithmic rule may be used to calculate the applicant's expected enrollment status for the aid year.
- The algorithmic rule code is entered on the Defaults section of ROAINST and will be executed when the Applicant Status record for the aid year is created (RORSTAT).

Default Period Expected Enrollment Status (DPES Process Type)

- An algorithmic rule may be used to calculate the applicant's expected enrollment status for each period that is part of the applicant's aid period or Pell aid period.
- The algorithmic rule code is entered on the Defaults section of ROAINST and will be executed when the Applicant Period Status record for the aid year is created (RORPRST).

Default Aid Period
The Default Aid Period (DAPRD) Process Type includes association with algorithmic rules.

- An algorithmic rule may be used to calculate the aid period that should be assigned to the applicant when the Applicant Status record (RORSTAT) is created for the aid year.
- The algorithmic rule code is entered on the Defaults section of ROAINST, **Default Aid Period Rule Code** field, and will be executed when the Applicant Status record is created.

Implement General Algorithmic Rules

Define code, description, and rules before implementation of General Algorithmic Rules.

General Algorithmic Rule Validation - RTVALGO

Create the Code and Description for the general algorithmic rule.

You may want to use a naming convention or an adequate description to identify the purpose of the rule.

General Algorithmic Rules - RORALGO

Use the General Algorithmic Rules (RORALGO) page to create rules required for calculating the value to be assigned to the individual student by the process defined for the rule.

General algorithmic rules can be rolled as part of the Financial Aid New Year Roll Process (ROPROLL).

- For the algorithmic rule you want to create for the aid year, define the Process which will be using the algorithmic rule. For the Batch Posting Process, define the posting type that will use the algorithmic rule
- Select the General Algorithmic Rule code for which the rules are written.
- Enter the sequence number and SQL statement to be used to calculate the value for the rule.
  - Multiple sequences should be used to establish all possibilities including a default as the last sequence should the student not meet any criteria in calculating the value. Rules are processed in sequence order.
  - The Available for Lookup serves as a reference for valid tables, columns, and parameters. Use the copy and paste function to enter the values into the **SQL Statement** field of the Rule section.
- Save the SQL Statement.
- Select the Validate icon to ensure that the SQL statement's syntax is correct. All sequences of the rule must be validated for successful rule execution. If a sequence is not validated, it will be skipped when the rule is processed potentially causing incorrect results.
  - When the syntax is validated, the Validated indicator is selected. If the syntax could not be validated, any errors will be displayed and must be corrected.
  - The SQL statement's syntax must be validated before using the Test Rule function.
- Use the Test Rule icon to execute the rule to verify the expected results of the rule. You must enter the appropriate values for any of the substitution variables to be used in the rule. The calculated value and the sequence number of the rule which determined the value will be provided when you execute the rule.
- Use the Copy To function under Options to copy a rule from one aid year, rule, and sequence combination to another aid year, rule, and sequence combination.

Assign the General Algorithmic Rule
Assign the General Algorithmic rule as appropriate for the process that will use the rule.

Batch posting process

General Algorithmic Rules are assigned to the batch posting type by entering the rule code in the Code to Post Algorithmic Rule, Amount Algorithmic Rule or Date Algorithmic Rule, as appropriate.

Expected Enrollment

- General Algorithmic Rules are assigned for Default Year Expected Enrollment Status (DYES) on the Defaults section of ROAINST.
- General Algorithmic Rules are assigned for Default Period Expected Enrollment Status (DPES) on the Defaults section of ROAINST.

Default Aid Period

General Algorithmic Rule to calculate the Aid Period (DAPRD) to assign when the Applicant Status record is created is entered on the Defaults section of ROAINST.

Period Year in College Processing

General Algorithmic Rule to calculate the Period Year in College when the Applicant Period Status Record (RORPRST) is created.

Batch posting process

The Batch posting process allows you to post the same data to all students who meet a common set of criteria, at one time.

About this task

For example, you can post a tracking requirement for proof of citizenship status for all students who are permanent resident aliens.

Note: The values of E and TE are only valid for aid years before 2014/2015.

In addition to posting the same data to all students, some batch posting types allow you to use algorithmic rules to calculate an amount or the code to post, based on the student meeting the criteria of the rules. This allows you to post different amounts or codes, based on the rules using a single population of students. Use of Batch posting can greatly reduce the number of budget or tracking groups that need to be defined.

The generic population selection process is used to identify the students to receive batch posted data. The Batch posting process requires three steps and an optional step if you will be using algorithmic rules to calculate the value to be posted.

Procedure

1. Create a Population Selection ID to identify the sub-population of students to receive the batch posted data. This is done on the Population Selection Definition Rules (GLRSLCT) page. The process to extract the IDs of the students who meet the Population Selection ID criteria is called the Population Selection Extract (GLBDATA) process. Individual student IDs can be inserted into or deleted from the list of students generated by using the Population Selection Extract Data (GLAEXTR) page.
2. Identify the type of data to be posted, the codes to be posted, and the information showing where the IDs of the extracted students are being stored. This is done on the Batch Posting Rules (RORPOST) page. The Batch Posting Type Indicator Validation (RTVPTYP) page is used as a List page for the posting type code, but you cannot update anything on this page. Multiple types of data can be set up to be posted during the same run of the process.

   For example, you can post tracking requirements, budget adjustments, and award amounts all in the same run of the program. The **Use Indicator** field tells the batch posting process which rules to execute during the next run of the program. You cannot set the order in which multiple batch posting rules are executed. Therefore, if batch posting of one type of data depends on the results of another type of batch posting, you should run each batch posting rule by itself. This way you can control the order in which they are processed.
3. **Optional step for using Algorithmic Rules**

   Based on the batch posting type, create an algorithmic rule to return the values you want to post.

4. Run the batch posting process itself. This is done with a standard process called the Batch Posting Process (RORBPST). The process uses the batch posting rules established on RORPOST. The batch posting process creates RORSTAT records when posting awards for students who don't already have RORSTAT records for the aid year. The only parameters for the process are for Aid Year to process and Print Report (Y/N). The optional printed report shows a listing of students who received each type of batch posted data with comments about anything unusual.

Results

Many types of student data can be batch posted, each one identified by a unique type code. The codes are listed on the Batch Posting Type Indicator Validation (RTVPTYP) page and are discussed below:

A - Aid Period

To batch post an Aid Period you enter A under the **Type Indicator** column and a valid aid period code under the **Code to Post** column or enter the algorithmic rule under the **Code to Post Algorithmic Rule** on the Batch Posting Rules (RORPOST) page. Algorithmic Rules to determine the Aid Period that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) page. Students will be rebudgeted if necessary, however, components with a system/manual indicator of Manual or Batch 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. Because 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.

AC - Applicant Comments

This Type Code allows you to batch post applicant comments. The value selected in the **Code to Post** field determines the category codes and comments posted on RHACOMM. The **Code to Post** is the Category Code as defined on the Comment Category Code Validation (RTVCCOM) page. The output displays the Code to Post and each student name and ID assigned that comment category code.

AP - Pell Aid Period Code

To batch post a Pell Aid Period you enter *AP* under the **Type Indicator** column and a valid aid period code under the **Code to Post** column or enter the algorithmic rule under the **Code to Post Algorithmic Rule** on the Batch Posting Rules (RORPOST) page. Algorithmic Rules to determine the Pell Aid Period that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) page. Because changing a student's Pell aid period can change the amount of a Pell Grant, you should perform a batch Pell Grant recalculation (RPEPELL) after batch posting a new Pell aid period.

AS - Student Info Access Indicator

You may batch post the Student Info Access Indicator to display (Yes) or to not display (No) all award information for the population selection. The Student Info Access Indicator is displayed on the Packaging Group Information section on the award pages.

B - Budget Component/Amount

The batch posted component amount replaces the existing amount in the student's budget, with the exception of manually assigned amounts. If the requested component does not exist in the student's budget, it is created. The student's non-Pell budget type is updated (unless the Pell type is the only budget type). The student's gross and unmet need will be updated. If the student has not been budgeted yet, then the process will not post the new component/amount. You may enter a specific amount to be posted for the component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the budget component that should be posted to a student's record are created and maintained on the General Algorithmic Rules (RORALGO) page.

BA Budget Level Info Access Ind

Use this batch posting type to update the Info Access indicator for an applicant's budget.

BB - Borrower Based Indicator

This allows you to post a code to link students with the same Borrower-based loan periods together. Can be seen on the Award pages.

BF - Budget Duration - FM

This allows the user to batch post a change to the student, number of months of attendance for the Federal Methodology by calculation. Can be seen on RNAOVxx.

BI - Budget Duration - IM

This allows you to batch post a change to the student's number of months of attendance for the Institutional Methodology calculation. Can be seen on RNAOVxx.

C - Current Record Lock

This locks the need analysis record flagged as the Current Record from updates or replacement until unlocked.

D - Packaging Completed Date

This process sets the existing date to null. A null packaging completed date allows previously packaged students to be repackaged by the batch packaging process.

DD - Scheduled Disbursement Date

This allows you to post a disbursement date for a specific non-loan fund and period code.

E - Enrollment Status for Year

This allows you to post the enrollment status for the year used by the Packaging Process.

Note: The *E* value is only valid for aid years before 2014-2015.

EP - Exp Enroll Status-Period

This allows you to update the expected enrollment status for a student for a specific year. Either a specific code for the enrollment status or an algorithmic rule to calculate the code may be used. Algorithmic rules to calculate the expected enrollment status are written on RORALGO. A Financial Aid record (RORSTAT/RORPRST) must exist before Batch Posting the Period Expected Enrollment status.

EPL - Exp Enroll Status Lock-Prd

This process locks/unlocks the expected enrollment status for the student for a specific year.

EY - Exp Enroll Status-Year

This allows you to update the expected enrollment status for a student for a specific year. Either a specific code for the enrollment status or an algorithmic rule to calculate the code may be used. Algorithmic rules to calculate the expected enrollment status are written on RORALGO. A Financial Aid record (RORSTAT) must exist before Batch Posting the Period Expected Enrollment status.

EYL - Exp Enroll Status Lock-Year

This process locks/unlocks the expected enrollment status for the student for a specific year.

F - Fund Code/Amount/Status

Batch posting of a specific fund, amount, and status allows you to award the fund to a specific group of students identified in the population selection that is used. By entering the amount in the **Amount to Post** field, all eligible students will be awarded that amount. You may also use algorithmic rules to calculate the amount which should be awarded to the student, providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules, used to calculate the award amount, are created and maintained on the Algorithmic Packaging Rules (RPRALGR) from. The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST. Award validation is performed to ensure the student is eligible to receive the award when using the batch posting process for the F posting type. If the award already exists for a student, the award will be updated with the new amount and status. The fund award and disbursement schedule will be created based on the rules defined for the fund on RFRASCH or the default rules defined on RFRDEFA for the aid period assigned to the student. You can use the batch posting process to cancel an award by entering the amount as $0.00. If a student does not have a financial aid (RORSTAT) record for the aid year, a RORSTAT record will be created and the student will be awarded the fund if it passes award validation.

Note: The fund will not be created or updated if the student's package is locked. No updates to an existing fund will occur if the fund is locked at the award or period level.

FH - HPPA Indicator

Identifies students who qualify for the increased Health Profession Programs Amount (HPPA) loan amounts for Stafford loans.

FL - Fund Lock

Use this batch type to batch post a fund lock value to the **Lock** field on the Award Maintenance - Locks/Indicators window of the RPAAWRD and RPAAPMT page. When the **Type Indicator** is FL, valid values for **Code to Post** are:

Y - Always pay the locked amount

E - Adjust for enrollment decreases only (Pell only)

N - Award is not locked

FN - Fund/Amt/Status no validation

The FN posting type allows the batch posting of a fund code, amount, and status for a population selection of students without going through the award validation process. By entering the amount in the **Amount to Post** field, all students will be awarded that amount. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on Algorithmic Packaging Rules (RPRALGR) page. The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST. If the award already exists for a student, the award will be updated with the new amount and status. The fund award and disbursement schedule will be created, based on the rules defined for the fund on RFRASCH or the default rules defined on RFRDEFA for the aid period assigned to the student. Because the FN posting type does not use award validation, batch posting an award potentially could create over-awards and incorrectly award Federal funds. Caution should be used when batch posting awards using the FN posting type. If a student does not have a financial aid record for the year, RORSTAT record does not exist for the aid year, the fund will be awarded and the RORSTAT record will be created.

Note: The fund will not be created or updated if the student's package is locked. No updates to an existing fund will occur if the fund is locked at the award or period level.

FP - Fund/Period/Amount/Status

The FP posting type allows batch posting of a fund code, amount, and status to a specific period. Award validation will be used to ensure the student is eligible to receive the new or updated award; if the award fails award validation, an error will be provided in the output. By entering the amount in the **Amount to Post** field, all students will be awarded that amount for the period entered. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on General Algorithmic Rules (RORALGO) page. Batch Posting will use the RPTNEED table when processing the FP posting type.

The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST and the period to post the award to is entered in the **Period** field. If the applicant does not have a record for the aid year (RORSTAT), one will be created.

FPN - Fund/Period/Amt/Status/NoVal

The FPN posting type allows batch posting of a fund code, amount, and status to a specific period without using award validation. Entering the amount in the **Amount to Post** field, all students will be awarded that amount for the period entered. You may also use algorithmic rules to calculate the amount which should be awarded to the student providing greater flexibility to determine different award amounts for the fund using a single population selection. Algorithmic rules to calculate the award amount are created and maintained on General Algorithmic Rules (RORALGO) page. Batch Posting will use the RPTNEED table when processing the FPN posting type.

The algorithmic rule to be used to calculate the award amount is then entered on the **Amount to Post Algorithmic Rule** field of RORPOST and the period to post the award to is entered in

the **Period** field. If the applicant does not have a record for the aid year (RORSTAT), one will be created.

FPS - Fund/Period/Status

Update the period award status for a fund. Only funds where processing by period is allowed can be updated.

FS - Fund Code Status

The FS batch posting type lets you cancel, decline, or accept a specific fund award in its entirety. When you select the FS type indicator, do not enter an amount for the rule. You can only enter an award status which has been designated as accepted, cancelled, or declined on RTVAWST for the FS posting type. For rules of type FS:

- The **Code to Post** is the fund code of the award. The list of values for the code is drawn from the Fund Code Validation Table (RFRBASE).
- The **Status** is the award status. The list of values for the code is drawn from the Award Status Validation Table (RTVAWST).

A status related error message displays if you enter an offered award status.

GL - Group Code Lock

The Group Code Lock allows you to post a lock to the any of the three group locks: tracking, budgeting, or packaging. When the **Type Indicator** is GL, the **Code to Post** field indicates whether to add (`Y`) or remove (`N`) a tracking, budgeting, or packaging group lock.

For example, when **Type Indicator** is GL and the **Code to Post** field is Y, a lock is posted to whatever group type (T (Tracking), B (Budgeting), or P (Packaging)) is indicated in the **Miscellaneous Code** field. If the **Code to Post** field is N, the lock is removed from whatever group type is indicated in the **Miscellaneous Code** field.

H - Hold Code

A financial aid hold can be placed or removed for a student. Holds are removed by making them inactive. To remove a hold, use the value of R (release) in the **Miscellaneous Code 1** field.

HN -A Non-Aid Year Specific, Non-Period Specific Hold

Use this batch type to post a hold which is non-aid year specific and non-period specific.

Note: Ability to Batch Post a hold without specifying an aid year or period. The **Miscellaneous Code 2** field was added as an optional field that can be used to Batch Post a hold that is not associated with an aid year or period for a specific fund. An end date may also be specified when Batch Posting a hold that is not associated with an aid year or period.

HTHold Code/Period Code, Period-specific Hold

Use this batch type to post a hold which is period specific.

Ability to Batch Post a hold for a specific period. The **Miscellaneous Code 2** field was added as an optional field that can be used to Batch Post a fund-specific hold for a period. An end date may also be specified when Batch Posting a hold for a period.

Note:

For all Hold Type Codes, if no end date has been entered, the 31-DEC-2099 date will be used. When Batch Posting a release date for any of the Hold Type Codes, the system date will be used.

If you are releasing a hold, you must include the fund code to release a fund specific hold. If no fund code is entered when a hold is released, fund specific holds will not be updated.

I - Institutional Housing Code

You can batch post codes of I-4. The codes are defined each year on the FAFSA application. Only Current Records are updated. The institutional housing code can be used in budget group selection and budget construction.

L - Letter Code

You can assign a student a letter to be sent the next time letters are run.

LS - Lender Status Use this batch posting type to update the lender status to active/inactive for the lender by loan type on Student Lender History Data (RPASLND) page.

M - Applicant Message

This allows the user to specify a user-defined message to print on letters along with the expiration date of that message.

MD - Memo Expiration Date

This allows the user to post an expiration date for a specific fund code and period code.

OE - Award Offer Expiration Date

Update the award offer expiration date (RPRAWRD). Either a specific date may be defined or an algorithmic rule used to calculate the date to be posted. Algorithmic rules to calculate the date to be posted are written on General Algorithmic Rules (RORALGO). The rule code is then entered in the **Date Algorithmic Rule** field on RORPOST.

OEP - Period Offer Expiration Date

Update the period award offer expiration date (RPRATRM). Either a specific date may be defined or an algorithmic rule used to calculate the date to be posted. Algorithmic rules to calculate the date to be posted are written on General Algorithmic Rules (RORALGO). The rule code is then entered in the **Date Algorithmic Rule** field on RORPOST.

OSAY - Override SAY

Enter a specific SAY code in the **Code to Post** field or the algorithmic rule code in the Code to Post Algorithmic Rule.

Note: After the override SAY code has been assigned, all loan originations for each Direct Loan fund type awarded to the student are created with the override SAY 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.

PBA - Period Budget Info Access Ind

This updates the information access indicator to allow or prevent the student's budget information to display in Self-Service.

PBAA - All Types/All Periods (Period Budgeting)

This inserts or updates a period budget component to all non-Pell budget types and all periods associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PBAS - Comp-All types/One Period (Period Budgeting)

This inserts or updates a period budget component for all non-Pell budget types for a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PBFI - Period Budget Freeze Ind

This updates the Freeze indicator for a specific period to freeze or unfreeze the budget for recalculation of budget components.

PBPA - Comp-Pell/All Periods (Period Budgeting)

This inserts or updates a period budget component for the Pell budget type for all period's associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PBGL - Period Budget Group Lock Ind

This updates the Period Budget Group lock.

PBPS - Comp-Pell/One Period (Period Budgeting)

This inserts or updates a period budget component for the Pell budget type for a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PBSA - Comp-One Type/All Periods (Period Budgeting)

This inserts or updates a period budget component for a specific non-Pell budget type for all periods associated with the student for the aid year. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PBSS - Comp-One Type/One Period (Period Budgeting)

This inserts or updates a period budget component for a specific non-Pell type and a specific period. You may enter a specific amount to be posted for the budget component for all students in the **Amount to Post** field or you can enter an Algorithmic Rule code in the **Amount to Post Algorithmic Rule** to be used to calculate the amount to be posted based on the student meeting the criteria of the rule. Algorithmic Rules to determine the amount of the award that will be posted to a student's record are created and maintained on the Algorithmic Budgeting Rules (RBRABRC) page.

PI - Pell Process Indicator

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

PNA - Fund Period Prom Note/Access Ind Use this batch posting type to update the Info Access Indicator for a non-Direct Loan Promissory note for a fund and period. The period will be entered in the **Period** field and the Fund Code will be entered in the **Miscellaneous Code 1** field.

PO - Pell Origination Indicator

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

PSF - Period Status Freeze

This process freezes the period status for a student for a specific period.

PT - Prep or Teacher Cert Ind

When 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 pages. After 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 when created.

R - Requirement Code/Status

This type code will only create a requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred.

Note: You cannot use R, RF, RT, and RFT batch posting codes to update existing requirements.

RA - Requirement/Access Ind

This type code provides the ability to select or clear a RRAAREQ **Info Access** Indicator for a tracking requirement. The requirement code to update will be entered in the **Miscellaneous Code 1** field.

RF - Fund Specific Requirements

This type code will only create a fund specific requirement when one does not already exist. You can no longer use this type code to update an existing requirement. A message is provided in the output file if the requirement already exists for the applicant and no update occurred. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

RFA - Fund Req/Access Ind

This type code provides the ability to select or clear a RRAAREQ **Info Access** Indicator for a fund specific tracking requirement. The requirement code will be entered in the **Miscellaneous Code 1** field and the fund code will be entered in the **Miscellaneous Code 2** field.

RFS - Fund Req Status

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RFT - Fund Period Specific Reqs

Provides the ability to create a fund period specific requirement if it does not previously exist. When this requirement is created, the Batch Posting process no longer checks that the fund exists in the applicant's package.

RFTA - Fund Period Req/Access Ind

This type code provides the ability to select or clear a RRAAREQ **Info Access** Indicator for a fund and period specific tracking requirement. The period will be entered in the **Period** field, the Requirement Code will be entered in the **Miscellaneous Code 1** field and the Fund Code will be entered in the **Miscellaneous Code 2** field.

RFTS - Fund Period Req Status|

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RS - Requirement Status

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

RT - Period Specific Requirements

Provides the ability to create a period specific requirement if it does not previously exist.

RTA - Period Req/Access Ind

This type code provides the ability to select or clear a RRAAREQ **Info Access** Indicator for a period specific tracking requirement. The Period Code will be entered in the **Period** field and the Requirement Code to update will be entered in the **Miscellaneous Code 1** field.

RTS - Period Req Status

This type code will update the status of existing requirements. The status for both satisfied and unsatisfied requirements will be updated. You can also use Batch Posting to post a status code of unsatisfied to requirements previously satisfied. If the requirement has the status code being posted, the status will not be updated. This type code cannot be used to create requirements.

S - Satisfactory Academic Progress

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

Note: The batch posting process will lock the SAP code and term posted to prevent further updates.

SL - SAP Code Lock/Unlock

This allows you to lock or unlock a SAP code for a term.

TE - Term Enrollment Status

This allows the user the ability to batch post a term enrollment status to update the FAFSA data.

Note: The TE value is only valid for aid years before 2014-2015.

TL - Period Lock

Use this batch type to batch post a period lock value to the **Period** field on the Award Schedule - Options window of the RPAAWRD and RPAAPMT page. 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 I to 360 without any leading zeros under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Status Code** field.

UN - Non Year User-Defined Data

You can batch post to any of the 360 non year user-defined data fields. The field being posted to must be referred to by its field number, not by its description. To identify which field is to receive the batch posted data, enter a number from I to 360 without any leading zeros under the **Code to Post** field on RORPOST. The information to post for that field is entered in the **Period** field.

V - Verification Selection Message

You can use this posting type to institutionally select a student for Title IV verification. You can also use this option to deselect a student for verification. The verification message will be posted to the student's current record only.

VS - Verification Status

You can post the student's verification status code; the current values for the aid year are available in the LOV. This value can be seen on ROAPELL.

Y - Banner Year in College

This option updates the Banner year in college which is used by all the processes. Only the current record is updated. The values for Banner year in college are:

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

1 - Federal Methodology Student Contribution Lock

This locks the FM-SC displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked.

2 - Federal Methodology Parent Contribution Lock

This locks the FM-PC displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked.

3 - Federal Methodology EFC Lock

This locks the Pell EFC displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked. This is the single field loaded from EDE or AFSA tape where the SC and PC are not present. To lock the **Total** where a SC and PC are both present, you must lock the SC and PC separately.

4 - System Pell EFC Lock

This locks the SYS-PGI displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked.

5 - Institutional Methodology Student Contribution Lock

This locks the IM-SC displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked.

6 - Institutional Methodology Parent Contribution Lock

This locks the IM-PC displayed on the Need Analysis Result (RNARSxx) page from being updated or replaced. Only the field in the current record is locked.

Note: Batch posting allows you to specify that when a student has a specific Reject or Comment code, you can batch post a requirement or message, etc., to that group of students. This process requires a population selection, but one that will be used in conjunction with the Comment code or Reject code. You do not need to write and support different population selections for each possible combination of Reject or Comment codes that may exist for a student. For example, if the goal is to attach a new tracking requirement to all students with a Reject code of 03, then the population selection used could be for all students with a RORSTAT record for the year, define the Type code as R for Reject, and the Code as 03, and the tracking requirement and status code to be posted.

Update the Use Indicator in batch

The Update Batch Post Categories (ROPPCAT) process, can be used to automatically clear the **Use Indicator** for all records on RORPOST and select the **Use Indicator** for a specific Category or like Category.

Institutions with an automated batch scheduling feature are now able to streamline their batch production by inserting this new process between their existing batch post steps. For a given aid year, this process first resets or clears all of the use indicators that have been selected on RORPOST. The process then goes through and sets the use indicators that correspond to the category code defined by the user in the job parameters. When the process is run, the **Use Indicator** is set to Y (selected) for all batch posting rules that match the defined category code.

Depending on an institution's naming standard, it is possible to group categories for one batch posting. For these institutions, a parameter has been provided to process only a single category code (equal) or multiple categories using the option of Like. If you are using the option of Like, you may enter a partial category code and a wildcard % has been appended to the end; i.e., like TRK would be TRK% when the Like option is used.

The following are the parameters and their description:

Note: The category code parameter is not validated for valid values on RORPOST. If the category code entered for the parameter does not exist, all Use Indicators have been reset to N (cleared), and no updates have been made to set the Use Indicators to Y (selected).

Parameter	Required	Description	Values
Aid Year Code	Yes	Enter the aid year for which the use indicators have been set and reset.	Aid Year Inquiry (ROIAIDY)

Parameter	Required	Description	Values
Category Code	Yes	Enter the full or partial category code; the batch post rules corresponding to the code or code is set. If this is a partial category code name, be sure to choose "Like" mode below.	
Equal or Like	Yes	If your category code entered above is the exact name of a category, enter an E. Otherwise, if your category code is a partial one, enter an L. The default is L. If the "Like" option is chosen, there is an assumed percent (%) at the end of the category code.	E Equal mode L Like mode
Audit or Update	Yes	Enter A to produce an audit report or U to update the database. The default is U.	A Audit mode U Update mode
Application Code	Yes	Enter the Application Code associated with the population selection for the category code(s) to be selected for update of the Use Indicator.	Application Inquiry (GLIAPPL)

Process examples

Process examples are provided.

For example, assume the following set of rules exist for a given aid year:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_ NEW		R	ACMLTY

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_CC	10_AGLLM_ NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_ NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59
	SAP_LTR	10_BP_SAP_ LTR_AUG_ CANN_UG		L	R

If the process is run with parameters of "equals" and a category of "TRK_CC", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_ NEW		R	ACMLTY
selected	TRK_CC	10_AGLLM_ NEW	C/254	R	AGLLM
selected	TRK_CC	10_AGLLM_ NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59
	SAP_LTR	10_BP_SAP_ LTR_AUG_ CANN_UG		L	R

If the process is next run with parameters of "equals" and "SAP", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_ NEW		R	ACMLTY
	TRK_CC	10_AGLLM_ NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_ NEW	C/260	R	AGLLM

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59
	SAP_LTR	10_BP_SAP_ LTR_AUG_ CANN_UG		L	R

Because there is no category that exactly matches (is equal to) "SAP", nothing is set. If the process is instead run with parameters of "equals" and "SAP_LTR", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	TRK_VET	10_ACMLTY_ NEW		R	ACMLTY
	TRK_CC	10_AGLLM_ NEW	C/254	R	AGLLM
	TRK_CC	10_AGLLM_ NEW	C/260	R	AGLLM
	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59
selected	SAP_LTR	10_BP_SAP_ LTR_AUG_ CANN_UG		L	R

If the process is run with parameters of "like" and "TRK", the result is:

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
selected	TRK_VET	10_ACMLTY_ NEW		R	ACMLTY
selected	TRK_CC	10_AGLLM_ NEW	C/254	R	AGLLM
selected	TRK_CC	10_AGLLM_ NEW	C/260	R	AGLLM
selected	TRK_BUR	10_BP_BUR_ 1932		RF	BUR10
	PKG_FRESH	10_BP_NEW_ ADMITS		U	59

Use Indicator	Category	Selection ID	ISIR Type/ Value	Type Indicator	Code to Post
	SAP_LTR	10_BP_SAP_ LTR_AUG_ CANN_UG		L	R

Process holds

Holds may be created which are non-aid year specific, aid year specific, or period specific.

You also have the ability to associate a hold for a specific fund or specific aid type. When a hold for a period exists for an applicant, the hold will be effective for award validation when the period code exists in the applicant's aid period. A hold for a term will be effective for disbursement validation when disbursing for that term.

Hold Type Validation (RTVHOLD)

This topic describes indicators found on RTVHOLD along with packaging and disbursement operations when holds exist.

RTVHOLD fields can be used to indicate that a hold should be associated with either specific types of funds or all funds. The default value when a new hold is created will be All Funds. If all the hold types (All Aid, Title IV, Federal, State, and Institutional) are cleared (No), the **All Aid** indicator will be presumed to be Yes, and the hold will be in effect as indicated by the Prevent Packaging, Memo, or Disbursement indicators.

The **Info Access** indicator allows you to define if the hold should be displayed in Self-Service.

Package process when holds exist

If a period specific hold exists and the period is part of the applicant's aid period, funds will not be packaged based on the type of aid indicated on RTVHOLD. Award validation will evaluate the hold types to determine if the hold prevents packaging of All Aid, Title IV, Federal, State, or Institutional when packaging a fund.

If all hold type indicators are cleared (All Aid, Title IV, Federal, State, or Institutional), the hold **All Aid** indicator is assumed to be Yes (selected) for the hold. A hold which is fund specific will only be applicable to that fund.

Disbursement process when holds exist

Disbursement validation evaluates the hold types to determine if the hold prevents memo or disbursement of All Aid, Title IV, Federal, State, or Institutional when disbursing a fund.

If a fund-specific hold exists that prohibits memo or disbursement, only the specific fund will be affected.

If a fund-specific hold exists that prohibits memo or disbursement, only the specific fund will be affected. If all hold type indicators are cleared (All Aid, Title IV, Federal, State, or Institutional), the hold **All Aid** indicator is assumed to be Yes for the hold. A hold which is fund specific will only be applicable to that fund.

Applicant Holds (ROAHOLD)

A hold may be defined without an aid year or period, or it can be aid-year specific, or period specific.

You may not enter both an aid year and period for a hold. When a period code is defined for a period that prevents packaging, the award validation process will prohibit awarding (based on the aid type indicators) if the period for the hold is part of the applicant's aid period.

Applicant Holds example

In this case, the student is offered both Subsidized and Unsubsidized loans.

ROAUSIO for MPN Type of Stafford is set to create requirement at Offered.

- No MPN records exist in the Direct Loan MPN table as displayed on RLADMPN.
- NSLDS record exist indicating a Direct Loan MPN is active.

NSLDS

Pages related to the NSLDS process provide easy identification and query of data from the various data sources (between manual entry and ISIR/NSLDS Data Load).

The query provides an overall picture of the applicant's records in the aid year that supports both daily inquiry and point in time audits.

Student Loan Data (RNASLxx)

The RNASLxx page 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 page.

When you create a manual record and an NSLDS record already exists, Banner copies all the data from the previous NSLDS record into the new manual record. This includes summary data, defaulted loan data, and recent loan data. This process allows you to easily update the necessary fields without re-entering the entire record.

You cannot change the current record designation on records. If data in the current record is incorrect, you can use overrides to negate the adverse consequences of the incorrect data, or create a new manual current record with the appropriate data.

Applicant Student Loan Data Inquiry (RNINSLD)

The Applicant Student Loan Data Inquiry page filters all NSLDS records.

You can access this page from the Need Analysis menu. You can also access this page if you select **Count Query Hits** from the **Source** or **Sequence No** fields on the Student Loan Data (RNASLxx) page. This page is similar in layout to the Applicant Need Analysis Application Inquiry (RNIAPPL) page and contains the following information:

- NSLDS Source
- NSLDS Sequence Number
- NSLDS Current Record Indicator
- NSLDS Transaction Number
- NSLDS Match Indicator
- NSLDS Results Flag
- NSLDS Processed Date
- NSLDS Created Date

Need Analysis Result (RNARSxx)

Banner provides an override capability to override NSLDS data that may be preventing the awarding/disbursement of financial aid or the creation of Direct 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 loans.
- Two levels of Overrides are available: Overall for the student/year and by student/year/period/fund.
- The Overall Override applies to all federal funds for all periods within the aid year.
- The period-specific overrides are specific to a fund/period combination and are used in disbursement validation only.
- Each override is specific to each type of validation test:
  - L Limit tests (aggregate)
  - D Default tests
  - O Overpayment tests
  - A All tests

    Annual limit overrides are not necessary because they already exist in the current award validation process.

Award pages (RPAAWRD)/(RPAAPMT)/(ROARMAN)

These pages control award and disbursement processing while considering overrides.

Details on these pages 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 page. 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 check the RORSTAT override first, and if present, uses that value for all funds and periods for the year. Only disbursement validation uses a period. Because Banner does not package by period, the period override option has no meaning for packaging.
- In disbursement processing, if no overall override exists, the validation processes checks the period specific override on the RPRATRM table for the fund/period being processed.
- Existing overrides (at either level) will not be automatically removed when a new NSLDS record is loaded to Banner. The Data Load process will include an NSLDS Discrepancy Report of Summary Data to show which NSLDS data elements have changed. In this way, you can identify whose overrides might need to be reviewed.
- You should enter comments on the Applicant Comments (RHACOMM) page 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 page. This new record becomes the current NSLDS record and award/disbursement validation uses the data in this manual record.

Output population selection with Financial Aid Dataload Part 3

NSLDS information entered through 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 re-validate previously processed awards based on NSLDS information received after packaging.

Default/refund administration

This content describes award packaging and disbursement and addresses Banner's storage and use of data.

Levels of default/refund administration

Award packaging and disbursement:

1. Award Packaging

   When you execute the Award Validation process either through automatic packaging (online or batch), or manual online packaging, Banner checks to ensure that when you package Federal monies, or non-Federal funds which have a Federal Fund ID of GTIV (General Title IV)

associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

If a student is in default, or owes a refund as indicated from information received from NSLDS, the award validation process fails and any funds in which the default criteria is invoked is not packaged.

2. Award Disbursement

When you execute the disbursement validation process in either online or batch mode, Banner checks to ensure that when you disburse Federal funds, or non-Federal funds which have a Federal Fund ID of GTIV (General Title IV) associated with them, that the student is not in default on a Federal Title IV Loan, or owes a refund on a Federal grant.

If a student is in default, or owes a refund as indicated from information received from NSLDS, the disbursement validation process fails and an error message is provided.

Sources of default/refund information

Both the award validation and disbursement validation processes use the default/refund information reported from NSLDS data when Banner awards and disburses Federal funds, or when it awards and disburses non-Federal funds in which Federal rules apply (the Federal Fund ID equals GTIV).

System Use of Data:

1. Incoming ISIR records

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

2. NSLDS Transfer Student Monitoring and Financial Aid History Files

- The Transfer Student Monitoring (TSM) Alert files received when a request for monitoring has been sent to NSLDS are maintained in the database and accessed using the Student Loan Data (RNASLxx) page. You may also submit a request to NSLDS to receive a Financial Aid History record in electronic format for a student which also will be maintained in the database and accessed using the Student Loan Data (RNASLxx) page. Both of these types of files will contain the most recent default and refund information on the student.
- Data Storage: Banner stores Federal Match indicators for a student in the student's Applicant NSLDS Table Part 1 in the RCRLDS4_MATCH_IND column. The value of this column is displayed on both the Student Loan Data (RNASLxx) page and the Need Analysis Result (RNARSxx) page, the Federal Match Indicators window.
- Maintaining and Overriding Default/Refund status: There are three options for overriding a default or refund status which has been received. You may create a manual NSLDS record on Student Loan Data (RNASLxx) page and update the NSLDS Match indicator in addition to any other data necessary. This new record will become the current record and will be used by the award and disbursement validation processes. You may optionally update the NSLDS Override indicator on Need Analysis Result (RNARSxx) page.
- Match Indicators window to override all tests or specific tests for eligibility used in the award and disbursement validation process. Both of the award pages, Award Maintenance (RPAAWRD) and Package Maintenance (RPAAPMT), allow you to override NSLDS default

and refund information in addition to the limit for Federal loans on a period basis by using the NSLDS Override indicator.

Title IV refund/repayment process

Refer to *Banner Financial Aid Title IV* content for additional information (currently maintained in the Documentation Libraries within the Ellucian Customer Center).

Web snapshot system

Banner Financial Aid Self-Service supports a feature designed to allow non-Banner users to access Banner data using the standard Self-Service web interface.

Overview

The Web Snapshot system was designed and developed by Western Governors University and provided to Banner customers through the Community Source Initiative.

The Web Snapshot system is a Self-Service web tool for Financial Aid Advisors and other customer facing staff to use to easily and quickly retrieve current data (a "Snapshot") from the Banner system for a particular student. Each user can configure multiple custom Snapshot layouts for viewing retrieved data, and system administrators can easily build new web "panes" to extract custom data to suit their users' specific needs. Users can view student info on a one-off basis or step through a pre-built population of students, which can be useful for call center operations.

Web Snapshot system configuration

Use this information to add and manage the Web Snapshot system.

Add the Web Snapshot system to a menu

The Web Snapshot system must be added to a WebTailor menu so that users can navigate to it.

Identify where you would like to add a link to the Web Snapshot system and then have your WebTailor administrator add the bwrksnap.p_disp_fasnap menu item to the corresponding menu.

Manage access to the Web Snapshot system

Two distinctly different levels of access can be assigned to users of the Web Snapshot system:

- Financial Aid Staff - This access level allows a user to create custom Web Snapshot layouts and view data for any defined Snapshot Pane for any ID entered.

  Note: The user can enter and view data associated with any ID in the system. There is no built-in security restricting user access to certain IDs.

- Financial Aid Admin - This access level allows a user to create custom Snapshot Panes, which are defined by entering an SQL query which is executed when a user views the Snapshot Pane on their Web Snapshot layout.

  Note: The Web Snapshot Administrator can enter SQL that accesses any table in the database. Administrator access should be carefully controlled by the institution.

Web Tailor Administrator credentials are required to grant either level of access to individual users.

WebTailor administration

Use this information to add a new item to an existing menu and assign WebTailor user roles.
Add a new item to an existing menu
Identify the menu to which you want to add the new item.

About this task

Baseline Banner menus typically begin with the name "bmenu".

Procedure

1. Navigate to the menu where you want to add the new item.
   Take note of the URL listed in your browser's address line.

   Note: The menu name is usually the text between the right-most forward slash and the question mark (?) or the end of the line.

2. Next, navigate to the main WebTailor Administration menu.
   - Click the **Menu Items** link.
   - Search for the menu you want to modify, and then click the link to customize the menu.
   - Click the **Add a New Menu Item** button.

     Note: If the menu chosen contains only Baseline entries, you will first need to click the **Copy Baseline to Local** button before adding a new menu item.

   - The Create a new Menu Item page will be displayed.
3. From the Create a New Menu Item page, enter the URL for the web page you want to add (bwrksnap.p_disp_fasnap).
   - Enter a link text along with an optional "additional description" to display with the link.
   - Select the **Database Procedure** check box.
4. Click **Submit Changes** to save this new menu item.

Assign WebTailor user roles
Procedure on how to assigning WebTailor user roles.

Procedure

1. Navigate to the WebTailor Administration main menu.

2. Click the **User Roles** link.
   - Enter the ID of the person you want to assign access.
   - Click the **Submit** button.
3. Select each role you want to assign to the user, as appropriate.
   - The Web Snapshot Administrator role is labeled **Financial Aid Snapshot Admin**.
   - The staff access role is labeled **Financial Aid Staff**.

Use the Web Snapshot system

Users of the Web Snapshot system must first be granted access by a Self-Service WebTailor administrator.

Refer to the *Web Snapshot system configuration*, for details.

Layout maintenance

Users of the Web Snapshot system must first configure their own personal view, or "Snapshot Layout", of the data.

Each user has a pre-defined Snapshot Pane Layout called STANDARD. The user can customize this view or create new views of the available Snapshot Panes to suit their needs.

Modify a snapshot layout

Use this information to modify a snapshot layout.

To modify a Snapshot Layout, first, select the layout from the main Web Snapshot page, then click the **Edit my Snapshot Layout** link.

Snapshot Layouts consist of a grid of cells, or Panes. Within each pane, a user can choose to display a set of data, or a Snapshot Pane. You can also change the width of each pane and height of each row.

Note: Financial Aid Snapshot Administrators can define additional custom Snapshot Panes for users to select for use in their Snapshot Layouts.

By default, each user has a Snapshot Layout named STANDARD. This layout begins with three columns and three rows, but no Snapshot Panes are selected for any of layout panes. To select a Snapshot Pane, use the drop-down box that appears with the pane, and select the Snapshot Pane you want to display in that location. You may also adjust the width of the pane or the height of the row by clicking on the corresponding buttons.

You can also add and delete columns and rows from their Snapshot Layout:

- The **Add Row** button adds a new row to the bottom of the current Snapshot Layout.
- The **Add Column** button adds a new column to the right of the existing columns of the current Snapshot Layout.

- The **Delete Row** button deletes the bottom-most row of the current Snapshot Layout.
- The **Delete Column** button deletes the right-most column of the current Snapshot Layout.

  Note: Panes set to None do not display anything when viewed from the main Web Snapshot page. It is acceptable to leave them in your Snapshot Layout.

Create a New Layout
Navigate to the Snapshot Layout Editor page by clicking the **Edit my Snapshot Layout** link on the main Web Snapshot page.

Note: If all panes of a custom layout are deleted, the entire layout will be deleted. Furthermore, if you attempt to delete all panes from a STANDARD layout, an error message will be displayed to indicate that all rows/columns cannot be deleted from the STANDARD layout.

Type in a name for your new layout in the **New Layout** text box, then click the **Create New Layout** button. A new layout is created with a default number of rows and columns. Edit the layout to your liking. Refer to *Modify a Snapshot Layout* for details on how to edit your new personal Snapshot Layout.

Save a Layout
Use this information to save a layout.

When you are finished making changes to the layout, click **Save Layout**.

This saves your changes and allow you to continue making additional changes.

OR

Click **Save Layout and Return**.

This saves your changes and returns you to the main Web Snapshot home page.

Single student snapshot
Use this information to view a Web Snapshot for a single student.

About this task

To view a Web Snapshot for a single student:

Procedure

1. Navigate to the main Web Snapshot page.
2. Select the appropriate aid year for which you want to see data in your Web Snapshot.
3. Enter the student's ID in the **ID** field.
4. Click the **Find** button

Using a population selection
To iteratively view Web Snapshots for each student in a list, use the Population Selection feature.

Procedure

1. Click the **Show Popsel** button to display the population selection parameters section.

2. Enter the appropriate values for each of the 4 population selection fields. Values correspond to the Key block values from the Banner GLAEXTR page.
3. When all the values are entered, click the **Go** button. The number of records found in the population selection will be displayed. If that number is greater than zero, a button labeled **Next Student** also displays.
4. Click the **Next Student** button to generate the Web Snapshot for the first student in the population selection.
5. Navigation through the population selection can be done by using the **Previous Student** and **Next Student** buttons.

Results

Note: Records retrieved from the population selection are ordered by ID.

Create and update Web Snapshot Panes

Financial Aid Web Snapshot Administrators can create and modify Web Snapshot Panes.

Banner delivers three Snapshot Panes as examples of the Web Snapshot system functionality.

Web Snapshot Panes are SQL statements which are executed when a Web Snapshot page is displayed, retrieving data from the Banner database and providing a simple layout of the data.

From the main Web Snapshot page, click the link at the bottom labeled **Snapshot Panes Maintenance** to create, modify, or delete Snapshot Panes.

New Snapshot Pane

Use this information to create a new snapshot pane.

Procedure

1. Click the **Create New Snapshot Pane** button.
2. Sequence:

   Web Snapshot Panes can be composed of up to three separate queries. To create a multiple-query Web Snapshot Pane, enter duplicate Snapshot Pane codes with different Sequence numbers and queries. When rendered, the queries are executed separately but their results are concatenated into the same Pane on the main Web Snapshot page.
3. Enter a unique Snapshot Pane Code (up to 4 characters).
4. Enter a description for your new Snapshot Pane (up to 100 characters).
5. Enter a value for Columns:

   - If you want a standard spreadsheet-like layout for your Snapshot Pane data, set Columns to 0. This value produces output with a single header row followed by data rows.
   - If you want a page-like presentation for your Snapshot Pane data, set Columns to the number of Name-Value pair columns in which you want your data to appear.

6. Enter your SELECT query in the SQL column. Requirements for the query are similar to the Banner RORRULE page's advanced mode queries:

   Query Requirements:

   - Your query must be in the form of a SQL SELECT statement. INSERT/UPDATE/DELETE/ALTER/GRANT/etc. are not allowed.
   - DO NOT end your query with a semi-colon (;).
   - To specify the pidm for the ID being displayed on the main Web Snapshot page, use the value :"PIDM" (all upper or lower case)
   - To specify the aid year code that is specified on the main Web Snapshot page, use the value :"AIDY" (all upper or lower case).
   - Column aliases will be displayed as the report column headers on the main Web Snapshot page when data is retrieved. You can specify case-sensitive column aliases by placing your text after each column in the SELECT clause in double-quotes.

     Example: SELECT rorstat_tgrp_code "Tracking Group Code"…
   - SQL queries are limited to 32,767 characters.
   - Calling PL/SQL functions is allowed if the functions have the PRAGMA RESTRICT_REFERENCES WNDS specified.
7. When done entering/updating a Snapshot Pane:

   - Click the **Insert** button if the Snapshot Pane is new.
   - Click the **Update** button if you have modified an existing Snapshot Pane

     Note: Upon Inserting/Updating a Snapshot Pane, the code will be executed to check for errors. If there are code errors, they will be displayed and you will need to correct them before re-entering your Snapshot Pane code.

     Note: Write and test your SQL in an Integrated Development Environment, such as TOAD or PL/SQL Developer, then copy the code into the Web Snapshot Pane Editor.

Oracle Pipes/Advanced Queues for COBOL

Oracle Pipes allow inter-session messaging while Advanced Queuing provides database-integrated message queuing functionality.

"Listener" mode online processing performance enhancement with Oracle Pipes/Advanced queues

Several commonly used immediate processing jobs support a mode of operation called "listener" mode that can substantially improve performance.

Note: For Banner Financial Aid COBOL processes, Oracle Pipes/Advanced Queuing are currently only supported on Unix platforms. Oracle Pipes/Advanced Queuing are not supported under Linux or Windows.

These jobs are:

- Disbursement Process (RPEDISB)
- Need Analysis Process (RNEINxx)
- Pell Calculation Process (RPEPELL)

The performance improvement is achieved by running these jobs continuously, in the background, in "listener" mode. When configured this way, these jobs are always running and available to process immediate requests from pages such as ROAIMMP.

Note: Batch, or job submission instances of these jobs still run as normal, and are not affected by this configuration.

Another difference between Oracle Pipes/Advanced Queuing and standard online/immediate processing jobs is in the job output. With standard online/immediate processing, separate log files are created for each online run. With Oracle Pipes/Advanced Queuing, a single log file is created for each listener started. The output from all online runs are appended to that single log file.

Note: If only one listener is started, the log files for all online/immediate runs will be appended to that file. If more than one listener is started, the log information for a particular run will be appended to whichever listener processed that run in question.

Two methods of operation are provided for running and communicating with jobs operating in "listener" mode:

- Oracle Pipes
- Oracle Advanced Queuing, with support for Oracle Real Application Clusters (RAC)

  Note: Support for Oracle Advanced Queuing requires, at minimum, Banner General 8.3.

What is the difference between Oracle Pipes and Oracle Advanced Queues?

Both technologies provide bidirectional communication between processes that can connect to an Oracle database.

Oracle Pipes only provides this capability within a single instance of a running database. This does not provide the necessary level of communication for databases using Oracle's RAC technology, where multiple instances of Oracle all service the same database.

Oracle Advanced Queuing makes it possible to communicate between multiple instances of Oracle when using Oracle's RAC technology. Even though Oracle Advanced Queuing was provided by Oracle to support the RAC technology, you do not need to have a RAC database installation to use Oracle Advanced Queuing.

Note: Oracle Advanced Queuing is the recommended configuration for new installations, regardless of whether your site uses Oracle's RAC technology.

Note: Only Banner Financial Aid RNEINxx jobs after the August 2011 release or Banner Financial Aid Hornpipe jobs after the October 2017 release are compatible with Oracle Advanced Queuing. These earlier jobs can, however, be used in "listener" mode.

Configure supported processes to use Oracle Pipes/Advanced Queues

Jobs that support "listener" mode operation can have multiple copies running simultaneously.

About this task

Typically, two running "listeners" is adequate. However, for a higher volume immediate processing needs, additional, simultaneous, "listener" processes can be started to reduce response time.

Use the following steps to configure "listener" mode jobs to use Oracle Pipes or Oracle Advanced Queuing:

Note: To configure jobs for Oracle Pipes "listener" mode, perform steps 1 and 2, for each job. To configure jobs for Oracle Advanced Queuing "listener" mode, perform steps 1 through 3, for each job.

When you have configured jobs for "listener" mode operation, be sure to start the "listeners" by running RNRPINI. Refer to *Start and stop listener mode processes*, for additional information.

Note: The RNRPINI process is not designed to function in a Windows or Linux environment.

Procedure

1. Each job that supports "listener" mode operation must be configured on page GTVSDAX. To do this, update or create a row for each job you want to configure for "listener" mode operation.

GTVSDAX Field	Value
Code	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RNPIMxx (RNPIMxx jobs are not currently supported for Advanced Queuing) • RPEPELL
Group	PIPE PROCESS
External Code	A number indicating how many simultaneous listening copies of the job to start. Enter 0 to disable listener mode operation.

2. Immediate processing by jobs running in "listener" mode do not generate output in the same way as they do when run from job submission. Instead of producing output in uniquely named files for each run of the job, "listener" mode jobs concatenate their output onto a single file. This can make it difficult for users to identify the results of their particular immediate run of a process. To resolve this problem, "listener" mode jobs can be configured to store their output

directly to the database, so that users can review this output through the Saved Output Review (GJIREVO) page.

Note: This step is optional. However, it is recommended to enable database output for "listener" mode jobs.

To configure a "listener" mode job to store its output directly to the database, you must update or create a row (for the job) on the GTVSDAX page.

GTVSDAX Field	Value
Code	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RNPIMxx (RNPIMxx jobs are not currently supported for Advanced Queuing) • RPEPELL
Group	FINAID LOG TO DB
External Code	Y (Yes) or N (No) Enter a Y in this field to configure the listener mode job to store its output directly to the database each time it is run for immediate processing.

3. If you are using Oracle's Pipe technology to run your immediate processing jobs in "listener" mode, this step is not required.

   If you are using Oracle's Advanced Queuing technology to run your immediate processing jobs in "listener" mode, you must also enable the Advanced Queuing queues on the GTVSDAX page.

   Each job must be configured on GTVSDAX to enable a send and a return queue. To enable these queues, you must update or create a corresponding row (for the job) for each queue on the GTVSDAX page.

GTVSDAX Field	Value
Code	AQ4PIPES
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RPEPELL

GTVSDAX Field	Value
External Code	Y (Yes) or N (No) Enter a Y in this field to enable this "send" queue for use with the corresponding "listener mode" process.

GTVSDAX Field	Value
Code	AQ4PIPES
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB_RTN • RPEPELL_RTN
External Code	Y (Yes) or N (No) Enter a Y in this field to enable this "return" queue for use with the corresponding "listener mode" process.

Start and stop listener mode processes

Regardless of whether you use Oracle Pipes or Oracle Advance Queuing for Banner Financial Aid COBOL processes, you are required to manage "listener" mode processes with the RNRPINI process.

The RNRPINI process is a small program designed to be run from the command line by your site's administrator(s). The RNRPINI process allows an administrator to start and stop Financial Aid "listener" mode processes.

Note: The RNRPINI process is not designed to function in a Windows or Linux environment.

Starting "listeners"

Start "listeners" by running RNRPINI with a parameter of START.

- Example: rnrpini user/password START
- (For UNIX) rnrpini.shl userid START

When prompted, enter the appropriate password.

A single run of RNRPINI will start or stop all "listeners" for each process configured for "listeners" mode operation (as specified on GTVSDAX with an External Code > 0). Refer to *Configure supported processes to use Oracle Pipes/Advanced Queues?*, for details on configuring jobs in "listeners" mode).

Note: The userid can be any valid User ID that currently executes RPEPELL, RNEINxx, or RPEDISB. The userid also needs select, insert, and update permission to the GUBOUTP table, and insert permission to the GUROUTP table. Finally, the userid does not need to be a DBA or system level login.

Note: It is recommended that the host account used to start and stop the RNRPINI process is the same special host account used to start gurjobs. This is different from the Banner userid specified in the command, itself.

Stop “listeners”

Stop listener mode processes by running RNRPINI with a parameter of STOP.

- Example: rnrpini user/password STOPSTOP
- For UNIX) rnrpini.shl userid STOP

When prompted, enter the appropriate password.

Configure time-out for listener mode processes

Processes running in "listener" mode will operate, waiting for message, for a pre-defined amount of time (in seconds).

If no processing message is received within the specified time-out window, the job will halt (stopping the "listener"). Previously, this time-out window was fixed at 4 days (345600 seconds). However, this value is configurable, on a per-job basis, from the GTVSDAX page.

To configure this time-out value, create or update a row corresponding to the process.

GTVSDAX Field	Value
Code	IDLEWAIT
Group	One of the jobs supported for Pipes/Advanced Queuing: • RPEDISB • RPEPELL
External Code	345600 (default - 4 days) Enter any number, in seconds, you want to use for the idle time-out value for the job.

Oracle Advanced Queues for Java

Functionality of the RNRQINI process is based on the RNRPINI program.

The RNRPINI process is a small program designed to be run from the command line by your site's administrator(s).

Note: The RNRQINI process supports all Banner platforms, including Linux and Windows. The process cannot be run from the GJAPCTL job submission page and does not have any jobsub parameters.

The RNRQINI program is used to start Advanced Queuing (AQ). As discussed previously in *Oracle Pipes/Advanced Queues for COBOL*, AQ is an optional performance enhancement.

Currently, AQ support has been added to the following processes:

- FM Need Analysis (RNPFMxx)
- IM Need Analysis (RNPIMxx)
- College Financing Plan Batch Process (RPRSSBP)

Advanced Queues for FM Need Analysis calculations

Advanced Queuing options associated with FM Need Analysis calculations are described.

About this task

The options to process Immediate FM Need Analysis Calculations through the Banner pages are:

- Job submission
- Advanced Queuing (AQ)

AQ is a performance enhancement.

Three steps are needed to enable AQ for RNPFMxx processing:

Procedure

1. In GTVSDAX, query on the Group field for RNPFM% and Translation Code field for FINAID%. Each RNPFMxx process will have two records, FINAID_AQ and FINAID_AQ_RTN. To use AQ, update both records for the particular RNPFMxx process so that the External Code field = Y.
2. On the RORPARM page, make sure the USE_JOBSUB parameter is set to Y.

3. From environment host run the following command where user is an Oracle user and password is the password to login for that user:

   rnrqini user/password START

   Note:

   The userid used to run RNRQINI needs to have security access to the jobs that it will be starting.

   Additionally, it is recommended that the same userid used for GURJOBS be used to execute RNRQINI.

   To complete this step, you must have access to the host. This step may need to be completed by someone in your IT department.

   Note: Step three will start all FINAID AQ based processes that have their GTVSDAX records set to Y.

Advanced Queues for IM Need Analysis calculations

Advanced Queuing options associated with IM Need Analysis calculations are described.

About this task

The options to process Immediate IM Need Analysis Calculations through the Banner pages are:

- Job submission
- Advanced Queuing (AQ)

AQ is a performance enhancement.

Three steps are needed to enable AQ for RNPIMxx processing:

Procedure

1. In GTVSDAX, query on the Group field for RNPIM% and Translation Code field for FINAID%. Each RNPIMxx process will have two records, FINAID_AQ and FINAID_AQ_RTN. To use AQ, update both records for the particular RNPIMxx process so that the External Code field = Y.
2. On the RORPARM page, make sure the USE_JOBSUB parameter is set to Y.

3. From environment host run the following command where user is an Oracle user and password is the password to login for that user:

   rnrqini user/password START

   Note: The userid used to run RNRQINI needs to have security access to the jobs that it will be starting.

   Additionally, it is recommended that the same userid used for GURJOBS be used to execute RNRQINI.

   To complete this step, you must have access to the host. This step may need to be completed by someone in your IT department.

   Note: Step three will start all FINAID AQ based processes that have their GTVSDAX records set to Y.

Advanced Queues for College Financing Plan batch processing

The College Financing Plan Batch Process (RPRSSBP) allows you to use a population selection with an aid year as a parameter to generate one or more PDF files that contain College Financing Plan data for each student in the selected population.

The resulting PDF output provides one page per student, for each student in the defined population.

In addition to being able to run in batch for a population selection, this process can also be run in "listener" mode to handle requests for PDF College Financing Plans from Banner Financial Aid Self-Service. This functionality is implemented using an Oracle Advanced Queuing (AQ) work queue. When an AQ request is received, a separate thread will generate the resulting PDF. After the data has been safely generated, stored, and committed, that thread will terminate.

When running from batch, population selection parameters will always be provided (as required through GJAPCTL). When running for single-student generation from an AQ request, these parameters will not be provided. This is possible because the AQ request does not obey the required/optional parameter configuration defined on GJAPDEF. As such, you will always need to provide population selection parameters from job submission (GJAPCTL). However, this configuration does not impact use of this job as an AQ listener process.

Note: When the RPRSSBP is implemented using AQ, AQ is used only for individual PDF College Financing Plans generated by students using Banner Financial Aid Self-Service. Batch RPRSSBP runs from GJAPCTL continue to operate using standard batch processing.

When determining the campus for the student, the logic will first attempt to find the max General Student record (SGBSTDN) with an effective term that is less than or equal to the earliest term in the student's aid period. If no General Student record is found, the logic will attempt to find the max Application record (SARADAP) that is less than or equal to the earliest term in student's aid period. If neither a General Student or Application record is found, the campus information for the College Financing Plan will be provided using the data established on the Default Setup section of RPRSHOP. In addition, if the campus code identified for the student does not match a value on the Campus Setup section of RPRSHOP, the data established on the Default Setup section of RPRSHOP will be used.

Interfaces

This topic discusses interfaces to other Banner modules.

Modules discussed include:

- The Student Employment Module, which explains the application pages, 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 pages, reports, and processes used to interface between the Financial Aid Module and Accounts Receivable Systems.
- The Campus Receivables Collector (CRC) Module, which provides information needed for the (Plus system) CRC user to interface with Banner. The material provides functional overviews to the interface in addition to information required to setup and employ the interface. The document is to be used in conjunction with other relevant Banner documentation and (Plus system) Campus Loan Manager documentation.

  Note: CRC has replaced CLM as the standard loan management solution.

  Note: All pages 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.
- Ellucian Recruiter, which provides student recruitment software along with analytical tools to track recruitment activities.
- General Module Enhancements, which provides additional PIN (password) security and partial data masking capabilities.

Student Employment module

This topic describes the steps used when working with the Student Employment module.

Procedure

1. Define all work study funds in the Funds Management Module. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process. The Student Employment Module only processes college work study awards with an Accept status in the student's package. Refer to the *Banner Financial Aid Reference* content for Funds Management and Packaging and Disbursement page documentation.
2. If your financial aid office tracks earnings of non-awarded work study funds, identify all other students with institutional employment. These students are considered student employees, but have no impact on fund-related activity (for example, institutional employment not awarded from a work-study fund and graduate assistantships paid on a stipend basis).

3. If the student has not already been placed into a job position, you can optionally use the Student Employment Module to refer a student to a job location for possible employment on the Student Employment Referral (RJASERF) page. When you authorize earnings on the RJASERF page, 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 page defaults to the Authorizations section of the Student Employment Authorization (RJASEAR) page.
4. After you place a student in a position, assign employment authorizations to students for a specific aid year on the Student Employment Authorization (RJASEAR) page. This page enables you to enter and maintain fund award, job placement, job title, authorization start/end date, start/end pay date, pay rate, authorized hours, and authorized earnings information. The Awards section also allows you to view the current status of awards for the student. The only awards that display in this section are those with an aid type of W (Work).
5. Print the Authorization Report (RJRAUTH) to serve as an audit trail for the financial aid department. Only select authorizations as of the last period in which you ran this report. (At the Activity Date prompt, enter the last date that you ran the report.) This provides you with the new or changed authorizations because 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 pages 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. After the Human Resources Department completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD). This process interfaces between Banner Human Resources and Financial Aid. Specifically, the Payroll Load Process:

   - automatically updates the Financial Aid work history records with actual earnings on the Student Employment Work History (RJISEWH) page,
   - automatically updates the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) page, and
   - automatically updates the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) page and Package Maintenance (RPAAPMT) page.

     This process also produces the Payroll Load Result Report (RJRLOAD) which lists the payroll information for each student that was entered into the Student Employment Module.

     Use the Student Employment Mass Entry (RJASEME) page to enter student payroll record adjustments after you run the RJRLOAD Process.

7. Use the following reports to aid you in the coordination of the Student Employment/Human Resources Interface.
   - Authorization Report (RJRAUTH) - This report displays a listing of current work authorizations for each employee based on activity date.
   - Pay Period Report (RJRDPPR) - This report displays information for the monitoring of student earnings by department.
   - Payroll Load Process (RJRLOAD) - This report updates student employment records with actual payroll earnings from Banner Human Resources and prints the payroll load report.
   - Payroll Exception Report (RJRPAYE) - This report lists those work study employees who have been paid, but not authorized within theFinancial 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

Procedure

1. Ensure that each Student Employee Position exists on the Position Definition (NBAPOSN) page.

   The Position page defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. The Financial Aid application requires position numbers and job titles, budgeted amounts for the fiscal year, and a budgeted labor distribution which defaults to the Employee Jobs (NBAJOBS) page.
2. Establish the Student as an Employee on the Identification (PPAIDEN) page.

   The Identification (PPAIDEN) page 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 page are used for EEO reporting and a payroll check address.
3. Identify the Individual as a Student on the Employee (PEAEMPL) page.

   The Employee page establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral (RJASERF) page.
4. Establish Student Deductions for Payroll Processing on the Employee Benefit/Deduction Setup (PDABDSU) page.

   The Employee Benefit/Deduction Setup page displays all benefits defined as setup on the Benefit Category Rule (PTRBCAT) page for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.

5. Define Student Job Information on the Employee Job (NBAJOBS) page.

   The Employee Job page 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 page 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/pages.

   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 pages.

Organization Code Validation page	PTVORGN
Payroll Calendar Rule page	PTRCALN

Banner Financial Aid requirements

Complete the following pages which are listed on the Student Employment Control Menu.

Most of these pages require initial set up activities and some month-to-month maintenance when necessary.

Student Employment Default Rules	RJRSEDR
Payroll Load Control	RJRPAYL
Placement Rules	RJRPLRL
Placement Base Data	RJAPLBD
Job Title Base Data	RJRJOBT
Job Title Requirements	RJRJREQ
Referral Status Validation	RTVRFST
Employment Authorization Status Validation	RTVAUST

Note that the Student Employment Default Rules (RJRSEDR) page, Payroll Load Control (RJRPAYL) page, and Placement Rules (RJRPLRL) page are aid year specific pages which require maintenance at the start of each aid year. Refer to the *Banner Financial Aid Use > New Aid Year Checklist*, content for additional information.

Setup student employment pages

Configuration of student employment pages is described.

The following pages must first be set up:

- Employment Authorization Status Validation (RTVAUST) - Creates and maintains status codes which identify whether a student is permitted to work.
- Referral Status Validation (RTVRFST) - Creates and maintains codes that define the origins of a student employment referral (optional page).
- Job Title Base Data (RJRJOBT) - Associates job titles with ranges of valid pay. Your school needs to determine if you will have a few global job titles or if you want to have a very defined list of job titles in which students are employed.
- Job Title Requirements (RJRJREQ) - Maintains requirements and position descriptions (optional page).
- Placement Base Data (RJAPLBD) - Stores name and address information for all locations which employ students. With this page, you must again determine if you want to have a few global placements or if you want to have a defined list of job placements in which students are placed.
- Placement Rules (RJRPLRL) - Associates a position code (from HR page 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 use for its student work study employees, the amount is defined under Allocation on this page. When the Pay Period Report (RJRDPPR) is run, it will show the amount the department has been allocated. If the student employment office is not assigning allocations to departments an amount of $99,999.00 may be used.
- Payroll Load Control (RJRPAYL) - Associates predefined payroll periods from HR. (Payroll Calendar Rule page - PTRCALN) for an aid year in financial aid.
- Student Employment Default Rules (RJRSEDR) - Maintains default authorization and pay start and end dates which will default onto the RJASEAR applicant page.

Setup applicant pages

Configuration of applicant pages is described.

The following pages must also be set up:

- Student Employment Referral (RJASERF) page - Refers a student to a job location for possible employment. If the student is authorized to work in the position, after the **Authorized** field is changed from an N to a Y, the information will default to the RJASEAR page. This is an optional page.

- Student Employment Authorization (RJASEAR) - Assigns employment authorizations to a specific student for a specific aid year.
- Student Employment Mass Entry (RJASEME) - Used to mass enter a student's work earnings if the RJRLOAD process is not used. This page is also used to make adjustments to the student earnings after the RJRLOAD is run.
- Student Employment Work History (RJISEWH) - Displays a student's employment history by pay period for a particular aid year.

Work study funds award

This procedure is used to award work study funds.

Procedure

1. Define all work study funds in the Funds Management module. Refer to the *Banner Financial Aid Reference* content for page-specific information. These pages include:
   - Financial Aid Fund Type Validation (RTVFTYP) - you must have at least one fund associated with the aid type of W.
   - Fund Base Data (RFRBASE) - create an entry for each work fund to be awarded. No A/R detail code will be associated to work funds as work is a nondisbursable fund.
   - Fund Management (RFRMGMT) - establish the rules for awarding work funds. Indicate that funds are nondisbursable.
2. Ensure that these work study funds are added to each applicable student's financial aid package during the packaging process.

   The Student Employment module only processes work study awards with an Accept status in the student's package. The fund can either be automatically accepted when packaged, if the **Automatic Acceptance** indicator is selected on RFRMGMT. Alternatively, you can choose to have the student notify the Financial Aid office through their award letter and use any of the pages which enable you to update the student's package (for example: RPAAWRD, RPAMACC, RPAAPMT) or the student may accept the work study fund in Financial Aid Self-Service.

Track 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 or authorization record, no fund is attached to the student.

Refer student to positions

If the student has not already been placed into a job position, you can optionally use the Student Employment module to refer a student to a job location for possible employment on the Student Employment Referral (RJASERF) page.

When you authorize earnings on the RJASERF page, 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 page defaults to the Authorizations section of the Student Employment Authorization (RJASEAR) page. A print screen of this page 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.

Authorize students to work

When you place a student in a position, you must assign employment authorizations to students for a specific aid year on the Student Employment Authorization (RJASEAR) page.

This page will be automatically populated with information from RJASERF (if RJASERF is used; otherwise, the page will not be populated).

This page enables you to enter and maintain **Fund** award, **Placement**, **Job Title**, **Authorization Start/End Date**, **Payroll Start/End Date**, **Pay Rate**, **Authorized Hours**, and **Authorized Earnings** information. The pay rate is defaulted from the Job Title Base Data (RJRJOBT) page 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 Load Process (RJRLOAD) feeds payroll information to financial aid by matching the student ID, the position number, and the suffix. If Human Resources is not notified of the correct position number and suffix to assign to a student employee, the load process will not work.

It is important when the positions are built within the Human Resource module that both the Student Employment office and the Human Resource office discuss how defined they want student employment positions to be. For example, whether they want 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 because 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 pages that are required by the Banner Financial Aid Student Employment module. Refer to the *Banner Human Resources requirements* information for more detail.

Payroll feed usage

After the Human Resources office completes the student employee payroll run, you must decide whether you want to use the automatic Payroll Load Process (RJRLOAD).

This process serves as an interface between Banner Human Resources and Financial Aid.

The Payroll Load Process performs the following functions:

- Automatically updates the financial aid work history records with actual earnings on the Student Employment Work History (RJISEWH) page.
- Automatically updates the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) page.
- Automatically updates the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) page, Package Maintenance (RPAAPMT) page, and Financial Aid Record Maintenance (ROARMAN) page.

- 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 before the user running the RJRLOAD process. This status can be reviewed on the Payroll Load Control (RJRPAYL) page. The Payroll Load process can only be run one time 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.

Enter earnings without payroll feed

If the Human Resource module is not in production, you must manually enter the student earnings on RJASEME.

About this task

Entering the earnings on this page performs the same task that the Payroll Load process performs in that it will:

- Automatically update the Financial Aid work history records with actual earnings on the Student Employment Work History (RJISEWH) page.
- Automatically update the fund balances with actual earnings on the Fund Budget Inquiry (RFIBUDG) page.
- Automatically update the award paid amounts and the period paid amounts on the student award record as represented on the Award Maintenance (RPAAWRD) page, Package Maintenance (RPAAPMT) page, and Financial Aid Record Maintenance (ROARMAN) page.

To manually enter earnings into RJASEME, perform the following steps:

Procedure

1. Access the RJASEME page and input the aid year.
2. Enter a pay period ending date. You may need to receive this information from Payroll.
3. Enter a period. The period is necessary so that the system knows for which period to apply student earnings to for that specific pay period.
4. Select a placement code. If necessary, you can select the **Position** button or List to access the RJAPLBD page 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 Scroll Down, 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 section will tell you what status the student is currently in as listed on the RJASEAR page.
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.

Make payroll corrections

RJASEME is also used to make adjustment and corrections to the student earnings history.

About this task

Because you cannot run the RJRLOAD process more than one time per payroll, this page is necessary to make changes. If HR is not live, this page is also used to manually enter the student earnings. To make adjustments to the student's earnings, perform the following steps:

Procedure

1. Access the RJASEME page 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.

Terminate a student from a position

Student earnings from a work study position.

About this task

When the student has earnings from a work study position, perform the following steps:

Procedure

1. Access the RJASEAR page.
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.

Results

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

Reports are used to support the Student Employment/Human Resources interface.

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

Define the Banner Human Resources requirements.

Procedure

1. Ensure that each Student Employee Position exists on the Position Definition (NBAPOSN) page. The Position Definition page defines and maintains all positions, regular earnings totals, premium earnings totals, fringe totals, and position labor distributions. It enables you to accurately monitor position expenditures versus their budget amounts. Positions are defined within a position classification by fiscal year. Banner Financial Aid requires position numbers and job titles, budgeted amounts for the fiscal year, and a budgeted labor distribution that defaults to the Employee Jobs (NBAJOBS) page.
2. Establish the student as an employee on the Identification (PPAIDEN) page. The Identification (PPAIDEN) page 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 page are used for EEO reporting and a payroll check address. These portions must be completed before exiting the page.
3. Identify the individual as a student on the Employee (PEAEMPL) page. The Employee page establishes employee information, including data on status, reviews, service dates, leave and benefit categories, leaves, and terminations. It must be completed before a position can be assigned to the employee. The data that you enter here identifies the person as a student employee to the Banner Human Resources System, establishes eligibility benefit categories, and maintains I-9 data (displayed in Financial Aid on the Student Employment Referral (RJASERF) page).

4. Establish student deductions for Payroll Processing on the Employee Benefit/Deduction Setup (PDABDSU) page. The Employee Benefit/Deduction Setup page displays all benefits defined as setup on the Benefit Category Rule (PTRBCAT) page for a specified employee group. It enables an experienced user to quickly perform an employee's initial deduction setup.
5. Define Student Job Information on the Employee Jobs (NBAJOBS) page. The Employee Jobs page 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.

Student employment payroll feed test

Test the student employment payroll feed.

About this task

The following questions must be answered before 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 to test RJRLOAD.

Steps to follow include:

Procedure

1. Select a payroll period that has a small number of student timesheets processed. Payrolls are associated with periods in RJRPAYL. This will contain the year, the payroll ID and the payroll number.
2. Ensure positions are set up for students in NBAPOSN, position classes are set up for students in NTRPCLS, employee class is set up for students in PTRECLS, and position group is set up in PTRPGRP. The following pages 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 page -- 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 page 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.

Disbursement processing is accomplished using the following:Student Payment (TSASPAY), the Financial Aid Summary (ROASMRY), the Financial Aid Disbursement Process (RPEDISB), and the billing process through the Student Invoice/Billing Statement (TSRBCIL).

Setup detail codes for financial aid disbursement

All financial aid funds that you want to disburse through 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 Page - Student (TSADETC).

These detail codes can then be associated with the appropriate financial aid fund code on the Fund Base Data (RFRBASE) page 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 through 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 selected 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.

Setup Aid Year, Term, Period for Financial Aid

As financial aid is processed by aid year, institutional terms must be associated with a value in the **Financial Aid Process Year** field on the Term Code Validation (STVTERM) page.

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.

Financial aid funds disbursement

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 or billed in three ways: payments, authorizations, or memos.

About this task

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 or billed when this process is executed.

These hardcoded and user-defined disbursement edits directly impact the posting of aid to a student's account. Therefore, designated users in the accounts receivable office should be familiar with the rules that have been defined by the financial aid office which are related to disbursement processing. Needless to say, the coordination of effort related to disbursement processing between these two areas is critical.

Note: All Banner Financial Aid payments, authorizations, or memos will have an accounts receivable source code of F from the Charge/Payment Source Code Validation (TTVSRCE) page. 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 through the disbursement process.

The only exception to this rule is when a fund is scheduled to have more than one disbursement per term. In this situation, payments, authorizations, and memos can exist at the same time. The scheduled payments that are made are processed as actual payments, and the scheduled disbursements that are not ready to be made because the scheduled disbursement date has not been reached, are processed as authorizations. The authorized amount can also be thought of as the expected disbursement amount for the whole term, minus any partial payments made for the term. If one or more of the scheduled disbursements have been paid, but disbursement edits prevent the payment or authorization of future scheduled disbursements, those amounts could memo while the previous disbursements remain paid.

The following is a basic explanation of these three disbursement categories:

Procedure

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 pages. Generally, this means that the student has satisfied all user-defined and 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 pages.

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 memos. For more information on reviewing and closing cashiering sessions please consult the Accounts Receivable information in the *Banner Student System Use* content.

2. Posting of Financial Aid as Authorizations.

   The intent of authorized aid is to allow you to distinguish between what you consider to be estimated aid (memos) versus aid that has been finalized but cannot be paid yet (authorizations). Whereas authorized aid can be used to reduce the balance of a student's account, memos cannot.

   Disbursable funds will be processed as authorizations when the disbursement process meets the conditions mentioned above for payments, with the exception that the defined date for payment has not been reached. Authorized/committed funds can be set to reduce the balance due on the Student Billing Statement (TSRCBIL) and on the Student Payment (TSASPAY) page, by selecting the **Committed/Authorized Financial Aid Reduces Amount Due** check box on the Student Billing Control (TSACTRL) page (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.

Results

Example

Joseph has been offered financial assistance for the 2003/2004 aid year. The Fall 2003 and Spring 2004 periods have been associated with this aid year. A total of $1,000 has been offered from GRANT A, $10,000 from GRANT B, and $4,000 from LOAN A for the 2003/2004 aid year. These funds have been defined to be distributed evenly across periods.

The payment date for the Fall has been defined as 09/07/2003 for all funds.

- On 07/05/2003, the Disbursement Process (RPEDISB) is executed, and all the funds are processed as memos, because Joseph has yet to submit requested parental tax returns. These tax returns have been defined as required before any funds can be paid.
- By 07/12/2003, Joseph has satisfied all outstanding items required by the financial aid office. The Disbursement Process (RPEDISB) is executed and as a result, all the funds are processed as authorizations, and the memos are deleted; funds were not processed as payments, because the payment date had not been reached.
- On 09/07/2003, the Disbursement Process (RPEDISB) is executed, and all funds are processed as payments, because all payment requirements have been satisfied, and in addition the payment date has been reached.

Date Disbursement Process Executed	Period	Fund	Memo	Authorization	Payment
07/05/2003	Fall 2003				
		GRANT A	500		
		LOAN A	2,000		
		GRANT B	5,000		
07/12/2003	Fall 2003				
		GRANT A		500	
		LOAN A		2,000	
		GRANT B		5,000	
09/07/2003	Fall 2003				
		GRANT A			500
		LOAN A			2,000
		GRANT B			5,000

In most cases, the disbursement process is executed before the beginning of classes for an academic term. This allows for financial aid to be transmitted to the student's account before the mass printing and mailing of student bills. As a result, financial aid transmitted at this point will most probably be in the page of authorizations or memos, because the date of payment has not yet been reached.

After 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 through the disbursement process can be viewed on any accounts receivable page that displays memos. Authorized aid, in addition to, memos, outstanding financial aid requirements, and loan checks can be viewed on the Applicant Summary (ROASMRY) page which can be called from the Student Payment (TSASPAY) page. To navigate to ROASMRY, click the **Financial Aid** button in the Main Window on TSASPAY.

Run financial aid disbursement process (online and batch)

This list identifies the elements of disbursement processing.

The disbursement process performs several functions:

- It passes the amount of deferred financial aid available to an applicant within a specific term to the Student System. This is displayed as a memo transaction in the Accounts Receivable module.

- It passes the amount of financial aid available to be disbursed to an applicant within a specific term to the Student System. This is displayed as an authorization in the Accounts Receivable module.
- It passes the amount of financial aid scheduled to be disbursed to an applicant within a specific term to the Student System. All scheduled disbursements with a date less than or equal to the processing date that have not been disbursed will be processed. These are displayed as payment transactions in the Accounts Receivable module.

Banner Financial Aid Disbursement Process (RPEDISB) is only invoked through the execution of the COBOL job named RBEDISB. This can be accomplished with the following methods:

- Batch run through Job Submission for all students or with a population selection.
- Online for a single student from the Student Payment (TSASPAY) page when the **Recalculate Financial Aid** button is clicked.
- Online for a single student from the Applicant Immediate Process (ROAIMMP) page of the Banner Financial Aid System.

  Note: To review the parameters for the Disbursement Process (RPEDISB), refer to the *Banner Financial Aid Reports* content.

Bill and payments for financial aid

This section discusses the use of the Student Payment (TSASPAY) page and the Student Billing Statement (TSRCBIL) process as they relate to the Banner Financial Aid disbursement process.

The Student Billing Control (TSACTRL) page determines how they interact.

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

Valid values for this field are:

Selected	Disbursements are automatically run on the Student Payment (TSASPAY) page. 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 Enter, Tab or Mouse. If the **Review Financial Aid** option is selected, and Enter, Tab or Mouse, the Applicant Summary (ROASMRY) page is accessed. The Disbursement Process (RPEDISB) is automatically executed when this page is exited. A selected value in the **Automatic Disbursement via TSASPAY** indicator box could be the scenario for processing disbursements during peak periods.

Cleared	Disbursements must be manually requested on the Student Payment (TSASPAY) page. If you want the Disbursement Process (RPEDISB) to be executed, you must enter Y in the **Recalculate Financial Aid?** field on the Student Payment (TSASPAY) page. A cleared value in the **Automatic Disbursement via TSASPAY** indicator check box could be the scenario for processing disbursements during slow periods.

Note: This switch should be cleared if Banner Financial Aid is not installed.

Also, the Student Billing Control (TSACTRL) page allows you to indicate whether Banner Financial Aid authorizations should reduce the balance due on the bill and reduce the amount displayed in the **Amount Due** field on the Student Payment (TSASPAY) page. The following values are allowed for the **Committed/Authorized Banner Reduces Amount Due** indicator on TSACTRL:

Selected	Reduce amount due on Student Payment (TSASPAY) page and Student Billing Statement (TSRCBIL).
Cleared	Do not reduce amount due on Student Payment (TSASPAY) page or Student Billing Statement (TSRCBIL).

Process Disbursements, authorizations, and memos

This topic addresses the use of Banner Financial Aid with the Student System.

When using Banner Financial Aid with the Student System, the Student Payment page (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 page, the Applicant Summary (ROASMRY) page, from the TSASPAY page to view how a student's financial aid was processed (memos and authorizations) as a result of the last run of the disbursement process.

The following are Student Payment (TSASPAY) page functions that relate to Banner Financial Aid:

- Click the **Go** button from the Key block of TSASPAY, the Financial Aid Review window will display, the cursor moves to the **Review Financial Aid?** field, and a Y displays as the default if you are processing a student who has any record in the Banner Financial Aid System for the aid year corresponding to the term in the Key block.
- If you click the **Financial Aid** button, the Applicant Summary (ROASMRY) page is retrieved. This page allows you to view or satisfy outstanding financial aid tracking documents, promissory notes, or review any financial aid which has been memoed or authorized but not yet paid subsequent to the last run of disbursements. The use of and response to information on this page needs to be determined between the financial aid and accounts receivable offices.

- When you exit ROASMRY, the Disbursement Process (RPEDISB) executes automatically, if you indicated that option on the Student Billing Control (TSACTRL) page by setting the **Automatic Disbursement via TSASPAY** indicator box to selected (automatically perform). Otherwise, exiting ROASMRY returns you to the Student Payment (TSASPAY) page.
- If N is entered in the **Review Financial Aid?** field of the Student Payment (TSASPAY) page AND the **Automatic Disbursement via TSASPAY** indicator check box on the Student Billing Control (TSACTRL) page has been set to cleared, 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** check box on the Student Billing Control (TSACTRL) page is selected. When the disbursement process has ended, the cursor returns to either the Cashier Data section or the **Accept?** (charges) field in the Charges window on TSASPAY.

The financial aid **Authorized** field on TSASPAY displays the sum of Banner Financial Aid funds that were processed as authorizations for the term in the Key Information, as of the last run of the Disbursement Process (RPEDISB). The Student Payment (TSASPAY) page 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 page displays the sum of all other current memos with a source code not equal to F, excluding Banner Financial Aid memos, for the term in the Key Information.

The **Amount Due** field on TSASPAY displays the balance due for the term reduced by actual payments. Banner Financial Aid authorizations may also reduce the displayed amount due (on TSASPAY only) if the **Committed/Authorized Financial Aid Reduces Amount Due** indicator on the Student Billing Control (TSACTRL) page is selected.

The Banner Authorized Financial Aid window of the Student Payment (TSASPAY) page may be accessed from the **Financial Aid** button in the Charges window, the Options Menu, or the Review Financial Aid function. This window is used to view the authorized Banner Financial Aid which was processed as authorized aid as of the last run of the disbursement process. Authorized aid from other non-Banner financial aid systems will not display in this window. Banner authorized aid can also be viewed on the Applicant Summary (ROASMRY) page.

The Student Account Detail (TSADETL) page 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.

Bill parameters and financial aid

The Student Billing Statement (TSRCBIL) prints invoices and estimates credits based on current charges (when run in invoice mode) and calculates credits and prints bills (when run in statement mode).

Invoice mode simple prints a copy of the account detail without updating the account. Statement mode updates the account with billed and due dates, applies credits, and begins the aging process.

Note: There are no parameters on the Student Billing Statement (TSRCBIL) that will cause the Banner Financial Aid Disbursement process to be executed. The following parameters are discussed to clarify their connection to Banner Financial Aid.

- The parameters for Run Mode (with a value of FINANCIAL) and **Financial Aid** Indicator (with a value of Y) on TSRCBIL are used with the Student System interface to a non-Banner financial aid product and are not related to Banner Financial Aid.
- The value entered for the parameter, Do You Want Memos Printed, affects all memos, including Banner Financial Aid memos. TSRCBIL will print all memos, including Banner Financial Aid memos, if a Y is entered in this parameter.

The Billing Purge (TGPBILL) process purges account detail and deposit records from an account and will exclude memos with a source code of F (Financial Aid) from purge processing.

Financial aid disbursement process and A/R

The following chart outlines the interaction of Financial Aid memos, authorizations, and payments with Accounts Receivable billing processing.

Disbursement process Processed Aid as:	**Print on Bill**	**Reduce Balance on Bill**	**Reduce Balance Due Online**
Memos	Y/N*	N	N
(TBRMEMO table)*			
Authorizations	Y	Y/N (*)	TSASPAY**
(RPRAUTH table)**			
Payments	Y	Y	Y
(TBRACCD table)			

Selected	Reduce amount due on Student Payment (TSASPAY) page and Student Billing Statement (TSRCBIL).
Cleared	Do not reduce amount due on Student Payment (TSASPAY) page or Student Billing Statement (TSRCBIL).

* Based on parameter Do You Want Memos Printed, on Student Billing Statement (TSRCBIL).

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

The following pages 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 pages do not reflect Financial Aid memos or authorizations.

Student Payment Detail Query	TSIQACT
Student Account Detail	TSADETL
Account Detail Review page - Student	TSAAREV
Account Review page - Student	TSAACCT

Sample job stream for billing and financial aid disbursements

The sample job list indicates the order of the processes used to run billing for financial aid disbursements.

Procedure

1. Run Batch Fee Assessment (SFRFASM).
2. Run Student Billing Statement (TSRCBIL) in APPLYCRED mode.
3. Run Batch Disbursements (RPEDISB).
4. Run Application of Payments (TGRAPPL).
5. Run Statements or Invoices (TSRCBIL).

Results

Sample billing statement for financial aid disbursements

This report sample for the Student Billing Statement (TSRCBIL) shows how financial aid payments, authorizations, and memos appear on a student bill.

```
20-OCT-2003 15:26:03     Banner University STDG1 B111 DATABASE
                 PAGE 1
TERM: 199401            Student Billing Statement
   TSRCBIL
Bill A. Lerner
 601000002
3444 Ford Drive                                                 DUE:
 20-NOV-2003
Pittsburgh, PA 19650
 TERM    ITEM DATE           DESCRIPTION                  CHARGES
   CREDITS
--------------------------------------------------------------------------------
                     * PREVIOUS BILLED BALANCE *              .00
                         - CURRENT CHARGES -
 INVOICE NUMBER -   S0001199
 199401  20-OCT-2003 Room Rent                             750.00
         20-OCT-2003 Food Service                         450.00
         20-OCT-2003 Activity Fee                         100.00
         20-OCT-2003 Tuition Charges                    4,500.00
                         - CURRENT PAYMENTS -
         20-OCT-2003 Supplemental Grant
   500.00
                       * CURRENT BILLED BALANCE *       5,300.00
                    -- AUTHORIZED FINANCIAL AID --
 199401             Institutional Scholarship
  1,250.00
                       * FINANCIAL AID BALANCE *
  1,250.00
                           ---- MEMO ITEMS ----
 199401  20-OCT-2003 Perkins Loan
   750.00
         20-OCT-2003 Stafford Loan
 1,313.00
--------------------------------------------------------------------------------
--------------------------------------------------------------------------------
PAST DUE: .00                                          TOTAL DUE:
 4,050.00
--------------------------------------------------------------------------------
       This is the general message to be printed as a default for
       all accounts. The account is not assigned to a collection
       agency or assigned a delinquency code, or assigned to an
       agency/code combination without a message.
```

```
20-OCT-2003 15:26:03 Banner University STDG1 B111 DATABASE
            PAGE 1
TERM: 199401            Student Billing Statement
   TSRCBIL
      * * * REPORT CONTROL INFORMATION - TSRCBIL - Release 2.2 * * *
RPTNAME: TSRCBIL
SELECTION IDENTIFIER: TEMP
APPLICATION CODE: FINAID
CREATOR ID: FAISUSR
TERM TO BE PROCESSED: 199401
ADDRESS SELECTION DATE: 20-OCT-2003ADDRESS TYPE HIERARCHY: 1MA 2PR
ID NUMBER:
COLLECTOR FILE SELECTION CRITERIA: %
DATE TO USE WHEN FUTURE ITEMS ARE PRINTED:
CURRENCY CODE USED TO PRODUCE INVOICE/STATEMENT:
RUN MODE: STATEMENT
CONT, DEPOSIT, EXPT INDICATOR: N
FINANCIAL AID INDICATOR: N
PRINT FUTURE DETAILS INDICATOR: N
PRINT ORDER: ZN
STATEMENT DATE: 20-OCT-2003
DAYS IN STATEMENT CYCLE: 30
MINIMUM ACCOUNT BALANCE: -9999999.99
DETAIL CODES TO BILL: %
ACCOUNTS (P)ERS, (C)OMP, OR %: P
DO YOU WANT MEMOS PRINTED? (Y or N): Y
DO YOU WANT DEPOSITS PRINTED? (Y or N): Y
PRE-AUTHORIZED CREDITS AFFECT TOTAL DUE: Y
RUN IN SLEEP/WAKE MODE (Y or N): N
TOTAL REGISTRATION AR INDICATORS UPDATED
TOTAL MEAL AR INDICATORS UPDATED
TOTAL PHONE AR INDICATORS UPDATED
TOTAL ROOM AR INDICATORS UPDATED
TOTAL # OF FINANCIAL AID PEOPLE PROCESSED:
TOTAL # OF PEOPLE HAVING CREDITS CALCULATED:
TOTAL # OF PERSON ACCOUNTS BILLED: 1
TOTAL # OF COMPANY ACCOUNTS BILLED:
TOTAL CHARGES BILLED: 5,800.00
TOTAL CREDITS BILLED: 500.00
TOTAL AMOUNT DUE: 5,300.00
```

Campus Receivables Collector (CRC) module

This section describes the processes necessary to interface Banner Financial Aid to the Plus system's Campus Receivables Collector (CRC).

Section overview

CRC is a comprehensive system that performs tracking, accounting, reporting, and billing for institutional loans.

CRC is a separate Ellucian product, not included with Banner Financial Aid or the Plus system. Banner Financial Aid users must license CRC separately. The document is to be used in conjunction with other relevant Banner documentation and (Plus system) Campus Loan Manager documentation.

The primary audience is the Loans Management Office. Users of the CRC system should read all the material in this section.

This document should also be reviewed by:

- The Financial Aid staff (for example, any staff responsible for the packaging or disbursement of institutional loans should be aware of material about the Banner to CRC Disbursement Feed.)
- Any Accounting staff who reconcile the Banner general ledger to the Loans Management subsidiary ledger.
- Any Technical Staff or other staff who support the Banner and CRC systems.

Organization of material

The material is organized so that you may obtain a concise understanding of the CRC to Banner interfaces in addition to providing a reference source.

Because the Banner and Plus systems are essentially different, the general format of reports and general approach to operations are dissimilar. In describing Banner operations and reports, awareness of certain Banner terminology is assumed. Similarly, in describing CRC operations and reports, knowledge of certain Plus system terminology is assumed.

Release requirements

This content identifies releases and release components.

Necessary releases

The following releases are required to use the CRC/Banner interfaces:

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

Release components

The interfaces are enabled through components in the Plus system's CRC and components in Banner.

CRC components

This topic identifies CRC related components.

Procedure

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

This topic identifies Banner related components.

Procedure

1. CRC specific changes for the following existing Banner pages:
   - RFRMGMT
   - STVCLAS
   - STVETHN
   - STVNATN
2. Three CRC specific programs:
   - RPBLMIA, CRC Interface Accounting Feed
   - RPBLMID, CRC Interface Disbursement Feed
   - RPBLMIE, CRC Interface Enrollment Extract

Functional overview

This topic provides a functional explanation of each of the three interfaces between Banner and CRC.

Additional information can be found in the full CRC user reference and training guides.

Banner to CRC disbursement feed

This topic describes the background and approach of the Banner to CRC disbursement feed.

Background

CRC is a system that manages information about loans that are taken out by borrowers.

A borrower exists when a student is first disbursed an institutional loan that is to be managed using CRC.

Each time an institutional loan is disbursed by the financial aid office, the loans management office needs to update its files pertaining to the loan. The Banner to CRC Disbursement Feed is designed to facilitate the maintenance of CRC files that is required when institutional loan disbursements occur from the financial aid system. In addition, certain demographic data that must be provided for borrowers in the CRC system can be fed from Banner Financial Aid to the CRC system at the same time.

Approach

This feed is implemented by running a Banner program RPBLMID, which produces a feed file containing borrower (and loan) maintenance transactions suitable for input to CRC.

The file must first be transmitted to the computer system that hosts CRC. The file is then input to a batch maintenance program that will update CRC files. A manual review procedure must follow (Refer to CRC documentation).

The feed file contains various transaction types which control update to loan and borrower related data in CRC. The various transaction types and data elements are documented in the CRC Reference Guide. However, the Banner user must note that coding conventions used within Banner will require translation to CRC equivalents (for example, encoded data cannot necessarily be moved to CRC without first translating to an CRC acceptable coding scheme. Special translations for the Banner user are addressed in the *Installation and Setup* topic of this guide.

Full procedures for processing the data that is fed from financial aid are discussed in CRC manuals in addition to the CRC online documentation. This guide provides information specific to Banner.

Banner to CRC enrollment interface

This topic describes the background and approach of the Banner to CRC enrollment interface.

Background

Policies of institutional loan repayment frequently require the loans management office to be informed about a borrower's enrollment status.

Because the Banner data base contains this information, as it is possible to query that database and then feed CRC with the extracted enrollment data.

Approach

This feed is implemented by running a Banner program RPBLMIE, which produces a feed file containing enrollment data suitable for input to CRC.

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

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

CRC to Banner accounting feed

This topic describes the background and approach of the CRC to Banner accounting feed.

Background

Institutions that participate in federal student aid programs must maintain accurate financial records for each loan program that it administers.

The fund general ledger in the accounting office reflects the financial activity that occurs each month.

The accounting office is required to determine and post journal entries to update the general ledger based on activity in the loans management office. By using a journal entry transaction feed from the CRC system, the process of updating the general ledger and reconciling it to the subsidiary ledger is simplified. Payment activity is reconciled through a cash accounting feed. In addition, because CRC offers the option for an institution to accrue payments due at the time of billing, an accrual accounting feed is also supported.

Approach

The specific CRC programs to run for the accounting feed depends on whether the institution uses accrual accounting in connection with billing.

Whether feeding cash journal entries, or accrual entries, the general approach for the feed is the same. Cash accounting requires the CRC program NBD029 to be run. Accrual accounting requires the CRC program NBB229 to be run following the monthly billing.

The CRC accounting feed programs use accounting feed rules that define the general ledger funds that are affected by various kinds of CRC transactions. The feed programs process transactions that have not yet been fed, use the rules to determine (detail) journal entries that would be required, and then summarize these detail journal entries as summary journal entry transactions designed for input to the Banner Finance system.

The file of summary journal entry transactions must first be transmitted to the computer system that hosts Banner Finance. The file is then input to a Banner program, RPBLMIA, that will check the correctness of the feed using a common technique of checking batch totals and transaction counts against values in a batch header. RPBLMIA builds Banner Finance feed documents that are then processed in the customary manner defined within the *Banner Finance Use* content.

Installation and setup

This topic describes CRC installation and setup procedures.

Banner and CRC on OpenVMS (DEC)

For DEC Open VMS users only, it is possible for both Banner and the Plus system's CRC to reside on the same DEC host system running each application under OpenVMS.

About this task

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:

Procedure

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.

Results

In either case, for the Banner side of the feed, it may be necessary to modify the defines of the foreign commands. For the CRC side of the feed, the COM files used for executing jobs associated with the feed will also need appropriate assign statements.

Non-OpenVMS Banner

If you already run Banner on a non-OpenVMS platform, you may choose to implement CRC on another platform OpenVMS or otherwise.

The interfaces between Banner and CRC are still supported. The client must implement a system for data file transfer between platforms. This system could involve a local area network, it may involve file communication software across data communication lines, or it may involve tape or diskette transfers.

Procedural customization

This topic lists elements associated with procedural customization.

Responsibilities

Installing and implementing the interfaces between Banner and CRC involves cooperation between several offices.

It is advisable to establish appropriate responsibilities.

Security

Certain operations, that may be thought of as tasks for the Loans Management office personnel, will require Banner security privileges that pertain normally to some other office.

For example:

1. The updating of validation tables using STVETHN, STVCLAS, and STVNATN require Oracle privileges normally assigned to Student Records personnel.
2. The Banner side of the Accounting Feed will require privileges of the Finance office, even the execution of the first step using the RPBLMIA program, which is packaged as a financial aid program.

Operating responsibilities should be assigned with due consideration to the security privileges that will be needed.

Report distribution

The determination of operating responsibilities and security privileges, combined with other facets of need to know, will ultimately determine the use and distribution of reports that are associated with the various interfaces.

Feed files - Back-up and control

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 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 on-line documents in connection with your audit trail requirements should be considered a part of your installation planning.

Interface setup

Installation is not complete, and use of the three interfaces of CRC with Banner will not function correctly, until various critical coding schemes have been established and defined to either CRC or Banner as required.

A number of separate considerations and tasks are involved. Because rules and policy represented by these coding schemes can vary over time, most of these setup tasks evolve into adhoc maintenance tasks. For example, changes in rules of loan administration may require the establishment of new loan funds -- affecting Financial Aid, CRC, and Accounting. Therefore, because the tasks are executed at times other than installation -- these particular setup tasks are identified separately in content that follows.

Banner System - Assign CRC loan fund numbers

CRC organizes loans by Fund and Loan Number within a fund.

Background

For example, all Perkins loans may be designated by the Fund ID of PERK. The Perkins loans will be further qualified by a Loan Number. This is necessary due to the fairly frequent changes that occur in loan management policy. Thus, policy may change in such a way that it affects rules for future loans but does not affect existing loans. Within CRC, a new Loan Fund is established with the new rules whenever rules for future distributions are changed.

Setup requirement

The Financial Aid office and the Loans Management office should concur as to the correspondence between funds established in the Financial Aid system and the Loan Funds (Fund Rules) established in CRC.

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

The CRC Loan Fund Identifier is defined as a year-specific item. This has some implications:

1. Each aid year, the Loans Management and financial aid offices must review and reassign appropriate CRC Loan Fund Identifiers to the year-specific data. For some funds, the previous year's Loan Fund ID may carry forward. For other funds, the ID may change.
2. During an aid year, policy can conceivably change relative to Loans Management administration of a particular loan fund. If the Loans Management office needs to create a new Loan Fund, then the Financial Aid office will need to use the correct Loan Fund ID for all ensuing disbursements. It is possible that the Financial Aid office may only need to alter the CRC Loan Fund ID on an existing Fund. It may be that, for policy reasons, the Financial Aid office needs to define a new Fund.

Banner System - Assign coding scheme translations

The Disbursement Feed from Banner Financial Aid to CRC provides student demographic data that will be needed in the CRC system as attributes for the borrower.

Background

For example: name, ID, addresses, ethnicity, and so on can be passed.

However, the Banner system and the Plus CRC system were not developed in concert. It stands to reason that some data conventions or coding schemes may differ. A means of providing appropriate translations is required.

Setup requirements

1. The Banner page STVCLAS must be used to define the three-character CRC codes that correspond to the two-character Banner codes. The three-character CRC codes are the same as those defined within the DBD.

2. The Banner page STVETHN must be used to define the one-character CRC codes that correspond to the two-character Banner codes. The one-character CRC codes are the same as those defined within the DBD.
3. The Banner page STVNATN must be used to define the two-character CRC codes that correspond to the five-character Banner codes. The two-character CRC codes are the same as those defined within the DBD.
4. The Banner page STVATYP should be reviewed to determine coding schemes that are employed for student addresses. The interface to CRC allows for feeding a permanent address in addition to 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 selected. Different precedence orders are specified for permanent address and local address.

Banner - Setup general ledger

The general ledger will already have funds set up for the financial management of institutional loans.

Background

Depending on implementation timing, however, it may be advantageous to reconsider the setup. For example, the specific fund numbers and account numbers being used. After all, implementation of CRC may allow for more detailed tracking which can be reflected in the general ledger. Regardless of the specific fund and account conventions established by the Finance office, it is extremely important that the setup be well tested before going into production.

Setup requirements

1. The Finance office will use appropriate pages within Banner Finance to ensure definition of all funds and accounts affected by operations of the Loans Management office.
2. Journal entry transactions that are built by the CRC to Banner Accounting Feed will use a rule class identified as LMJE. The Finance office must ensure that the processing rules defined for this rule class are appropriate for the debit and credit accounts being used.

   For example, the same fund may apply to both debit and credit sides of each journal entry within a batch. In that case, the rule class should be defined to ensure that total debits match total credits within each fund. If the same fund is not used for both debit and credit sides of the journal entry transaction, then the rule class is defined to check that total debits match total credits by document rather than by fund.
3. If billing accrual is to be used in CRC, then the general ledger and options within Banner Finance will be setup accordingly.

General procedure for the Banner to CRC disbursement feed

Frequency, involvement, prerequisites are described.

Frequency

The feed can be run at any time upon demand.

There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Financial Aid offices) a regular schedule may be advantageous.

Involvement

CRC and Financial Aid offices should coordinate any particular instance of the feed.

It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

- The Financial Aid office has used the Banner Financial Aid page, RFRMGMT, to indicate the corresponding CRC Loan Fund identifiers for each institutional loan fund. These are the funds for which disbursement information is to be fed to the CRC (See *Installation and Setup*).
- Technical or other staff have ensured that code schemes used by the interface show conformity between the Plus DBD system and the corresponding Banner page (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

Use this information to produce the disbursement feed file.

Procedure

1. On Banner, using an Oracle User ID with security privileges of the Financial Aid office, run the Banner program RPBLMID. This produces the disbursement feed file called CRCDFEED in addition to the RPBLMID report.
2. Ensure that copies of the RPBLMID report are distributed as required.
3. Make a back-up copy of the CRCDFEED file and then execute the institution's procedure that transfers the feed file to the computer system that is the host to the Plus CRC system.

CRC

This information offers CRC disbursement feed points to consider.

Procedure

1. Ensure that the name and directory location of the feed file as it now exists on the CRC host system agrees with the assign statement (DCL) for the borrower maintenance job `NJMNTC.COM`.
2. Execute the borrower maintenance job `NJMNTC.COM`.
3. Apply the CRC online steps for further manual checking and processing of the feed. The feed report received from Banner (RPBLMID) may be reviewed during these steps.

Banner to CRC enrollment interface

This information describes various aspects of the Banner to CRC enrollment interface.

Frequency

The interface can be used at any time upon demand.

There is no need to establish a regular schedule. However, the enrollment reports that are produced are only as accurate as current data will allow. Therefore, it is advisable to use this interface when enrollment data is stable. The Registrar and Admissions offices should be consulted. It is probably only necessary to employ this interface one time per period if done at the optimal time.

Involvement

In addition to consulting the Registrar's and Admissions office, the Loans Management office may need operational assistance to extract current enrollment data from the Banner system and then transfer that data to the CRC system before running the Enrollment Report.

Prerequisites

- Term enrollment data is obtained from the Banner system at a time when the student system enrollment data is stable.
- Technical staff have provided a means to actually transfer the enrollment data file between source and destination computer systems (See *Installation and Setup*).

Process

This topic provides processing support information for the Banner to CRC enrollment interface.
Banner
Use this procedure to create enrollment feed output.

Procedure

1. On Banner, using an Oracle User ID with security privileges that are acknowledged by the office that "owns" student enrollment data, run the Banner program RPBLMIE. This produces the enrollment feed file called CRCEFEED in addition to the RPBLMIE report.

2. Ensure that copies of the RPBLMIE report are distributed as required.
3. Execute the institution's procedure that transfers the feed file to the computer system that is the host to the Plus CRC system.

   Note: It is not necessary to make a back-up copy of the CRCEFEED file. This is due to the fact that the enrollment extract program RPBLMIE can be re-run with the same results (excepting where the enrollment data may have been updated -- which, of course, would provide more current results in any case).

CRC
This information offers CRC enrollment feed points to consider.

Procedure

1. Ensure that the name and directory location of the feed file as it now exists on the CRC host system agree with the assign statement (DCL) for the enrollment report job - `NJA809.COM`
2. Execute the enrollment report job - `NJA809.COM`.
3. 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.
4. Employ CRC online to update the CRC enrollment data.

CRC to Banner accounting feed

This information describes various aspects of the CRC to Banner accounting feed.

Frequency

The NBD029 feed can be run at any time upon demand.

There is no need to establish a regular schedule to run this feed. But for coordination purposes (between Loans Management and Finance or Accounting offices) a regular schedule will be advantageous. It is most likely that the feed will be run towards the close of an accounting period.

If accrual accounting is used when billing for loan payments (as they become due), then the NBB229 accrual feed should be performed monthly after the CRC Billing Accrual run.

Involvement

Loans Management and Finance or Accounting offices should coordinate any particular instance of the feed.

It is possible, depending on preferences of the institution, that technical support staff may run some of the program steps that comprise the feed.

Prerequisites

This topic provides processing support information for the CRC to Banner accounting feed.

- The Finance office has devised a Banner account numbering scheme to group and identify the funds and accounts that are affected by institutional loan payments (See *Installation and Setup*).
- The Finance office has ensured that the setup for the "LMJE" rule class conforms with the posting requirements and general ledger employment of fund and account numbers for the CRC journal entries that will be produced by the feed (See *Installation and Setup*).
- If accrual accounting is to be used in connection with loan payments due, then the Finance office has setup the general ledger accordingly (See *Installation and Setup*).
- The Loans Management office has ensured entry of the appropriate Banner account number components for each accounting feed rule (See *Installation and Setup*).
- Technical staff have provided a means to actually transfer the feed data file between source and destination computer systems (See *Installation and Setup*).
- A convention for naming and backing up the feed files has been established (See *Installation and Setup*).

CRC
This information offers CRC accounting feed points to consider.

Procedure

On the Plus system, run the CRC program NBD029. This produces the accounting feed file called `NLAFDB.DAT` in addition to 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 the Plus system, run the CRC program NBB229 following the monthly CRC Billing Accrual run. This produces the accrual accounting feed file called `NLACDB.DAT` in addition to 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
Use this procedure to execute a CRC accounting feed.

Procedure

1. 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.
2. Execute the CRC Accounting Feed program, RPBLMIA. It is advisable to initially run the program in audit mode. Assuming the RPBLMIA report indicates that all batches contained by the feed file are in balance, the program should then be rerun in create mode. The RPBLMIA

report indicates the document codes that were assigned to each batch when it is run in create mode.

Note: The RPBLMIA program is considered a component of Banner Financial Aid. On the other hand, this program creates accounting feed documents in the GURFEED table and will require an operator to use an Oracle User ID which has the necessary privileges to enable update of the GURFEED table.

3. 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 Use* content for more information on these steps in the accounting feed. The programs are:

   - furfeed
   - fgrtrn
   - fgrtrnr
   - fgractg

CRC (Plus system) operations

This topic describes online operations and screen formats.

Online operations and screen formats

Banner Finance Accounting Feed Rules (Screen 42B).

```
42B  Banner Accounting Feed Rules
  Inst: 01
Scr: ___  ID: _________  Fund: NURS  Loan: 02
                 R        C
         Entitl U  SC/    O <-------- Debit Account --------->
Seq Cash/ Ment  L  Trf    A <-------- Credit Account -------->
Num Accrl Code  E  Typ    S  Fund   Orgn   Acct   Prog   ACCI
 Pct  Del
019   C    W    I  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    005010 133333 ______
020   C    W    P  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    007010 133333 ______
021   C    X    I  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    005010 133333 ______
022   C    X    P  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    007010 133333 ______
023   C    Y    I  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    005010 133333 ______
024   C    Y    P  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    007010 133333 ______
025   C    Z    I  ___    L 505505 555    202020 133333 ______
 100   _                   L 505505 555    005010 133333 ______
```

Description

This screen is used to add, update or display accounting feed rules for all transactions that may update Banner Finance on a cash or accrual basis.

CRC provides online help for the general operation of this screen. The general topic is CRC42B.

Account numbers

Banner account numbers are entered on this screen for the debit and credit accounts associated with a particular rule.

The components of the account number that must be entered are: COAS code, Fund code, Orgn code, Acct code and Prog code. As an alternative to entering these codes, the user may enter

COAS code and ACCI code. If the ACCI code is used, that is, 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

This topic describes online operations and screen formats for a number of Banner pages.

Fund Management (RFRMGMT)

The Fund Management page displays and maintains the various attributes of an Financial Aid fund for a given Financial Aid year.

For the introduction of the Banner/CRC interface, this page contains a field which is used to specify the Loans Management System Loan Fund identifier which corresponds to the Financial Aid institutional loan fund for a particular aid year.

CRC use

Enter a value for the six-character field labeled **CRC Loan Fund** for all funds for which a disbursement feed to CRC is required.

The value to be entered is composed from the CRC four-character fund id and the CRC two-character loan number. An entry is not permitted if the Financial Aid fund is not a loan fund.

Disbursements against the Financial Aid fund will not result in an CRC feed transaction unless the CRC Loan Fund has been entered.

Refer to the *CRC Reference Manual* for additional information about the CRC Loan Fund number.

Class Code Validation (STVCLAS)

The Class Code Validation page is used to define the two-character Banner class code.

With the introduction of the Banner/CRC interface, this page contains a column which is used to specify the three-character CRC equivalent code.

CRC use

Consult the three-character class codes that are defined within the Plus DBD used by the CRC system.

The CRC equivalent codes should be defined to Banner using this page.

Ethnic Code Validation (STVETHN)

The Ethnic Code Validation page is used to define the two-character Banner ethnicity code.

With the introduction of the Banner/CRC interface, this page contains a column which is used to specify the one-character CRC equivalent code.

CRC use

Consult the one character ethnic codes that are defined within the Plus DBD used by the CRC system.

The CRC equivalent codes should be defined to Banner using this page.

Nation Code Validation (STVNATN)

The Nation Code Validation page is used to define the five-character Banner code that represents a particular nation.

With the introduction of the Banner/CRC interface, this page contains a column which is used to specify the two-character CRC equivalent codes.

CRC use

Consult the two-character nation codes that are defined within the Plus DBD used by the CRC system.

The CRC equivalent codes should be defined to Banner using this page.

Banner batch operations and reports

This topic provides information about a number of Banner batch operations and reports.

Banner Enrolled Borrower Verification (NBA809)

Run this program to compare the status of the borrower's loans in CRC to the borrower's enrollment status in the Banner Student System.

The program checks only the status of loans that have an outstanding balance greater than zero. The program produces a two-part report: the first part identifies borrowers who are no longer enrolled and the second part, borrowers whose status in one system does not agree with the other. CRC provides on-line help with further description and execution controls of this program. The help topics are: NBA809BP and NBA809CR. To execute the program, submit the job named `NJA809.COM`.

NBA809 requires Banner Student System enrollment data to be input in the page of the Enrollment Interface File (NEDIFL). This file is produced by running the RPBLMIE Banner program. The file must be transmitted to the computer system that hosts CRC.

Banner Finance Accrual Accounting Feed (NBB229)

Run this program to summarize accrued interest and late charges for each loan fund and write journal entry transactions for transmittal and input to Banner Finance.

The Accrual Accounting Feed File (NLACDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBB229BP and NBB229CR. To execute the program, submit the job named NJB229.COM.

Banner Finance Cash Accounting Feed (NBD029)

Run this program to produce summary journal entry transactions that help reconcile the Banner general ledger to the CRC subsidiary ledger for cash activity.

NBD029 reads the Transaction file and selects all records which have not been fed previously to accounting. From the accounting feed rules (Screen 42B), NBD029 determines the general ledger accounts (debit and credit) that would be journal-entried for each detail transaction. Rather than creating detail entries, NBD029 summarizes the journal entries within a batch by Banner account number and writes the summary transactions in the Banner Finance Feed format. The Cash Accounting Feed File (NLAFDB) is built, which must be transmitted to the host system on which Banner Finance resides.

CRC provides online help with further description and execution controls of this program. The help topics are: NBD029BP and NBD029CR. To execute the program, submit the job named NJD029.COM.

CRC Interface Accounting Feed (RPBLMIA)

The CRC Interface Accounting Feed program will input a file of Banner Finance journal entry transactions that was built by the CRC accounting feed programs NBD029 (cash) or NBB229 (accrual).

The program performs basic format and batch total checks on each batch of transactions contained in the feed file. The program also provides a report of the batches/transactions being fed.

When in create mode, as indicated by program parameter, the program builds documents for the Banner Finance feed providing no batch errors are found.

Parameters	Name	Required?	Description	Values
	Create/Audit Mode	No	(C)reate or (A)udit. An entry of A (the default) provides a report without creating documents; the program may be rerun. An entry of C creates Banner Finance feed document(s) providing no batch errors are found, then deletes the input transaction file.	A Audit (default) C Create

Parameters	Name	Required?	Description	Values
	Print Summary or Detail	No	Print Summary/ Errors only (Y), or Transaction Detail (N). Enter Y if a detailed listing is not required.	N (default) Y
	Transaction Input File Name	No	Name of file that contains J/ V transactions comprising the feed. Enter the seven-character name of the feed file.	LMIATRN (default)

RPBLMIA Error Messages: When output to the log, the following messages will indicate an abnormal condition, and will result in job termination:

ERROR, Cannot open file: LMIARPT

The report file cannot be opened for output.

- Sequence Number is not valid
- ERROR, Cannot get job parameters
- A sequence number for the job has been entered, but it is not valid.

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

CRC Interface Disbursement Feed (RPBLMID)

The CRC Interface Disbursement Feed creates a file of institutional loan disbursement information that is input to the (Plus system) Loans Management System.

The program produces a report of the feed data, which also indicates any problematic data encountered.

When reporting the enrollment status, the hours will be calculated for all terms within the period to properly reflect the enrollment for a period which contains multiple terms. The enrollment start and end date has been updated to use the start and end date of the period.

Parameters	Name	Required?	Description	Values
	Run Type	Yes	Disbursement Detail or Enrollment Status Change.	D Disbursement Detail E Enrollment Status Change
	Aid Year Code	Yes	Enter a valid and active aid year. This parameter is validated against the Financial Aid Institution Table (ROBINST). Disbursements from this aid year will be eligible for processing.	Aid Year Inquiry (ROIAIDY) page
	Period	Yes	Valid period.	Periods Inquiry (ROIPRDS) page
	CRC Term Code	Yes	Enter the CRC Term Code that corresponds to the Banner Term Code. The three-character Plus CRC Term Code in use must be entered.	
	CRC Institution Code	Yes	The two-character Plus CRC Institution Code in use must be entered.	01 Single Campus

Parameters	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 CRC permanent address.	Address Type Code Validation (STVATYP) page
	Address Type Code - Local	Yes	Enter the two-character Banner address type code(s) associated with the addresses to be used as the CRC local address.	Address Type Code Validation (STVATYP) page
	No Longer Used			
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	

Parameters	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 (RFRBASE) page
	User ID	No	The ID of the person using the sub-population rules.	
	Primary ID Source Code	Yes	Banner ID or SSN	B Banner S SSN
	Email Address Type Code	No	E-Mail Address Type prefixed by a numeric priority value (1EMAI, 2HOME,3INST)	E-Mail Address Type Validation page (GTVEMAL)

RPBLMID comment messages

The comments found on the report, to help interpret the results obtained from the demographic data feed.

Permanent Address Address was not found

No address was found to match the permanent address type code(s) that were tested in precedence order.

Permanent Address Address data is incomplete

An address was found to match the permanent address type code(s) that were tested in precedence order, however the address data was incomplete.

Local Address Address was not found

No address was found to match the local address type code(s) that were tested in precedence order.

Local Address Address data is incomplete

An address was found to match the local address type code(s) that were tested in precedence order, however the address data was incomplete.

Student ID Changed ID - Prior Value was: xxxxxxxxx

The current Banner student ID has been changed from a prior value. The prior value - xxxxxxxxx - is supplied to help a manual checking process in CRC.

Last Name Changed Name - Prior Value was: nnnnnnn

The current Banner student Last Name has been changed from a prior value. The prior value - nnnnnnn - is supplied to help a manual checking process in CRC.

CRC Interface Enrollment Extract (RPBLMIE)

The CRC Interface Enrollment Extract creates a data feed of student enrollment/withdrawal/graduation information for input to the (Plus system) CRC.

The program produces a report of the feed data, and also indicates any problematic data encountered.

The process calculates the enrollment based on all terms associated with a period to accommodate periods with multiple terms. The last enrollment period will be listed on the output of the report. The data file will contain the student's last registration term hours which will be calculated based on the period. This is necessary to accommodate multiple terms within a period which has been used for disbursement of aid.

Parameters	Name	Required?	Description	Values
	Current Period	Yes	A valid Banner Period must be entered. Enrollment data is for the term represented by this code.	Periods Inquiry (ROIPRDS) page
	Base Period	Yes	A valid Banner Period must be entered. Withdrawal/ Graduation data will be provided for students enrolled at some time after the period represented by this code.	Periods Inquiry (ROIPRDS) page

Parameters	Name	Required?	Description	Values
	Low Enrollment Control	Yes	Do you consider less than half-time students as (E)nrolled or (N)ot enrolled? Enter E or N according to your policy/procedural requirements.	E Enrolled (default) N Not enrolled
	Report Selection Query ID	No	Code that identifies the sub-population to work with.	
	Application Code	No	General area for which the Selection ID was defined.	
	Creator ID of Selection ID	No	The ID of the person creating the sub-population rules.	
	Select only students with Loan	Yes	Restrict enrollment data to only those students with loans, Y or N. Enter Y if enrollment data is to be obtained for only those students who have institutional loan disbursements on file, that is, in the online Banner database.	Y Yes N No (default)

Parameters	Name	Required?	Description	Values
	Loan Fund Code	No	If entered and the Select only students with loan parameter is Y restrict to specified loan(s). If entered, the batch of feed transactions will pertain only to the specified fund(s).	Fund Base Data (RFRBASE) page
	User ID	No	The ID of the person using the sub-population rules.	
	Primary ID Source	Yes	Banner ID or SSN	B Banner S SSN

Ellucian Recruiter

The Ellucian Recruiter interface allows you to send the Free Application for Federal Student Aid (FAFSA) information and the financial aid award information from Banner to Recruiter.

The interface used to make this transfer possible is the Financial Aid Integration Rules (RORINTR) page.

Refer to the *Ellucian Recruiter - Integrating Recruiter with Banner* content for more information about using this interface.

The RORINTR page is used to maintain the financial aid rules associated with the Recruiter interface. These rules specify the types of information that Recruiter is permitted to retrieve from Banner for both existing Recruiter prospects and those prospects that do not yet exist in Recruiter.

General Module enhancements

This topic provides information about PIN maintenance and partial data masking.

PIN maintenance

Banner General Release 8.0 introduced an enhancement for user PIN (password) security.

- PINs are stored only in encrypted page.

  A cryptographic hash transforms the PIN before it is stored, so that the unencrypted password can never be retrieved from the database. For additional security, the PIN is "salted" before it is encrypted; that is, a randomly generated string is added to the PIN before encryption. When a

user enters a PIN to gain access to the system, the user's entered PIN is transformed using the same cryptographic PIN. The database checks for a match before the user can proceed.

- Institutions can set and enforce standards for strong passwords.

  Strong passwords are passwords which are long, complex, and nearly impossible to guess. Your institution can enforce strong password standards based on: the minimum and maximum permissible length of user PINs, the requirement that PINs include letters, digits, or both letters and digits, and the restriction of PIN reuse (number of days before a previous PIN can be reused).

- A more secure PIN reset mechanism was established.

  When a user forgets a password, the PIN reset can be requested by answering a series of security questions with answers that the user has previously provided. You can also decide whether users are allowed to generate their own security questions, or whether they must use standard questions established by the institution. The user's answers are stored in encrypted page, just like the PIN.

  The PIN Questions (GOAQSTN) page is instrumental in achieving PIN security. The Enterprise PIN Preferences (GUAPPRF) page, the Third Party Access (GOATPAC) page, and the Third Party Access Audit (GOATPAD) page are combined to provide additional PIN security.

Refer to the *Banner General 8.0* release content for more information on this enhancement, and to the Ellucian Customer Center for the current status of corresponding defects (if applicable).

Partial data mask

Banner 7.0 introduced the ability to hide, conceal, or mask the full contents of a field containing sensitive information.

In addition, number and date fields could be partially masked.

For example, you could choose to display the month and date of a birthdate while masking the year. This solution required custom programming and was not usable in some pages and fields.

With *Banner 8.0*, the ability to partially mask a field was extended to character fields. You can allow a specified number of characters at the right side or the left side of the field to remain readable, while the rest of the value is masked. For example, you can choose to mask most of a **Social Security Number** field, while leaving just a few characters readable to allow a user to verify that the number in the field is the correct one.

This partial character masking solution can be setup as easily as any other masking option, and replaces the limited character masking solution provided with *Banner 7.0*. To support partial character masking, two fields were added to the Data Display Mask Rules (GORDMSK) page:

- Partial Character Mask
- Partial Unmasked Length

  Note: For character items, the **Format Mask** field has been disabled. Instead of entering a format mask, you can use the **Partial Character Mask** and **Partial Unmasked Length** fields to mask a portion of the character data.

For additional detailed information about partial data masking, refer to the *Banner General 8.0* release content, and to the Ellucian Customer Center for the current status of corresponding defects (if applicable).

CRC System - Assign accounting distribution rules

This topic provides background and setup requirement information about the CRC System.

Background

CRC can be in use, yet the feed of journal entries to accounting not occur unless the appropriate accounting distribution rules are set.

These rules allow specification of all accounts affected by CRC financial transactions, in addition to other CRC specific uses.

Setup requirement

The CRC office works with the Finance office to determine all accounts affected by an CRC transaction.

For example: a payment may credit an interest account, a principal account, a processing fee account, and so on. Each of these credits would have a corresponding debit, perhaps a loan clearing account.

The CRC screen, 42B, Accounting Distribution Rules, has been designed specifically for Banner use. Full information about entry and maintenance of accounting distribution rules is provided in the *CRC Reference Manual*, in addition to the online CRC documentation. Using Screen 42B, you are able to enter debit and credit account numbers in Banner format.

Common Origination and Disbursement

COD provides a common process and an integrated system that enables efficient delivery of Title IV Funds. In general, the COD Process is a simplified method used to request, report, and reconcile Title IV funds.

Overview

Information included describes Banner Financial Aid functionality in association with Common Origination and Disbursement.

Process Common Origination and Disbursement (COD)

All schools are required to use the XML Common Record to exchange all grant or Direct Loan data with COD. The Common Record uses common data elements, definitions, edits, and structure. Although the record has the same layout for all programs, not all data elements are required for each transmission.

When extracting records to send to COD, all grant and Direct Loan XML records can be combined into one file. Also, originations, origination changes and disbursements can be combined within the same XML file. This eliminates the need for separate extracts and fixed-length files for each record type.

Warning! COD does allow updates to student specific origination and disbursement data through the COD Web site. However, any change made through the COD Web site is not supported by Banner. If changes are made to a student record directly through the Web, Banner data and COD will not match.

COD system changes for 2021/2022

The Department of Education updated the schema used for COD processing to 4.0e in March 2021. As of March 2021, system-generated files sent to your school follow the 4.0e schema for 2020/2021 aid year processing. Likewise, COD processing for the 2021/2022 aid year also uses the 4.0e schema.

The Banner Financial Aid 9.3.25/8.40 release delivered appropriate aid year specific pages that address current COD processing requirements.

Note: For a complete and detailed description of up-to-date COD System changes, refer to the most recent *COD Technical Reference*. This document is available through the Department of Education's website.

COD Student and Borrower identifiers

Student identifiers are not award or aid year specific and therefore must be maintained separately from the origination records.

While Parent PLUS borrower identifiers are loan specific, they are also separated from the origination record. Unique identifiers for students and Parent PLUS borrowers are maintained on the COD Student Information (REACODS) page for students and the Direct Loan PLUS Borrower Data (RLADBOR) page for borrowers.

Note:

COD sends the *SSN/Name/Date of Birth Change* text report to inform you of any changes made to a student identifier for a student by any school the student has attended in the past three aid years. This report crosses aid years and different ISIR transactions for the student.

This report is sent (automatically) to the school's Student Aid Internet Gateway (SAIG) mailbox on a weekly basis as a Preformatted Text file (PGSNPFOP). The report is also made available through the COD Web in a Comma-Delimited (CSV) format. If there is no data for the report on a given week, the report is not sent.

When this report is received, you must review the COD Student Information (REACODS) page to determine whether or not the change indicated on the report must also be made on REACODS so that the identifier in Banner matches the identifier at COD.

Disbursement reports

Disbursement records can be Edit disbursements or Actual disbursements.

Edit disbursements report anticipated payments in advance of the actual scheduled disbursement date. Actual disbursements report disbursements that have been paid to the student's account.

In Banner, Edit disbursements are automatically extracted for all Direct Loan and TEACH Grant records as required by COD. The disbursement is re-extracted as an Actual disbursement after the disbursement has paid to the student's account (Non-Advance Pay) or has authorized (Advance Pay). The type of disbursement and its status are identified by the disbursement status code in the **Status** field of the **Disbursements** section of the Direct Loan Origination (RLADLOR) page for Direct Loan disbursements and in the **Action Code** field on the Grant Disbursement/ Acknowledgement (READIxx) page for TEACH Grant disbursements.

Pell disbursements are only extracted as Actual disbursements after the disbursement has paid to the student's account (Non-Advance Pay) or has authorized (Advance Pay). Edit disbursements are not extracted for Pell Grant disbursement records in Banner and are not required by COD for this grant program.

Reports based by student (rather than program)

Another feature of the COD process is that data is extracted and reported by student, not by program (fund).

There is one process and record for submitting grant and Direct Loan award (origination) and disbursement data. However, if you prefer to report them separately, parameters are provided in the REREX4E/REREXxx process which allows you to select one or the other.

Note: If extracting separately, ensure that response files are loaded, making COD student identifiers A (Accepted), before extracting other funds. Data for students whose COD student identifiers are still in a S (Sent) status will not be extracted when proceeding to extract subsequent funds. Student identifier information is stored on the COD Student Information (REACODS) page.

XML documents validated against Central Processing System (CPS) data

The COD process ensures that students have valid SAR records and are eligible to receive federal funds by validating data received at COD against the student's ISIR record at CPS.

If data does not match, records are rejected. This makes it important to report EDE corrections to CPS in a timely manner. The CPS is the one central database from which to extract valid reports and analysis. This assists the Department of Education and other groups in extracting meaningful statistics and data that can be used to create better rules for determining eligibility in the future.

Warning! You may need to send EDE correction records to CPS frequently to ensure accurate data exists to allow COD processing of all funds.

Documents and batches

The COD Document Control (REACODD) page records the creation of extracted records, and uploading of imported records to Banner for all XML files.

Use the Batch Control (RPIBATC) page to view batch information for those files that COD still delivers in a fixed-length file format.

Campus based fund data not supported

At this time COD does not support the reporting of Campus-Based funds and therefore Banner does not support Campus-Based reporting.

Full response files required

A Full Response is a Common Record response document that contains all of the original tags and data sent by the school and the processing results, edit codes, and rejected data elements as determined by COD.

Standard Response files are Common Record response documents that contain only the processing results, edit codes, and rejected data elements.

COD Banner processing requires the Full Response document. This is a parameter setting (Response Type) that is required when running REREX4E/REREXxx to create an extract file.

Web response files not supported

Web Response files are not supported by Banner Financial Aid and updates made to student data through the COD Website or any other system external to Banner are not supported.

COD web site - setup options and data reports

There is not a direct interface between Banner and the COD web site.

There are many options that your school must set up on the COD website, School Options area, to customize how you want to receive data and reports.

Schools must go directly to the web site to perform this maintenance. Information setup on the COD web site is not recreated or displayed in Banner.

Direct Loan reports such as the following are available through the COD web site or can be delivered through your school's SAIG mailbox as comma-delimited files, pre-formatted text files, or PDF files and are not supported in Banner. These reports can be requested and used as part of a manual process.

- Pending Disbursement List Report
- Funded Disbursement List Report
- 30 Day Warning Report
- Inactive Loans Report
- Duplicate Student Borrower Report
- SSN/Name/Date of Birth Change Report
- Direct Loan Entrance Counseling Report

Grant reports such as the following are available through the COD or can be delivered through your school's SAIG mailbox web site as comma-delimited files, pre-formatted text files, or PDF files and are not supported in Banner:

- SSN/Name/Date of Birth Change Report
- Pell or TEACH Grant Pending Disbursement List Report
- Pell Grant Verification Status Report
- Pell Grant POP Report
- Pell Grant Lifetime Eligibility Used Report
- TEACH Grant School Account Statement (SAS)

- TEACH Grant Inactive Grant Report

COD common record process

COD processing of common records is described.

About this task

The COD process is comprised of the following steps:

Procedure

1. Common Record submission

   All Common Records sent in batch mode are submitted to COD's *Student Aid Internet Gateway (SAIG)* mailbox.

2. Common Record receipt

   Before spring 2016, after the COD System receives the Common Record, the COD System generates a receipt. The receipt file (CRRCxxOP) indicates that the school's record has been received by COD and is being processed. No student specific data is contained in the receipt file.

   Note: Beginning with the 2015/2016 year, schools could opt out of receipt files (via the COD website). As of spring 2016, COD has discontinued use of the CRRCxxOP file to confirm that a Common Record was received by COD.

3. Common Record processing

   The COD System classifies a record to determine how it is to be processed. The types of records are:

   - New Record - A New Record establishes a new student, award or disbursement on the COD System.
   - Update Record - An Update Record performs a change to information or elements that were previously established on the COD System by a New Record.

4. Common Record editing

   When the Common Record is received and has been classified, the COD System performs a series of valid format and content edits to determine if the file is suitable for further processing.

5. Response notification

   For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of the Common Record, including any rejected data elements and reason for the rejection. If the Common Record was accepted, the Response document indicates that the record was accepted.

COD document layout

Each piece of data in the XML document is reported within start and end tags that identify the data.

For example, a student's first name of Joe is reported as follows:

<FirstName>Joe</FirstName>

The English description of each tag allows easy identification of the data within the file. These tags are then grouped within the XML file into blocks. There are six types of data blocks in a COD document

Transmission data block

The Transmission Data Block contains all of the valid information for the COD document including information such as the Document ID, Source, Schema version, and Destination of the document.

Entity block

The Entity Blocks contain information about the Reporting School for the document and the Attending School for the record.

These Entities can be the same in the record or can be different depending on each school and their reporting relationships with other campuses. In most instances, the School Source/Destination in the Transmission Data Block and the Reporting and Attending School Reported in the Entity blocks will be the same and use the same Routing ID.

Person block

For each student, this block contains the student identifier and address information.

The student block only occurs one time per student in an XML document. Award and disbursement information for both grant and Direct Loans for the student are nested within the student block.

There is also a Borrower Block nested within the DL PLUS award block that contains identifier and address information for the PLUS Borrower.

Award block

This block contains the student's origination information for the particular grant or Direct Loan award.

The disbursement information for each award is nested within the particular award block.

Disbursement block

This block contains all the disbursement information for the particular award.

Data for the disbursement block comes from the student's disbursement records for grant and Direct Loans. This block occurs one time per disbursement.

Response block

The response block is returned in a response or system-generated document received from COD.

The response block is nested within each specific block of data as a response for that data type. For instance, the response block for a Disbursement Block of data gives the status of that particular disbursement - Accepted, Rejected, Corrected - and any reject or warning codes related to the response received.

Supported message classes

COD Message Classes and formats supported by Banner Financial Aid are listed.

Background information

For the 2021/2022 aid year, the COD export and import processes for XML files have changed the naming convention from aid year specific to schema specific, REREX4E for exporting records to COD and RERIM4E for importing response, change, and system-generated XML documents. Use the RERIM4E process to import system-generated documents for the 2020/2021 aid year after March 2021 when COD implemented the 4.0e schema.

Earlier aid years, such as 2020/2021, continue to use the aid year naming convention where xx represents the specific aid year.

Supported XML files

Program	Banner Import/ Export	Banner Process	Message Class	Description
Pell	Export	REREX4E/ REREXxx	CRPGxxIN	Common Record Documents containing Pell Grant data for the award year sent from the school to the COD System.
Pell	Import	RERIM4E/ RERIMxx	CRPGxxOP	Responses sent from the COD System to the school for Pell Grant data for the award year, received in the CRPGxxIN message class.
Pell	Import	RERIM4E/ RERIMxx	CRNDxxOP	System-generated Negative Disbursement Common Record.

Program	Banner Import/ Export	Banner Process	Message Class	Description
TEACH	Export	REREX4E/ REREXxx	CRTHxxIN	Common Records Documents containing TEACH data for the award year sent from the school to COD.
TEACH	Import	RERIM4E/ RERIMxx	CRTHxxOP	Responses sent from COD to the school for TEACH data for the award year, received in the CRTHxxIN message class.
TEACH	Import	RERIM4E/ RERIMxx	CRATxxOP	System-Generated Aid Year Specific Agreement To Serve Common Record
TEACH	Import	RERIM4E/ RERIMxx	CRACxxOP	System-Generated Aid Year Specific TEACH Grant Counseling Acknowledgement Common Record. System-Generated TEACH Grant Exit Counseling Report
Pell/Direct Loan/ TEACH	Export	REREX4E/ REREXxx	CRAAxxIN	Common Record Documents containing data from any or multiple programs for the award year sent from the school to the COD System.

Program	Banner Import/ Export	Banner Process	Message Class	Description
Pell/Direct Loan/ TEACH	Import	RERIM4E/ RERIMxx	CRAAxxOP	Responses sent from the COD System to the school for data received in the CRAAxxIN message class.
Direct Loan	Export	REREX4E/ REREXxx	CRDLxxIN	Common Record Documents containing Direct Loan data for the award year sent from the school to the COD System.
Direct Loan	Import	RERIM4E/ RERIMxx	CRDLxxOP	Responses sent from the COD System to the school for Direct Loan data for the award year received in the CRDLxxIN message class.
Direct Loan/ TEACH	Import	RERIM4E/ RERIMxx	CRBNxxOP	System-generated Booking Notification Common Record.
Direct Loan	Import	RERIM4E/ RERIMxx	CRPSxxOP	System-generated Payment to Servicer Common Record.
Direct Loan	Import	RERIM4E/ RERIMxx	CRCSxxOP	System-generated Credit Status Response Common Record.
Direct Loan	Import	RERIM4E/ RERIMxx	CRPNxxOP	System-generated Promissory Note Common Record.
Direct Loan	Import	RERIM4E/ RERIMxx	CRSPxxOP	System-generated Aid Year Specific DL PLUS Application Acknowledgement Common Record.

Program	Banner Import/ Export	Banner Process	Message Class	Description
Direct Loan	Import	RERIM4E/ RERIMxx	CRECMYOP	System-generated Non-Aid Year Specific DL Entrance and Exit Counseling Acknowledgement Common Record.
Direct Loan	Import	RERIM4E/ RERIMxx	CRSUxx0P	System-generated SULA Calculation Acknowledgement Record.

Supported Fixed-Length flat files

Use the FILECAT PC utility with the following fixed-length file message classes.

Note: The FILECAT PC does not support processing for message class files received in XML format.

Program (continued)	Banner Import/ Export	Banner Process	Message Class	Description
Pell	Extract	RERORxx/ RERORIG	PGRQxxIN	Pell Data Request Record
Pell	Import	RERFIxx/ RERGRIM	PGRAxxOP	Pell Data Request Record Response
Pell	Import	RERFIxx/ RERGRIM	PGMRxxOP	Pell Multiple Reporting Record
Pell	Import	RERFIxx/ RERGRIM	PGRCxxOP	Pell Reconciliation Record
Pell	Import	RERFIxx/ RERGRIM	PGYRxxOP	Pell Year-To-Date Record
Pell	Import	RERFIxx/ RERGRIM	PGASxxOP	Pell Electronic Statement of Account
TEACH	Import	RERFIxx/ RERGRIM	ATSDISOP	TEACH ATS Discharge Report
TEACH	Import	RERFIxx/ RERGRIM	THMRxxOP	TEACH Multiple Reporting Record
Direct Loan	Import	RLRDUxx/ RLRDLIM	DSDFxxOP	DL Disbursement Level Loan Detail School Account Statement

Program (continued)	Banner Import/ Export	Banner Process	Message Class	Description
Direct Loan	Import	RLRDUxx/ RLRDLIM	DSLFxxOP	DL Loan Level Loan Detail School Account Statement
Direct Loan	Import	RLRDUxx/ RLRDLIM	DSMFxxOP	Month-to-Date
Direct Loan	Import	RLRDUxx/ RLRDLIM	DSRFxxOP	Date Range
Direct Loan	Import	RLRDUxx/ RLRDLIM	DSYFxxOP	Year-to-Date
Direct Loan	Import	RLRDUxx/ RLRDLIM	AHSLDEOP	NSLDS Ad-hoc Loan Exit Counseling Results
Direct Loan	Import	RLRDUxx/ RLRDLIM	EXITFFOP	NSLDS Exit-Counseling

Note: MPN report files (MPNDISOP - MPN Discharge Report, MPNINAOP - MPN Expired Report, and MPNEXPOP - MPNs Due to Expire Report) were retired by COD in the Fall of 2017 and no longer exist for use by Banner.

Grants

Grants offer the student a variety of higher education funding options.

Banner Financial Aid objects, controls, and procedures allow you to manage grant processing.

Grant Processes

Banner Financial Aid process objects related to grant processing.

RERORxx/RERORIG (Grant Origination Creation)

Use RERORxx/RERORIG to create origination records and extract records.

Note: For the 2021/2022 aid year and beyond, the Grant Origination Creation (RERORIG) process replaces the aid year based Grant Origination Creation (RERORxx). For 2021/2022 and future aid years, use the Grant Origination Creation (RERORIG) process.

Options allow you to:

- Create Pell and TEACH origination records
- Extract Pell data request fixed-length file records

REREX4E/REREXxx (COD Extract)

Use REREX4E/REREXxx to create origination and disbursement records, a COD student identifier, and XML files.

Options allow you to:

- Extract Pell and TEACH origination and disbursement records in XML format
- Select or create a COD student identifier
- Create an XML file, using the current XML Schema, to be sent to COD through the *Student Aid Internet Gateway (SAIG)* using communication software such as *EDConnect* or *TDClient*

  Note: During heavy processing periods, it is recommended that REREX4E/REREXxx should be run using a population selection to keep the XML output files and processing times at manageable levels. Subsequent runs of REREX4E/REREXxx may be run with an open population.

Message classes produced by REREXxx that may contain grants:

- CRPGxxIN - Pell Origination and Disbursement records.
- CRTHxxIN - TEACH Origination and Disbursement records.
- CRAAxxIN - Multiple Award Types which may include Pell or TEACH Origination and Disbursement records.

RERIM4E/RERIMxx (COD File Import)

RERIM4E/RERIMxx imports only files received in the current aid year's version of the XML Schema.

Import XML response records received from COD.

Note: CRRCxxOP receipt files were discontinued by COD in March 2016.

Pell imports

Files include:

- CRPGxxOP - Pell Origination and Disbursement records sent in response to the CRPGxxIN message class.
- CRNDxxOP - COD System-Generated Pell Negative Disbursement records.

TEACH imports

Files include:

- CRTHxxOP - COD Document response file, Origination and Disbursement files sent from the COD System to the school in response to the CRTHxxIN message class.

- CRATxxOP - COD System-Generated TEACH ATS (Agreement to Serve) records.
- CRACxxOP - COD System-Generated TEACH Grant Counseling Acknowledgement records.

Combined Pell, TEACH, and Direct Loan imports

Files include:

- CRECMYOP - Entrance and Exit Counseling Records.
- CRAAxxOP - Pell Origination and Disbursement records/TEACH Origination and Disbursement records//Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

REREXIM (COD Extract/Import Report)

Use REREXIM to report on COD related student information.

REREXIM is capable of running automatically with REREXxx or RERIMxx when Print REREXIM report parameter is set to Yes.

Options allow you to:

- Report student detail for a particular extracted or imported COD Document
- Report differences in student identifier data between the identifier sent to COD on REACODS and the student's current ISIR record on RNANAxx

Note: This process does not require either REREXxx or RERIMxx to run.

REREXIM Identifier compare report

REREXIM can be run for an aid year with the parameter Identifier Compare Report? set to Yes.

This will create a report identifying students that have a mismatch between their current COD Student Identifier (as displayed on REACODS) and the ISIR record (as displayed on RNANAxx).

Records in the Student Identifier section of the REACODS page (RERCSID) are not created each year, unless a change in last name, SSN, or DOB occurs. The most recent record is in effect for that year and all aid years following.

The following criteria determines if the compare between the current Student Identifier record and the ISIR record occurs, and whether the student is reported on the output.

- REREXIM Compare criteria:
  - RERCSID_AIDY_CODE > aid year parameter, then no comparison between RERCSID and RCRAPP1 because the student identifier record aid year is after the ISIR record being selected.
  - RERCSID_AIDY_CODE <= aid year parameter, then the comparison between RERCSID and RCRAPP1 occurs.

- REREXIM - The compare is between:
  - The most recent Student Identifier record (REACODS), where the Status Code is blank or A (Accepted).
  - The current RCRAPP1 record (RNANAxx).

If a mismatch is found between RERCSID and RCRAPP1 last name, SSN, or DOB, the data is reported in the report output.

Note: When the most recent Student Identifier record is in a Sent status on RERCSID, no comparison takes place and the student is not reported in the output, as you cannot make manual updates on the REACODS page 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 COD Extract/Import Report (REREXIM).

Note: This compare only affects the Student Identifier. This compare will not occur in any instance for the Parent PLUS Borrower Identifier.

RERFIxx/RERGRIM (Grant File Import)

Use RERFIxx/RERGRIM to import fixed-length files received from COD.

Note: For the 2021/2022 aid year and beyond, the Grant File Import (RERGRIM) process replaces the aid year based Grant File Import (RERFIxx). For 2021/2022 and future aid years, use the Grant File Import (RERGRIM) process.

Files received in fixed-length file format and imported through this process are:

Pell Grant Message Classes

Files include:

- PGRAxxOP - Pell Data Request Response
- PGASxxOP - Pell Electronic Statement of Account (ESOA)
- PGMRxxOP - Pell Multiple Reporting Record (MRR)
- PGRCxxOP - Pell Reconciliation Report
- PGYRxxOP - Pell Year-to-Date Record

TEACH Grant Message Classes

Files include:

- THMRxxOP - TEACH Multiple Reporting Record (MRR)
- ATSDISOP - TEACH ATS Discharge Report

RERGRNT (Grant COD Miscellaneous Report)

RERGRNT allows you to access COD data stored in the database.

This information helps to identify exception processing requirements. Available data includes:

- Originations with a verification status code of W (Pell only)
- Students with a Pell COD system-generated negative disbursements
- Students with the Pell Disbursement Lock set
- Students with the selected type of MRR record
- Students with Pell Advance Pay disbursements that are waiting for an acknowledgement from COD
- Students with Pell Advance Pay disbursements who have not accepted charges
- Students with rejected origination records
- Students with rejected disbursement records
- Year-to-date reports: disbursement, offer amount, transaction number, and verification status (Pell only)

RORHSDP (Financial Aid High School and Admission Data Posting Process)

RORHSDP allows you to batch post High School and Admission information.

Options allow you to:

- Batch post information to the Applicant High School and Admission Data table (RORHSDT) for display on the Applicant High School and Admission Data page (ROAHSDT).
- Load the graduation date and the state of the student's high school graduation from the Student table (SORHSCH).

  Note: You may be able to identify students that meet the TEACH Grant Teacher Expert or Admission Test Percentile requirements or students identified as Ability-to-Benefit (ATB) with data in the Admissions Module of the Banner Student System. By using Population Selection, you may automate a process that would otherwise be labor intensive.

RPEPELL (Pell Grant Calculation Process)

Use RPEPELL to perform Pell grant calculations.

The RPEPELL process is used to calculate a student's Pell grant award for each period of enrollment.

RPRGRNT (Grant Calculation Process)

RPRGRNT allows you to calculate TEACH grants for students.

Options allow you to:

- Calculate and award TEACH grants.
- When this process is run in batch, the process calculates an aid year award for each fund code entered for each student in the population selection.
- When run online for a single student from the Immediate Process page (ROAIMMP), the Student ID parameter is used for the grant calculation. The Student ID parameter must be left blank when you run the process in batch mode.
- This process uses the grant award enrollment options defined on the Packaging Options page (RPROPTS) and the Grant Award Percentages defined on Default Award and Disbursement Schedule Rules page (RFRDEFA) or the Fund Award and Disbursement Schedule Rules page (RFRASCH) to calculate the award for each period in the student's aid period.
- TEACH grants can also be awarded using the Packaging Process (RPEPCKG). RPEPCKG will also use the rules defined on RPROPTS and RFRDEFA/RFRASCH for calculating the grant awards for each period.
- TEACH grant awards will use the designated Enrollment Rule Code tied to the TEACH fund code for calculating enrollment during both the awarding and disbursing of the TEACH fund code.

RERCDxx (COD Print Process)

RERCDxx prints a report of Pell, Direct Loan, or TEACH origination and disbursement Document IDs which have been sent to COD for aid years before 2021/2022.

Note: For the 2021/2022 aid year and beyond, the COD Print Process (RERCODP) replaces the aid year based COD Print Process (RERCDxx). For 2021/2022 and future aid years, use the COD Print Process (RERCODP).

Report output includes:

- Detailed data for originations and disbursements by Document ID.
- Unsent origination records.

RERCODP (COD Print Process)

RERCODP prints a report of Pell, Direct Loan, or TEACH origination and disbursement Document IDs which have been sent to COD for the 2021/2022 aid year and beyond..

Note: For the 2021/2022 aid year and beyond, the COD Print Process (RERCODP) replaces the aid year based COD Print Process (RERCDxx). For 2021/2022 and future aid years, use the COD Print Process (RERCODP).

Report output includes:

- Detailed data for originations and disbursements by Document ID.
- Unsent origination records.

RPPSPGM (Student Program Information Process)

Use RPPSPGM to update student information and report discrepancies.

Options allow you to determine Student Program information required by COD, beginning with the 2017/2018 aid year. Additionally, RPPSPGM uses the information from student to determine the values for the student's Credential Level, CIP code, CIP Code Publication Year, Special Programs, length of the program in years, months, or weeks and the Academic year number of weeks for the program.

Grant pages

Banner Financial Aid page objects related to grant processing.

REACODD (COD Document Control)

Use REACODD to track import and export of XML Document files.

REACODD displays COD XML documents that have been extracted or imported. Comments can be added in REACODD, providing information regarding file processing. Available documents types are:

- AC = Teach Grant Counseling
- AL = All documents
- AT = Agreement to Serve
- BN = Booking Notifications
- CO = Credit Override
- CS = Credit Status
- EC = Direct Loan Entrance Counseling
- EX = Extracted Documents
- ND = Negative Disbursement
- PM = Promissory Note Manifest
- PN = Master Promissory Note Documents
- PS = Payment to Servicer
- RC = Receipt
- RS = Response
- SP = PLUS Application
- SU = Subsidized Usage Limit

REACODD also allows you to review data based on Attending ID. This is valuable for institutions that process for more than one campus.

REACODS (COD Student Information page)

Use REACODS to capture and display student demographic data for COD processing.

REACODS allows you to display, create, or update student identifier records.

The page's **Status Code** field is updateable, allowing you to correct any discrepancies with the COD value.

READIxx (Grant Disbursement/Acknowledgment)

Use READIxx to display or update student Pell and TEACH disbursement records.

All sequences for a particular disbursement reference number are reported to COD using the disbursement date from sequence 01.

- If using Pell Advance Pay processing, if the actual disbursement date differs from the Reported Disbursement Date, the **Pell AP Disbursement Date Change** indicator will be selected on the disbursement sequence inserted by the disbursement process to correct the actual disbursement date at COD.
- All sequences for the disbursement reference number will be reported with the Reported Disbursement Date from that sequence forward.

Disbursement sequences report the total disbursement amount for all sequences of the particular disbursement reference number rather than the actual transaction amount for that particular sequence.

READIxx displays percentage of lifetime Pell eligibility used by the student in the **Lifetime Eligibility Used** field.

The **Action Code**, **Disbursement Reference Number**, and **Disbursement Sequence Number** fields are updateable. If you update any of these fields, a pop-up window prompts confirmation of the change and indicates the potential of COD mismatch.

Process READIxx Enrollment School Code

The Enrollment School Code is transmitted to COD with every Pell and TEACH disbursement record, whether it is an initial submission or maintenance record submission.

Change records to only update the Enrollment School Code value are permitted.

The **Enrollment School Code** field is updateable before extraction of the record. The field can be updated in the same sequence when the Action Code = R, 2, 3, or is NULL.

To correct the **Enrollment School Code** on sequences where the Action Code = A or C, the page allows for the manual insertion of a disbursement sequence only when the highest previous accepted or corrected non-locked, non-system generated sequence response record for the same disbursement has been received and loaded into Banner.

After a sequence is inserted, the Enrollment School Code is copied from the highest previous accepted or corrected non-locked, non-system generated sequence response record for the same disbursement which was received and loaded into Banner. After being copied, this value is updateable to another value or to blank. If it is updated to blank, the extract process will determine the appropriate value to insert.

The **Lock** indicator cannot be selected on a manually inserted sequence that has yet to be extracted. If the user determines that the manually inserted sequence was created in error, the delete function should be used instead of the **Lock** indicator.

When a sequence has been manually inserted and saved, the disbursement process must be run for the Disbursement Date to be populated. By running the disbursement process, the record can be extracted by the REREXxx process.

Process READIxx Program Information

Beginning with the 2017/2018 aid year, COD requires Program Information to be submitted for both Pell and TEACH disbursements.

Program Information consists of the following data to be reported on each disbursement record:

- Program CIP Code
- Program Credential Level
- Special Program
- Program Length Years, Program Length Months, or Program Length Weeks
- Program Academic Year Weeks
- Program CIP Code Publication Year

The **Program Sequence Number** is used to maintain the Program information to be sent to COD, using the results from the Student Program Information Process (RPPSPGM) or manually entered on Student Subsidized Usage Information (RPASSUI). You can update the **Sequence Lock** to assign specific Program Sequence to the disbursement. If an update to **CIP Code** is needed for a disbursement, use the **Program Sequence Number** to assign the correct Program information for the Credential Level and Program length information, associated with the **CIP Code**. The Program Sequence can be updated in the same sequence when the Action Code = R, 2, 3, or is NULL.

After a disbursement has been accepted by COD as paid (Action Code = A or C), if any of the Program information is incorrect, a new disbursement sequence number must be inserted and a new **Program Sequence Number** entered and the Sequence locked.

Lock the Program Sequence if manual updates are used to ensure the correct Program information is sent to COD.

REAORxx (Grant Origination/Acknowledgment)

Use REAORxx to display, create new sequence, or update student Pell and TEACH origination records.

The **Lifetime Eligibility Used** field is displayed on the Grant Origination/Acknowledgement page's Pell section and displays the percentage of lifetime Pell eligibility used by the student.

REAUCOD (Unmatched COD Records)

REAUCOD allows you to enter, view, and manually match data received from COD in the SP, AC, and EC document types for which a matching student or loan record was not found when imported through the RERIM4E/RERIMxx process.

The REAUCOD page serves as a suspense page for the TEACH Entrance Counseling (CRACxxOP) unmatched records that could not be loaded to the permanent tables when RERIM4E/RERIMxx was run.

Note: When a student, parent, or endorser completes a form on the Federal Student Loans, StudentAid.gov website, it is important to use the exact student name that was used when the FAFSA was filled out. Any name variations will cause COD record mismatches, which may result in suspended records in Banner.

During the upload process, RERIM4E/RERIMxx, Banner logic attempts to match the incoming record by first matching the student identifier information in the file with the student identifier information on REACODS.

If no match is found, the student identifier in the file is matched to the RNANAxx record.

If a matching student is found on either REACODS or RNANAxx, the data is loaded to that Student ID/Banner ID.

REREXIM output from RERIM4E/RERIMxx

When loading these records:

- AC report
  - The TEACH Entrance Counseling report includes reporting of both matched (from RPRLECS) and unmatched (from RPTUECS) records.
  - The report has two sections for reporting matched and unmatched records but both contain the same information.
- EC report
  - The Direct Loan Entrance Counseling report includes reporting of both matched and unmatched records.
  - The requirement code entered for the value of parameter 10 will be used for Grad PLUS loans while the requirement code entered on ROAUSIO will be reported for entrance counseling records for Stafford.

  Note: A related process allows you to use the REREXIM report to identify other types of mismatched records.

REAUCOD Identifier compare report

REREXIM can be run for an aid year with the parameter Identifier Compare Report? set to Yes.

This will create a report identifying students that have a mismatch between their current COD Student Identifier (as displayed on REACODS) and the ISIR record (as displayed on RNANAxx).

Records in the Student Identifier section of the REACODS page (RERCSID) are not created each year, unless a change in last name, SSN, or DOB occurs. The most recent record is in effect for that year and all aid years following.

The following criteria determines if the compare between the current Student Identifier record and the ISIR record occurs, and whether the student is reported on the output.

REAUCOD Compare criteria

- RERCSID_AIDY_CODE > aid year parameter, then no comparison between RERCSID and RCRAPP1 because the student identifier record aid year is after the ISIR record being selected.
- RERCSID_AIDY_CODE <= aid year parameter, then the comparison between RERCSID and RCRAPP1 occurs.

REAUCOD - The compare is between

- The most recent Student Identifier record (REACODS), where the Status Code is blank or A (Accepted).
- The current RCRAPP1 record (RNANAxx).

If a mismatch is found between RERCSID and RCRAPP1 last name, SSN, or DOB, the data is reported in the report output.

Note: When the most recent Student Identifier record is in a Sent status on RERCSID, no comparison takes place and the student is not reported in the output, as you cannot make manual updates on the REACODS page 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 COD Extract/Import Report (REREXIM).

Note: This compare only affects the Student Identifier. This compare will not occur in any instance for the Parent PLUS Borrower Identifier.

REIDSOA (Detail Statement of Account Inquiry)

This page displays Pell Detailed Statement of Account Records received in fixed-length file format and imported through RERFIxx/RERGRIM.

REIRECN (COD Grant Reconciliation)

This page displays Pell Reconciliation records received in fixed-length file format and imported through RERFIxx/RERGRIM.

The Pell Lifetime Eligibility Used is displayed on this page.

REIRMRR (Multiple Reporting Record Inquiry)

This page displays Pell or TEACH Multiple Reporting Records received in fixed-length file format and imported through RERFIxx/RERGRIM.

The Pell Lifetime Eligibility Used is displayed in the PELL records on this page.

REISSOA (Summary Statement of Account Inquiry)

This page displays the Pell Summary Statement of Account records received in fixed-length file format and imported through RERFIxx/RERGRIM.

REIYTDD (COD Year to Date Grant Disbursement)

This page displays Pell Year to Date Disbursement records received in fixed-length file format and imported through RERFIxx/RERGRIM.

Included in the record displayed is the Pell Lifetime Eligibility Used.

REIYTDO (COD Year to Date Grant Origination)

This page displays Pell Year to Date Origination records received in fixed-length file format and imported through RERFIxx/RERGRIM.

REIYTDS (COD Year to Date Grant Summary)

This page displays Pell Year to Date Summary Records received in fixed-length file format and imported through RERFIxx/RERGRIM.

RERRDRQ (Data Request Record)

This page allows entry of Pell data requests that are extracted through RERORxx/RERORIG in a fixed-length file format.

These records are sent to COD and a fixed-length response file is received and loaded through RERFIxx/RERGRIM.

Note: If a request exists in a "sent" status, another request for that type cannot be entered until the acknowledgement file is loaded. The Action Code can be manually updated.

ROAPELL (Applicant Pell Grant)

The ROAPELL page is used in Crossover Pell processing to assign a Pell Aid Period to the student.

The Pell aid period will be the aid period established for the previous or upcoming year which includes the crossover period. This allows the Pell process to compare the previous or upcoming aid year and the current aid year.

A Pell aid period should only be assigned to a student when a crossover period does not exist as part of the student's regular aid period in the current year; the Pell aid period would be assigned to the student in the previous or upcoming aid year.

ROBAPRD (Aid Period Base Rules)

The ROBAPRD page allows you to create and maintain aid periods (single and multiple period aid period combinations) for an aid year and attach a Scheduled Academic Year (SAY) to the Aid Period.

The Aid Period must be defined on the Aid Period Validation (RTVAPRD) page and must be Active to be created for the aid year. The **Budget Full Year Percent**, **Pell Full Year Percent**, and **Grant Full Year Percent** fields may be updated for an aid period and specific for the aid year.

In the **Pell Full Year Percent** field, enter the maximum percentage of the student's scheduled Pell award that a student could potentially receive, if enrolled full time during each period of the aid period. There may be multiple aid periods with percentages ranging up to 150%, but no entry may exceed 150%.

RORCODI (COD Entity ID Rules)

The RORCODI page establishes COD processing relationships.

Establish COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID**, and **Direct Loan School Code**:

- Schools with only one campus, set up one COD identifier row on the COD Entity ID Rules page (RORCODI) designated as the institutional default.
- Multi-campus schools set up COD identifiers on the RORCODI page and assign a particular Attending ID from RORCODI to each campus on the Campus Defaults window of the ROAUSIO page. You also need to determine which entry on this page is your institutional default value.

RORPRDS (Period Base Data)

The RORPRDS page allows you to define financial aid crossover periods and allows you to override the financial aid processing year (from STVTERM) that is associated with the term entered in the Period Rules section of the RORPRDS page.

For example, if the 201430 period crosses the 2013/2014 and 2014/2015 aid year but is defined on STVTERM as part of 2013/2014, setting it up on RORPRDS in a crossover period allows you to use it in processing for 2014/2015.

RORSAYR (Scheduled Academic Year Rules)

The RORSAYR page is used to establish the Scheduled Academic Year (SAY) calendar(s) for the Aid Year.

RPATATS (TEACH Grant Agreement to Serve)

The RPATATS page displays, creates or updates TEACH Agreement to Serve records.

RPIBATC (Batch Control)

This page displays batch IDs for the data request records still sent to and acknowledged by COD in fixed-length file format.

Request types include:

- Main Type: P = Grant Submission
- Type: R = Grant Data Requests

RPILECS (Electronic Counseling Status)

The RPILECS page displays TEACH Entrance and Exit Counseling records.

RPRDEGR (Financial Aid Degree Rules)

RPRDEGR allows you to display, create, or update eligible degree programs for TEACH Grants.

RPRMAJR (Financial Aid Major Rules)

RPRMAJR allows you to display, create, or update eligible majors for TEACH Grant program.

RTVAPRD (Aid Period Validation)

The RTVAPRD page is used to maintain valid aid periods, descriptions of each aid period, whether the aid period is active or inactive, and the activity date of the maintenance.

RTVCDST (COD State Code Rules)

The RTVCDST page displays COD state codes (valid and inactive).

RTVCDST displays:

- Valid COD state codes in addition to prior inactive codes which are no longer valid for processing. Addresses are validated against these state codes before extract.

- Allows the creation of a crosswalk code between the STVSTAT state code and a valid COD state code.

RTVCDNT (COD Nation Code Rules)

The RTVCDNT page displays COD nation codes (valid and inactive).

RTVCDNT displays:

- Valid COD nation codes in addition to prior inactive codes which are no longer valid for processing. Addresses are validated against these nation codes before extract.
- Allows the creation of a crosswalk code between the STVNATN nation code and a valid COD nation code.

RTVRJCT (Reject Code Validation)

The RTVRJCT page allows you to view reject codes.

The RTVRJCT page displays:

- COD edit message/reject codes - Type Code: F
- Data Request Records reject codes - Type Code: R

Grant Setup (Pell and TEACH Grants)

Provides targeted set up guidance for pages required to process Pell and TEACH grants with Banner Financial Aid.

Fund Base Data (RFRBASE)

This page enables you to establish a Pell or TEACH fund code as a federal grant fund.

RFRBASE Pell Funds

Establish a Pell fund code (or multiple codes) as a federal grant fund.

This data controls eligible class years, enrollment requirements, and the maximum grant by program and class year. Additional required data for Pell records is included in the Federal Rules Inquiry (RPIFEDR) page.

Field	Field Value
Fund Code	Institutional Choice
Description	Institutional Choice
Accounts Receivable Detail	Institutional Choice
Fund Source	FDRL

Field	Field Value
Fund Type	GRNT
Federal Fund ID	PELL
Print Order	Institutional Choice
Message Number	Institutional Choice

RFRBASE TEACH Funds

Establish separate fund codes in Banner for TEACH Undergraduate and TEACH Graduate, in addition to first scheduled award and second scheduled award.

The fund codes must be associated with the TCH federal fund ID.

Note: Multiple TEACH fund codes are needed to separate the first and second scheduled awards because the award maximum for the federal fund ID is set at $4,000 on the Federal Rules Inquiry (RPIFEDR) page.

This data controls eligible class years, enrollment requirements, and the maximum grant by program and class year. Additional required data is included in the Federal Rules Inquiry (RPIFEDR) page.

Fund Management (RFRMGMT or ROAMGMT)

Define supporting information for Pell and TEACH funds.

RFRMGMT or ROAMGMT Pell Funds

Enter fund data and options for the Pell fund code that you established on the Fund Base Data (RFRBASE) page.

Field	Field Value
Prior Balance	Actual Balance
Transferred	Actual Balance
Award Maximum	Award maximum for this aid year
Award Minimum	0
Automatic Packaging	Yes (recommended)
Automatic Scheduling	Yes
Automatic Acceptance	Yes (recommended)
Override Need	Yes
Award Using Estimated EFC	Institutional Choice
Override Need to Cost of Attendance	No
Override Satisfactory Academic Progress	No

Field	Field Value
Override Requirement	Institutional Choice
Replace EFC	No
Reduce Need	Yes
Loan Process	No
Need Analysis	Yes
Award Letter	Institutional Choice
Round Award	001
Round Schedule	Round to Dollars **Note:** Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported for Pell Grants.
Memo Credit	Accepted (recommended)
Disburse	System
Web Accept Flag	Institutional Choice (Depends on the **Automatic Acceptance** field)
Display PN Requirement on Web	No
Equity Fund	Institutional Choice
Eligible to Roll	No
Count for NCAA	Institutional Choice
Use Attending Hours	Institutional Choice
Use Disbursement Enrollment Edits for Memo	Institutional Choice
Recoup when Award Reduced	Yes (recommended)
If Ineligible Before Cut off Date	Backout (recommended)
If Ineligible After Cut off Date	Institutional Choice
If Selected for Verification but is not Complete	Institutional Choice
Override General Tracking Requirements	Institutional Choice
Create Promissory Note Requirements when Accepted	No

RFRMGMT or ROAMGMT TEACH Funds

Starting with the 2009/2010 aid year, TEACH Grant awards can be automatically calculated using the Grant Calculation Process (RPRGRNT) which can be run in batch or online through the Applicant Immediate Process page (ROAIMMP).

TEACH Grant awards can also be automatically calculated when awarded through the Packaging Process (RPEPCKG) either in batch or online. In either case, the TEACH Grant awards are calculated for each period based on the Grant Award Enrollment options defined on the Packaging Options page (RPROPTS) and the Grant Award Percents defined on the Default Award and Disbursement Schedule Rules page (RFRDEFA) or the Fund Award and Disbursement Schedule Rules page (RFRASCH).

Beginning with the 2013/2014 aid year, TEACH grants are also calculated based on the TEACH Reduction Percentage defined on the Fund Management page (RFRMGMT) or Funds Management page (ROAMGMT).

TEACH Grants can also be manually awarded on the award pages if necessary and can still be batch posted. However, when this is done, the grant award rules defined on RPROPTS and RFRDEFA or RFRASCH will not be used to calculate the awards, so it is not recommended.

The following table lists the recommended settings for the TEACH funds on the Fund Base Data page and the Fund Management page.

Field	Field Value
Prior Balance	Actual Balance
Transferred	Actual Balance
Award Maximum	$4,000 Award Maximum
Award Minimum	0
Auto Packaging	Institutional Choice
Auto Scheduling	Yes
Auto Acceptance	Institutional Choice
Override Need	No
Override Need to Cost of Attendance (COA)	No
Override Satisfactory Academic Progress (SAP)	No
Override Requirement	Institutional Choice
Replace EFC	Yes
Reduce Need	No
Loan Process	No
Need Analysis	Yes
Award Letter	Institutional Choice
TEACH Level	Undergraduate for Undergraduate TEACH Fund Code; Graduate for Graduate TEACH Fund Code
TEACH Reduction Percentage	The percentage of the full award amount that TEACH will be reduced
Round Award	001

Field	Field Value
Round Schedule	Round to Dollars
Memo Credit	Institutional Choice
Disburse	System (recommended)
Web Accept Flag	Institutional Choice (Depends on the **Automatic Acceptance** field)
Allow Web Lender Selection	No
Display PN Requirement on Web	No
Equity Fund	Institutional Choice
Eligible to Roll	No
Count for NCAA	Institutional Choice
Change Load During Period	Institutional Choice
Use Attending Hrs	Institutional Choice
Use Disbursement Enrollment Edits for Memo	Institutional Choice
Recoup when Award Reduced	Yes (recommended)
If Inelig Before Cut off	Backout (recommended)
If Inelig After Cut off	Disregard (recommended)
If Selected for Verification but is not Complete	Institutional Choice
Override General Tracking Requirements	Institutional Choice
Create Promissory Note Requirements when Accepted	No

COD Entity ID Rules (RORCODI)

The COD Entity ID Rules (RORCODI) page establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID**, and **Direct Loan School Code**.

Configure ID relationships

Each relationship established on RORCODI must have (for each aid year) its own unique **Attending ID**, **Federal Pell ID**, **Direct Loan School Code**, and **OPEID (including Branch)**.

The exception to this rule is that you can use the same **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **Direct Loan School Code** and **OPEID** for multiple institutions as long as the **OPEID Branch** is different. In other words, each of these IDs can only be used one time for the aid year. If you attempt to re-use a value in any of these three fields when establishing another relationship on RORCODI, you will receive an error message.

You must enter a **Reporting ID** and **Source ID** for each relationship built on RORCODI. In many instances these values will be the same as the **Attending ID**. However, depending on how you have

established your reporting relationships among your campuses with COD, these could be different than the **Attending ID** value.

The following examples illustrate how to set up information on the RORCODI page.

Example 1 - One institution without campus records set up on ROAUSIO

If you process as one institution and do not have campus records set up on the Campus Defaults window of the ROAUSIO page, you only need to set up one Entity ID relationship on the RORCODI page.

For example, the following relationship would be set up on the RORCODI page substituting the example ID numbers for your institution's ID numbers:

RORCODI Window	Field	Value
Main	Attending ID	12345678
Main	Reporting ID	12345678
Main	Source ID	12345678
Main	Federal Pell ID	123456
Main	Direct Loan School Code	G12345
Main	OPEID	123456
Main	OPEID Branch	00
Main	Institutional Default	selected

By selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID, Direct Loan School Code**, and **OPEID (including Branch)**, fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same data. When you enter your institution's **Attending ID** for the Attending School ID parameter and run the COD Extract Process (REREXxx), all records that are ready to be extracted are extracted.

Note: All instances of xx represent the specific aid year for which you want to run the process. For example, if you want to run REREXxx for the 2019/2020 aid year, you would run REREX20.

Example 2 - One institution with campus records set up on ROAUSIO

If you process as one institution but do have campus records set up on the **Campus Defaults** window of the ROAUSIO page (for example, to signify different campus locations rather than to separate financial aid processing), you only need to set up one Entity ID relationship on the RORCODI page.

For example, the following relationship would be set up on the RORCODI page substituting the example ID numbers for your institution's ID numbers:

RORCODI Window	Field	Value
Main	Attending ID	12345678
Main	Reporting ID	12345678
Main	Source ID	12345678
Main	Federal Pell ID	123456
Main	Direct Loan School Code	G12345
Main	OPEID	123456
Main	OPEID	00
Main	Institutional Default	checked

By selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID, OPEID (including Branch),** and **DL School Code,** fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same data. You would then enter the following value for each campus record on the Campus Defaults window of the ROAUSIO page.

ROAUSIO Window	*Field*	*Value*
Campus/EDE Defaults	Attending ID	12345678

When you enter this value on ROAUSIO for the campus, the **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch), and Direct Loan School Code,** automatically populate with the corresponding values from RORCODI.

When you enter your institution's **Attending ID** for the Attending School ID parameter and run the COD Extract Process (REREXxx), all records that are ready to be extracted for all campuses are extracted.

Example 3 - Multiple institutions with campus records set up on ROAUSIO

If you have multiple campuses that process as individual institutions, you'll need to set up the appropriate records on the RORCODI page for each campus.

You must create records to establish the ID relationships for your other campuses on the RORCODI page. When establishing these records, an **Attending ID**, **Federal Pell ID**, **Direct Loan School Code**, and **OPEID (including Branch)** value can be used only one time and exist on only one record on RORCODI for the aid year. The exception to this rule is that you can use the same Attending ID, Reporting ID, Source ID, Federal Pell ID, Direct Loan School Code and OPEID for multiple institutions as long as the OPEID Branch is different.

How these records are created depends on how you have established your reporting relationships with COD. You can set up each campus to truly process as an individual institution that reports all data for that campus to COD. Also, you can set up a campus so that while they are their own institution they have established a reporting relationship with COD so that another campus or their main institution can report for them.

For example, if each campus reports to COD individually, the following relationships may be set up on the RORCODI page, substituting the example ID numbers for your institution's campus ID numbers and relationships:

	Campus #1 (institutional default)	Campus #2 (not the institutional default)	Campus #3 (not the institutional default)
Attending ID	12345678	98765432	03456789
Reporting ID	12345678	98765432	03456789
Source ID	12345678	98765432	03456789
Federal Pell ID	123456	987654	034567
Direct Loan School Code	G12345	G98765	G03456
OPEID	123456	987654	034567
OPEID Branch	00	00	00
Institutional Default	selected	cleared	cleared

By selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID, OPEID (including Branch),** and **DL School Code,** fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same data. If each campus does not report to COD individually, but instead the main campus reports for all campuses, RORCODI could be set up as follows:

	Campus #1 (institutional default)	Campus #2 (not the institutional default)	Campus #3 (not the institutional default)
Attending ID	12345678	98765432	03456789
Reporting ID	12345678	12345678	12345678
Source ID	12345678	12345678	12345678
Federal Pell ID	123456	987654	034567
Direct Loan School Code	G12345	G98765	G03456
OPEID	123456	987654	034567
OPEID Branch	00	00	00
Institutional Default	selected	cleared	cleared

By selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID, OPEID (including Branch),** and **DL School Code,** fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same data.

Note: Please note that these are just examples and do not represent all the possible ways that you might establish your reporting relationships with COD.

After the ID relationships have been created on RORCODI, you must assign the appropriate **Attending ID** to each campus that exists on the Campus Defaults window of ROAUSIO. For example, based on the example IDs entered above, the following values could be entered for a campus:

ROAUSIO Window	Field	Value
Campus Defaults	Attending ID	12345678 or 98765432 or 03456789

When you enter the **Attending ID** value on ROAUSIO for the campus, the **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch), and Direct Loan School Code,** automatically populate with the corresponding values associated with that **Attending ID** on RORCODI. If more than one record exists on RORCODI for the Attending ID entered, a pop-up window will display for RORCODI so that you can select the correct record for the campus.

When you enter the appropriate **Attending ID** for the campus you want to process for the Attending School ID parameter and run the COD Extract Process (REREXxx), all records that are ready to be extracted for that campus are extracted, accordingly:

- Pell records are extracted only where the **Campus Pell ID** on the Grant Origination/ Acknowledgement (REAORxx) page matches the **Federal Pell ID** on RORCODI that is associated with the **Attending ID** entered for the parameter.
- TEACH records are extracted only where the Campus OPEID/Branch on the Grant Origination/ Acknowledgement (REAORxx) page matches the OPEID/Branch on RORCODI associated with the Attending ID entered for the parameter.
- Direct Loan records are extracted only where the **School Code** on the Direct Loan Origination (RLADLOR) page matches the **Direct Loan School Code** on RORCODI that is associated with the **Attending ID** entered for the parameter.

  Note: Each campus with a Pell ID or a Direct Loan School Code also has an Attending ID with COD. All records extracted must be reported to COD with the correct Attending ID for the attended campus. The proper reporting relationship must be set up on the RORCODI page so that records will be reported to COD correctly. If you do not know the Attending ID for a campus, please contact COD or visit the COD website to loacte the appropriate information.

U.S. Specific Institution Financial Aid Options (ROAUSIO)

Define specific United States options for institutional defaults, grant and EDE options, and campus defaults.

Institutional Defaults section

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.

Note: The **Main Campus Entity ID** is not a COD Entity ID. The COD Entity IDs are setup on the RORCODI page.

The **Attending ID**, **Reporting ID**, **Source ID**, **Pell ID, OPEID** and **OPEID Branch** fields are derived from values on the COD Entity ID Rules (RORCODI) page.

Grant and EDE Options section

Select the **Pell Reduced Eligibility** field if you want to automatically create Pell origination records when the Pell eligibility for a student is reduced.

New originations for Pell reductions do not require reporting while processing for the aid year. However, you should select this option for reporting. This ensures award amounts are equal to disbursement amount(s) and a correctly submitted AEI indicator.

Banner will automatically create the origination records for any increase in eligibility, as this is required.

Note: Origination and disbursement records are one combined record that is extracted and sent to COD. Reducing the award amount on an origination record before sending in all Pell disbursement adjustments can result in rejected disbursement records. Therefore, it is suggested that you leave this indicator cleared, as it is not required by COD to send in reduced origination records while processing during the aid year. Leaving this indicator cleared will allow all remaining adjustment disbursement records for the student to be processed by COD without regard to a reduced origination award amount.

In some cases, neighboring schools will not award Pell for a partial year until the initial school reduces the origination. In that case, when you are notified of the student situation the award can be updated on RPAAWRD and the **Pell Origination** check box can be selected. You should select the option to Create Grant Origination from the Award pages or run RERORxx/RERORIG. The next time RERIM4E/RERIMxx runs for this student, the change will be sent to COD.

Advance Pay for Pell

If your school would like to process Pell disbursements as Advance Pay, select the **Advance Pay for Pell** field.

Selecting this option allows you to report expected Pell disbursements before actually paying them to the student's account.

It will also require an acknowledgement of the reported expected disbursements before allowing Banner to disburse the Pell funds to the student. You cannot change this field after you have extracted Pell disbursement records for the aid year.

If you select the **Just in Time or Advance Pay for Pell Indicator** check box, enter the number of days before the scheduled disbursement date in the **Number of Days for Just in Time or Advance Pay for Pell** to allow the disbursement record to be extracted. Based on the value in the **Number of Days for Just in Time or Advance Pay for Pell**, the REREX4E/REREXxx process allows a Advance Pay school's Pell funds to be extracted. The REREX4E/REREXxx process picks up these records to submit for funding before payment. Valid values are: 0 - 7.

Warning! Due to the methods used to report disbursement dates and amounts to COD and the differences in logic for Pell disbursement processing, it is recommended that you not turn the Advance Pay indicator on and off during the aid year. Doing so may result in subsequent disbursement records being extracted with incorrect disbursement dates. After Pell disbursements have been extracted for an aid year, do not update the Advance Pay indicator for that aid year.

TEACH Grant window

The TEACH Grant window allows you to enter Entrance Interview and Exit Counseling data.

Entrance Interview

Enter the following:

- **Entrance Interview Requirement Code** - Value, as defined on the RTVTREQ page
- **Entrance Interview Satisfied Status** - Value, as defined on the RTVTRST page.

These codes allow matching of TEACH Entrance Interviews from the REAUCOD page against a valid pidm, in addition to importing matched TEACH Grant Entrance Interviews from the CRACxxOP message class. When successfully matched, the TEACH Entrance Interview moves into the RPILECS page and the corresponding **Entrance Interview Requirement Code** and **Entrance Interview Satisfied Status** updates the RRAAREQ page, accordingly.

Exit Counseling

Enter the following:

- **Exit Counseling Requirement Code** - Value, as defined on the RTVTREQ page.
- **Exit Counseling Satisfied Status** - Value, as defined on the RTVTRST page.

These codes allow matching of TEACH Exit Counseling against the imported TEACH Grant Exit Counseling files from the CRACxxOP message class. When successfully matched, the TEACH Exit Counseling moves into the RPILECS page and the corresponding **Exit Counseling Requirement Code** and **Exit Counseling Satisfied Status** updates the RRAAREQ page, accordingly.

Campus Defaults section

Build all data related to each campus on the **Campus Defaults** section.

If you are a multi-campus based school, enter the **Attending ID** for each campus.

You must first establish COD Entity ID relationships on the COD Entity ID Rules (RORCODI) page before you enter the **Attending ID** on this page. Each **Attending ID** on RORCODI is associated with a value for **Reporting ID**, **Source ID**, **Federal Pell ID**, **Direct Loan School Code, OPEID, and OPEID Branch**. When you enter the **Attending ID** on this window, the other six fields are populated with the corresponding values from RORCODI.

Period Base Data (RORPRDS)

The Period Base Data (RORPRDS) page is used to create and maintain the definition of a Period.

This page's function is similar to that of the STVTERM page, in that it is used to define a code, description (short and long), start and end dates, and the aid year used for financial aid processing. The ability to define the crossover aid year is also provided for those periods which represent a crossover (summer) period. Crossover (summer) periods may then be assigned to aid periods in both the aid year and crossover aid year for processing.

If you normally process summer as a trailer, you can assign the future aid year as the crossover aid year on RORPRDS. Then, create an aid period which includes the summer as a header in the future year.

Global Institution Financial Aid Options (ROAINST)

On the Credit Hours section of this page you must define the number of credit hours, by level, the student has to be taking to be considered Full Time, 3/4 time, and 1/2 time.

All periods for the aid year must be defined on this page including summer crossover periods you have defined on the RORPRDS page. If a period is defined as a crossover period on RORPRDS for the aid year, the **Crossover** indicator is selected.

Packaging Options (RPROPTS)

The RPROPTS page allows you to select options that control how certain functions perform.

Main window

Options on the first window affect all funds, but certain options are necessary for Grant awarding.

The **Use Estimated Enrollment** field and **Default Estimated Enrollment** options are used if the selected **Grant Award Enrollment Option** in the Grant Options window is not defined for a period.

The **Enrollment Option for Disbursement** field is used by other funds and will be used by the Pell and TEACH Calculation processes and the Packaging process if the selected **Grant Disbursement Enrollment Option** is not populated on the Grant Options window for the period.

Enrollment Cutoff Date Rules window

On the **Enrollment Cutoff Date Rules** window, cutoff dates must be defined for all periods in the aid year including those that are summer crossover periods.

Summer crossover periods must first be defined on the RORPRDS page. The **Crossover** indicator on this window is selected for those periods that are defined as crossover periods for the aid year.

Grant Options window

The Grant Options window contains a **Pay Grant if Disbursement Amount Differs from Award Amount** option.

Because the Pell and Grant calculations are 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) will not be equal.

An example may be if a student's enrollment changed from the time the student was awarded the 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 have an option to Never disburse under such circumstances, Always disburse the calculated disbursement amount (RPEDISB amount), or disburse the Lesser 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. For purposes of the TEACH calculation, the award amount is the amount of grant that the RPRGRNT process or the RPEPCKG process calculates for the 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 grant the RPEDISB process disburses based on the disbursement option selected.

A second option allows you to populate **Default Less Than Half Time Pell COA**. This 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 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, full year Pell COA. The Pell Crossover Cutoff Date is used in Crossover Pell processing and is the date after which summer crossover Pell awards will no longer be automatically calculated by the Pell calculation process. In order for the Pell calculation to calculate the most beneficial award between two aid years for a crossover period, this date must be populated.

If the **Pay Pell If System EFC** and **SAR EFC are in Same Pell Payment Cell** field is not selected, 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 select 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 and allows disbursement.

The next option is the **Delete Pell Award if Zero** option. If selected, when a Pell award is recalculated to zero it will be deleted and no longer displayed on the award pages. If this option is cleared, when the Pell award is recalculated to zero it will remain on the Award pages with a zero award amount.

The last option is the **Use NSLDS for Pell** option. The Pell calculation uses the NSLDS Pell Lifetime Eligibility Used percentage from RNASLxx, in conjunction with the NSLDS information for Pell awards made at other institutions for the aid year to determine the maximum Pell eligibility at the Banner school, regardless of whether the **Use NSLDS for Pell** option is selected or cleared.

Grant Options window - enrollment options

The Enrollment Options section allows you to enter an unlimited number of period records in the **Period** field.

Enrollment options should be defined for all periods in the aid year including those that are summer crossover periods as defined on the RORPRDS page.

The **Grant Award Enrollment Option** allows you to select which type of enrollment you would like the Pell Calculation Process (RPEPELL), the Grant Calculation Process (RPRGRNT), and the Packaging Process (RPEPCKG) to use for the period. This is a drop list with the following values: A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Period Expected Enrollment, 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 advances to Student fields (SFRSTCR_ADJ_HR and SFRSTCR_BILL_HR) for these values.
- The Expected Enrollment for the year is the enrollment status value in the **Expected Enrollment Status** field on the Applicant Status section of the ROASTAT page. Starting with the 2011/2012 aid year, this question is no longer available on the FAFSA application. The expected enrollment status for an applicant may be assigned when the Applicant Status record (RORSTAT) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT or by using the Batch Posting process.
- The Period Expected Enrollment is determined using the Expected Enrollment Status for the period on the Period section (Applicant Period Status table RORPRST) of ROASTAT (RORPRST_XES). The period expected enrollment status for an applicant may be assigned when the Applicant Period Status record (RORPRST) is created for the aid year using an algorithmic rule to calculate the value or a default status defined on ROAINST. You may also maintain the expected enrollment status on ROASTAT, Period section, or by using the Batch Posting process. The Applicant Period Status (RORPRST) records are created when the RORSTAT record is created and maintained when the aid period is changed to correspond to the periods that are part of the applicant's aid period or Pell aid period.

The **Grant Disbursement Enrollment Option** allows you to select which type of enrollment you would like the Disbursement Process (RPEDISB) to use for the period. This is a drop list with the following values: A = Adjusted Hours, B = Billing Hours, E = Expected Enrollment, I = Period Expected Enrollment, 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 status options.)

Aid Period Validation (RTVAPRD)

Access this page to define single and multiple period aid periods for your institution.

Both Regular Aid Periods and Pell Aid Periods are defined on this page.

A Regular Aid Period is the default aid period currently used for all financial aid processing and assigned to the student on the budget page (RBAABUD or RBAPBUD).

A Pell Aid Period is one that allows you to award a Pell for a summer (crossover) period from a different aid year that you are awarding other funds. For example, as a summer header school, you want to award remaining Pell in the summer from the prior aid year using a Pell aid period of Summer/Fall/Spring.

When the Pell calculation is run, it will use the Pell Aid Period if populated to determine which periods to calculate Pell. If the Pell Aid Period is not populated, the Pell calculation process will use the Regular Aid Period.

Aid Period Base Rules (ROBAPRD)

This page allows you to set rules for each aid period (on RTVAPRD) which will be used for this aid year.

Complete the percentage of each annual award allowed for each aid period. You must define an aid period with the Budget Full Year Percent of 100% which should represent you Standard Academic year. For additional aid periods that you may need, in which only one annual award is permitted, this field should not exceed 99.999 (percent). For aid periods intended for cross-over processing, the percentage may exceed 100.

Aid Period Rules (RORTPRD)

This page enables you to specify the periods that you want to associate with an aid period.

Both Regular Aid Periods and Pell Aid Periods must have periods assigned through this page. The start and end dates for each period may be updated to accurately reflect the dates of the payment period that will be sent for COD processing.

Default Award and Disbursement Schedule Rules (RFRDEFA)

Use this page to establish default award and disbursement distributions for both Regular and Pell Aid Periods.

To calculate Pell and TEACH grant awards properly, the Grant Award Percent must be populated correctly for each period in the aid period. This reflects the percentage of the grant award calculated based on the Pell or Grant percents defined on ROBAPRD that should be awarded for each period.

Fund Award and Disbursement Schedule Rules (RFRASCH)

The Fund Award and Disbursement Schedule Rules (RFRASCH) page enables you to create award and disbursement schedules unique to the aid year, aid period (Regular or Pell), and fund.

When creating schedules on RFRASCH for Pell or TEACH funds, the Grant Award Percent must be populated correctly for each period in the aid period. This reflects the percentage of the grant award calculated based on the Pell or Grant percents defined on ROBAPRD that should be awarded for each period.

Federal Rules Inquiry (RPIFEDR)

Access this page to review the federal rules for Pell and TEACH delivered with the system.

Detail Code Control page - Student (TSADETC)

You need to ask Student Accounts personnel to establish grant fund detail codes for Pell and TEACH funds.

The detail code created on this page is then assigned to the appropriate fund code on the RFRBASE page.

Class Code Translation (RPRCLSS)

Pell and TEACH awards and origination records are based on a student's expected class level as reported on the RNANAxx page.

The awards are disbursed based on the class level as determined by the Banner Student System class level code and the translation rules on the RPRCLSS page.

Equate Student System class codes at each eligible Student level with a Financial Aid class code. First year student class levels can be equated with a FAFSA level of 1 or 2 to indicate freshman status.

Equate a blank Student class level with one of the following Financial Aid class levels:

- For an undergraduate student, select a level of 1.
- For a graduate student, select a level of 7.

Financial Aid Degree Rules (RPRDEGR)

The Federal Regulations require that recipients of TEACH grants be enrolled in eligible programs of study.

The eligible degree programs must be defined on RPRDEGR. When defining these rules you have the ability to define standard degree programs and custom degree codes. For example, a custom degree code might be one representing a six-year doctorate program, where the student never receives a Bachelors degree, but the students in that degree program are eligible for TEACH in their first four years of undergraduate study.

Define rules on RPRDEGR for eligible degree programs based on your institution's definition of Degree Award, and add any institution-specific values you have determined as eligible for the TEACH Grant.

Financial Aid Major Rules (RPRMAJR)

This page allows you to define the Major Codes which are eligible for TEACH Grants.

Disbursement validation compares the student's major to the majors in the RPRMAJR table where the **TEACH Eligible** indicator is selected to determine if TEACH funds should be disbursed to the student.

If a major is valid for TEACH for the aid year, enter in the Major Code and select the **TEACH Eligible** indicator. You can also add comments.

COD State Code Rules (RTVCDST)

The COD State Code Rules (RTVCDST) page displays all valid state codes for COD processing as specified in the *COD Technical Reference*.

If the **Inactive Date** is populated for a specific State Code, it indicates that the code is no longer valid for COD processing. You can only update the Crosswalk Code values on this page.

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 Origination Creation Process (RLPDLOC) and COD Extract Process (REREXxx) use this field to translate the non-COD state code on the Banner Student State/ Province Code Validation (STVSTAT) page to the valid COD state code value on this page.

When loan originations are created for a student who has the FC State code on RNANAxx, the student's Nation code, from SPRADDR, is used and translated through RTVCDST to establish the correct value for COD. A blank State code on RNANAxx will cause an error, as will a blank State code on SPAIDEN (SPRADDR) if the person is not from a foreign country.

Note: The FC State code must exist in STVSTAT but it should not be a value on RTVCDST.

COD Nation Code Rules (RTVCDNT)

The COD Nation Code Rules (RTVCDNT) page displays all valid nation codes for COD processing as specified in the *COD Technical Reference*.

If the **Inactive Date** is populated for a specific Nation Code, it indicates that the code is no longer valid for COD processing. You can only update the Crosswalk Code values on this page.

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 Origination Creation Process (RLPDLOC) and COD Extract Process (REREXxx) use this field to translate the non- COD nation code on the Banner Student Nation Code Validation (STVNATN) page to the valid COD nation code value on this page.

Grant Procedures

Banner Financial Aid procedures related to grant processing.

COD Student Identifier

Required data element for all submissions of a Common Record.

The Student Identifier validates a student's eligibility against the CPS when processing Pell, TEACH, and Direct Loan award records. The COD Student Identifier is composed of the student's current Social Security Number, current Date of Birth, and current Last Name.

The Student Identifier is common across the entire student record and does not differ whether processing Pell, TEACH, or Direct Loans. It is the most recent data on the COD system that maps to data that exists in the CPS system. The Student Identifier is stored in one place for ease of maintenance and review.

COD Student Identifier - Matched to Data from the CPS

The COD Student Identifier submitted by a school to establish the student on COD is matched to data from the CPS.

- For Pell and TEACH Grants, the SSN, Date of Birth, and first two characters of the Last Name are matched with the CPS data.
- For Subsidized and Unsubsidized Direct Loans, the SSN and Date of Birth are matched with the CPS data.

  Note: For Direct Loan PLUS Awards the student is established and the borrower (either a parent borrower or the graduate student borrower) must be established. Parent borrowers are not matched against data from the CPS.

If a match is found on the CPS, COD accepts the student and establishes the student identifier on COD. The student identifier must be submitted in subsequent transactions for that student.

If a match is not found on CPS, COD rejects the student and returns an error code of 011.

Initial Creation of COD Student Identifier within Banner

This first time the identifier is created within Banner is when the student's first award origination is created, based on the current EDE record.

The student identifier is not aid year specific and may have already been created during a year after 2014/2015. After the Student Identifier data has initially been extracted, you may need to change some of its elements at the student level (not the award level) and send those changes to COD to update that system.

When sending a change to the Student Identifier data, the Response Record received will still contain the original Student Identifier. If the change has been accepted, any subsequent records must use the new Student Identifier. If the change has been rejected, all subsequent records must use the last accepted Student Identifier on record at COD.

Update the COD Student Identifier

COD sends a report to schools to describe any changes made to the student identifier for a student by any school the student has attended in the past three aid years.

About this task

The *SSN/Name/Date of Birth Change Report* crosses aid years and different ISIR transactions for the student. When this report is received, you must determine if the same change must be made on the COD Student Information page (REACODS) so that the information in Banner matches the information at COD.

If you need to update Student Identifier information based on information received on this report, follow this procedure.

Procedure

1. Use the Duplicate Record/Copy function on the COD Student Information page (REACODS) to create a new Student Identifier record. The sequence number increases by one, and the **Status Code** is blank. You can only update Student Identifier data (SSN, date of birth, last name) on records where the status code is blank. You cannot create a new record until the previous record has a status code of:

   A = Accepted,

   D = Duplicate, or

   R = Rejected
2. Create the new Student Identifier by changing the values of the incorrect data. You can only update the **SSN**, **Date of Birth**, and **Last Name** fields.
3. Save the change.
4. When the new record is saved, the **Status Code** field is blank. The Student Identifier can also be updated automatically by setting the REREX4E/REREXxx Update Student Identifier parameter to Y. This automatically inserts an updated Student Identifier record and sends it to COD for the student if the data on the RNANAxx for **Last Name, SSN**, or **Date of Birth** differs from the current Student Identifier on REACODS.

Change the Student Identifier on REACODS

COD Student Identifiers are not award or aid year specific and therefore must be maintained separately from the Pell, TEACH, and Direct Loan origination records.

While Parent PLUS borrower identifiers are loan specific, they are also separated from the origination records (on RLADBOR) but are joined to the loan on RLADLOR, by the Borrower ID.

A student identifier record is created at the time of either:

- The first Pell or TEACH origination with RERORxx/RERORIG (Grant Orig Creation)

  OR
- The first Direct Loan with RLPDLOC (in batch or from RPAAWRD Options/ Create-Update Loan Records)

The identifier data will be obtained from the current EDE record when:

- The identifier is initially created

  OR

- The identifier data differs from what currently exists in the Student Identifier section of REACODS

REREX4E/REREXxx and the REACODS Student Identifier

Setting the REREX4E/REREXxx Parameter - Update Student Identifier to Y causes Banner to compare data on the RNANAxx for Last Name, SSN, or Date of Birth with the current Student Identifier on REACODS. If the data differs, Banner automatically inserts an updated Student Identifier record and extract it to send to COD for the student.

This ensures the identifier data stays in sync between what is sent to COD and what is on record for the ISIR at CPS. The identifier can also be modified manually by performing a duplicate record function on the REACODS page for an identifier that has a status of either Accepted or Rejected by COD.

Rejected Identifier
If the first Student Identifier record submitted to COD is rejected, loading the response updates the status code to R.

When there is no accepted Student Identifier on file for the student; no information can be sent to COD until either the Duplicate Record function is used on the REACODS page to create a new identifier record or the REREX4E/REREXxx process is run with the Update Student Identifier parameter set to Y to update the identifier to the current information on the RNANAxx page.

The Student Identifier data (SSN, Date of Birth and Last name) of REACODS is initially created from the current record on RNANAxx.

The Student Data information is initially created from SPAIDEN.

The Permanent Address data (type PR) is created from the address section on SPAIDEN, based on the permanent address type selected when RERORxx/RERORIG or RLPDLOC run.

The Local Address data (type LO) is created from the address section on SPAIDEN, based on the local address type selected when RERORxx/RERORIG or RLPDLOC run.

If the defined address does not exist for the student or an address type is not defined, the address will populate from RNANAxx.

COD sends the SSN/Name/Date of Birth Change text report (PGSNPFOP, SNDCPFOP, SNDCCDOP or THSNPFOP) to inform institutions of any changes made to a student identifier, for a student, by any school the student has attended in the past three aid years. This report crosses aid years and different ISIR transactions for the student. When the report is received, the institution must review REACODS to determine whether or not the change indicated on the report must also be made on REACODS so that the identifier in Banner matches the identifier in COD.

If changes are needed to REACODS for an SSN, Date of Birth (DOB), or last name on an [A]ccepted or [R]ejected Student Identifier highlight the record and Duplicate it, creating a new sequence number with a blank Status. Run REREXxx to extract the identifier changes.

If it is necessary to delete an identifier, that can be done from REACODS and the next time RLPDLOC or RERORxx/RERORIG run, a new identifier will be created.

Extract the COD Student Identifier

The COD Extract Process (REREX4E/REREXxx) extracts pending Student Identifier change records regardless of the value of the extract parameters.

The process recognizes that the Student Identifier has changed because there is no value in the **Status Code** field on the REACODS page.

Also, for all other records being extracted that do not have a pending Student Identifier change, the process compares the current Student Identifier to the **Last Name, SSN**, and **Date of Birth** on the RNANAxx page. If the values do not match, the record will not be extracted unless the Update Student Identifier parameter is set to Y. When this is set to Y the process will create a new Student Identifier record for the student with the data from RNANAxx and extract it with the awards and disbursements being extracted for the student.

When the record is extracted, the process updates the **Status Code** to Sent, populates the **Document ID** field with the Common Record Document ID, and updates the **Activity Date**.

If you use a population selection, all manually created changes to the Student Identifier for students in that population are extracted regardless of the value of the extract parameters.

Note: When Identifier changes are extracted, the COD schema requires that a valid award tag for the student be submitted - even though there are no changes for the particular award. Banner uses the following priority to determine which award tag to send:

- Pell, if the student has a Pell Award record on REAORxx.
- If the student does not have a Pell award, but the student does have a TEACH record on REAORxx, the TEACH award tag is used.
- If there is no Pell award and no TEACH award, the accepted Direct Loan award on RLADLOR with the highest application number. This could be a DL Subsidized, a DL Unsubsidized or a DL PLUS award - depending on the student's awards.

  Parent borrower identifier changes are only sent with the appropriate DL PLUS award records as the borrower identifier tags are nested within the DL PLUS award section.

Import the COD Student Identifier

The COD File Import Process (RERIM4E/RERIMxx) loads the Response records.

When the Response record of the Person complex section is received, the **Status** field of the records is updated. The import process also updates the **User ID** and **Activity Date**.

A - Accepted - If the record was accepted, any subsequent records that are extracted use this new Student Identifier.

R - Rejected - If the record was rejected, the status of the new Student Identifier record is updated to R. Any subsequent records that are extracted must use the student's last accepted Student Identifier.

If the first Student Identifier record submitted to COD is rejected, loading the response updates the status code to R. A situation will exist where there is no accepted Student Identifier on file for the student; no information can be sent to COD until either the Duplicate Record function is used

on the REACODS page to create a new identifier record or the REREXxx process is run with the Update Student Identifier parameter set to Y to update the identifier to the current information on the RNANAxx page.

Also, when a system-generated or response record is received from COD which contains updated Student Identifier information for a student that is matched based on the Award ID for the records in the file or based on a match to the student's need analysis record, a new Student Identifier record will be inserted and displayed on REACODS so that for future extracts and imports, the current Student Identifier information at COD will be used.

Ability-to-Benefit (ATB) extraction

Ability-to-Benefit (ATB) extraction values.

Valid Values (as defined in ROIMVAL for RORHSDT_ATBT_CODE_CDE) are:

- 01 - Test Comp Enr prior to 7-1-12
- 02 - Coll Cred Enr prior to 7-1-12
- 03 - Not Used by COD
- 04 - Home Schooled
- 05 - Not Used by COD
- 06 - High School Diploma
- 07 - GED or State Auth HS Equiv
- 08 - State Auth HS Equiv Cert (No longer used by COD)
- 09 - 2-yr Prog Transfer to BA
- 10 - Assoc Prog, Excel in HS
- 11 - Test Comp Enr 7-1-12to6-30-15
- 12 - Test Comp Enr -7-1-15 or After
- 13 - Coll Cred Enr 7-1-12 to 6-30-15
- 14 - Coll Cred Enr 7-1-15 or After

Valid values and dates for ATB Test codes are:

Test Code	Completion Start Date	Completion End Date
1 = ASSET Program: Basic Skills Tests	11/1/2002	10/31/2015
2 = Career Programs Assessment (CPAt) Basic Skills Subtests	11/1/2002	6/30/2015
3 = Combined English Language Skills Assessment (CELSA)	11/1/2002	1/1/9999

Test Code	Completion Start Date	Completion End Date
4 = Compass Subtests (COMPASS)	11/1/2002	10/31/2015
5 = Computerized Placement Tests (CPTs)/ACCUPLACER	11/1/2002	1/1/9999
6 = Descriptive Tests: Language Skills and Mathematical Skills	11/1/2002	4/27/2007
7 = ESL Placement Test (COMPASS/ESL)	5/19/2006	10/31/2015
8 = Wonderlic Basic Skills Test (WBST)	11/1/2002	1/1/9999
9 = WorkKeys Program	3/11/2005	6/30/2015
10 = Test of Adult Basic Education (TABE)	11/1/2002	5/11/2004
11 =Spanish Assessment of Basic Education (SABE)	11/1/2002	10/31/2015
12 = Wonderlic Basic Skills Test - Spanish	7/1/2015	1/1/9999

Information for all Direct Loan (Sub, Unsub, PLUS, and Grad PLUS), Pell, and TEACH originations, for all students at all grade levels, must be submitted. Additionally, High School Diploma and GED information will be sent as valid values for the <StudentEligibilityCode> tag for students who qualified by these means. Valid values for this tag include:

- 06 = High School Diploma
- 07 = GED

The high school eligibility submitted on the origination record against the student's answer will be matched by COD to the CPS transaction on file. If the value submitted in the <StudentEligibilityCode> tag does not match the High School Diploma or equivalent value from the CPS Transaction, a warning code of 199 will be returned in the Common Record.

If your school does not submit the <StudentEligibilityCode> tag on the origination record for the DL, Pell, or TEACH award, a reject 994 will be returned in the Common Record. The global method of ATB qualification for students who were ATB eligible before July 1, 2012 will remain on the ROAHSDT page, while the student's high school or GED will be reflected on their ISIR record. Logic has been added to the REREXxx process to determine whether or not to pull the high school or GED status from the ISIR or to pull the ATB test information from ROAHSDT, to send on each origination record.

To meet these requirements, the REREXxx process will extract ATB information using the following updated logic:

- The value extracted in the <StudentEligibilityCode> tag is determined by the **High School Diploma or Equivalent** field (RCRAPP4_HS_GED_RCVD) displayed on the RNANAxx page.

If the value of RCRAPP4_HS_GED_RCVD =:

- 1, set tag = 06
- 2, set tag = 07
- 3, set tag = 04
- 4 or if NULL

If the value of RORHSDT_ATBT_COD_CDE =: 01, 02, or 04 set tag = RORHSDT_ATBT_COD_CDE

If the value of RORHSDT_ATBT_COD_CDE =: or NULL, the record is not extracted and an error message is printed to the log

- If the value extracted for the <StudentEligibilityCode> = 02 (College CrEnr prior to 7-1-12), 04 (Home Schooled), 06 (High School Diploma), or 07 (GED), the following other ATB fields will not be extracted with the record:
  - Test Code <AbilityToBenefitTestCode>
  - Test Administrator <AbilityToBenefitTestAdministratorCode>
  - Completion Date <AbilitytoBenefitCompletionDate>
  - State Code <AbilityToBenefitStateCode>
- If the value extracted for the <StudentEligibilityCode> = 01 (Testing Completed), the following other ATB fields will be extracted:
  - Test Code <AbilityToBenefitTestCode>
  - Test Administrator <AbilityToBenefitTestAdministratorCode>
  - Completion Date <AbilitytoBenefitCompletionDate>
  - State Code <AbilityToBenefitStateCode>

However, if the <StudentEligibilityCode> is NULL for all record types, an error appears in the .log file printed and the student's is not extracted:

Also, if the <StudentEligibilityCode> = 03 or 05, an error appears in the .log file and the student is not extracted:

COD has acknowledged that there are no State Process tests which a student could have taken to qualify by ATB before July 1, 2012. The code of "Other", created by COD for additional use, is also not valid.

Note: To avoid processing confusion, RORMVAL descriptions of these values (03 "State Process" and 05 "Other") have been changed to indicate: "Not Used by COD". Also, these values (03 "State Process" and 05 "Other") have been removed from parameter 12 of the Financial Aid HS/Admission Data Posting (RORHSDP) process.

Note: Additional detailed information about the Student Eligibility code is available in the appropriate *COD Technical Reference* document.

Pell Grant origination process

You must send an origination record to COD to establish a record for each potential Federal Pell Grant recipient at your school.

The origination record also serves to verify the student's eligibility for the grant. You 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 Federal Pell Grant and that you've calculated the award amount according to federal requirements. The origination process also alerts COD as to whether multiple schools intend to award a Federal Pell Grant to the same student.

Zero EFC treatment for children of soldiers and Iraq and Afghanistan Service Grant Pell awards

Pell eligible students who were dependents of a veteran who died as a result of service in Iraq or Afghanistan after September 11, 2001 are eligible for the maximum Pell award under the Zero EFC treatment for children of soldiers.

Additionally, students that are not Pell eligible are eligible for the Iraq and Afghanistan Service Grant. The Iraq and Afghanistan Service Grant is awarded, disbursed, and reported to COD as a Pell grant.

The COD system uses the DoD match results from the student's Central Processing System (CPS) record to populate the **Post 9/11 Deceased Veteran Dependent** indicator and if applicable the **Iraq or Afghanistan Service Grant** indicator, if the school includes the CPS transaction number containing the DoD match results when submitting the Pell award.

COD will use the **DoD Match Flag** field in the student's CPS data to set the **Post 9/11 Deceased Veteran Dependent** indicator and **Iraq or Afghanistan Service Grant** indicator when the CPS transaction is used in award processing. These indicators will not be sent by the school to COD. The data will strictly come from CPS.

Note: Schools must contact a customer service representative at the COD School Relations Center to update the **Post 9/11 Deceased Veteran Dependent** indicator value.

In Banner, the Pell awards for these students must currently be increased manually on the award pages and locked. When the origination is submitted to COD they will match the student to CPS to determine if they meet the criteria to receive the full Pell award and accept, correct or reject the origination accordingly.

Children of Fallen Heroes Scholarship

For the 2018/2019 and 2019/2020 award years, a Pell-eligible student whose parent or guardian died in the line of duty while performing as a public safety officer is eligible to receive a maximum Pell Grant for the award year under the Children of Fallen Heroes (CFH) Scholarship Act.

About this task

Award, Originate, and Disburse

Procedure

1. Go to the COD website to change the CFH Indicator to Yes after a Pell record has been received and created on COD.
2. Manually update the Pell award on RPAAWRD to the 0 EFC amount and LOCK the fund. Next, select the CFH Indicator (RORSTAT_CFH_IND) on RPAAWRD.
3. Disburse the fund according to your regular disbursement procedures. COD will send a warning edit 224 if the Pell processing includes a CFH Indicator = true.
4. Update the CFH Indicator on COD for each award year (2018/2019 and 2019/2020) for each student who is eligible for the maximum Pell Grant as a result of the CFH provision.

Origination Process

Steps used to perform origination processing.

Procedure

1. Award Pell grant funds.

   The Pell Awarding Process (RPEPELL) 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 estimated enrollment level for all applicants, as defined on the Packaging Options (RPROPTS) page.

   When calculating Pell, the RPEPELL process will award periods based on the Pell Aid Period if populated on the ROAPELL page. If the Pell Aid Period is not populated, it will calculate Pell for the periods defined in the Regular Aid Period as assigned to the student on the Budget page (RBAABUD or RBAPBUD) page. This processing is specific for Pell awards and includes the ability to award Pell for summer crossover periods.

   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. The Pell Awarding process is also performed when the **Year in College**, **Citizenship Status**, or **First Bachelor's Degree by 01-JUL-YYYY** fields are changed for an applicant on the Need Analysis (RNANAxx) page. In batch mode, all applicants with records on the Applicant Status table (RORSTAT) will be processed.

   Note: This awarding occurs as long as the Pell Calculation has not been turned off for the student or the particular Pell fund, or on ROAUSIO the Prevent Automatic Pell calculation is selected on the Grant and EDE Options or Campus Defaults section.

2. Review **Pell Origination** indicator on award page (optional).

   Note: The **Pell Origination** indicator can also be batch posted using the PO posting type.

   All students who are receiving an initial Pell award or whose award is increasing will have the **Pell Origination** field selected on the Pell section on the RPAAWRD or RPAAPMT pages, or through the **Maintain Awards** button on the ROARMAN page. (This field is also inspected if you reduce Pell awards - if you select the **Pell Reduced Eligibility Indicator** field on the ROAUSIO page.) You can also manually set this field for students on the same pages.

3. Run the RERORIG/RERORxx process to create Origination Records.

   Although you can create origination records for one student at a time using the Create Grant Originations from RPAAWRD/RPAAPMT, this step assumes that you want to create origination records for a larger group of students using the RERORIG/RERORxx process.

   Enter the required Aid Year Code parameter and enter Yes for the Create Pell Origination Records parameter. The RERORIG/RERORxx creates origination records for all students who have the **Pell Origination** field selected on the **Pell** section on the RPAAWRD or RPAAPMT pages, or through the **Maintain Awards** button on the ROARMAN page.

   - The RERORIG/RERORxx process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record.
   - If there is already an origination record for the student that has not yet been extracted for submission to COD, the RERORIG/RERORxx process deletes the 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 select the **Origination Lock Indicator** field for a student on the Grant Origination/Acknowledgement (REAORxx) page.
   - If the **Origination Lock Indicator** field on the Grant Origination/Acknowledgement (REAORxx) page is set to Y, a new origination record will not be created automatically through the RERORIG/RERORxx process for any reason. If a new origination record is needed, the origination lock must be removed from the existing origination record and then it can either be created manually from the REAORxx page or in batch using the RERORIG/RERORxx process.
   - The REAORxx page 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 Sent).

     Note: The system does not allow you to create an updated origination record either manually or online if the current origination record has not yet received an acknowledgement.

     You can use population selection with the RERORIG/RERORxx process. For example, if you are a multi-campus institution you can use population selection to limit your population of students to those attending a specific campus.

     If there are any other data changes that do not impact the Pell award in periods of award increases or decreases, the RERORIG/RERORxx 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 selecting the **Pell Origination** field on one of the award pages, for the RERORIG/RERORxx process to do so automatically.

4. Review Origination Records with the REAORxx page or the RERCODP/RERCDxx process (optional).

   When you enter Yes for the Create Pell Origination Records parameter of the RERORIG/ RERORxx process, you create the origination records without extracting the records in preparation for the transmission of the records to COD.

   - REAORxx page - This allows you to review the origination records on the REAORxx page before sending the records.
   - RERCODP/RERCDxx process - You can also print a listing of the "unsent" Pell Origination records if you enter an Aid Year and a Unsent for the Origination Report parameter for the RERCODP/RERCDxx process. Review and correct the origination records (if necessary).

5. Run the RPPSPGM process to create or update Program Information for the student beginning with aid year 2017/2018.

   The RPPSPGM will use the SFKCPLR.p_get_plan_rule_data procedure and compare between Banner Student (as returned in the procedure) and Banner Financial Aid (using the RPRSPGM table) to determine if new records will need to be created in the RERSPGM table which may be viewed on RPASSUI.

   For Pell and TEACH, the RPPSPGM will automatically look for awards with an offered amount greater than $0 to determine if Program Information is needed for the student who does not have Direct Loan award.

   RPPSPGM may be run in either Audit or Create mode.

6. Extract the Origination Records with the REREX4E/REREXxx process.

   The REREX4E/REREXxx process extracts data from the Banner database and creates the XML Common Record which contains the Pell origination records in the format required by COD. Enter the required Aid Year Code parameter and enter Yes for the required Extract Pell Funds

parameter. The REREX4E/REREXxx process extracts the origination records and creates the necessary output files.

- The file that you send to COD is one of the following and is dependent upon whether you're sending a file that contains records of only one grant type or only Direct Loans, or a file that contains a combination of records.

  `crpgXXin_jobsubnumber.xml` - (Pell data only)

  or

  `craaXXin_jobsubnumber.xml` - (Not a single type, but a combination of Direct Loan, TEACH, or Pell data)

  Note: The value xx represents the last 2 digits of the award year. The IN value indicates that it is a record going into the Department's system. The jobsubnumber is added to the file to create a unique identifier so that the file will not be overwritten when you re-run the process.

- `rerexXX_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexXX_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

  The system populates the **Date Sent** field on the REAORxx page when origination Records are picked up for transmission (extracted) and updates the **Action Code** to Sent. You cannot change the current origination record after this point.

  Only eligible origination records are extracted. Otherwise COD will reject the origination.

7. Transfer `crpgXXin.xml` or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx process from the server on which Banner resides to the PC you use to transfer origination records to COD.

8. Send Pell Origination Records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the Pell origination records to COD. As mentioned previously, the message class that contains the Pell originations is either:

   CRPGxxIN (Pell data only) or

   CRAAxxIN (Combined Pell, TEACH or Direct Loan data)

9. COD returns response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: 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. Banner only supports the Full Response File.

10. Receive response files from COD.

    Download the files from the *Student Aid Internet Gateway (SAIG)* using communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

11. Transfer response files to the Banner server.

    Transfer the files from the PC to the server on which Banner resides.

12. Upload response files with the RERIM4E/RERIMxx process.

    The RERIM4E/RERIMxx process uses the response files sent back from COD as input data to update various records in the Banner database.

    The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIM4E/RERIMxx process will not find the files to process them.

Pell response files
Files returned after processing.

About this task

CRPGxxOP - Pell Origination and Disbursement records sent in response to the CRPGxxIN message class.

CRAAxxOP - Origination and Disbursement records for Pell, TEACH, and Direct Loans, in addition to Origination Change and Disbursement records in response to the CRAAxxIN message class.

Enter the Pell response file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. The output report to the RERIM4E/RERIMxx process only provides control summary information for the RERIM4E/RERIMxx process and any errors encountered during import. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

When the origination response is received and uploaded into Banner, the possible statuses for the acknowledgements that appear in the **Action Code** field on the REAORxx page are:

- Accepted,
- Corrected,
- Duplicate - not currently used by COD, or

- Rejected.

  If there is a C or an R in the **Action Code** field, corresponding edit message codes on the Edits and Rejects pop-up window indicate why that record was processed in that way. Edits and Reject warning codes may also display on this window for records in an A status. If the edit/reject code received pertained to a specific tag in the XML file, the tag name displays on the Edits and Rejects window as the **Edit Field**. If the origination was in a C status, the **Edit Field** indicates the tag corrected and the Edit Value indicates the value to which the field was corrected.

After the response file has been loaded with an **Action Code** of A, C, or R, you can make changes to records online by performing a Duplicate Record function to copy the current origination record. Make any necessary changes on the duplicate record and Save. The RERORxx/RERORIG process creates an updated record if you enter data changes and select the **Pell Origination** field selected on the Pell section on the RPAAWRD or RPAAPMT pages, or through the **Maintain Awards** button on the ROARMAN page.

You can review information about the response files with the COD Document Control (REACODD) page.

Procedure

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response in the **Document Type** field.

Results

The response records imported by the RERIM4E/RERIMxx process also update Student Identifier records on the COD Student Information page (REACODS).

Pell Grant Disbursement Process

You are required to send a disbursement record for each Federal Pell Grant disbursement.

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. Unlike the award amount on the origination record, the amount on the disbursement record has a direct impact on your school's Federal Pell Grant authorization level. The disbursement amount and date reported on the record must match your school's records.

The COD System can accept Pell Grant disbursement information in advance of, on, or after the disbursement date. The COD System must accept an Award Amount greater than zero before it can accept disbursement information for that student. A student can have up to 20 disbursements (Numbers 1-20) with up to 65 sequences for each disbursement.

Disbursement Amount Decrease

When reporting a change to the COD System, replacement Disbursement Amounts must be reported rather than the adjustment amount for the existing Disbursement Amount. A negative disbursement amount cannot be reported on a Common Record document. A replacement disbursement amount must be reported. For example, when reporting sequence 02 for a particular

disbursement number, the amount reported on the 02 sequence is the sum of both sequence 01 and sequence 02, rather than the adjustment amount.

Also, the date reported on adjustment records is always the initial date reported on sequence 01 for the particular disbursement number rather than the transaction date of the adjustment sequence.

Disbursement Amount Increase

When reporting an increase for a scheduled disbursement that has been paid, report the increased amount on a new disbursement number with a sequence number of 1. This may occur due to an increase in enrollment or a new ISIR received with a lower EFC. The date reported for the new disbursement number must match the transaction date of the funds being posted to the student account.

Note:

Disbursements decrease with multiple positive disbursements for a period. When a Pell or TEACH amount decreases for a period (a negative adjustment), the decrease reporting continues as a subsequent sequence number for a disbursement number.

If multiple positive disbursement amounts are made for the period (multiple disbursement numbers exist), adjustments are made to the highest disbursement number for the period as the next value in the sequence. The disbursement process has been modified to create multiple negative disbursement records for the same transaction. This ensures the COD extract does not calculate the net disbursement amount as a negative number on any of the disbursement numbers for a period.

Disbursement records

The following list identifies the required data elements for an actual Pell Grant disbursement.

About this task

- Disbursement Number, <Disbursement Number= " ">
- Disbursement Amount, <DisbursementAmount>
- Disbursement Date, <DisbursementDate>
- **Disbursement Release Indicator** set to "true",<DisbursementReleaseIndicator = true>
- Disbursement Sequence Number, <DisbursementSequenceNumber>. The Disbursement Sequence Number valid values range from 01-99.
  - Disbursement Sequence Numbers 01-65 are reported by schools.
  - Disbursement Sequence Numbers 66-90 are reserved for COD system-generated adjustments to disbursements.
- Enrollment School Code, <EnrollmentSchoolCode>
- Payment Period Start Date <PaymentPeriodStartDate>
- Published Program Length Years <PublishedPgmLengthYears>
- Published Program Length Months <PublishedPgmLengthMonths>

- Published Program Length Weeks <PublishedPgmLenghtWeeks>
- Weeks Program Academic Year <WeeksProgramAcademicYear>
- Special Programs <SpecialPrograms>
- Program Credential Level <ProgramCredentialLevel>
- Enrollment Status <EnrollmentStatus>
- Program CIP Code <ProgramCIPCode>
- Program CIP Code Publication Year <ProgramCIPCodeYear>

Procedure

Disburse Pell grants

Disburse the grants to the student accounts within Banner. Run the Disbursement Process (RPEDISB) to disburse the Pell Grants for a large number of students in a batch process; or run the Disbursement Process from the Immediate Process (ROAIMMP) page for one student.

Pell disbursement Warning - Advance Pay Indicator
Due to the way that disbursement dates and amounts must be reported to COD and the differences in logic for Pell disbursement processing for Advance Pay and Non-Advance Pay, it is important to not turn the **Advance Pay** indicator on and off during the aid year.

About this task

Doing so may result in subsequent disbursement records being extracted with incorrect disbursement dates. After any Pell disbursements have been made for an aid year, the **Advance Pay** indicator can not be updated for the aid year.

Disbursement in Final Mode:

If you run RPEDISB in Final Mode for Pell, any manually entered disbursements on the award pages (RPAAWRD and RPAAPMT) must be entered with the same **Scheduled Date** as the original disbursement to which you are making adjustments. Entering a different Scheduled Date will result in problems extracting and sending the adjustment record to COD.

Procedure

1. Extract the disbursement records with the REREX4E/REREXxx process.

   The REREX4E/REREXxx process extracts data from the Banner database and creates the Common Record which contains the Pell disbursement records in the format required by COD. Enter the required Aid Year Code parameter and enter Yes for the required Extract Pell Funds parameter. The REREX4E/REREXxx process extracts the disbursement records and creates the necessary output files.

   The REREX4E/REREXxx process creates and extracts COD disbursement records for all Pell records where there is a payment to the student's account and the COD disbursement has not yet been reported. REREXxx also processes authorized disbursements for Pell for schools that have selected the **Advance Pay for Pell** field, based on the **Number of Days for Advance Pay**

for Pell field. Edit disbursements are not extracted for Pell disbursement records in Banner and are not required by COD.

- The file that you send to COD is one of the following and is dependent upon whether you're sending a file that contains records of only one grant type or only Direct Loans, or a file that contains a combination of records.

  `crpgXXin_jobsubnumber.xml` - (Pell data only)

  or

  `craaXXin_jobsubnumber.xml` - (Not a single type, but a combination of Direct Loan, TEACH, or Pell data.)

  Note: The value xx represents the last 2 digits of the award year. The IN value indicates that it is a record going into the Department's system. The jobsubnumber is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

- `rerexXX_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexXX_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

2. Review Pell disbursement information on READIxx page (optional).

   Access the Grant Disbursement/Acknowledgement (READIxx) page and select Pell in the **Grant Type** field to view Pell Disbursement information. The **Date Sent** field is updated with the date that the REREXxx Process created and extracted the disbursement records (refer to the previous step). The **Action Code** contains an Sent until the disbursement acknowledgements are later received from COD and loaded into Banner.

3. Transfer `crpgXXin.xml` or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREXxx Process from the server on which Banner resides to the PC you use to transfer origination records to COD.

4. Send Pell disbursement records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the Pell disbursement records to COD. As mentioned previously, the message class that contains the Pell disbursements is either

   CRPGxxIN (Pell data only) or

   CRAAxxIN (Combined Pell, TEACH, or Direct Loan data).

5. COD returns response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: Schools have an 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. Banner only supports the Full Response File.

6. Receive response files from COD.

   Download the files from the *Student Aid Internet Gateway (SAIG)* using communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

7. Transfer response files to Banner Server.

   Transfer the files from the PC to the server on which Banner resides.

8. Upload response files with RERIM4E/RERIMxx process.

   The RERIM4E/RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIM4E/RERIMxx process will not find the files to process them.

Pell Grant Disbursement response files
Files returned after processing.

Response files include:

- CRPGxxOP - Pell Origination and Disbursement records sent in response to the CRPGxxIN message class.
- CRAAxxOP - Origination and Disbursement records for Pell, TEACH, and Direct Loans, in addition to Origination Change and Disbursement records in response to the CRAAxxIN message class.

Pell System-generated files
CRNDxxOP - Pell Negative Disbursement records (system-generated).

Enter the file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. The output report to the RERIMxx Process provides control summary information about the process. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

When the disbursement response is received and uploaded into Banner, the possible statuses for the acknowledgements that appear in the **Action Code** field on the READIxx page are:

- Accepted - All data was accepted,
- Corrected - COD changed the disbursement amount to be consistent with other data; the acknowledgement record contains the accepted value, not the reported value,
- Duplicate - not currently in use by COD,

- Rejected - Errors were made on one or more data fields and the record was rejected. You must make corrections, or
- X (Pending Negative Disbursement).

If there is a C or an R in the **Action Code** field, corresponding edit message codes on the **Edits/ Reject Codes** window indicate why that record was processed in that way. Edits and Reject warning codes may also display on this window for records in an A status. If the edit/reject code received pertained to a specific tag in the XML file, the tag name will also display on the Edits and Rejects window as the **Edit Field**. If the origination was in a C status, the **Edit Field** will indicate the tag corrected and the Edit Value will indicate the value to which the field was corrected.

Negative pending records
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.

COD uses a system-generated Disbursement Sequence Number between 66 and 90. The included previous sequence number indicates the previously accepted Disbursement Sequence Number on the COD System for the Disbursement Number of the adjusted disbursement.

The Negative Pending Amount 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:

- Increase the Award Amount by at least the Negative Pending Amount, or
- 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.

Reviewing information about response files
You can review information about the response files with the COD Document Control (REACODD) page.

About this task

Procedure

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response or ND=Negative Disbursement in the **Document Type** field.

Results

The response records imported by the RERIM4E/RERIMxx process also update Student Identifier records on the COD Student Information page (REACODS).

Crossover Pell

A description of Banner Crossover Pell processing, including separate elements for both header and trailer schools.

- Use the Pell aid period to assign an aid period, consisting of periods for the next or prior aid year for the student. This allows a Pell award to be made from the upcoming aid year or a prior aid year for the crossover (summer) period.
- This provides the ability to award Pell from one aid year and other financial aid funds from a different aid year for a crossover (summer) period.
- The crossover period should be part of the student's aid period in one year and should be in the Pell aid period in the other year.

Pell Rounding Rules

The Pell rounding algorithm is applied to ensure consistent results.

1. Pell rounding for each period is based on the actual value calculated for the period award.

   This also considers the enrollment load when determining the amount for the term. For example, when determining the term amount for a student using half-time enrollment, the half-time scheduled award base on the Pell chart determines the term amount.

   - Dollars round up to the next whole dollar (50 cents or higher - round up to the next whole dollar).
   - Cents round up to the next cent (third position to the right of the decimal is 5 or higher - round up to the next whole cent).

   Note: Beginning with the 2020/2021 aid year, the option to Round Cents or Truncate Cents is no longer supported.

   Note: This also applies to the other school amount. If the other school percent is greater than 0, the other school amount is calculated and rounded using this logic.

2. After rounding the award for each period, the amount rounded (up or down) carries-over to the next period's calculation.

   - If rounded up, the amount added to the period carries forward and subtracts from the standard period amount for the next period, before the calculation takes place.
   - If the rounded down, the amount subtracted from the period carries forward and adds to the standard period amount for the next period, before the calculation takes place.

   Note: This also applies to the other school amount. If the other school amount rounds up or down, the rounded amount carries forward to the calculation of the first period award.

Applicant Pell Grant (ROAPELL)

Used to assign a Pell aid period to the student.

- The Pell aid period will be the aid period established for the upcoming or prior year, which includes the crossover period.
- A Pell aid period should only be assigned to a student when a crossover period does not exist as part of the student's regular aid period in the current year; the Pell aid period would be assigned to the student in the next or prior aid year.

Pell Processing Rule: If a Pell aid period exists, that Pell aid period determines the periods to schedule for Pell. No Pell aid period causes the use of the regular aid period.

Note: Use ROAPELL to manually place a student into a Pell aid period. Use RORPOST (Type code of AP) /RORBPST to place a batch of students into a Pell Aid Period.

Pell aid period usage and examples
Upon Pell aid period assignment, the Pell process calculates the Pell award for the periods in the Pell aid period instead of in the aid period.

The Pell aid period is also used in "most beneficial" Pell calculations in Year Round Pell processing.

Note: The "most beneficial" Pell calculation is optional processing.

When assigning Pell as a crossover period, it is helpful to define the type of aid the student will receive in the summer crossover period. If the student receives only Pell in the crossover period, list the crossover period in the Pell aid period for the aid year in which the student will receive the Pell.

Summer trailer period example:

If the summer period is normally a trailer to the aid year and the student will receive institutional aid as the summer trailer, but will receive Pell as a summer header to the upcoming aid year, the current aid year regular aid period will include fall/spring/summer_trailer and the next aid year Pell aid period will include the summer_header/fall/spring periods (as shown in the Summer trailer period example).

Note: The crossover period should be part of the student's aid period in one year and should be in the Pell aid period in the other year.

School is normally Summer Trailer - Current aid year is 2018/2019 and future aid year is 2019/2020.

Aid Period	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020
2018/2019 Aid Period (Fall, Spring, Summer_Trailer)	201910	201920	201930		
2019/2020 Aid Period (Fall/ Spring)				202010	202020

Aid Period	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020
2019/2020 Pell Aid Period (Summer_Header/ Fall/Spring)			201930	201910	201920

Summer header period example:

If the summer period is normally a header to the aid year and the student will receive institutional aid as the summer header, but will receive Pell as a summer trailer from the prior aid year, the regular aid period for the upcoming aid year will include summer_header/fall/spring periods and the current aid year Pell aid period will include the fall/spring/summer_trailer periods (as shown in the Summer header period example).

Note: The crossover period should be part of the student's aid period in one year and should be in the Pell aid period in the other year.

School is normally Summer Header - Current aid year is 2019/2020 and prior aid year is 2018/2019

Aid Period	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020
2018/2019 Aid Period (Fall, Spring)	201830	201910	201920			
2018/2019 Pell Aid Period (Fall/ Spring/ Summer_Trailer)		201910	201920	201930		
2019/2020 Aid Period (Summer_Header/ Fall/Spring)				201930	202010	202020

Pell Calculation Process (RPEPELL)

The Pell process determines if a Pell aid period has been assigned to the student.

You must run the Pell process for the appropriate aid year associated with the Pell Aid period.

Disbursement Process (RPEDISB)

Just like the Pell process, the disbursement process should be run for the aid year associated with the Pell Aid Period assigned to the student to disburse the funds from the appropriate aid year.

Batch mode - RPEDISB

When running RPEDISB in batch, the Aid Year (parameter 01) is optional, yet the Period (parameter 03) is required.

- If you choose to use an aid year code in addition to the period, then you would need to run RPEDISB for the current aid year and the upcoming aid year to include processing of the crossover summer period.
- If you choose not to use the aid year parameter, then the RPEDISB process will run in both aid years when the period entered is a crossover period.

On-line - ROAIMMP

Current aid year - Run disbursement process, when applicable, for each period in the aid year.

Upcoming aid year - Run disbursement process, when applicable, for each period in the aid year.

Note: If the period being processed for disbursement is a crossover period, and the period exists in both aid years for a student, the process will automatically run for both aid years, regardless of which aid year is selected for processing on ROAIMMP.

Award pages (RPAAWRD/RPAAPMT)

The award pages display the results of the Pell process and Disbursement process.

Results displayed depend on which aid year results in the most beneficial award.

Banner Financial Aid Considerations for TEACH Grants

Items to consider when processing TEACH grants.

TEACH Grant eligibility requirements

Eligibility requirements for the TEACH Grant.

These requirements are outlined in the current *COD Technical Reference*.

TEACH student eligibility

To qualify for a TEACH Grant, a student must meet the following criteria:

- Complete the *Free Application for Federal Student Aid (FAFSA)*, although you do not have to demonstrate financial need.
- Be a U.S. Citizen or eligible non-citizen.
- Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH Grant Program.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g. math courses for a student who intends to be a math teacher).
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25) or be a current teacher or retired expert in a Teacher Shortage Area.
- Sign a TEACH Grant Agreement to Serve.
- Complete the yearly counseling requirement.

Degree codes for eligible degree programs

The Federal Regulations require that a recipient of a TEACH Grant must be in an eligible two-year or four-year program.

TEACH Grant funds are disbursed based on the degree award code rules defined on the RPRDEGR page.

Rules must be defined on RPRDEGR for all eligible degree programs for TEACH. When defining these rules, you have the ability to define standard degree programs and custom degree codes. For example, a custom degree code might be one representing a six-year doctorate program, where the student never receives a Bachelors degree, but the students in that degree program are eligible for TEACH in their undergraduate or graduate year of study.

Define rules on RPRDEGR for eligible degree programs based on your institution's definition of Degree Award and add any institution-specific values you have determined as eligible for TEACH Grants.

Major Codes for eligible TEACH majors

To be eligible for a TEACH grant, a student must be enrolled in an eligible major.

Your institution indicates which Major Codes are eligible for TEACH grants on the Financial Aid Major Rules (RPRMAJR) page. Disbursement validation compares the student's major to the majors in the RPRMAJR table where the **TEACH Eligible** indicator is selected to determine if TEACH funds should be disbursed to the student.

TEACH Grant Agreement to Serve (ATS)

Before a student can receive a TEACH Grant disbursement they must sign an Agreement to Serve (ATS).

The TEACH Grant ATS can only be completed by the student electronically, on the StudentAid.gov website, and must be completed one time per aid year. When complete, the ATS is sent to the school indicated by the student or to any school with an origination record linked to the ATS.

The ATS status is received in TEACH Grant origination response documents and in AT (Agreement to Serve) system-generated documents sent to the school by COD. Use the TEACH Grant Agreement to Serve (RPATATS) page to enter, view and maintain the ATS data.

Identifying potential recipients of TEACH grants

A student's potential eligibility (previously noted through comment codes on the ISIR record) is no longer communicated to the schools by the Department of Education.

Therefore, student's interest in the TEACH grant would need to come from other institutional methods, such as user defined field data derived from an institutional page.

Awarding the TEACH grant

TEACH Grant award information.

Class level

A student may be in any year of college and enrolled in either an undergraduate or graduate program to be eligible for a TEACH grant.

For awarding TEACH grants, Banner uses the **Banner Year in College** field on the Need Analysis (RNANAxx) page. The Award Validation Process validates that the student has met the following criteria for TEACH Undergraduate awards:

- 1 (1st yr/no college)
- 2 (1st yr/some college)
- 3 (2nd yr/sophomore)
- 4 (3rd yr/junior)
- 5 (4th yr/senior)
- 6 (5th yr/other undergrad)

The Award Validation Process validates that the student has met the following criteria for TEACH Graduate awards:

- 7 (1st yr grad/prof)
- 8 (2nd yr grad/prof)
- 9 (3rd yr grad/prof)
- 0 (Beyond 3rd yr grad)

Award validation

Key elements of award validation.

Year in college

The student's year in college must match the TEACH level defined on the Packaging section in the Fund Management page (RFRMGMT) for the fund code being awarded.

The Banner Year in College is reviewed to determine if it matches the TEACH level defined for the fund. If the student's year in college does not match the fund being awarded, the award will reject, followed by an associated error message.

Grade Point Average (GPA) requirements

GPA is not automatically reviewed within the Banner processes due to the flexibility institutions have in calculating GPA.

Ellucian suggests that you set up a Fund Awarding rule on the RORRULE page to examine the GPA eligibility for the TEACH Grant funds.

For TEACH Grants, an indicator has been provided on the ROAHSDT page for those students that have scored above the 75th percentile on an admission test. These students do not have to meet the GPA requirement for TEACH. This indicator can be populated manually or in batch through the RORHSDP process and can be used in your RORRULEs for TEACH grant funds so that these students do not have to meet the GPA criteria. Award and disbursement validation do not inspect this indicator automatically.

TEACH Grant specific awarding

A student must be enrolled in an eligible major to receive the TEACH Grant.

Eligible majors are determined by each institution and must be defined on the RPRMAJR page. If you want to validate the eligibility of a student's major as part of the Award Validation Process, you can use the values you have defined on RPRMAJR in a Fund Awarding Rule established on RORRULE for the TEACH Grant fund codes.

TEACH Grant origination process

You must send an origination record to COD to establish a record for each potential TEACH Grant recipient at your school.

About this task

The origination record also serves to verify the student's eligibility for the grant. You send one origination record for every TEACH grant for which a student will receive a disbursement.

Procedure

1. Award TEACH grant funds.

   Run the Packaging Process (RPEPCKG) or the Grant Calculation Process (RPRGRNT) to award TEACH Grant funds. The Grant Calculation Process (RPRGRNT) and the Packaging Process (RPEPCKG) calculates the TEACH Grant award, based on the Grant Payment schedule table (RPRGRNT). These processes use either the estimated enrollment level reported by an applicant or a default estimated enrollment level for all applicants, as defined on the Packaging Options (RPROPTS) page.

2. Run the RERORIG/RERORxx process to create TEACH origination records.

   Although you can create origination records for one student at a time using the Create Grant Originations from RPAAWRD/RPAAPMT, this step assumes that you want to create origination records for a larger group of students using the RERORIG/RERORxx process.

   Enter the required Aid Year Code parameter and enter Y (Yes) for the Create TEACH Origination, parameter.

   Unlike Pell origination records, TEACH originations do not use an origination indicator to determine if an origination needs to be created for the fund. Instead, when the RERORIG/RERORxx process is run, the process 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. For TEACH, if the awarded amount is more or less than the amount due to the student, an updated origination record is created for the student with the changed amount. This is done for TEACH because Edit disbursements must be sent to COD for TEACH and therefore the origination award amount and the sum of all Actual and Edit disbursements must match when records are sent to COD. Other data changes that are needed on any TEACH origination record must be made using the RERORIG/REAORxx page.

   - For TEACH grants, the TEACH Level must be defined for the TEACH fund on the Fund Management (RFRMGMT) page. It cannot be blank. If the TEACH level is blank for the fund code, the TEACH 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 TEACHU (TEACH Undergraduate) is locked, a new sequence of the TEACHU origination is not created.

     However, if the student also needs a Fund Code TEACHG (TEACH Graduate) origination created and the student does not have an existing TEACHG fund code origination record

that is locked (and all other conditions are passed), the TEACHG origination record is created.

- If the existing active origination for the fund code is in a Sent status in the **Action Code** field on the TEACH window of the REAORxx page, a new origination is not created for the fund code.

  For example, if the student's existing origination for fund code TEACHU in a Sent status, a new sequence of the TEACHU origination is not created.

  However, if the student also needs a Fund Code TEACHG origination created and the student does not have an existing TEACHG fund code origination record that is in a Sent status (and all other conditions are passed), the TEACHG origination is created.
- If the student does not have a valid value in the **SAR Transaction Number** field on the ROAPELL page, the origination is not created.
- The **Year in College** determined for the student must match the **Grant Type** being created on the TEACH window of the REAORxx page.

  For example, if the student has a **Year in College** value of 2nd year, sophomore, and the **Grant Type** value is TG=TEACH Graduate, the origination is not created.

  The following levels are valid for **Grant Type and Year in College** combinations:

  Grant Type - Year in College

  TU=TEACH Undergraduate:

  – 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 other undergraduate

  TG = TEACH Graduate:

  – 7 - 1st year, graduate/professional
  – 8 - 2nd year, graduate/professional
  – 9 - 3rd year, graduate/professional
  – 0 - Beyond 3rd year graduate

  You can use population selection with the RERORxx/RERORIG process.

3. Review Origination Records with the REAORxx page or the RERCODP/RERCDxx process (optional).

   When you enter Yes for the Create TEACH Origination parameter of the RERORIG/RERORxx process, you create the origination records in preparation for the transmission of the records to COD.

   - REAORxx page - This allows you to review the origination records on the REAORxx page before sending the records.
   - RERCODP/RERCDxx process - You can also print a listing of the 'unsent' TEACH origination records if you enter an Aid Year and a Unsent for the Origination Report parameter for the RERCODP/RERCDxx process. Review and correct the origination records (if necessary).

4. Run the RPPSPGM process to create or update Program Information for the student beginning with aid year 2017/18.

   The RPPSPGM will use the SFKCPLR.p_get_plan_rule_data procedure and compare between Banner Student (as returned in the procedure) and Banner Financial Aid (using the RPRSPGM table) to determine if new records will need to be created in the RERSPGM table which may be viewed on RPASSUI.

   For Pell and TEACH, the RPPSPGM will automatically look for awards with an offered amount greater than $0 to determine if Program Information is needed for the student who does not have Direct Loan award.

   RPPSPGM may be run in either Audit or Create mode.

5. Extract the Origination Records with the REREX4E/REREXxx process.

   The REREX4E/REREXxx process extracts data from the Banner database and creates the XML Common Record which contains the TEACH origination records in the format required by COD. Enter the required Aid Year Code parameter and enter Yes for the required Extract TEACH Funds parameter. The REREX4E/REREXxx process extracts the origination records and creates the necessary output files.

   - The file that you send to COD is one of the following and is dependent upon whether you're sending a file that only contains TEACH records, a file that only contains Pell records, a file

that only contains Direct Loan records, or one that contains a combination of Pell, TEACH, and Direct Loan records.

`crthXXin_jobsubnumber.xml` - (TEACH data only)

or

`craaXXin_jobsubnumber.xml` - (Not a single type, but a combination of Direct Loan, TEACH, or Pell data.)

Note: The value xx represents the last 2 digits of the award year. The IN value indicates that it is a record going into the Department's system. The jobsubnumber is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

- `rerexXX_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexXX_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

  The system populates the **Date Sent** field on the REAORxx page when origination Records are picked up for transmission (extracted) and updates the **Action Code** to Sent. You cannot change the current origination record after this point.

  Only eligible origination records are extracted. Otherwise COD will reject the origination.

  The initial Student Identifier is created at the time the first award origination record is created. The Student Identifier is not aid year specific. Therefore, if an Identifier record exists from an aid year after 2014/2015 for the student, it will be used by the REREX4E/REREXxx process. If no student identifier exists for the student at the time that REREX4E/REREXxx is run, the initial Student Identifier will be created by the process. You can review and maintain COD Student Identifiers on the REACODS page.

  The Document ID for the extracted document is populated on the REAORxx page for TEACH origination records, the READIxx page for TEACH disbursement records, and the REACODS page for Student Identifier records at the time of extract. You can view the Document ID, Extract Date, Extract File Name, and Resent Document ID (if the document has been resent) along with response information for the document, on the REACODD page.

6. Transfer the `crthXXin.xml`, or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx Process from the server on which Banner resides to the PC you use to transfer origination records to COD.

7. Send the Origination Records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the origination records to COD.

COD Returns Response Files

For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

About this task

Note: 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.

Banner only supports the Full Response File.

Procedure

1. Receive Response files from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

2. Transfer Response files to the Banner server.

   Transfer the files from the PC to the server on which Banner resides.

3. Upload Response files with RERIM4E/RERIMxx process.

   The RERIM4E/RERIMxx process uses the response files sent back from COD as input data to update various records in the Banner database. TEACH origination response records contain Agreement to Serve information. Parameters provided in the RERIM4E/RERIMxx process allow you to define a Tracking Requirement Code and Status to update for a student when an Accepted ATS record is received. These parameters should be populated whenever importing any TEACH response records so that requirements will be updated correctly.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIM4E/RERIMxx process will not find the files to process them.

TEACH Grant response files

Files returned after processing.

CRTHxxOP - TEACH Origination and Disbursement records sent in response to the CRTHxxIN message class.

CRAAxxOP - Origination and Disbursement records for TEACH, Pell, and Direct Loans, in addition to Origination Change and Disbursement records in response to the CRAAxxIN message class.

System-generated files

TEACH Booking Notification, TEACH Agreement, and TEACH Entrance Counseling records produced by the system.

CRBNxxOP - TEACH Booking Notification records

CRATxxOP - TEACH Agreement to Serve records

CRACxxOP - TEACH Entrance and Exit Counseling records

Enter the file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. Parameters provided in the RERIM4E/RERIMxx process allow you to define a Tracking Requirement Code and Status to update for a student when an Accepted ATS record is received. These parameters should be populated whenever importing a CRATxxOP record so that requirements will be updated correctly.

The output report to the RERIM4E/RERIMxx Process only provides control summary information for the RERIM4E/RERIMxx process and any errors encountered during import. Run the COD Extract/Import Report (RERIM4E/REREXIM) if you want more detailed student information about the records loaded. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

Both matched and unmatched TEACH Entrance Counseling records (Document Type = AC) are imported to Banner. Records are matched to the student identifier on REACODS if one exists or to the identifier data elements on RNANAxx if no identifier exists. Records are then loaded based on whether or not a match is found:

- If a match is found, then the records are updated to the RPILECS page (RPRLECS table) for the matching student.
- If a matching student is not found, then the record is imported to the REAUCOD for type T = Teach Entrance Counseling so that it can be matched manually through the REAUCOD page.

TEACH Grant Matched records
The **Entrance Interview Requirement Code** and **Entrance Interview Satisfied Status** values on the Grant and EDE Options window of the ROAUSIO page are used with the Entrance Counseling Results processing.

This allows you to establish which requirement code and status will be used to satisfy the Entrance Interview requirements on the Applicant Requirements (RRAAREQ) page for TEACH grants.

The RERIM4E/RERIMxx logic tests to see if the student has the specified Requirement record for the associated aid year:

- If such a record does not exist, the information is listed in the REREXIM report generated by RERIM4E/RERIMxx.
- If the student has the specified Requirement record and the Entrance Interview requirement exists on the RRAAREQ page, the requirement is changed to a Satisfied status.

TEACH Grant Unmatched records
The REREXIM report generated by RERIMxx indicates the records for which a matching student was not found.

About this task

These unmatched records are loaded to the RPTUECS temporary suspense table and displayed on the REAUCOD page. These records can then be manually matched to a student by entering the matching student ID on this page and saving the record. When the record is matched, the data from the record is inserted to the RPRLECS table for the student and displayed on the RPILECS page. The data is also deleted from the RPTUECS temporary table.

When the origination response is received and uploaded into Banner, the possible statuses for the acknowledgements that appear in the **Action Code** field on the REAORxx page are:

- Accepted,
- Corrected,
- Duplicate - not currently used by COD, or
- Rejected.

If there is a C or an R in the **Action Code** field, corresponding edit message codes on the Edits and Rejects window indicate why that record was processed in that way. Edits and Reject warning codes may also display on this window for records in an A status. If the edit/reject code received pertained to a specific tag in the XML file, the tag name displays on the Edits and Rejects window as the **Edit Field**. If the origination was in a C status, the **Edit Field** indicates the tag corrected and the Edit Value indicates the value to which the field was corrected.

After the response file has been loaded with an **Action Code** of A, C, or R, you can make changes to records online by performing a Duplicate Record function to copy the current origination record. Make any necessary changes on the duplicate record and Save.

For TEACH Grants Edit Disbursements must be sent to COD with all origination records. When the disbursement response is received with the origination response for these Edit disbursement records, the possible status for the acknowledgements that appear in the **Action Code** field on the READIxx page are:

- 2 (Edit Accepted),
- 3 (Edit Rejected)

After the Edit Disbursement response is received and the disbursement is paid to the student's account, the disbursement will be extracted as an Actual Disbursement record.

You can review information about the response files with the COD Document Control (REACODD) page.

Procedure

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response, BN=Booking Notification, AT=Agreement to Serve or AC=TEACH Grant Counseling in the **Document Type** field.

Results

The response records imported by the RERIM4E/RERIMxx process also update Student Identifier records on the COD Student Information page (REACODS).

Disbursing TEACH Grants

TEACH Grant requirements and disbursement validation.

Grant requirements

You will need to perform tests for eligible Grade Point Average for TEACH (3.25 GPA on a 4.0 scale) through Fund Disbursement Rules you set up on the RORRULE page.

Grade Point Average requirements

An indicator has been provided on the ROAHSDT page for those students that have scored above the 75th percentile on an admission test. Students who have met the 75th percentile criteria do not have to meet the GPA requirement for TEACH. This indicator can be populated manually or in batch through the RORHSDP process and it can be used in your RORRULEs for TEACH grant funds so that these students do not have to meet the GPA criteria.

Disbursement validation

Disbursement validation reviews the student's eligibility for TEACH taking any awards paid at other institutions, or paid during the current aid year in Banner, into consideration.

NSLDS and Prior Year Paid amount

NSLDS information for TEACH is sent to the schools through ISIR records and Transfer Monitoring Alert and Financial Aid History files. Disbursement validation ensures that the data received from NSLDS for grants paid at another institution is reviewed when determining if the student can receive TEACH payments.

To determine which TEACH records in NSLDS belong to a different institution, records are selected where the first six digits of the TEACH **School Code** (RCRLDST_SCHOOL_CODE) on the Student Loan Data (RNASLxx) page do not match any OPEIDs for the aid year for the campus (RORCAMP_OPEID and RORCAMP_OPEID_BRANCH) or institution (ROBINST_OPEID and ROBINST_OPEID_BRANCH).

When a student has received the maximum TEACH award amount as an undergraduate or graduate level, they cannot receive that Grant Type again, for that same level. The Grant Types and maximum cumulative amounts are: TEACH Undergraduate $16,000 and TEACH Graduate $8,000. Due to this lifetime maximum limit, disbursement validation reviews previous aid years in Banner to ensure that a student is not paid above their maximum eligibility for each Grant Type.

TEACH Grant Specific Disbursement Validation

To be eligible to receive a TEACH Grant, the student must be enrolled in an eligible major at the time of disbursement.

Eligible Field of Study

Eligible majors are determined by your institution and must be defined on the RPRMAJR page for the aid year.

The Disbursement Process validates that the student's major on their General Student record which is less than or equal to the period of disbursement corresponds to an eligible major code in the RPRMAJR table.

To allow for the instance where a student is not required to declare their major before their third academic year, the ability to override the disbursement edit indicating the student's intended eligible major has been provided. The Award Maintenance (RPAAWRD) page and the Package Maintenance (RPAAPMT) page allow you to enter a valid major code for each period in the student's award to be used for the Disbursement Process. After you have determined the student's eligibility, enter the valid major code from RPRMAJR to be used. It is recommended that you also enter a comment on the Applicant Comments (RHACOMM) page to document how the student's eligibility was determined.

Enrolled in a Eligible Degree Program

The Disbursement Process validates that the degree on the student's General Student record which is equal to, or less than, the period of disbursement is an eligible degree program.

To determine if the student's degree is eligible, the rules defined on the Financial Aid Degree Rules (RPRDEGR) page are used by the disbursement process. Rules must be defined on RPRDEGR for all eligible degree programs for TEACH. When defining these rules, you have the ability to define standard degree programs and custom degree codes. For example, a custom degree code might be one representing a six-year doctorate program, where the student never receives a Bachelors degree, but the students in that degree program are eligible for the TEACH grant. If the student is not enrolled in an eligible degree program based on the rules defined on RPRDEGR, the TEACH Grant will not be disbursed.

TEACH Grant Disbursement Process

You are required to send both Edit Disbursement and Actual Disbursement for TEACH Grants.

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 COD System can accept TEACH Grant disbursement information for Actual Disbursements in advance of, on, or after the disbursement date. TEACH Grant Edit Disbursement information must be accepted by COD in advance of the disbursement date. The COD System must accept an Award Amount greater than zero before it can accept disbursement information for that student. A student can have up to 20 disbursements (Numbers 1-20) with up to 65 sequences for each disbursement.

Note: When reporting a disbursement adjustment to the COD System, replacement Disbursement Amounts must be reported rather than the amount of the reduction or increase to the existing Disbursement Amount.

Disbursement records

Required data elements for a TEACH Grant disbursement.

About this task

- Disbursement Number
- Disbursement Amount
- Disbursement Date
- Enrollment Status
- CIP Code
- Disbursement Release Indicator set to "true" for Actual Disbursements and set to "false" for TEACH Edit Disbursements
- Disbursement Sequence Number. The Disbursement Sequence Number valid values range from 01-99.
  - Disbursement Sequence Numbers 01-65 are reported by schools.
  - Disbursement Sequence Numbers 66-90 are reserved for COD system-generated adjustments to disbursements.

Procedure

1. Disburse TEACH grants.

   Edit Disbursements: Edit Disbursements must be sent for TEACH Grants. An Edit Disbursement is an anticipated disbursement that has not yet been paid to the student's account and will always have a sequence number of 1. Edit Disbursements are created when a TEACH Grant award is accepted in Banner. Disbursement does not need to be run to create Edit Disbursements.

   Actual Disbursements: Actual Disbursements are those disbursements that have been paid to the student's account. To create Actual Disbursements, run the Disbursement Process (RPEDISB) to disburse the TEACH Grants for a large number of students in a batch process; or run the Disbursement Process from the Immediate Process (ROAIMMP) page for one student.
2. Extract the Disbursement Records with the REREX4E/REREXxx process.

   The REREX4E/REREXxx process extracts data from the Banner database and creates the Common Record which contains the TEACH disbursement records in the format required by COD. Enter the required Aid Year Code parameter and enter Y (Yes) for the required Extract TEACH Funds parameter. The REREX4E/REREXxx process extracts the disbursement records and creates the necessary output files.

   - The file that you send to COD is one of the following and is dependent upon whether you're sending a file that only contains TEACH records, a file that only contains Pell records, a file

that only contains Direct Loan records, or one that contains a combination of Pell, TEACH, and Direct Loan records.

`crthXXin_jobsubnumber.xml` - (TEACH data only)

or

`craaXXin_jobsubnumber.xml` - (Not one single type, but more than one type of some combination of Direct Loan, TEACH, or Pell data)

- `rerexXX_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexXX_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

3. Review TEACH disbursement information on READIxx page (optional).

   Access the Grant Disbursement/Acknowledgement (READIxx) page and select TEACH in the **Grant Type** field to view TEACH Disbursement information. The **Date Sent** field is updated with the date that the REREX4E/REREXxx process created and extracted the disbursement records (refer to the previous step). The **Action Code** contains an Sent for Actual Disbursements or a 1 (Edit Sent) for TEACH Edit Disbursements until the disbursement acknowledgements are later received from COD and loaded into Banner.

4. Transfer the `crthXXin.xml`, or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx Process from the server on which Banner resides to the PC you use to transfer origination records to COD.

5. Send TEACH Disbursement Records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the disbursement records to COD. As mentioned previously, the message class that contains the TEACH disbursements is:

   CRTHxxIN (TEACH data only) or

   CRAAxxIN (Combined Pell, TEACH, and Direct Loan data)

6. COD Returns Response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: Schools have an 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. Banner only supports the Full Response File.

7. Receive Response files from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

8. Transfer Response files to Banner server.

   Transfer the files from the PC to the server on which Banner resides.

9. Upload Response files with RERIM4E/RERIMxx process.

   The RERIM4E/RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIMxx process will not find the files to process them.

Response files
Files returned after processing.

CRTHxxOP - TEACH Origination and Disbursement records sent in response to the CRTHxxIN message class.

CRAAxxOP - Pell Origination and Disbursement records/TEACH Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

System-generated files
Enter the file name for the RERIM4E/RERIMxx XML Import Document Filename parameter.

The output report to the RERIM4E/RERIMxx process provides control summary information about the process. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

When the disbursement response is received and uploaded into Banner, the possible statuses for the acknowledgements that appear in the **Action Code** field on the READIxx page are Actual Disbursements:

- Accepted - All data was accepted,
- Corrected - COD changed the disbursement amount to be consistent with other data; the acknowledgement record contains the accepted value, not the reported value,
- Duplicate - not currently in use by COD,
- Rejected - Errors were made on one or more data fields and the record was rejected. You must make corrections, or
- X (Pending Negative Disbursement).

TEACH Edit Disbursements:

- 2 (Edit Accepted) - All data was accepted, or
- 3 (Edit Rejected) - Errors were made on one or more data fields and the record was rejected. You must make corrections.

If there is a C, R, or 3 in the **Action Code** field, corresponding edit message codes on the Edits/Reject Codes window indicate why that record was processed in that way. Edits and Reject warning

codes may also display on this window for records in an A or 2 status. If the edit/reject code received pertained to a specific tag in the XML file, the tag name will also display on the Edits and Rejects window as the **Edit Field**. If the origination was in a C status, the **Edit Field** will indicate the tag corrected and the Edit Value will indicate the value to which the field was corrected.

Review information about Response files
You can review information about the response files with the COD Document Control (REACODD) page.

About this task

Procedure

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response or ND=Negative Disbursement in the **Document Type** field.

Results

The response records imported by the RERIM4E/RERIMxx process also update Student Identifier records on the COD Student Information page (REACODS).

Grant Processing Best Practices

This list is provided to assist you in your daily processing with Pell and TEACH origination and disbursement records and in keeping them in sync with COD.

About this task

This list should be used in conjunction with the detailed procedures included in the handbook for processing these records.

Procedure

1. After running REREX4E/REREXxx and extracting a document to send to COD, receive and import the response document from COD before extracting any other documents. Responses are usually received within 24 hours, which still allows for at least one extract each day.

   By waiting to extract additional records until after the response document is loaded for the prior extract, you will avoid having issues with documents being processed out of order. The disbursement sequences must be processed in sequential order by COD. When documents are processed out of order it can result in incorrectly rejected records.
2. When response documents are received, if any system-generated documents are in your SAIG mailbox, also import those to Banner before extracting any other documents.

   This will ensure that any records extracted are based on valid current data according to COD's records. This includes disbursements where there may have been a negative disbursement record sent by COD to the school. If this is not done, some records extracted could be rejected at COD as they already match the data on file.

3. Before running REREX4E/REREXxx, run RERORIG/RERORxx to update any origination records that require changes so that the changes can be extracted with the next extract. Doing so will prevent disbursement records from being rejected due to incorrect origination data.
4. Before running REREX4E/REREXxx, run RPEDISB to update any disbursement records that require changes, so that the changes can be extracted with the next extract. Doing so will prevent disbursement records from being rejected due to incorrect disbursement data. This is especially important for TEACH Grants.
5. Before running REREX4E/REREXxx, run RPPSPGM to update any student program information records to ensure that edit TEACH disbursement records extract without error.
6. Always review the REREX4E/REREXxx `.log` file for any errors that need to be resolved on student records in order for them to extract. After the data has been updated to resolve the error, the records will extract the next time that REREX4E/REREXxx is run.
7. Each time you run REREX4E/REREXxx, set the Print REREXIM Report parameter to Y to generate a report of what records were extracted. This will give you documentation of what records were extracted with that document.
8. After extracting records through REREX4E/REREXxx, run RERCODP/RERCDxx for the Unsent Origination Report. This will provide a report of those students whose origination records are still in an unsent status in Banner.
9. Always review the RERIM4E/RERIMxx `.log` file for any errors that may have occurred during the import of the response file and to be sure that the document imported successfully.
10. Each time a document is imported through RERIM4E/RERIMxx, set the Print REREXIM Report parameter to B to generate both the Import report for all records in the document that have had the response successfully imported and the Extract/Sent Records report for records in the document that are still in a sent status. If no Extract/sent Records report prints, all records in the document have had a response successfully loaded.

    This will give you documentation of what records were imported with that response document and will also break down the status of those records so that any rejected or corrected records can be updated before resending if needed. If this is not done, rejected records will continue to extract and possibly reject as corrective action has not yet been taken by the school. Also, corrected records that may need updates may not be corrected in a timely manner possibly delaying a student's future Pell disbursements.

11. When a document has been imported, run the RERCODP/RERCDxx report with the following parameters to find the net amounts accepted by COD for each Document ID that can be drawn down by the school:

    Parameter 01: Aid Year Code, such as 1819

    Parameter 02: AL

    Parameter 03: Blank

    Parameter 04: N

    Parameter 05: Blank

    Parameter 06: Y

    Parameter 07: Document ID for document imported

    Parameter 08: Blank

    Parameter 09: Blank

    Parameter 10: Blank

    Parameter 11: Blank

    Parameter 12: Blank

    Parameter 13: Blank

12. To verify that there are no outstanding documents that are waiting for response records to be loaded to the system, run REREXIM with the following parameters:

    Parameter 01: Aid Year Code, such as 1819

    Parameter 02: B

    Parameter 03: Blank

    Parameter 04: E

    Parameter 05: 01-Jan-2016

    Parameter 06: Enter the current date

    This will generate 'Import' reports for all documents that have had a response document loaded. The records are broken down by type (origination, disbursement) and then by status (accepted, corrected, rejected). Review for any rejected records still displaying on the report that may need to be reviewed to determine if further action is needed to correct the record.

    It will also generate 'Extract/Sent Records' reports for all documents that have been extracted, but that do not have a response loaded. The records are also broken down by type (origination, disbursement). If you believe you have received all response documents from COD and have imported them all to Banner but documents are selected on this report, visit the COD website to determine if the document ID in question has ever been received or processed. If the document

has not been received or processed, use the resend parameter in REREX4E/REREXxx to resend this document to COD.

Warning! It is imperative that you verify the document has not been processed by COD before running a resend through REREX4E/REREXxx. Not doing so will result in erroneous rejected records in the response document received from COD and updated in Banner.

13. Run the RERGRNT report to identify problem records on a regular basis.

    Use the RERGRNT report to monitor the status of student Pell and TEACH records. The following parameters generate reports that can be useful in determining which records may require updates or action in order for them to be resolved:

    Set parameter "Select Verif. Code = W" to Y to generate a report listing all students that have a verification status code of 'W' on their Pell grant origination record that must be updated before the end of the aid year and before making a second disbursement to the student.

    Set parameter "Select System Gen Disbs." to Y to generate a report listing students that have COD system generated disbursements for the grant type being processed.

    Set parameter "Select COD Grant Disb Locked" to Y to generate a report listing all students that have the **Pell Lock Indicator** (for the Pell Grant Type) on ROAPELL selected preventing further disbursements.

    The "Select MRR record types" parameter generates a report listing students that have a multiple reporting record of the specified type loaded to Banner for the grant type being processed.

    Set parameter "Select all Rejected Orig. Recs" to Y to generate a report listing all students with rejected origination records for the grant type being processed.

    Set parameter "Select all Rejected Disb. Recs" to Y to generate a report listing all students with rejected disbursement records for the grant type being processed.

    The "Year to Date Reporting" parameter generates various YTD reports that can be used in reconciliation for the grant type being processed. Year to Date Reporting is only available for Pell.

    Advance Pay Specific Processing

    Run RERGRNT with the "Select AP No Disb Ack" parameter set to Y to determine which disbursement records in Banner are still waiting for a response from COD before disbursing. Also run RERGRNT with the "Select AP No Charge Accept" parameter set to Y to determine which students do not have charges accepted, preventing their Pell grants from authorizing for disbursement.

14. Do not update any student records on the COD website. Banner does not support web updates and making updates on the web will result in COD and your Banner database being out of sync.

TEACH Calculation

Calculations and processing associated with TEACH awards.

TEACH calculation processing is modeled similarly to that of Pell Grant calculations.

Many of the rules data set up to support Pell processing is also used for TEACH awards. Grant Packaging Options on the Packaging Options (RPROPTS) page which were previously used exclusively for Pell award and disbursement calculations are also used to calculate award and disbursement amounts for TEACH awards.

Grant Award Percent values found on the Fund Award and Disbursement Schedule Rules (RFRASCH) page and the Default Award and Disbursement Schedule Rules (RFRDEFA) page are now also used in the calculation of TEACH awards.

TEACH period awards can be calculated and disbursed based on a variety of award and disbursement load options from the RPROPTS page, similar to the way in which Pell awards have been calculated. To accomplish this, a database package (RPK_GRANT_CALC) has been created, and will be used by the Packaging Process (RPEPCKG) to calculate awards. In addition, the Grant Calculation Process (RPRGRNT) may be used to calculate these awards outside of the packaging process.

It is strongly recommended that you use the RPEPCKG and RPRGRNT processes to calculate TEACH awards. Creating, updating, or rescheduling of these awards from the Award Maintenance windows of Award Maintenance (RPAAWRD), Package Maintenance (RPAAPMT), and Mass Offer (RPAMOFF) pages, or the creation or updating of these awards from the Batch Posting (RORBPST) process will not be prevented; however, these pages and processes will bypass the period load calculations and use the standard Default Award Schedule (RFRDEFA) rules and Fund Award Schedule (RFRASCH) rules without regard to period enrollment load values, and may give unexpected results.

Calculations

The calculations to determine the amount of TEACH that may be awarded take into account the **Teach Reduction Percentage** entered on Funds Management (RFRMGMT/ROAMGMT) which reflects the necessary reduction determined by sequestration.

If the award option is not set on the Grant Options window of the Packaging Options (RPROPTS) page, the calculation uses the values from the Packaging Options window of RPROPTS. If the disbursement options are not set on the Grant Options window of RPROPTS, the calculation uses the disbursement option from the Enrollment Cutoff Date Rules window of RPROPTS. If disbursement options are not set on the Enrollment Cutoff Date Rules window, the calculation uses the default Disbursement Options from the Packaging Options window of RPROPTS.

The following is an overview of how the calculations are performed.

- The RPK_GRANT_CALC package calculates the correct TEACH grant award for each period based on the student's load (as defined on RPROPTS) and the Grant Percentages as defined on RFRDEFA/RFRASCH. This package is used by Auto Packaging (RPEPCKG), the RPRGRNT Process, and Disbursement (RPEDISB).
- You can enter TEACH awards manually on the award pages. This allows for the use of the award overrides, if needed.

  When you enter awards manually, the new RPK_GRANT_CALC package is not used. Instead, award validation that uses the normal award percentages on RFRDEFA/RFRASCH is used.
- Batch Posting of TEACH awards is allowed.

  However, just as with manual awards, Batch Posting does not use the RPK_GRANT_CALC package and instead awards using the normal award percentages on RFRDEFA/RFRASCH.

- Because the RPK_GRANT_CALC is used by the Disbursement Process (RPEDISB), these awards are recalculated at the time of disbursement - regardless of the method used to award the funds. This ensures that a student is not overpaid for any period of enrollment.
- You can use the Award and Period Locks on the award pages in the same way as you can for Pell. This allows you to make changes to awards for a period and lock the awards so that the awards are not recalculated at the time of disbursement.

Examples
Examples of TEACH calculations.

Note: These examples use the full scheduled award amounts and are not reduced based on the TEACH Reduction Percentage.

Student packaged full-time, enrolled ¾ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TEACH for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled ¾ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and only disburses a ¾ amount for the period.

Student packaged full-time, enrolled < ½ time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded full-time TEACH for both Fall and Spring periods.

At the time of disbursement for the Fall period, the student is only enrolled < ½ time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS which is 0. No disbursement is made for the period.

Student packaged ¾ time, enrolled full-time

Based on the options set on the Grant Options window of RPROPTS, the student is awarded ¾ time TEACH for both Fall and Spring periods.

At the time of disbursement for Fall period, the student is actually enrolled full-time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the Grant Options window on RPROPTS and disburses a full-time amount for the period.

Note: The award is not increased, only the disbursement is increased. Award increases must be made by either running RPRGRNT or manually updating the award.

Student receiving more than one TEACH grant scheduled award within the aid year

Student is packaged with TCHU1 full-time for Fall and Spring.

Institution knows that the student will also be enrolled full-time for the summer period.

On the award page, you can manually add TCHU2 and use the Federal Limits Override to award the proper amount for the second scheduled TEACH award for the aid year. This override must be updated on both the TCHU1 and TCHU2 fund codes.

Note: Adjustments must be made on the Award Schedule window to ensure the proper amount is associated with the summer period.

Student with prior enrollment and payments

Student received $200 in TEACH at a prior institution.

The student is anticipating full-time enrollment at your institution.

The student is auto-packaged.

Based on the calculations in the RPK_GRANT_CALC package, the student is awarded $1800 for the Fall period, and $2000 for the Spring period.

TCHU1 is Batch Posted to a student using the F batch posting type

Warning! This method is not recommended for TEACH grants.

Student passes award validation and TCHU1 is added to the student's award.

Note: Adjustments must be made on the Award Schedule window to ensure the proper amount is associated with the period(s).

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

TCHU1 is Batch Posted to a student using FN batch posting type

Warning! This method is not recommended for TEACH grants.

Award validation is not used, so the TCHU1 is added to the student's award.

Note: Adjustments must be made on the Award Schedule window to ensure the proper amount is associated with the period(s).

Note: The award must be reviewed to ensure that the student is actually eligible for the award.

When Disbursement is run, the RPK_GRANT_CALC package calculates whether or not the student is eligible for the scheduled disbursement and only pays the eligible disbursement amount.

Student in a 150% aid period
Student is awarded 50% of TCHU1 in the Fall period, 50% of TCHU1 in the Spring period, and 0% in the Summer period as all of TCHU1 has been awarded.
Student in a 50% aid period
Student is only awarded 50% of TCHU1 as that is the maximum for the aid period.
Awards are locked on the Award Schedule window
Locks are treated by Disbursement just as the locks are for Pell.

If the award lock is Y, the fund pays for the period being disbursed, regardless of any recalculation by the RPK_GRANT_CALC package.

If the award lock is E, the fund is recalculated for the period being disbursed, but only for lower enrollment.

If the period lock is Y, the fund pays for the locked period, regardless of any recalculation by the RPK_GRANT_CALC package. Any additional periods will not be affected by the lock.

If the period lock is E, the fund is recalculated for the locked period, but only for lower enrollment. Any additional periods are not affected by the lock.

Additional examples
For the remaining examples, assume the student is in a Fall, Spring, Summer aid period and there are no other factors such as prior school awards affecting the Banner award.

Also assume the following values on RPROPTS, RFRDEFA/RFRASCH, ROASTAT, and ROAENRL.

RPROPTS

Grant Award Enrollment Option is I (Period Expected Enrollment) for all periods.

Grant Disbursement Enrollment Option is A (Adjusted hours) for all periods.

RFRDEFA/RFRASCH

Period	Award Percent	Grant Award Percent
Fall	50	50
Spring	50	50
Summer	0	50

ROASTAT

Student's Expected Enrollment Status is 1 (Full Time).

Student's Expected Term Enrollment Status:

- Fall 2 (3/4 time)
- Spring 2 (3/4 time)
- Summer 2 (3/4 time)

ROAENRL

Financial Aid Adjusted Hours.

- Fall 6 (1/2 time)
- Spring 6 (1/2 time)
- Summer 12 (Full Time)

Manually enter a $4000 TEACH award on RPAAWRD (not recommended)

The RPAAWRD page will not use the rpk_grant_calc database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

Fall $2000 (FT Expected Enrollment, 50% Award Percent)

Spring $2000 (FT Expected Enrollment, 50% Award Percent)

Summer $0 (FT Expected Enrollment, 0% Award Percent)

Batch Post a $4000 TEACH award using RORBPST (not recommended)

The RPAAWRD page will not use the rpk_grant_calc database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full $4000, with period amounts as follows:

Fall $2000 (FT Expected Enrollment, 50% Award Percent)

Spring $2000 (FT Expected Enrollment, 50% Award Percent)

Summer $0 (FT Expected Enrollment, 0% Award Percent)

Use the RPEPCKG or RPRGRNT process to calculate the TEACH award (recommended)

The rpk_grant_calc package will calculate the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period.

The award will be calculated as $4000, with period amounts as follows:

Fall $1500 (3/4 time ISIR enrollment, 50% Grant Award Percent)

Spring $1500 (3/4 time ISIR enrollment, 50% Grant Award Percent)

Summer $1000 (3/4 time, 50% Grant Award Percent, remaining amount)

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period did not change (not recommended)

Reschedule periods when the aid period did not change.

Assume the existing award is $4000, and had been calculated by RPEPCKG as:

Fall $1500

Spring $1500

Summer $1000

The page will not use the rpk_grant_calc database package which calculates grants based on period load and will not use the RPROPTS Grant Award Enrollment options.

The award is rescheduled based on RFRDEFA_AWARD_PCT or RFRASCH_AWARD_PCT:

Fall $2000

Spring $2000

Summer $0

Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period changed (not recommended)

Reschedule periods when aid period had changed.

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (¾ time). RPAAWRD reschedules the award based on RFRDEFA_AWARD_PCT or RFRASCH_AWARD_PCT:

Fall $2000

Spring $2000

Summer $0

Use the RPRGRNT process to recalculate the award when aid period changed (recommended)

Recalculate the award when aid period changed.

Assume the existing award is $3000 FA/SPR and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (¾ time). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

Fall $1500

Spring $1500

Summer $1000

Use the RPRGRNT process to recalculate the award when aid period changed (RPROPTS adjusted hours - recommended)

Recalculate the award when aid period changed (adjusted hours).

Assume existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (¾ time). Assume by the time this occurred, the school had chosen to change the RPROPTS Grant Award Enrollment Percent values to A (Adjusted hours). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

Fall $1000 (based on ½ time Adjusted hours)

Spring $1000 (based on ½ time Adjusted hours)

Summer $2000 (based on Full Time Adjusted hours)

Disbursement (Adjusted hours - all periods)

Using Adjusted hours for all periods.

Assuming the RPROPTS Grant Award Disbursement Percent values were also set to A (Adjusted hours) for all periods, the student would be paid the same amounts as were awarded:

Fall $1000 (based on ½ time Adjusted hours)

Spring $1000 (based on ½ time Adjusted hours)

Summer $2000 (based on Full Time Adjusted hours)

Use the RPRGRNT process to recalculate the award when the aid period changed (recommended)

Recalculate the award when the aid period changed.

Assume the existing award is $3000 FA/SPR, and had been calculated by RPEPCKG using the rpk_grant_calc package and ISIR Term expected enrollment as:

Fall $1500

Spring $1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (¾ time). Assume at the time this occurred, the school had not changed the RPROPTS Grant Award Enrollment Percent values.They are still set to I (ISIR Expected Term Enrollment). RPRGRNT reschedules the award using the rpk_grant_calc package and calculates the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period:

Fall $1500 (based on ¾ ISIR Term Expected enrollment)

Spring $1500 (based on ¾ ISIR Term Expected enrollment)

Summer $1000 (based on ¾ ISIR Term enrollment and remaining amount)

Disbursement (Pay Grant options: A - Always Disburse, L - Lesser Amount, or N - Never Disburse)

Assuming the RPROPTS Grant Award Disbursement Percent values are set to A (Adjusted hours) for all periods, the student is paid based on the setting on RPROPTS for **Pay Grant if Disbursement Amount Differs from Award Amount**.

If the **Pay Grant if Disbursement Amount Differs from Award Amount** is A (Always Disburse):

Fall $1000 (based on ½ time Adjusted hours)

Spring $1000 (based on ½ time Adjusted hours)

Summer $2000 (based on Full Time Adjusted hours)

If the **Pay Grant if Disbursement Amount Differs from Award Amount** is L (Lesser Amount):

Fall $1000 (Lesser of 1500 award and 1000 calculated disbursement)

Spring $1000 (Lesser of 1500 award and 1000 calculated disbursement)

Summer $1000 (Lesser of 1000 award and 2000 calculated disbursement)

If the **Pay Grant if Disbursement Amount Differs from Award Amount** is N (Never Disburse):

Fall $0 (1500 award amount differs from 1000 calculated disbursement)

Spring $0 (1500 award amount differs from 1000 calculated disbursement)

Summer $0 (1000 award amount differs from 2000 calculated disbursement)

Grant Processes - Additional Considerations

Additional items to consider when processing grants.

Pell Advance Pay processing

Whether your school previously participated as a JIT school with the Dept. of Ed, or just wants to report scheduled disbursements to COD before disbursing to the student, the functionality in Banner is exactly the same.

- If you want to use the Advance Pay functionality in Banner, you must select the **(Just In Time or Advance Pay for Pell) Indicator** on the Grant and EDE Options section on the ROAUSIO page.
- You must also enter a value in the **(Just In Time or Advance Pay for Pell) Number of Days** field in the Just In Time or Advance Pay for Pell section in the Grant and EDE Options section on the ROAUSIO page. Based on the value in this field, the REREX4E/REREXxx process allows an Advance Pay school's Pell funds to be extracted. The REREX4E/REREXxx process picks up these records to submit for funding before payment. Valid values are now 0 - 7.

Note: If both Pell Advance Pay and Attending Hour functionality is used for Pell Grants, RFRMGMT's Attending Date (and +/- Days for Attending Hours) value has the effect of overriding the Advance Pay number of days (which determines how far in advance the disbursement is sent as an actual disbursement to COD). Even though Pell Advance Pay is designed to report an actual disbursement several days before it occurs in Banner, the purpose of Attending Hours is to calculate an enrollment status based on classes which have started. For example, if using Attending Hours for Pell Grants and you want to send Pell Authorizations to COD seven days before the Attending Hours Date, set RFRMGMT's **+/- Days for Attending Hours** to a value of 7.

Process Banner Corrected Pell disbursement records

Corrected Pell disbursement record processing in Banner is an automated process that imports the disbursement acknowledgement data through the RERIM4E/RERIMxx process.

This process tests whether or not your school is an Advance Pay school.

- If your school is not an Advance Pay school, the process automatically calculates the difference between what has been paid for this disbursement and what has been acknowledged. This difference between the two amounts is inserted as a new disbursement record with a disbursement Action Code of X. When you re-run the Disbursement Process for the student and period, this adjusting disbursement record ensures that Banner matches the records of the COD System.
- If your school is an Advance Pay school, no money has yet been disbursed to the student. When the acknowledgement record with a corrected status is received, the RERIM4E/RERIMxx process posts the accepted amount as the amount that COD returned in the acknowledgement record. When you run the Disbursement Process, the lesser COD amount is paid and ensures that Banner and COD match.

An action code of C (Corrected) from COD means that either Banner or COD is incorrect in the amount it is recording for this student to be paid. If the problem is in Banner, you need to fix the student data and resubmit the information. If COD is incorrect, there is probably some discrepancy between what COD has for origination data and what you have in Banner. In either case, you must resolve the conflict and process the Pell correctly.

Note: COD does not correct TEACH disbursement records. If there is a discrepancy between the school and COD that would result in COD needing to correct the record, COD will instead reject the disbursement.

Pell/TEACH disbursement corrections
Some edits allow COD correction of submitted records rather than rejects being returned.

A Response Code of C reflects COD corrected records with the value listed in the <ResponseErrorValue> tag. A Response Code of R reflects a rejected record with the correct value in the <ResponseErrorValue> tag.

Use the COD Import Process (RERIM4E/RERIMxx) to process correction records received by COD for Pell and TEACH grants.

When importing the Response files through RERIMxx the REREXIM output reports both corrected and rejected responses, edit number, error field, and error value. Review the REREXIM output for appropriate action.

The following disbursement record processing applies:

- Record received with Response Code - C:
  - Upload corrected result (available on READIxx).
  - Update ROAPELL **Lock Pell Disbursement** indicator (selected) - Prevents additional positive disbursements.
- Record submitted to COD along with a negative adjusting disbursement sequence or a negative adjusting disbursement exists in Banner for the disbursement (Sent or Unsent) where the sum

of the disbursement sequences are equal to the corrected amount. RERIM4E/RERIMxx does not create an adjusting record (X record).

Example when adjusting X record will not be created:

1. Student EFC - $0: Paid $3098 as Disbursement - 1 sequence - 1.
2. New ISIR received (higher EFC) - $330.
   - Pell calculation executed - Award amount reduced.
   - New Origination created.
   - Disbursement executed to adjust amount paid.

     Result - Negative adjustment for Disbursement - 1 of $ -175 as sequence - 2
3. REREXxx executed to send disbursement records to COD (with the following):
   - Disbursement - 1, sequence - 1 disbursement amount - $3098
   - Disbursement - 2, sequence - 2 disbursement amount - $2923
4. COD processing uses EFC - $330 and returns the following:
   - Disbursement - 1, sequence - 1 Response Code - C (corrected)
     - Response Error Field = Disbursement Amount
     - Response Error Value = $2923.00
   - Disbursement - 1, sequence - 2 Response Code - A (accepted)
5. RERIMxx recognizes the Corrected value of $2923.00 (the sum of sequence - 1 and sequence - 2) for Disbursement - 1 and does not create an adjusting $-175 disbursement because COD and Banner values match.
6. The **Lock Pell Disbursement** indicator remains selected (Yes), allowing you to review processing results before making additional disbursements.

Example when adjusting X record will be created:

1. Student EFC - $0 with LEU - 550%: Awarded and paid $3097 as Disbursement - 1, sequence - 1.
2. REREXxx executed to send Origination and disbursement record to COD (with the following):
   - Award amount - $3097.
   - Disbursement - 1, sequence - 1 disbursement amount - $3097.
3. COD processing determines an updated LEU - 575% (due to disbursement at previous school):
   - Pell award Response Code - C (corrected).
     - Response Error Field = Award Amount.
     - Response Error Value = $1548.00.
   - Disbursement 1, sequence 1 Response Code - C (corrected).
     - Response Error Field = Disbursement Amount.
     - Response Error Value = $1548.00.

4. RERIMxx processing performs the following:

   - Access the award response using the **Edit Messages** button on REAORxx. The **Amount Due Student** (under Acknowledgement) also displays the amount calculated for the COD award.
   - Disbursement - 1, sequence - 1 reflects **Action Code** - C (corrected), the corrected amount of the disbursement under Acknowledgement, the edit code, description, and correct value in the Edit/Rejects section.
   - New record inserted - Disbursement number - 1, sequence - blank, **Action Code** - X, Negative Disbursement, and a **Net Disbursement Amount** - $1548 with **Sign Indicator** = N.

     The X Negative Disbursement record is not sent to COD. Disbursement uses this record to reduce the disbursement. Banner and COD values match.
   - The **Lock Pell Disbursement** indicator remains selected (Yes), allowing you to review processing results before making additional disbursements.

Disbursement reference numbers 66-99 and the RERIM4E/RERIMxx process

Banner processes disbursement acknowledgement data for disbursement sequence numbers 66-99 where there has **not** been a corresponding disbursement record created by the school.

These are adjustments that the Department of Education is making on their own to adjust a student's eligibility.

The primary example would be a verification status of W (without verification) on a Pell origination record that never gets resolved. The school will first be notified that they have 30 days in which to resolve this situation. To resolve it is as simple as sending in an updated origination record with a valid verification code. If the record is not resolved after 30 days, COD will generate a system-generated transaction. In this case, the Department recovers all aid. Banner reverses the appropriate payments based on the system-generated Negative Disbursement record received from COD.

When these reference numbers are received for Pell, the RERIMxx Process inserts a new disbursement record similar to the creation of an adjusting entry for corrected Pell records. The Banner indicator that represents a corrected record (disbursement sequence 66-99) is an **Action Code** value of X. This allows the Disbursement Process (RPEDISB) to recognize the required changes the next time the process is run and prevents the REREXxx process from identifying this change as a new record for export. Banner and COD values will match after you run the Disbursement Process.

In cases where Pell is to be recouped due to sequence numbers 66-99 or corrections from COD, the **Recoup When Award Reduced** field on the RFRMGMT page is ignored, as are the backout indicators (the **If Ineligible Before Cut-off Date** and the **If Ineligible After Cut-off Date** fields). In all cases, the money is backed off the account.

Pell disbursement locks and the ROAPELL page

The **Lock Pell Disbursement** field on the ROAPELL page is automatically updated to Y by the RERIMxx Process during the import of disbursement sequence numbers 66-99.

Also, the **Lock Pell Disbursement** field on ROAPELL is updated to Y by the RERFIxx/RERGRIM process during the import of a Blocked MRR record.

If a lock field = Y 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.

The **Pell lock** field is also set when the school receives a Pell MRR record for this student where the student disbursement has been blocked by another school with a Pell MRR Record type of PB or BC. In either case, you can disable the lock by clearing the box on the ROAPELL page.

The Disbursement Process (RPEDISB) recognizes the lock and prevents any further disbursement activity. In these cases, RPEDISB does not disburse any additional funds to these students. After these record types are resolved and the lock removed, the funds can be disbursed to the students.

The RERFIxx/RERGRIM process automatically removes the **Lock Pell Disbursement** in the case of a Pell MRR record where the school becomes unblocked (a PU record type). This allows Pell disbursement activity to resume. Banner can then process any remaining scheduled Pell disbursements or adjustment activity and those records can be submitted to COD.

COD Extract Process (REREX4E/REREXxx) and disbursement

Disbursement records that have been rejected (**Action Code** field is R or 3 on the READIxx page) will not be resubmitted to COD when the **Lock** field is selected on the READIxx page.

The student can have multiple rejected disbursement records at the same time; only those records with the **Lock** field cleared are automatically resent. This lock serves to prevent the automatic resending of records that would continue to be rejected without correcting the source of the rejection.

Disbursement records with an X in the **Action Code** field will not be extracted. These records are created as a result of a corrected Pell disbursement record and any Pell disbursement sequence number 66-99 records being received from COD. This record will not be extracted again, as COD already has the data. After the disbursement process is run and this record processed, Banner and COD values will match.

The process assigns disbursement sequence numbers based on disbursed date (including the time stamp) and transaction number. For example, the earliest receives the lowest disbursement sequence number, ensuring that the 01 disbursement sequence number is always positive.

Advance Pay processing and the Disbursement Process (RPEDISB)

This topic provides information on disbursement processing for Advance Pay schools that want to prevent payment of Pell funds to students until their COD disbursement acknowledgement is received as accepted or corrected.

The process prevents any increases in Pell from being paid to the student's account until the acknowledgement is received. To this end, authorized aid for Pell for Advance Pay schools undergoes an additional edit before the grant is paid. This additional edit is in the form of a COD disbursement acknowledgement for a Banner disbursement record that has been received with an **Action Code** field value of A or C on the READIxx page. Only then can the disbursement status move from Authorized to Paid.

If the **Action Code** field value is R on the READIxx page, the disbursement was rejected by COD and cannot be paid by Banner, but remains in an authorized status. This allows the REREXxx process to continue to extract this data automatically in an attempt to get the record approved by COD.

To prevent the automatic extraction of the rejected disbursement records, you can select the **Lock** field on the READIxx page for that record until the underlying data has been corrected. At that time you can remove the lock and the record will be extracted the next time REREXxx is run for disbursement records.

Each time the grant award increases and a new disbursement adjustment record is created, these additional amounts are authorized if they pass all other disbursement edits except the condition previously mentioned. It is possible that the scheduled disbursement date has already passed, but these funds still cannot be disbursed until all of the conditions are met. In this case, the disbursements still should be authorized.

When a disbursement record has been extracted for processing, no further changes can be made to that record. For incremental changes, a new disbursement record is automatically created. If it is an increase, when the amount is authorized, it can be reported to COD. If it is a reduction, the process will pay it immediately.

The acknowledgement record could possibly send back a disbursement amount less than the amount submitted for approval. In this case the COD disbursement record has been corrected. If this occurs, the RPEDISB process cannot pay any amount greater than what has been processed by COD and returned on the disbursement acknowledgement. This is to ensure that Banner and COD remain reconciled.

Example 1 - RPEDISB Disbursement

Authorized amount $750

COD approved amount $500

Banner calculates $750

Pay immediately $500

Create new record for adjustment $250 (P)

While the RPEDISB process recalculates the grant eligibility at this time, it cannot allow any amount to be paid greater than the amount received in the **Reported Disbursement Amount Acknowledgement** field on the READIxx page.

The amount that has been accepted or corrected by COD as the amount to pay is captured in the **Reported Disbursement Amount Acknowledgement** field. In this case, COD approved $500, while Banner calculates $750. Banner will pay the lower COD amount of $500 and creates an adjusting $250 disbursement to be sent to COD.

If Banner calculates a higher amount at this time, it creates a new disbursement record in Banner and authorizes that increased amount. This allows the REREXxx process to extract a new COD disbursement record for the additional amount.

Example 2 - RPEDISB Disbursement

Authorized amount $675

COD approved amount $675

Banner calculates $1000

Pay immediately $675

Create new record for adjustment $325 (P)

In this case RPEDISB creates a new disbursement record with a **Reported Disbursement Amount** of $325 and the **Sign Indicator** field set to P. An additional amount of $325 will be authorized and not paid until the corresponding acknowledgement record is received.

If RPEDISB calculates a lower disbursement amount than was received from COD, Banner pays the amount that matches what was accepted by COD (**Reported Disbursement Amount Acknowledgement**), and immediately creates a new Banner disbursement record and pays the negative adjustment. This allows the REREXxx process to pick up this new Banner disbursement record and extract that information back to COD.

Example 3 - RPEDISB Disbursement

Authorized amount $675

COD approved amount $500

Banner calculates $400

Pay immediately $500

Create new record for adjustment $100 (N)

In this case RPEDISB creates a new disbursement record with the **Reported Disbursement Amount** set to 100 and the **Sign Indicator** set to N. This means that the only time Banner and COD could be out of sync on the amount that has been disbursed to students will be when a negative payment has been made in Banner and not yet reported to COD.

Example 4 - RPEDISB Disbursement

Authorized amount $1000

Extracted amount $1000

Increased eligibility to $1500

Extract incremental amount $500 (P)

In this case, the student has a calculated grant amount of $1000 and that data is sent to COD. However, before receiving the next acknowledgement, the student's eligibility increases. The RPEDISB process will insert a new disbursement record for the incremental changes which can then be extracted and sent back to COD.

Note:

The **Advance Pay** indicator(s) must be set for any institution that wishes to prevent Pell from disbursing to the student before receiving a disbursement acknowledgement back from COD. (The indicator must be set to report disbursements to COD before the actual disbursement on Banner).

If your school does not participate in the Advance Pay processing and you want to use your school's own money to disburse to the student, then you should not set this flag. The purpose of this flag is to set the edits for Advance Pay schools in the disbursement process. This data does not get reported elsewhere. It is only used by Banner to perform the appropriate edit testing. Any school that wants to report up to 7 days before disbursing must set this flag.

Pell Advance Pay Actual Disbursement Date Change Records
When using Pell Advance Pay processing, disbursements are reported to COD as actual disbursements up to 7 days before the **Scheduled Disbursement Date**.

When the disbursement is paid in Banner after the **Scheduled Disbursement Date**, a new disbursement sequence will be inserted by the disbursement process so the date the disbursement paid in Banner can be sent to COD to correct the **Scheduled Disbursement Date** COD had on file. The disbursement sequence inserted by the disbursement process will have the **Pell AP Disbursement Date Change** indicator selected (Y) to signify that this is the sequence in which the disbursement date in Banner will be reported to COD as the new **Reported Disbursement Date**. Along with the **Pell AP Disbursement Date Change** indicator being selected, the **Disbursement Amount** and **Reported Disbursement Amount** will both be $0 because COD does not allow both a disbursement amount change and disbursement date change on the same disbursement sequence.

When the disbursement sequence has been inserted with the **Pell AP Disbursement Date Change** indicator selected (Y), all sequences for that disbursement from that sequence forward will use the date that the disbursement paid in Banner as the **Reported Disbursement Date** to be sent to COD. However, only the sequence that was inserted by the disbursement process to change the disbursement date will have the **Pell AP Disbursement Date Change** indicator selected (Y).

RPEDISB Enrollment School Code operations

The Enrollment School Code can be updated on edit disbursement records by changing the Enrollment School Code in the same sequence to a different value or changing the value to blank.

If blank, the REREXxx process will determine the appropriate code to insert. When changed, the Status will be removed, allowing the disbursement sequence to be extracted the next time the REREXxx process is run for the Grant Type and Attending ID.

If the Enrollment School Code needs to be changed on an actual disbursement, a new disbursement sequence must be inserted. When inserted, the Enrollment School Code value will be copied from the highest previous accepted or corrected non-locked, non-system generated sequence of that disbursement. When copied, the value is updateable to another value or to blank. If blank, the REREX4E/REREXxx process will determine the appropriate code to insert. The

disbursement sequence will be extracted the next time the REREX4E/REREXxx process is run for the Grant Type and Attending ID.

For a change to the Enrollment School Code only in a new disbursement sequence, the disbursement sequence will contain $0 amounts. The disbursement process recognizes the $0 record. When the process has run for the student, a Transaction Number of 0 is inserted into the disbursement sequence, which prevents the disbursement sequence from feeding to the AR module. The Disbursement process must be run for the student and fund in order for the REREX4E/REREXxx process to extract the sequence.

RPEDISB Enrollment School Code Examples

The following are a few examples of when the Enrollment School Code will be updateable in a sequence or when a new sequence will need to be inserted.

Note: While the following examples are representative of possible situations, they do not address every potential scenario.

Pell
Traditional Processing
Disbursement 1 / sequence 1 is paid in Banner but not yet extracted. The Enrollment School Code will be updateable until the time the record is extracted.
When extracted, the Enrollment School Code will not be updateable. Additionally, the user will not be allowed to insert a new sequence.
When the response has been loaded, if the Action Code is: • A or C - A new sequence must be inserted to update the Enrollment School Code. • R - The Enrollment School Code will be updateable in the same sequence. Additionally, the user will not be allowed to insert a new sequence.
Disbursement 2 / sequence 1 is not paid in Banner and not yet extracted. The Enrollment School Code will be updateable.

TEACH
Disbursement 1 / sequence 1 is sent to COD as an edit disbursement. The Enrollment School Code will not be updateable while the record is in a sent status. Also, the user will not be able to insert a new sequence.
After the response has been loaded, if the Action Code is 2 or 3, the Enrollment School Code will be updateable in the same sequence. The user will not be allowed to insert a new sequence.
Disbursement 1 / sequence 1 is paid in Banner, extracted to COD and the response is loaded. If the Action Code is:

- A or C - A new sequence must be inserted to update the Enrollment School Code.
- R - The Enrollment School Code will be updateable in the same sequence. The user will not be allowed to insert a new sequence.

The student is eligible for an amount increase for the same TEACH award for the same period. When the award amount is increased, a sequence 2 record will be created for disbursement 1 systematically as a disbursement adjustment by the disbursement process. This amount increase has been paid in Banner but not yet extracted. Therefore, the Enrollment School Code on this sequence will be updateable until it is extracted.

RPEDISB Enrollment School Code processing by Disbursement Status

Fund Type	Disbursement Status (RPRADSB_ACTION_CODE)	Enrollment School Code updateable	Allow creation of new sequence
Pell	NULL = Unsent	Yes	No
	R = Rejected	Yes	No
	S = Sent	No	No
	A = Accepted	No	Yes
	C = Corrected	No	Yes
TEACH	NULL = Unsent	Yes	No
	3, R = Rejected	Yes	No
	1, S = Sent	No	No
	2 = Edit Accepted	Yes	No
	A = Accepted	No	Yes
	C = Corrected	No	Yes

Multiple Reporting Record (MRR) operations

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.

About this task

This allows you to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward.

If you want to find out whether other schools have submitted origination and disbursement records for your students, you can request such information in the form of MRRs from COD at any time by submitting a data request record. These requests are designed to provide you with information to identify and resolve both potential overawards and concurrent enrollments before they occur. You

can request records identifying institutions which have originated or disbursed for specific grant recipients, specific institutions, or for all students originated at your school.

Note: Files can also be requested directly from the COD website under Batch > Report Requests/ New Report Request, followed by selecting the Request Type.

Procedure

1. Schedule a multiple reporting record data request with the RERRDRQ page (Pell only).

   Access the Data Request Record (RERRDRQ) page.

   - Enter the **Aid Year**.
   - Enter the **Program Type (Pell)** and click the Go button.
   - Select Insert Record to add a new request record.
   - Enter the required **Campus Pell ID**.
   - Enter M (Multiple Reporting) in the **Request Type** field.
   - The **Multiple Reporting Request Originated or Disbursed Institution** field indicates whether you want originated institutions or disbursed institutions. The **Multiple Reporting Request Student or Institution** field determines whether you select the records by

student, institution, or if you select all students. Enter values in both fields for a multiple reporting request. The six possible request combinations are listed in the table that follows.

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.

Multiple Reporting Request Originated or Disbursed Institution Field	Multiple Reporting Request Student or Institution Field	COD Response to your Reporting Record Request
O - Originated Institution See the preceding warning regarding the volume of MRR records you may receive given certain request combinations.	A - All Students	Originated students for all schools. COD will provide you with information about all origination records it has received where the original SSN and name code match the accepted origination records you've submitted. For example, you may want to make this request before submitting disbursement records. You'll be able to prevent potential overpayments by finding out whether other schools have submitted origination records for your students.

Multiple Reporting Request Originated or Disbursed Institution Field	Multiple Reporting Request Student or Institution Field	COD Response to your Reporting Record Request
O - Originated Institution	S - Select Students	Selected originated students. COD will return information about whether other schools have submitted origination records for the students you specify. An accepted origination record from your institution must be on file at COD for each record you specify. For example, you might use this option for students who have transferred to your school. The **Multiple Reporting Request SAR ID** (the social security number and the first 2 characters of the student's last name), the **Current SSN**, **Last Name**, **First Name, Middle Initial**, and **Date of Birth** are required for this combination.
O - Originated Institution See the preceding warning regarding the volume of MRR records you may receive given certain request combinations.	I - Institutions	Originated students for selected institutions. COD will return information about all students originated at the schools you specify. For example, you might use this option to specify all records from a school in your area from which many of your students transfer. The **Multiple Reporting Request Institutional Pell ID** is required for this combination.

Multiple Reporting Request Originated or Disbursed Institution Field	Multiple Reporting Request Student or Institution Field	COD Response to your Reporting Record Request
D - Disbursed Institution	A - All Students	Disbursed students for all institutions. COD will provide you information about all disbursement records it has received where the original SSN and name code match the disbursement records you've submitted.
D - Disbursed Institution	S - Select Students	Selected disbursed students. COD will return information about whether other schools have submitted disbursement records for the students you specify. The **Multiple Reporting Request SAR ID** (the social security number and the first 2 characters of the student's last name), the **Current SSN**, **Last Name**, **First Name, Middle Initial**, and **Date of Birth** are required for this combination.
D - Disbursed Institution	I - Institutions	Disbursed students for selected institutions. COD will return information about all students who had disbursement records submitted on their behalf at the schools you specify. The **Multiple Reporting Request Institutional Pell ID** is required for this combination.

2. Run the RERORxx/RERORIG process to extract the MRR Request file (Pell only).

   Enter the required Aid Year Code parameter and enter Y (Yes) for the Proc Pell Data Request Records parameter. The RERORxx/RERORIG Process extracts the MRR requests from Banner.

   The message class code required by COD for processing data request record extract files is PGRQxxIN (Pell).

   - `pgrqXXin_nnnnnn.dat` - This is the actual file that you will send to COD.
   - `rerorXX_nnnnnn.lis`/`rerorig_nnnnnn.lis` - This file shows the activity that took place when the process was run. If errors are encountered with the edits for a valid record, the `rerorXX.lis`/`rerorig.lis` file contains the reason so that you can correct the record for the next process run of RERORxx/RERORIG.
   - `rerorXX_nnnnnn.log`/`rerorig_nnnnnn.log` - This file is the standard process log file.

     Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number in addition to the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

     When you extract the MRR request file with the RERORxx/RERORIG process, the **Action Code** field is updated to S (Sent), a new batch number is assigned to the **Batch Number** field, and the **Date Sent** field is populated with the system date on the RERRDRQ page. This verifies that this data has been extracted.

     Note: The RERRDRQ page supports four COD request types. These include M (Multiple Reporting), R (Reconciliation), S (Statement of Account), and Y (Year to Date). Each record can only contain one request type. However, the RERORxx/RERORIG process extracts records for the request types (if present) to the same `pgrqXXin_nnnnnn.dat` file for processing.

3. Transfer the extract file to a local PC (Pell only).

   Transfer the data file created by the RERORxx/RERORIG process from the server on which Banner resides to the PC you use to transfer message class records to COD. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Send request file to COD (Pell only).

   Use the Department of Education's *EDConnect* PC software or *TDClient* to send the Pell request file to COD. As mentioned previously, the file name is one of the following:

   `pgrqXXin_nnnnnn.dat` ,

   Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number in addition to the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique, identifier so that the file will not be accidentally overwritten when you re-run the process.

5. COD returns acknowledgement file or MRRs.

   COD reviews the transmitted file and returns an acknowledgement file and the file that contains the MRRs.

6. Receive acknowledgement records or MRRs from COD.

   For each batch sent to COD, COD sends back an acknowledgment file and a file that contains the MRRs. Download these files by using the Federal Communications Software (*EDConnect*).

7. Transfer acknowledgement file or MRR file to the Banner server.

   Transfer the file from the PC to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

8. Upload acknowledgement file or MRR file (RERFIxx/RERGRIM process) to Banner.

   The RERFIxx/RERGRIM process uses the acknowledgement or MRR file sent back from COD as input data to update various records in the Banner database.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner where all other import files exist (Data Home Directory). If the files are not moved to this location, the RERFIxx/RERGRIM process will not find the files to process them.

   Note: You can optionally use the *FILECAT* PC utility to concatenate (merge) multiple acknowledgement files into one file for uploading to the Banner environment.

   COD returns one of two files:

   - The data request acknowledgement file is `pgraXXop.dat` (acknowledgement of general data request - Pell only).
   - The MRR file that contains the requested MRR data is `pgmrXXop.dat` or `thmrXXop.dat`. Note that the TEACH MRR file (`thmrXXop.dat`) is sent to schools automatically, rather than requested through a data request file.

     Enter the acknowledgement file name of `pgraXXop.dat` - or the MRR file name of `pgmrXXop.dat` or `thmrXXop.dat` (with the file extension) - for the RERFIxx/RERGRIM Grant Filename with extension parameter. Enter Yes for the Accepted Records Print Option if you want to print a listing of the records.

Banner treatment of MRR acknowledgement files

Data requests are either accepted by COD and returned to the school with the requested file, or rejected with only a data request acknowledgement returned to the institution.

Data requests are rejected when the requesting institution submits incomplete data in its request, or when the data requested cannot be found on the COD database. The data request acknowledgements include codes that note the reason for the rejection.

The data from the acknowledgement file updates the acknowledgment data on the RERRDRQ page. The reject codes display on the **Edit/Reject Codes** window of the same page.

Banner treatment of multiple reporting record files

When Multiple Reporting records have been requested, the student detail is sent in this file.

The data from this file can be viewed online on the Multiple Reporting Record Inquiry (REIRMRR) page.

The possible MRR record types include:

Code	Definition
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

Multiple reporting records occur when more than one school has submitted disbursement records on the same student.

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 before accepting the entire amount of the current disbursement record. This information is automatically sent by COD and displays on the **Concurrent Enrollment** and **Potential Overpayment** fields on the REAORxx page and the **Concurrent Enrollment** and **Potential Overpayment** fields on the READIxx page. It is possible to be either the "blocker" or the "blocked" institution, depending on where the submission of this disbursement record falls in the process.

PB (Blocked Institution) - (This type is specific to Pell only and is not sent for TEACH.) 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 is handled in the same way as other corrected records. These records also have an MRR code equal to one of the following: PB (blocked institution) or BC (blocked institution and concurrent enrollment). You cannot make any more Pell payments 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 (the PR (blocker institution)) backs out a previously paid and reported Pell and the student again has some remaining Pell eligibility, the record type becomes PU (unblocked) and disbursement can again occur.

When the problem has been resolved, COD automatically sends a new MRR record with a PU (unblocked institution) MRR code. COD, however, does not automatically send a new disbursement acknowledgement. It is up to the school to resubmit the disbursement record.

PR (Blocker Institution) - (This type is specific to Pell only and is not sent for TEACH.) If the other school submitted a disbursement record which has pushed the student over the eligibility limit, 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, because disbursement records will also be corrected to a lesser amount.

When MRR records are loaded back into Banner through the RERFIxx/RERGRIM process and if the MRR code is equal to PB (blocked institution) or BC (blocked and concurrent enrollment, the **Lock Pell Disbursement field** on the ROAPELL page is automatically selected. This prevents any further disbursement activity on Pell as long as that lock remains set.

If Banner did not set this lock, the student would continue to have Pell disbursement activity occur and the school would continue to send disbursements repeatedly that would 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 set to PU (unblocked institution), the **Lock Pell Disbursement** selection on the ROAPELL page is automatically removed by the RERFIxx/RERGRIM 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 their Pell disbursement while this lock is set, you can remove the lock manually, make the change, disburse the funds, and then relock. The intent 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: Because Multiple Reporting records affect the ability to disburse aid in Banner (codes PB and BC - blocked), it is essential that all MRR files are imported in the correct chronological order. This is critical in the case that a later record has unblocked (code PU) a student so that disbursement can again occur.

If within 30 calendar days the COD System does not receive a change to the Disbursement Amount from either the Blocked or Blocker institution, COD will reduce the disbursements for both schools to zero send a system-generated Negative Disbursement Response with Document Type ND to both schools.

The following types of records are not really MRR records, but require special consideration:

- 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 Pell origination record has been acknowledged with a valid Verification status code, no more payments can be made to this student.
- Concurrent Enrollment occurs when two or more schools have submitted Pell or TEACH 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 fields on the REAORxx and READIxx pages.

TEACH Grant Entrance and Exit Counseling Interview Upload Process

Information used to import the TEACH Grant Entrance Interview XML files received in the CRACxxOP message class.

Online counseling resources available through StudentAid.gov:

- Initial and Subsequent Counseling and Agreement to Serve (ATS)
- Exit Counseling

TEACH Grant Entrance and Exit Interview Requirement Code Satisfaction logic
Information used to import the TEACH Grant Exit Interview XML files received in the CRACxxOP message class.

The automatic satisfaction of requirement codes is handled by the rb_requirement Application Program Interface (API) which uses the institution set requirement code and status code as defined on the U.S. Specific Institution Financial Aid Options (ROAUSIO) page when attempting to satisfy a requirement code.

For each aid year, institutions can specify their **Entrance Interview Requirement Code** and its' respective **Entrance Interview Satisfied Status** code. The satisfaction of requirement code statuses can be done in two ways:

- By inserting a tracking requirement record in the Applicant Requirements (RRAAREQ) page when the matching Entrance Counseling record already exists in the RPRLECS table/RPILECS page.
- By inserting an Entrance Counseling record in the RPRLECS table/RPILECS page when a matching tracking requirement record already exists in the RRAAREQ page.

A **TEACH Grant Exit Counseling** requirement code and status code can also be satisfied by passing the corresponding tracking requirement code and satisfied status values in parameters 09 and 10 in the COD File Import (RERIMxx) process. The same API is used to satisfy the corresponding tracking requirement code statuses in the RRAAREQ page upon executing the RERIMxx job process.

The following text explains the exact logic for satisfying the **TEACH Entrance Interview** and **TEACH Exit Counseling** tracking requirement codes through the rb_requirement API.

TEACH Entrance Interview
Insert or update a tracking requirement code.

If inserting or updating a tracking requirement code equal to the TEACH Entrance Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_TEACH_ENTR) for the same aid year.

Verify that a record exists in the RPRLECS table/RPILECS page (for any aid year) where:

- **Counseling Type** (RPRLECS_COUNSELING_TYPE) = E, and
- **Entrance Type** (RPRLECS_ENTRANCE_TYPE) = T

If a tracking requirement record exists, the **Requirement Status Code** listed on the RRAAREQ page (RRRAREQ_TRST_CODE) will be set to equal the **Satisfied Status** code listed on the ROAUSIO page (ROBINST_TRST_CODE_TEACH_ENTR).

TEACH Exit Interview
Tracking requirement update.

If updating a tracking requirement code equal to the **TEACH Exit Requirement** code entered in parameter 09 of the RERIM4E/RERIMxx process for the same aid year, confirm that a tracking requirement record exists in the RRAAREQ page for the same aid year where:

- The tracking requirement code (RRRAREQ_TREQ_CODE) equals the same value entered in parameter 09 of the RERIM4E/RERIMxx process

  And

- The corresponding status code is not satisfied

If a tracking requirement record exists, the **Requirement Status Code** listed on the RRAAREQ page (RRRAREQ_TRST_CODE) will be set to equal the Exit Satisfied Status code listed in parameter 10 of the RERIM4E/RERIMxx process.

Import XML TEACH Grant Entrance Counseling files
Steps used to import XML TEACH Grant Entrance Counseling files.

Procedure

1. COD sends Entrance Counseling Interview results.

   COD generates and sends an XML file containing the student's entrance counseling results to schools. This processing occurs for TEACH grants.

2. Receive CRACxxOP file in XML format from COD.

   Download the file using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the CRACxxOP file to the Banner server.

   Transfer the Entrance Interview file to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the file to Banner with the RERIM4E/RERIMxx process.

   Upload the CRACxxOP file with the Banner RERIM4E/RERIMxx process. During processing, RERIMxx logic attempts to load the data by first matching the student identifier information to the student identifier on REACODS. If no match is found, the student identifier is matched to the need analysis record on RNANAxx.

   - If a matching student is found on either REACODS or RNANAxx, the data is loaded for the student and displayed on the RPILECS page.
   - If a matching student is not found, the data is loaded to the RPTUECS temporary suspense table and displayed on the REAUCOD page.

TEACH Grant Entrance and Exit Counseling Interview Upload Process - Matched records

The **Entrance Interview Requirement Code** and its' respective **Entrance Interview Satisfied Status** code on the Grant and EDE Options section of the ROAUSIO page are used with the Entrance Counseling Results processing.

This allows you to establish which requirement code and status will be used to satisfy the TEACH Entrance Interview requirement on the Applicant Requirements (RRAAREQ) page for TEACH grants.

If you enter data for these ROAUSIO fields, the RERIMxx logic tests to see if the student has a the specified Requirement record for the associated aid year. If such a record does not exist, the information is listed in the REREXIM report generated by RERIMxx. If the student has the specified Requirement record and the Entrance Interview requirement exists on the RRAAREQ page, the requirements are changed to a Satisfied status.

TEACH Grant Entrance and Exit Counseling Interview Upload Process - Unmatched records

The REREXIM report generated by RERIMxx indicates the records for which a matching student was not found.

About this task

Currently, only unmatched TEACH Entrance Counseling Interview records are loaded to the temporary table. Unmatched TEACH Exit Counseling Interview records do not load to Banner and an error is displayed in the REREXIM import report.

These unmatched records are loaded to the RPTUECS temporary suspense table and displayed on the REAUCOD page. These records can then be manually matched to a student by entering the matching student ID on this page and saving the record.

Procedure

1. Updates the Electronic Counseling Status (RPILECS) page.

   This page supports both Entrance and Exit Interview data and allows you to review multiple records. Use Enter, Tab or Mouse to review the next record or Shift+Tab or Mouse to review previous records. Entrance counseling records that have been matched either on import through RERIMxx or manually on the REAUCOD page are displayed on this page.
2. Review and update unmatched records on the COD Unmatched Records (REAUCOD) page.

   If possible, manually match the record to an existing student in Banner. When the record is matched, the data from the record is inserted to the RPRLECS table for the student and displayed on the RPILECS page. The data is also deleted from the RPTUECS temporary table.
3. Review Borrower Information on the RPILECS page.

Import XML TEACH Grant Exit Counseling files

Steps used to import XML TEACH Grant Exit Counseling files.

Procedure

1. COD sends Exit Counseling Interview results.

   COD generates and sends an XML file containing the student's exit counseling results to schools. This processing occurs for TEACH grants.
2. Receive CRACxxOP file in XML format from COD.

   Download the file using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.
3. Transfer the CRACxxOP file to the Banner server.

   Transfer the Exit Interview file to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).
4. Upload the CRACxxOP file(s) with the Banner RERIM4E/RERIMxx process.

   During processing, the RERIM4E/RERIMxx logic attempts to load the data by first matching the Social Security number contained within the file to a Banner student ID. If a match is found, the

data is loaded for display on the RPILECS page. However, if a match is not found, the data is listed as an exception in the output report.

The **TEACH Exit Requirement Code** and **Exit Satisfied Status** parameters in the RERIM4E/RERIMxx process are used with the Exit Counseling Results processing to allow you to establish which requirement codes and statuses will be used to satisfy the Exit Interview requirements on the Applicant Requirements (RRAAREQ) page for TEACH grants. If you enter data for these parameters, the RERIMxx logic tests to see if the student has a current RORSTAT record for the associated aid year; if such a record does not exist, the information is listed in the exception report. If the student has a current RORSTAT record and the Exit Interview requirements exist on the RRAAREQ page in an unsatisfied status, the requirements are changed to a Satisfied status.

These parameters are optional. If left blank, and a TEACH Counseling Exit record is present in the file loaded, the record attempts to match to the TEACH Exit Counseling Requirement Code and TEACH Exit Counseling Satisfied Status on the Grant and EDE Options section of ROAUSIO.

5. Updates the Electronic Counseling Status (RPILECS) page.

   This page supports both Entrance and Exit Interview data and allows you to review multiple records. Use Enter, Tab or Mouse to review the next record or Shift+Tab or Mouse to review a previous record.

6. Review Borrower Information on the RPILECS page.

   Review the borrower information related to entrance interview and exit interview counseling on the RPILECS page.

Electronic Statement of Account (ESOA) Processing

An Electronic Statement of Account (ESOA) details your school's Pell spending authorization and the amount expended (the total amount submitted on Pell disbursement records) to date.

About this task

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, in addition to the status of the account when the last Electronic Statement of Account was delivered and the total disbursements processed because the receipt of the last statement. The detail data provides institutions with the batch numbers processed because the last statement was received, in addition to the corresponding funding amounts.

Note: Files can also be requested directly from the COD website under Batch > Report Requests/New Report Request, and then choose the Request Type.

Procedure

1. Schedule an ESOA request with the RERRDRQ page.

   Access the Data Request Record (RERRDRQ) page.

   - Enter the **Aid Year**.
   - Enter the **Program Type (Pell)** and click the Go button.
   - Select Insert Record to add a new request record.
   - Enter the required **Campus Pell ID**.
   - Enter S (Statement of Account) in the **Request Type** field.
   - Save the record.

2. Run the RERORxx/RERORIG process to extract the ESOA request file.

   Enter the required Aid Year Code parameter and enter Yes for the Proc Pell Data Request Records parameter. The RERORxx/REROGIG Process extracts the ESOA requests from Banner.

   The message class code required by COD for processing data request record extract files is PGRQxxIN (Pell).

   - `pgrqXXin_nnnnnn.dat` - This is the actual file that you will send to COD.
   - `rerorXX_nnnnnn.lis`/`rerorig_nnnnnn.lis` - This file shows the activity that took place when the process was run. If errors are encountered with the edits for a valid record, the `RERORXX.lis`/`RERORIG.lis` file contains the reason so that you can correct the record for the next process run of RERORxx/RERORIG.
   - `rerorXX_nnnnnn.log`/`rerorig_nnnnnn.log` - This file is the standard process log file.

     Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

     When you extract the ESOA request file with the RERORxx/RERORIG process, the **Action Code** field is updated to Sent, a new batch number is assigned to the **Batch Number** field, and the **Date Sent** field is populated with the system date on the RERRDRQ page. This verifies that this data has been extracted.

     Note: The RERRDRQ page supports four COD request types. These include M (Multiple Reporting), R (Reconciliation), S (Statement of Account), and Y (Year to Date). Each record can only contain one request type. However, the RERORxx/RERORIG process extracts records for the request types (if present) to the same `pgrqXXin_nnnnnn.dat` file for processing.

3. Transfer the extract file to a local PC.

   Transfer the data file created by the RERORxx/RERORIG process from the server on which Banner resides to the PC you use to transfer message class records to COD. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Send the request file to COD.

   Use the Department of Education's *EDConnect* PC software or *TDClient* to send the request file to COD. As mentioned previously, the file name is:

   `pgrqXXin_nnnnnn.dat`

   Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique, identifier so that the file will not be accidentally overwritten when you re-run the process.

5. COD Returns Acknowledgement file or ESOA.

   COD reviews the transmitted file and returns either an acknowledgement file (if there are errors) or the file that contains the ESOA.

6. Receive Acknowledgement Records or ESOA from COD.

   For each batch sent to COD, COD sends back an acknowledgment file and a file that contains the ESOA. Download these files by using the Federal Communications Software (*EDConnect*).

7. Transfer the Acknowledgement File or ESOA file to the Banner server.

   Transfer the file from the PC to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

8. Upload the Acknowledgement File or ESOA file (RERFIxx/RERGRIM process) to Banner.

   The RERFIxx/RERGRIM process uses the acknowledgement or ESOA file sent back from COD as input data to update various records in the Banner database.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner where all other import files exist (Data Home Directory). If the files are not moved to this location, the RERFIxx/RERGRIM process will not find the files to process them.

   Note: You can optionally use the *FILECAT* PC utility to concatenate (merge) multiple acknowledgement files into one file for uploading to the Banner environment.

   COD returns both files. The data request acknowledgement file is the `pgraXXop.dat` (acknowledgement of general data request). The `pgasXXop.dat` (Statement of Account Records) file contains the requested data. These files are in response to the `pgrqXXin_nnnnnn.dat` file which was created by the RERORxx/RERORIG process and sent to COD.

   Enter the acknowledgement file name of `pgraXXop.dat` - or the ESOA file name of `pgasXXop.dat` (with the file extension) - for the RERFIxx/RERGRIM Grant Filename with extension parameter.

Banner treatment of ESOA acknowledgement files

Data requests are either accepted by COD and returned to the institution with the requested file returned to the institution, or rejected with a data request acknowledgement returned to the institution.

Data requests are rejected when the requesting institution submits incomplete data in its request, or when the data requested cannot be found on the COD database. The data request acknowledgements include codes that note the reason for the rejection.

The data from the `pgraXXop.dat` file updates the acknowledgment data on the RERRDRQ page. The reject codes display on the Edit/Reject Codes window of the same page.

Banner treatment of ESOA files

When ESOA records have been requested, summary statement of account and detail statement of account information is included in this file.

You can view the summary information online on the Summary Statement of Account Inquiry (REISSOA) page. You can view the detail information on the Detail Statement of Account Inquiry (REIDSOA) page.

Electronic Year-to-Date summary

The year-to-date summary shows the number of recipients at your school and the number of origination and disbursement records that were accepted, corrected, or rejected.

About this task

The summary also contains a certain number of edit codes and the number of times the school received that edit code on an acknowledgement. Year-to-date records are not automatically sent to your school; you must request the year-to-date records.

The year-to-date file only includes information for those records that were accepted or corrected. COD does not keep any information from rejected records. A year-to-date request to COD returns a file with (1) the last origination record for each student, (2) each accepted disbursement record for each student, and (3) a summary of the data sent to your school.

Procedure

1. Schedule a Year-to-Date Request with the RERRDRQ page.

   Access the Data Request Record (RERRDRQ) page.

   - Enter the **Aid Year**.
   - Enter the **Program Type (Pell)** and click the Go button.
   - Select Insert Record to add a new request record.
   - 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 Pell ID schools, 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.

     You can only enter six zeros in the **Campus Pell ID** field for the Year-to-Date and Reconciliation request types. You cannot enter six zeros for the Statement of Account and Multiple Reporting **Request Type** field options.
   - Enter Year-to-Date in the **Request Type** field.
   - (Optional) If you want to receive year-to-date records for only one student, enter values for the **Current SSN**, **Last Name**, **First Name, Middle Initial**, and **Date of Birth** fields.
   - Select Save.
2. Run the RERORxx/RERORIG process to extract the year-to-date request file.

   Enter the required Aid Year Code parameter and enter Yes for the Proc Pell Data Request Records parameter. The RERORxx/RERORIG process extracts the year-to-date requests from Banner.

   The message class code required by COD for processing data request record extract files is PGRQxxIN (Pell).

   - `pgrqXXin_nnnnnn.dat` - This is the actual file that you will send to COD.
   - `rerorXX_nnnnnn.lis`/`rerorig_nnnnnn.lis` - This file shows the activity that took place when the process was run. If errors are encountered with the edits for a valid record, the `rerorXX.lis`/`rerorig.lis` file contains the reason so that you can correct the record for the next process run of RERORxx/RERORIG.
   - `rerorXX_nnnnnn.log`/`rerorig_nnnnnn.log` - This file is the standard process log file.

     Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

     When you extract the year-to-date request file with the RERORxx/RERORIG process, the **Action Code** field is updated to S (Sent), a new batch number is assigned to the **Batch**

Number field, and the **Date Sent** field is populated with the system date on the RERRDRQ page. This verifies that this data has been extracted.

Note: The RERRDRQ page supports four COD request types. These include Multiple Reporting, Reconciliation, Statement of Account, and Year to Date. Each record can only contain one request type. However, the RERORxx.REROROG process extracts records for the request types (if present) to the same `pgrqXXin_nnnnnn.dat` file for processing.

3. Transfer the extract file to a local PC.

   Transfer the data file created by the RERORxx/REROROG process from the server on which Banner resides to the PC you use to transfer message class records to COD. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Send the request file to COD.

   Use the Department of Education's *EDConnect* PC software or *TDClient* to send the Pell request file to COD. As mentioned previously, the file name is:

   `pgrqXXin_nnnnnn.dat`

   Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

5. Receive acknowledgement file and the year-to-date file from COD.

   For each batch sent to COD, COD sends back an acknowledgment file and a file that contains the year-to-date account records. Use the Department of Education's EDConnect PC software or *TDClient* to download the files.

   The data request acknowledgement file is `pgraXXop.dat`. The Year-To-Date file, `pgyrXXop.dat`, contains the requested data. These files are in response to the `pgrqXXin_nnnnnn.dat` file which was created by the RERORxx/REROROG process and sent to COD.

6. Transfer acknowledgement file (`pgraXXop.dat`) and year-to-date file (`pgyrXXop.dat`) to the Banner server.

   Transfer the files from the PC to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

7. Use the RERFIxx/RERGRIM process to upload the acknowledgement file (`pgraXXop.dat`) and year-to-date file (`pgyrXXop.dat`) to Banner.

   The imported files must be moved to the dataload/finaid directory. If the files are not moved to this location, the RERFIxx/RERGRIM process will not find the files to process them.

   Note: You can optionally use the *FILECAT* PC utility to concatenate (merge) multiple acknowledgement files into one file for uploading to the Banner environment.

   Use the RERFIxx/RERGRIM process to load the acknowledgement (`pgraXXop.dat`) and the year-to-date (`pgyrXXop.dat`) files. Enter the appropriate filename for the Grant Filename with extension parameter.

Banner treatment of year-to-date acknowledgement files

Data requests are either accepted by COD and returned to the institution with the requested file, or rejected with a data request acknowledgement returned to the institution.

Data requests are rejected when the requesting institution submits incomplete data in its request, or when the data requested cannot be found on the COD database. The data request acknowledgements include codes that note the reason for the rejection.

The data from the `pgraXXop.dat` file updates the acknowledegment data on the RERRDRQ page. The reject codes display on the **Edit/Reject Codes** window of the same page.

Banner treatment of year-to-date files

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 `pgyrXXop.dat` file.

- 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).

Banner matches data with this loading process to the appropriate student, using the **SSN** field in the RERCSID Table to find the PIDM. If a match is not found, the data is loaded anyway, leaving the **PIDM** field NULL. All data that is received is loaded into the database as it is on the import file.

Any records that do not match on a PIDM are identified by the Current SSN, but are not mapped to a current student.

Note: This 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.

All fields map one to one from the import file to the database columns, with the exception of the **student name** field in the disbursement file. For Banner loading purposes, the student name value is broken into three distinct columns. Specifically, the first 16 characters go to 'last name,' the next nine to 'first name,' and the last position to 'middle initial.'

You can view the summary year-to-date information online on the COD Year to Date Grant Summary (REIYTDS) page, the year-to-date origination information on the COD Year to Date Origination (REIYTDO) page, and the year-to-date disbursement information on the COD Year to Date Disbursement (REIYTDD) page.

Reconciliation Record

The reconciliation file is a one-record summary of the data COD has for the student.

About this task

A school can use this record to reconcile the total disbursement amount per student with COD. If the amounts do not match, there is information on the reconciliation record that should help to determine where the discrepancy is located.

Procedure

1. Schedule a reconciliation record request with the RERRDRQ page.

   Access the Data Request Record (RERRDRQ) page.

   - Enter the **Aid Year**.
   - Enter the **Program Type (Pell)** and click the Go button.
   - Select Insert Record to add a new request record.
   - 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 Pell ID schools, 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.

     You can only enter six zeros in the **Campus Pell ID** field for the Reconciliation request types. You cannot enter six zeros for the Statement of Account and Multiple Reporting **Request Type** field options.
   - Enter Reconciliation in the **Request Type** field.
   - Save the record.
2. Run the RERORxx/RERORIG process to extract the reconciliation request file.

   Enter the required Aid Year Code parameter and enter Yes for the Proc Pell Data Request Records parameter. The RERORxx/RERORIG process extracts the reconciliation request from Banner.

   The message class code required by COD for processing data request record extract files is PGRQxxIN (Pell).

   - `pgrqXXin_nnnnnn.dat` - This is the actual file that you will send to COD.
   - `rerorXX_nnnnnn.lis`/`rerorig_nnnnnn.lis` - This file shows the activity that took place when the process was run. If errors are encountered with the edits for a valid record,

the rerorXX_nnnnnn.lis/rerorig_nnnnnn.lis file contains the reason so that you can correct the record for the next process run of RERORxx/RERORIG.

- rerorXX_nnnnnn.log/rerorig_nnnnnn.log - This file is the standard process log file.

  Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

  When you extract the reconciliation request file with the RERORxx/RERORIG process, the **Action Code** field is updated to Sent, a new batch number is assigned to the **Batch Number** field, and the **Date Sent** field is populated with the system date on the RERRDRQ page. This verifies that this data has been extracted.

  Note: The RERRDRQ page supports four COD request types. These include Multiple Reporting, Reconciliation, Statement of Account, and Year to Date. Each record can only contain one request type. However, the RERORxx/RERORIG process extracts records for the request types (if present) to the same pgrqXXin_nnnnnn.dat file for processing.

3. Transfer the extract file to a local PC.

   Transfer the data file created by the RERORxx/RERORIG process from the server on which Banner resides to the PC you use to transfer message class records to COD. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Send request file to COD.

   Use the Department of Education's *EDConnect* PC software or *TDClient* to send the Pell request file to COD. As mentioned previously, the file name is:

   pgrqXXin_nnnnnn.dat

   Note: The value xx represents the end year of the aid year and nnnnnn represents the process (job) number of the process which created the file. The length of the process number and the format of the file may vary on your system's hardware/operating system. The process number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

5. Receive acknowledgement file and the reconciliation file from COD.

   For each batch sent to COD, COD sends back an acknowledgment file and a file that contains the reconciliation records. Download these files by using the Department of Education's *EDConnect* software or *TDClient*.

   The data request acknowledgement file is pgraXXop.dat. The reconciliation file for PELL is pgrcXXop.dat and the reconciliation file for TEACH is thmrXXop.dat file. These files are in response to the pgrqXXin_nnnnnn.dat file which was created by the RERORxx/RERORIG process and sent to COD.

6. Transfer acknowledgement file and the reconciliation file to the Banner server.

   Transfer the file from the PC to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

7. Use the RERFIxx/RERGRIM process to upload the acknowledgement file and the reconciliation file to Banner.

   The imported files must be moved to the dataload/finaid directory. If the files are not moved to this location, the RERFIxx/RERGRIM process will not find the files to process them.

   Note: You can optionally use the *FILECAT* PC utility to concatenate (merge) multiple acknowledgement files into one file for uploading to the Banner environment.

   COD returns two files. The data request acknowledgement file is the `pgraXXop.dat` (acknowledgement of general data request). The `pgrcXXop.dat` (Reconciliation records) file contains the requested data. These files are in response to the `pgrqXXin_nnnnnn.dat` file which was created by the RERORxx/RERORIG process and sent to COD.

   Enter the acknowledgement file name of `pgraXXop.dat` - or the reconciliation file name of `pgrcXXop.dat` (with the file extension) - for the RERFIxx/RERGRIM Grant Filename with extension parameter.

Banner treatment of Reconciliation Record acknowledgement files

Data requests are either accepted by COD and returned to the institution or rejected with a data request acknowledgement returned to the institution.

Data requests are rejected when the requesting institution submits incomplete data in its request, or when the data requested cannot be found on the COD database. The data request acknowledgements include codes that note the reason for the rejection.

The data from the acknowledgement file updates the acknowledgment data on the RERRDRQ page. The reject codes display on the **Edit/Reject Codes** window of the same page.

Banner treatment of reconciliation files

The reconciliation file record is included in the COD record layouts.

This type of request can be for an individual student or an entire school. It provides one record of data for each student. The information from this file is loaded into the RERRECN table in Banner and displayed on the COD Grant Reconciliation (REIRECN) page. It is also used in the Year to Date Reports generated through the RERGRNT process.

Direct Loans

Beginning with the 2015/2016 academic year, the Banner Direct Loan tables and processes were streamlined (no longer a combination of Electronic/Manual Loans and Direct Loans in one table).

Loan Processes

Descriptions of individual loan processes.

RLPDLOC (Direct Loan Record Creation)

Create Direct Loan origination records.

- Originations include the student's SAR transaction number
- Originations for all Direct Loans must be created with a need analysis record. Creating the origination generates the Student Identifier record if one does not exist.

  Note: The creation of new Direct Loan, Pell, and TEACH origination records also creates new Permanent Address records on REACODS. If the existing Permanent Address record is in Sent status, no new origination records will create until the response file has been loaded.

REREX4E/REREXxx (COD Extract)

Description of the COD Extract Process.

- Extract Direct Loan originations, origination changes and disbursement records in XML format.
- Extract a COD student identifier and a borrower identifier if one exists.

- Create an XML file to be sent to COD through the *Student Aid Internet Gateway (SAIG)* using communication software such as *EDConnect* or *TDClient.*

  Note: During heavy processing periods, it is recommended that REREXxx should be run using a population selection to keep the XML output files and processing times at manageable levels. Subsequent runs of REREX4E/REREXxx may be run with an open population.

  Note: During the first extract for new aid year processing, it is recommended to use a manual population selection to extract only a handful of records to send to COD. When the COD response file is loaded into Banner, review the records to ensure the Loan Period and Academic Year Start and End Dates in addition to the Scheduled Disbursement dates are accurate. Extracting a smaller group of records during the first extract of the year allows for a review of the records and for an easy cleanup if the data submitted to COD was incorrect and needs to be revised.

  Note: The COD extract process requires that the Borrower ID be manually associated with the loan on the PLUS Data section of RLADLOR for the PLUS loan to extract.

  Note: While it is possible and acceptable to extract loans and grants together, it is recommended that loans and grants be extracted separately. Should any issues arise when response files are loaded, they are easier to address if loans and grants are separated.

Message Classes produced by REREX4E/REREXxx that may contain Direct Loans:

- CRDLxxIN - Direct Loan Origination, Origination Change, and Disbursement records.
- CRAAxxIN - Multiple Award Types which may include Direct Loan Origination, Origination Change, and Disbursement records.

RERIM4E/RERIMxx (COD File Import)

Direct Loan import files.

Note: CRRCxxOP receipt files were discontinued by COD in March 2016.

- CRDLxxOP - Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDLxxIN message class.
- CRAAxxOP - Multiple Award Types which may include Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRAAxxIN message class.

COD System-Generated Records:

- CRPNxxOP - Promissory Note Records.
- CRCSxxOP - Credit Status Response Records.
- CRPSxxOP - Payment to Servicer Records.
- CRBNxxOP - Booking Notification Records.
- CRSPxxOP - DL PLUS Application Acknowledgement Records.
- CRIBxxOP- Direct Loan Informed Borrower Response Records.

Errors encountered while loading specific records are recorded in the RERIMxx log file. This file should be reviewed after each run so issues may be immediately addressed.

REREXIM (COD Extract/Import Report)

The REREXIM is used to report Direct Loans for the 2015/2016 academic year and beyond.

- To report the status of student information in the Banner database for a particular extracted or imported COD Document ID. REREXIM is run by REREX4E/REREXxx if the Print REREXIM report (parameter 15) is set to Y, as extract files are created or by RERIM4E/RERIMxx if the Print REREXIM report (parameter 3) is set to Import only, or Both Import and Extract/Sent as files are being imported. When running REREX4E/REREXxx or RERIM4E/RERIMxx with these options, it is recommended to review all output from both the job being run, and the output created by REREXIM.
- To specifically report differences in student identifier data between the identifier sent to COD on REACODS and the student's current ISIR record on RNANAxx.

This report is created when REREXxx or RERIMxx is run, but may also be run as a stand-alone process from GJAPCTL. This will create a report identifying students that have a mismatch between the their current COD Student Identifier (as displayed on REACODS) and the ISIR record (as displayed on RNANAxx).

Note: Following import, no records should remain in Sent status. Sent records reported in an REREXIM lis file following import indicate load errors and should be immediately addressed.

RLRDLIM (Direct Loan File Import)

Direct Loan file import for aid years 2021/2022 and beyond.

Note: For the 2021/2022 aid year and beyond, the Direct Loan File Import (RLRDLIM) process replaces the aid year based DL Flat File Upload (RLRDUxx) process. For 2021/2022 and future aid years, use the Direct Loan File Import (RLRDLIM) process.

Import Direct Loan fixed-length files received from COD including:

- AHSLDEOP - Ad-hoc Loan Exit Counseling Results
- DSDFxxOP - Disbursement Level Loan Detail School Account Statement
- DSLFxxOP - Loan Level Loan Detail School Account Statement
- DSMFxxOP - Month-to-Date
- DSRFxxOP - Date Range
- DSYFxxOP - Year-to-Date
- EXITFFOP - NSLDS Exit Counseling

Note: MPN report files (MPNDISOP - MPN Discharge Report, MPNINAOP - MPN Expired Report, and MPNEXPOP - MPNs Due to Expire Report) were retired by COD in the Fall of 2017 and no longer exist for use by Banner.

Multi-use message functionality

As of December, 2011, NSLDS has changed the ad-hoc AHSLDEOP message class.

This message class will be used by multiple record layouts, each consisting of different types of data (loan exit counseling and online user detail reports). Regardless of the type of data delivered in this message class, the name of the message class remains AHSLDEOP.

The RLRDLIM process supports the import of data loan exit counseling only, from the AHSLDEOP message class. Due to this NSLDS change, when a user attempts to load an AHSLDEOP message class containing the new online user detail data type, the RLRDLIM process will not load data from that AHSLDEOP message class file. As a result, an appropriate error message displays in the associated .log output file:

Note: When setting up adhoc requested records on the NSLDS website, choose the DL Format (not NSLDS Format) and request fixed length.

RLRDUxx (DL Flat-File Upload)

Direct Loan fixed-length file import for aid years before 2021/2022.

Note: For the 2021/2022 aid year and beyond, the Direct Loan File Import (RLRDLIM) process replaces the aid year based DL Flat File Upload (RLRDUxx) process. For 2021/2022 and future aid years, use the Direct Loan File Import (RLRDLIM) process.

Import Direct Loan fixed-length files received from COD including:

- AHSLDEOP - Ad-hoc Loan Exit Counseling Results
- DSDFxxOP - Disbursement Level Loan Detail School Account Statement
- DSLFxxOP - Loan Level Loan Detail School Account Statement
- DSMFxxOP - Month-to-Date
- DSRFxxOP - Date Range
- DSYFxxOP - Year-to-Date
- EXITFFOP - NSLDS Exit Counseling

Note: MPN report files (MPNDISOP - MPN Discharge Report, MPNINAOP - MPN Expired Report, and MPNEXPOP - MPNs Due to Expire Report) were retired by COD in the Fall of 2017 and no longer exist for use by Banner.

Multi-use message functionality

As of December, 2011, NSLDS has changed the ad-hoc AHSLDEOP message class.

This message class will be used by multiple record layouts, each consisting of different types of data (loan exit counseling and online user detail reports). Regardless of the type of data delivered in this message class, the name of the message class remains AHSLDEOP.

The RLRDUxx process supports the import of data loan exit counseling only, from the AHSLDEOP message class. Due to this NSLDS change, when a user attempts to load an AHSLDEOP message class containing the new online user detail data type, the RLRDUxx process will not load data from

that AHSLDEOP message class file. As a result, an appropriate error message displays in the associated .log output file:

Note: When setting up adhoc requested records on the NSLDS website, choose the DL Format (not NSLDS Format) and request fixed length.

RERCODP/RERCDxx (COD Print Process)

Use the RERCODP/RERCDxx process to generate a report of Direct Loan origination and disbursement Document IDs for aid years before 2021/2022.

Note: For the 2021/2022 aid year and beyond, the COD Print Process (RERCODP) replaces the aid year based COD Print Process (RERCDxx). For 2021/2022 and future aid years, use the COD Print Process (RERCODP).

- Report of detailed data for originations and disbursements by Document ID for fund code
- Report of unsent or sent origination and disbursement records.

RLRDLRC (Direct Loan Reconciliation Reports)

Beginning with the 2015/2016 aid year, the Direct Loan (DL) Tools for Windows application (Department of Education) is no longer supported by Banner Financial Aid nor can it be used for comparing cash, loan, and disbursement records from Banner.

As a result, the following *Direct Loan (DL) Tools for Windows* created text files will no longer be generated nor will they be available:

- DLEXCASH_jobnumber.TXT (cash detail records)
- DLEXLOAN_jobnumber.TXT (loan detail records)
- DLEXDISB_jobnumber.TXT (disbursement detail records)

The RLRDLRC process uses the Origination and Disbursement data within Banner and compares it against the Cash Summary, Cash Detail, Loan Level, and Disbursement level data loaded through DSDFxxOP and DSLFxxOP files using RLRDUxx/RLRDLIM.

The RLRDLRC process provides the ability to reconcile COD Direct Loan information within Banner. The process will create a series of reports that can be used to reconcile DL. RLRDLRC is not aid year specific and does not interface with COD's DL Tools.

Users are able to select the reports they would like to run. They can run all reports (Cash Summary, Loan level, Disbursement level, Unbooked) or they can run individual reports.

Up to 9 different reports can be created:

- A - All Reports
- CS - Cash Summary only
- DA - All disbursement level reports
- DB - Disb. level - Banner No COD
- DC - Disb. level - COD no Banner

- DE - Disbursement level equal
- DN - Disbursement level not equal
- LA - All loan level reports
- LB - Loan level - Banner no COD
- LE - Loan level equal
- LN - Loan level not equal
- UB - Net Unbooked Disb. Detail

The RLRDLRC process provides the ability to reconcile DL within Banner. The process will create a series of reports that can be used to reconcile DL.

The RLRDLRC process uses the Origination and Disbursement data within Banner and compares it against the Cash Summary, Cash Detail, Loan Level, and Disbursement level data loaded through dslf and dsdf files.

Cash Summary report

The Cash Summary report is a comparison of the information COD has compared to what Banner has for Cash Receipts, Refunds of Cash, Net Drawdowns/Payments, Total Booked Disbursements, Total Booked Adjustments, Total Net Booked Disbursements, Ending Cash Balance, Total Net Unbooked Disbursements, Cash Greater than Accepted and Posted Disbursements.

Data for the report is based on the Year to Date record (Statement Record Type = T and Cash Summary Type = Y1) and the Cash Detail (Statement Record Type = C) information in the DSDFxxOP and DSLFxxOP files.

Data in Banner can be found on Direct Loan Cash Drawdown (RPACASH). Records in RPACASH must be entered manually, using information provided from the Department of Education (G5) in an e-mail message that corresponds to each drawdown.

Loan Level reports

The Loan Level reports are a comparison of the information COD has compared to what Banner has at the Loan Level. The COD Loan Level data is contained in the DSLFxxOP file and is found on Direct Loan Origination (RLADLOR) Additional Information section, Account Statement Loan Detail section.

At the Loan Level, student's will have one record for each individual loan. For example, if a student has one subsidized loan and two unsubsidized loans, there will be three records, providing disbursement records have been accepted by COD for all three loans.

Four Loan Level reports are:

- LA = All Loan Level reports
- LE - Loan Level data between COD and Banner is equal
- LN - Loan Level data between COD and Banner is not equal
- LB - Loan Level data (origination data) in Banner but no Loan Level record at COD

Disbursement Level reports

The Disbursement Level reports are a comparison of the information COD has compared to what Banner has at the Disbursement Level.

The COD Disbursement Level data is contained in the DSDFxxOP file and is found on Direct Loan Origination (RLADLOR) Disbursements section Disbursement Statement of Account details button and the COD Generated Disbursements button. The Banner Disbursement information is found on the Disbursements section of RLADLOR.

The student will have one record for each individual disbursement sequence accepted by COD. For example, if the student has two loans, both with two disbursements that have been accepted by COD, there will be four records for the student.

Available Disbursement Level reports are:

- DA - All Disbursement Level reports
- DE - Disbursement data between COD and Banner is equal
- DN - Disbursement data between COD and Banner is not equal
- DB - Disbursement Level data in Banner but no Disbursement Level record at COD
- DC - Disbursement Level data at COD but no Disbursement data sent from Banner to COD

  Note:

  The COD Generated Disbursements button on the Disbursements section of RLADLOR lists COD system generated disbursements (these will have a sequence number greater than 65). These are disbursement records that were entered directly by the institution on the COD website rather than within Banner.

  These records are stored for informational purposes and do not adjust Banner balances.

For the DE, DN and DC reports, the Banner Reported Date is compared to the COD Transaction Date.

A COD Transaction Type of D will result in the data appearing as a Booked Disbursement and a COD Transaction Type of A will result in the data appearing as a Booked Adjustment on the DE, DN and DC reports (under the assumption that the disbursement has been booked at COD).

Unbooked Disbursement Detail report

The primary function of this report is to list canceled loans (i.e. loans that were previously booked and are now unbooked).

UB - Net Unbooked Disbursement Detail report lists origination records that have not yet been booked at COD.

Loan Type option

Users have the option to run the RLRDLRC report by individual loan type (G = Graduate PLUS, P = Parent PLUS, S = Subsidized Stafford, or U = Unsubsidized Stafford).

Matching End Date

This is the end date of the SAS report from COD (SAS End Date).

Exclude Disbursement Status of D

To assist with reconciliation, you are offered the ability to choose whether disbursement records that have a disbursement status of Do not send, should be included on the reports.

Note: Ellucian recommends you set the Do not send option to N on initial run of RLRDLRC each month. This ensures that all records are listed.

Direct Loan School Code

If this parameter is left blank (optional), all Direct Loan schools that are processed at the institution will be summed together and included on the reports.

If a **Direct Loan School Code** is entered, only data for that code will be included and the code will appear on the reports.

Sort Option

Sort Options identified.

Available Sort Options are:

- I = Sort by ID
- L = Sort by Loan Type
- N = Sort by Name

In addition, the following sorting is done for the Disbursement Level and Unbooked reports:

For the DE report (Banner Disbursement Amounts and Reported Dates = COD Disbursement Amounts and Transaction Dates), the DN report (Banner Disbursement Amounts <> COD Disbursement Amounts and Banner Paid Dates <> COD Transaction Date), and the DC report (COD Disbursement Record, Banner Disbursement not Fed (Paid)):

- If Sort Option I - COD Transaction Type Disbursement, Adjustment descending, ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.
- If Sort Option N - COD Transaction Type Disbursement, Adjustment descending, Last Name, First Name, ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.
- If Sort Option L - COD Transaction Type Disbursement, Adjustment descending, Loan Type, Last Name, First Name, ID, Loan ID, Disbursement Number, Disbursement Sequence Number.

For the DB report (Banner Disbursement Record, No COD Disbursement Record):

- If Sort Option I - ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.
- If Sort Option N - Disbursement Type descending (RLRDLDD_SEQ_NO = 1 use D, else A), Last Name, First Name, ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.

- If Sort Option L - Disbursement Type descending (RLRDLDD_SEQ_NO = 1 use D, else A), Loan Type, Last Name, First Name, ID, Loan ID, Disbursement Number, Disbursement Sequence Number.

For the UB report (Unbooked Disbursements):

- If Sort Option I - ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.
- If Sort Option N - Last Name, First Name, ID, Loan Type, Loan ID, Disbursement Number, Disbursement Sequence Number.
- If Sort Option L - Loan Type, Last Name, First Name, ID, Loan ID, Disbursement Number, Disbursement Sequence Number.

Subtotals

To assist with reconciling Booked Disbursements and Booked Adjustments between the Disbursement Reports and the Cash Summary report, subtotal information for Booked Disbursements and Booked Adjustments is included on the DN, DE and DC reports.

RLPDLUP (Direct Loan Update Process)

This process is provided to allow for batch update to certain data on the origination and disbursement records.

These updates include those items that may have changed but do not trigger a required update by the RLPDLOC origination creation process. That process is triggered for updates simply by BBAY/SAY code or award amount changes.

Records in a Sent status will not be updated.

The data items that will be updated by this new process include:

Disbursement related updates:

- Scheduled Disbursement Data
- CIP Code

  Note: For the 2017/2018 aid year and forward, CIP Code update is not permitted.

- Payment Period Start Date
- Enrollment School Code

Origination related updates:

- DL Fee Percent
- Program Information

  Note: For the 2017/2018 aid year and forward, Program Information update is done at the Disbursement level, rather than the Origination level.

- Year in College

RPRDDUP (Disburse Schedule Date Update)

This process updates the scheduled disbursement date for Direct Loan funds based on the +/- number of days which have been defined on the Scheduled Academic Year Rules (RORSAYR) and the Borrower-based Academic Year Data (RORBBAY) pages.

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.

Disbursement dates will be rescheduled by RPRDDUP when the ROAINST **Rescheduled Disbursement Date** is selected and RPRLOPT for the Direct Loan fund code is also selected.

To reschedule disbursements, a valid course or valid attending hours from ROAENRL must exist. If neither of these exists, disbursement dates will not be rescheduled.

When running RPRDDUP, an aid year is required but a period is optional.

The aid year and period refer to the award.

If a period can exist as a header in one aid year and a trailer in another aid year, RPRDDUP should be run twice, one time for the header aid year and the second time for the trailer aid year.

In the case of "no-split" BBAYS, a period can be in one aid year for the award but can be originated for another aid year for the loan. If the selection contains the period of the award, the disbursement dates for the period will be rescheduled even though the Origination is a different aid year.

The fact that a period can reside in multiple loan originations means that all loan originations for the period will be rescheduled.

Note: Although it does not display on any page, the +/- Days value defaults into the student's disbursement record from RORSAYR/RORBBAY at the time the loan origination record is created. Adding values to RORSAYR/RORBBAY after the origination record has been created will not cause RPRDDUP to update the student's disbursement dates. If the +/- days value is not populated in the student's scheduled disbursement record, RPRDDUP will not update the record.

Note: Each of the following conditions must be satisfied for RPRDDUP to reschedule a student's loan:

1. +/- days must exist on the loan record.

2. RPRLOPT must have the **Reschedule Disbursement Date** option selected.

3. ROAINST must have the **Reschedule Disbursement Date** option selected on the Options section.

Note: Setting the * / - Days to 0 rather than NULL on RORSAYR/RORBBAY will cause the scheduled disbursement date to be set to the start date of the student's first class, as well permit rescheduling, if necessary, in the future.

RPPSPGM (Student Program Info. Process)

This process determines the Student Program information that is required to be reported to COD beginning with the 2017/2018 aid year.

RPPSPGM uses the information from student to determine the values for the student's Credential Level, CIP Code, Program CIP Code Publication Year, Special Programs, length of the program in years, months, or weeks and the Academic year number of weeks for the program.

RLPDLFC (Direct Loan Fee Change Process)

This process offers a coordinated approach to address fee changes on COD accepted loans with positive anticipated disbursement amounts.

If these loans are not scheduled to disburse until after a Fee Change Effective date or where scheduled to disburse before a Fee Change Effective Date but did not actually disburse, you must:

- Inactivate the loan by reducing the loan amount and disbursements to $0 (and have them accepted by COD).
- Change the anticipated disbursement dates using the Reactivation Sched Disb Date parameter on Job Submission. This selects the corresponding fee for the loan type from the RLRDFEE table.
- Reactivate the loan to the original amount and submit to COD with the new fee percent, disbursement date, and disbursement fee/net calculations.

This process is used to inactivate loans by reducing their value to zero when there is a fee change. RLPDLFC is also used to reactivate these same loans by returning their values (to original loan amounts) using correct fees. The reactivated loans can then be disbursed and will also be accepted by COD with the new fees.

The RLPDLFC process may be run in Audit mode for both inactivate and reactivate processing. This allows you to review selected records before an update.

RLPDLFC options

The RLPDLFC process has two purposes, inactivating loans and reactivating loans.

Run the process to select one Direct Loan fund, multiple fund codes, or all fund codes by leaving the parameter blank. Although not required, the process may also be run with a population selection.

- Inactivate loans - The process allows you to Inactivate loans as required by COD, by reducing them to $0 for each disbursement and the loan total, and prepare the data for extraction by logging the changes. After the changes are sent to COD and the response file is loaded the next step can be run.
- Reactivate loans - Using data stored during the Inactivation process, RLPDLFC reactivates loans by returning them to their original disbursement and loan totals, sets an assigned disbursement date and uses that date to select the correct loan fee. The process then prepares the data for extraction by logging the changes. After the changes are sent to COD and the response file is loaded, the loan is ready for disbursement.

Loan Pages

Descriptions of individual loan pages.

REACODD (COD Document Control)

REACODD displays COD XML documents that have been extracted or imported.

Comments can be added in REACODD, providing information regarding file processing.

REACODS (COD Student Information page)

REACODS allows you to display, create, or update student identifier records and the permanent and local address records that are sent to COD.

This data will be populated initially when an origination record is created for DL, Pell, or TEACH. Each time any origination is created for the student, the data on this page will be compared to the current data for the student and if the data has changed, new records will be inserted to the tables. This data will then be extracted and sent to COD the next time records are extracted. This process ensures COD has the most accurate and current data for the student.

Records on this page include student demographic data, address and identifier data and are non-aid year specific.

The page's **Status Code** field is updateable, allowing you to correct any discrepancies with the COD value.

- Address records are created by the Direct Loan Origination Process (RLPDLOC) and the Grant Origination Process (RERORxx/RERORIG).

  Note: To prevent unnecessary address changes, the same address hierarchy parameters should be used for both RLPDLOC and RERORxx/RERORIG.

- When the Status Code is Accepted or Rejected or Inactive, new identifier, student data and address records may be created using the <Duplicate Record> function from within the appropriate section.

REAUCOD (Unmatched COD Records)

The REAUCOD page serves as a suspense page for a variety of unmatched records that could not be loaded to the permanent tables when RERIM4E/RERIMxx was last run.

The following record types may be reviewed on REAUCOD:

- D - Stafford Entrance Counseling
- L - PLUS Entrance Counseling
- T - Teach Entrance Counseling
- P - Parent Plus Application
- G - Grad PLUS Application

- M - Stafford MPNs
- N - Parent PLUS MPNs
- R - Grad PLUS MPNs

Upon entry of the page, summary information is displayed for all records of the selected type. Scroll Down to review detailed information about that record and fields that can be used to match the record.

Entrance Counseling records (types AC/EC)

Entrance counseling records that cannot be matched to an existing ID at the time RERIM4E/RERIMxx runs are loaded to a temporary table (RPTUECS).

The following fields are displayed.

- Student SSN, Student First Name, Student Last Name, Complete Date
- Scroll Down to review additional data for the record, in addition to a field that can be used to manually match the record to an existing Student ID.

  Note: If an entrance counseling record is manually matched, the related document on RRAAREQ must also be satisfied, manually.

- Each time RERIM4E/RERIMxx is run for Entrance Counseling records, all records in the temporary table (REAUCOD) will be tested again to determine a possible match.

PLUS Application records (type SP)

PLUS application records that cannot be matched to an existing ID (at the time RERIM4E/RERIMxx runs) are loaded to a temporary table RPTUAPP.

These records can be loaded to the table with a PIDM (but no Loan ID) if a matching student was found or without a PIDM (and without a Loan ID) if no matching student record was found. In either case, the following fields are displayed:

- Application ID, Student SSN, Student First Name, Student Last Name, Borrower First Name, Borrower Last Name, Complete Date and Reviewed check box.

  Note: For Grad PLUS applications the Student First and Last Name and the Borrower First and Last Name are the same.

- Scroll Down to review additional data for the record, in addition to fields that can be used to manually match the record to an existing Student ID and Loan ID.

  Note: If RERIM4E/RERIMxx was able to find a Student ID match, the student ID field will be displayed.

PN records (Type PN)

If a student completes an MPN before the school has sent an origination to COD, the school will receive the MPN information in the CRPNxxOP message class and can load the MPNs using the COD Import process (RERIM4E/RERIMxx).

Note: While COD may not have the origination, the student, award, and origination data may exist in Banner.

Unmatched MPNs are only loaded to REAUCOD if the 08 Import Unmatched MPNs? parameter on RERIM4E/RERIMxx is set to Yes.

MPN records that cannot be matched to an existing ID at the time RERIMxx runs are loaded to a temporary table (RLTUMPN) and the following fields are displayed; MPN ID, Student SSN, Student First Name, Student Lst Name, Borrower First Name, Borrower Last Name, Effective Date and Reviewed check box.

Note: Scroll Down to review additional data for the record, in addition to additional information that can be used to manually match the record to an existing Student ID.

REICODD (COD Document Control Inquiry)

The REICODD page allows you to view COD Documents that have been extracted or imported through the REREX4E/REREXxx or RERIM4E/RERIMxx processes.

Does not include the comment available on REACODD. Document IDs displayed on REICODD will also be displayed on REACODD.

RFRMGMT (Funds Management)

This page displays and maintains the various attributes of a fund for a given aid year.

- On the Packaging section, Direct Loans should be set up with the **Disburse** indicator set to No Disbursement and the Loan Process indicator selected. They should also be set to Replace Need or Reduce EFC, as appropriate. In addition, the Loan Rules sub section must be set with appropriate values.
- Stafford and Grad PLUS Entrance Interview Requirement Codes may be added to the Tracking section to create fund-specific tracking requirements when the loan is offered or accepted.
- Define if the Direct Loan fund will allow Processing by Period. Review the options for Web Processing that are available when you are processing funds by period.
- Define if you will be processing BBAY loans.

RLADBOR (Direct Loan PLUS Borrower Data)

The RLADBOR page contains the Direct Loan Parent PLUS Borrower Data for all Direct Loan PLUS borrowers.

A borrower identifier is created only if one does not exist in the RLRPLUS or RLRCBID tables for the SSN, DOB, Last Name combination.

A record must be created on this page for each unique DL PLUS borrower for a student. Records can be created manually or inserted when a PLUS Application is received from COD and matched to the student.

Each DL PLUS Borrower will have a unique DL PLUS Borrower ID Number generated when created that can then be attached to one or more originations for the student. This allows the data for each borrower to be maintained one time, even when associated with multiple origination records.

The borrower ID can be created by the user on RLADBOR and must be associated with the PLUS loan on RLADLOR before extracting PLUS loans. The borrower ID is also created by the COD import process when system generated files from COD are processed and there is no match on SSN + DOB + LastName.

Display, change, or update Parent PLUS Borrower Identifier records.

- The page's **Status Code** field allows you to update the field to help in resolving issues with identifier records that for some reason remain in a Sent status. If you update this field, a pop-up window prompts you to confirm the choice.
- When the Status Code is Accepted or Rejected or Inactive, new identifier and address records may be created using the Copy function from within the Borrower Identifier sub section.

RLADLOR (Direct Loan Origination)

The RLADLOR page is used to display and maintain Federal Direct Loan originations.

- View and update Direct Loan origination and disbursement records
- Origination records, including the SAR Transaction Number and the scheduled academic year dates
- Disbursement records
  - All sequences for a particular disbursement reference number are reported to COD using the disbursement date from sequence 01.
  - If using Direct Loan Advance Pay processing, if the actual disbursement date differs from the Reported Disbursement Date, the disbursement process will insert a disbursement date change sequence to correct the actual disbursement date at COD. All subsequent sequences for the disbursement number will be reported with the disbursement date from the Date change sequence record.
  - Disbursement sequences extract the total disbursement amount for the disbursement reference number rather than the actual transaction amount for that particular sequence.
  - Disbursement status shows whether the disbursement is an Edit (not yet paid) or Actual disbursement record.
  - Reporting Edit disbursements is required by COD for Direct Loans.
  - The **Status**, **Disbursement Number**, and **Sequence Number** fields are updateable on unpaid records that are not in Sent status. If you update any of these fields, a pop-up window displays:

    WARNING Updating the <Field Name> may result in disbursement records being out of sync with COD. Are you sure you want to update this field?

    Note: After a disbursement has been paid, the disbursement number and sequence number cannot be updated.

  - Reductions to gross amounts are made in the Disbursement Summary (top) section of the Disbursements section. Reductions to net amounts for Return to Title IV are created by

navigating to the Disbursement Detail (bottom) section of the Disbursement section, then using the <Insert Record> function, entering the negative net amount and saving. The page will calculate the correct Gross and Fee amounts.

RLADLOR Enrollment School Code Processing

The Enrollment School Code is transmitted to COD with every Direct Loan disbursement record, whether it is an initial submission or maintenance record submission.

Change records to only update the Enrollment School Code value are permitted.

The Enrollment School Code field is updateable before extraction of the record. The field can be updated in the same sequence when the Action Code = R, 2, 3, or is NULL.

The RLPDLUP process provides the option to update the Enrollment School Code for disbursements which have not been paid or authorized. This can be run for a specific period (example Spring) to identify and update when the student changes Campuses and provide the automatic update. The criteria allowing update is that the Origination cannot be locked and the disbursement which needs to be updated cannot be in an Edit Sent status.

To correct the Enrollment School Code on sequences where the Action Code = A, the page allows for the insertion of a disbursement sequence when the highest previous accepted sequence response record for the same disbursement has been received and loaded into Banner. When inserted, the Enrollment School Code is copied from the highest previous accepted sequence response record for the same disbursement which was received and loaded into Banner. After being copied, this value is updateable to another value or to blank. If it is updated to blank, the extract process will determine the appropriate value to insert.

Program Information processing

Beginning with the 2017/18 aid year, COD requires Program Information to be submitted at the Disbursement level for Direct loans.

Program information consists of the following data to be reported on each disbursement record:

- Program CIP Code
- Program CIP Code Publication Year
- Program Credential Level
- Special Program
- Program Length Years, Program Length Months, or Program Length Weeks
- Program Academic Year Weeks

The **Program Sequence Number** is used to maintain the Program information to be sent to COD using the results from the Student Program Information Process (RPPSPGM) or manually entered on Student Subsidized Usage Information (RPASSUI). You can update the **Sequence Lock** to assign specific Program Sequence to the disbursement. If an update to **CIP Code** is needed for a disbursement, use the **Program Sequence Number** to assign the correct Program information for the Credential Level and Program length information, associated with the **CIP Code**. The Program Sequence can be updated in the same sequence when the Status = R, 2, 3, or is NULL.

After a disbursement has been accepted by COD as paid (Status = A), if any of the Program information is incorrect, a new disbursement sequence number must be inserted and a new **Program Sequence Number** entered and the Sequence locked.

Lock the Program Sequence if manual updates are used to ensure the correct Program information is sent to COD.

RLADMPN (Applicant Direct Loan MPN)

The RLADMPN page allows you to view Master Promissory Notes (MPNs) that loaded through RERIM4E/RERIMxx and are associated with the applicant.

RLRTLOG (Temporary Direct Loan Logging)

The Temporary Direct Loan Logging page allows you to view and maintain temporary Direct Loan logging records created when reducing or cancelling a loan.

These records reflect the original loan amount, loan start/end dates, and academic year start/end dates to submit to COD with the reductions or cancellations of disbursements.

Use RLRTLOG to delete temporary logging records if logged change records on RLADLOR remain in a Pending status incorrectly after processing or if you do not want the original loan information to be sent for COD processing of the correction.

Use RLRTLOG only for exception processing when logging records (RLRDLOG) remain in a Pending status after importing a response file.

Tip: Before deleting records, verify that the COD import ran successfully for the extract that created the pending records. This prevents record synchronization issues with COD.

When deleted, the ID and Loan number record in the permanent table (as exists on the Logged Changes section of RLADLOR) will have the status updated from Pending to NULL. If you want to send the change record to COD, you will then need to update the Send indicator.

You may also update the following fields to correct information in RLRTLOG that will be sent to COD before submitting the record:

- **Loan Amount**
- **Award Start Date**
- **Award End Date**
- **Academic Year Start Date**
- **Academic Year End Date**

Note: Data insert and copy features are disabled.

Contents of the Original Loan Data section are sortable. Query execution without filter criteria results in all records being returned.

ROAUSIO (U.S. Specific Institution Financial Aid Options)

Use this page to define various United States options for institutional defaults, grant and EDE options, loan options and campus defaults.

Loan Options window

Used for all aid years to set overall options regarding Direct Loan processing for the aid year.

Note: The **Stafford Entrance Interview Requirement Code**, **Stafford Exit Interview Requirement Code**, and **Grad PLUS Entrance Interview Requirement Code** fields and their respective **Satisfied Status** fields setup on ROAUSIO, Loan Options section, are used with the Entrance and Exit Counseling Results processing and update the appropriate requirements on the Applicant Requirements (RRAAREQ) page. The Electronic Counseling Status (RPILECS) page displays information from the Exit Counseling Results (AHSLDEOP and EXITFFOP) files sent to you by COD and uploaded into Banner with the RLRDUxx/RLRDLIM process and from the Entrance and Exit Counseling Results (CRECMYOP) files sent to you by COD and uploaded into Banner with the RERIM4E/RERIMxx process.

Direct Loan MPN Rules section

The Direct Loan MPN Rules section supports Direct Loan MPN Requirement processing for aid years 2015/2016 onward.

For each of the Direct Loan Types (Stafford, Graduate PLUS, and Parent PLUS) define the options for when to create MPN Requirements and the options for each of the available MPN Requirement Status Codes.

Note: MPN Requirement Status Codes are informational only. These codes do not prevent any processing.

Campus Defaults window

Used for all aid years to associate the appropriate RORCODI record with each campus code.

ROBAPRD (Aid Period Base Rules)

The ROBAPRD page allows you to set rules for each aid period (on RTVAPRD).

Complete the percentage of each annual award allowed for each aid period. For additional aid periods that you may need in which only one annual award is permitted, the **Budget Full Year Percent** field should not exceed 99.999 (percent). For aid periods intended for summer processing, the percentage may exceed 100.

For Aid years 1516 onward, this page is used to associate SAY codes with Aid Periods.

Note: In a standard semester or quarter school setting, the standard Scheduled Academic Year (SAY) encompasses the Fall through Spring periods. That same SAY code would be associated with the Fall/Spring, Fall/Winter/Spring, Fall-only, Winter-only, Spring-only and other combinations of those periods. For aid periods that extend beyond the standard academic year, a Crossover Scheduled Academic Year (C-SAY) code is defined on RORSAYR and linked to the corresponding Standard SAY code. This C-SAY code is used for any aid period that contains Summer, if Summer is not part of the standard academic year. Therefore, if Fall through Spring is defined as the SAY, Fall through Summer is defined as the C-SAY and is associated with any aid period that contains Summer.

ROIBBAY (Borrower-Based Academic Year Inquiry)

This filter only page provides a list of all Borrower-Based Academic Years that have been defined.

The page's data is used to list BBAY codes on other pages.

RORBBAY (Borrower-Based Academic Year Rules)

Similar to RORSAYR, the RORBBAY page is used to define BBAY codes, related periods and academic year start and end dates, and disbursement dates that will be used as defaults for each BBAY code.

RORCODI (COD Entity ID Rules)

Establish COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID**, and **Direct Loan School Code**.

- Schools with only one campus set up one COD identifier on the COD Entity ID Rules page (RORCODI) with this **Attending ID** designated as the institutional default.
- Multi-campus schools set up COD identifiers on the RORCODI page and assign a particular **Attending ID** from RORCODI to each campus on the **Campus Defaults** window of the ROAUSIO page. You also need to determine which entry on this page is your institutional default value.

RORPRDS (Period Base Data)

The Period Base Data (RORPRDS) page is used to create and maintain the definition of a Period.

This page's function is similar to that of the STVTERM page, in that it is used to define a code, description (short and long), start and end dates, and the aid year used for financial aid processing. The ability to define the crossover aid year is also provided for those periods which represent a crossover (summer) period. Crossover (summer) periods may then be assigned to aid periods in both the aid year and crossover aid year for processing.

RORSAYR (Scheduled Academic Year Rules)

The RORSAYR page is used to define SAY codes, related periods and disbursement dates that are used as defaults for each SAY code.

Note: The **Start Date** and **End Date** fields defined on RORSAYR are the Academic Year start and end dates.

Note:

Only the Academic Year start and end dates are defined on RORSAYR.

The loan period dates are based on the start date from RORTPRD of the first period with an accepted period award amount > 0 and the end date is based on the period end date from RORTPRD of the last period with an accepted period award amount > 0.

RORTPRD (Aid Period Rules)

The RORTPRD page allows you to specify the periods associated with an aid period.

The start and end dates of the periods on RORTPRD are used as the Loan Period start and end dates reported to COD. Therefore, if different constituencies need to have different loan period start and end dates, separate aid periods will need to be defined for each constituency on RTVAPRD, ROBAPRD and RORTPRD. For example, if the same period (Fall 20xx) is used for both graduate and undergraduate students, but Fall begins on August 1st for graduate students and on August 15th for undergraduates, separate aid periods must be defined for graduates and undergraduates to reflect the appropriate start and end dates for the period.

Note: For convenience, period start and end dates default onto RORTPRD from RORPRDS but may also be manually updated on RORTPRD.

RPAAWRD (Award Maintenance)

The Award Maintenance page displays and maintains financial aid awards for each student.

The Direct Loan Interface section displays information and originations for the fund and period, based on RLADLOR data.

For Aid Years 1516 onward, the option to Create/Update Loan Records runs the RLPDLOC process which creates and updates Direct Loan records on RLADLOR.

Note: To Create/Update Loan Records from RPAAWRD, first, save default parameters for the RLPDLOC job. The default parameters may be set on the Default Parameter Value Validations (GJAPDFT) page or by entering parameters on the Process Submission Controls (GJAPCTL) page and selecting "Save parameter Set as", leaving the Name and Description blank, selecting "Hold", and saving.

From the page's Award Maintenance section, the Loans sub section is used to view and maintain data for Additional Stafford, Preparatory or Teach Certification, Subsidized Loan Exclusion Amount, Borrower Based, Override SAY, Dependent without Parent Data and HPPA information.

The Direct Loan Interface section provides summarized Award (RPAAWRD) and Origination (RLADLOR) information in a single location. In addition, it identifies discrepancies that exist between the Award and Origination records.

RPABDTL (Applicant Borrower-Based Academic Year Detail)

The RPABDTL page allows awards to be created and maintained for a specific BBAY.

The BBAY Code in the page's Key block provides access to BBAY codes that have been assigned to the applicant.

RPACASH (Direct Loan Cash Drawdown)

The RPACASH page allows you to record the receipt (drawdown) of cash from the Department and enables you to enter the return of excess cash to the Department.

View and update drawdown activity and matched school account statement information imported through RLRDUxx/RLRDLIM.

RPIBATC (Batch Control)

The Batch Control page is no longer used for Direct Loan files.

RPIDLAS (Direct Loan Account Summary)

View Direct Loan summary school account statement information imported through RLRDUxx/RLRDLIM.

RPILECS (Electronic Counseling Status)

View Entrance or Exit Counseling information received in the AHSLDEOP fixed-length file and EXITFFOP fixed-length file and imported through RLRDUxx/RLRDLIM and the CRECMYOP XML file imported through RERIM4E/RERIMxx.

RPRLOPT (Loan Options)

The values entered on this page are used as the default values when loan origination records are created.

For example, entering a loan status in the **Initial Loan Status** field establishes a default loan status value for the automatic creation of a loan origination.

Loan Options (main window)

Other steps you may need to complete when issuing Direct Loans:

1. Select the **Origination Required for Memo** or **Valid MPN Required for Memo**, if these requirements are needed for a school that chooses to use memoing as set on RFRMGMT.
2. Select the **Authorize Loan** check box to create disbursement authorizations during the current year.
3. Verify that Direct Loan origination and disbursement options are set correctly for your institution.
4. Select **Reschedule Disbursement Dates** only if it is also selected on ROAINST. If selected, it will automatically calculate a new disbursement date using RPRDDUP (Disburse Schedule Date Update).

Note: Options which are not applicable for aid years before 2015/2016 will not permit update when RPRLOPT is accessed for an aid year before 2015/2016.

RTVAPRD (Aid Period Validation)

Access this page to define single and multiple period aid periods for your institution.

Both regular Aid Periods and Pell Aid Periods are defined on this page. A Regular Aid Period is the default aid period currently used for all financial aid processing and entered on the RBAABUD or RBAPBUD pages.

RTVBBTP (Borrower-Based Academic Year Type Validation)

The RTVBBTP page allows you to define the types of Borrower-Based Academic Years.

Standard and Transfer are system required values.

RTVCDNT (COD Nation Code Rules)

The RTVCDNT page displays all valid nation codes for COD processing, as specified in the State, Jurisdiction, and Country Codes areas of the *COD Technical Reference*.

- Displays the valid COD nation codes and prior inactive codes no longer valid for processing
- Addresses that contain a nation code are validated against these values before extract
- Allows the creation of a crosswalk code between the STVNATN nation code and a valid COD nation code

RTVCDST (COD State Code Rules)

The RTVCDST page displays all valid state codes for COD processing, as specified in the *COD Technical Reference*.

- Displays the valid COD state codes and prior inactive codes no longer valid for processing
- Addresses are validated against these values before extract

- Allows the creation of a crosswalk code between the STVSTAT state code and a valid COD state code

RTVRJCT (Reject Code Validation)

The RTVRJCT page allows you to view the reject codes used for RFMS, EDE, Direct Lending, need analysis, disbursement, and memo processing.

Displays COD Edit Message reject codes - Type Code: F = COD Edit Messages.

This page is not aid year specific, therefore codes and messages used in prior aid years are not removed.

Note: Values displayed on RTVRJCT are maintained by Ellucian.

Loan Setup

Direct loan configuration information.

Process a Borrower-Based Academic Year (BBAY) Loan

This type of academic year does not have a defined begin and end time that is the same year after year.

A Borrower-Based Academic Year (BBAY) "floats" with the student, based on their attendance and progression in the program. An institution that has a defined academic year and qualifies for SAY processing may choose to process BBAY for a student or groups of students.

Note: Institutions that do not have or use a traditional calendar must process Direct loans using BBAY.

A BBAY must consist of the same number of enrollment periods which meet the school's definition of an academic year and must be sequential (for example, fall/spring, spring/summer, and summer/fall). As such, a student must be enrolled in the first period of a BBAY but is not required to be enrolled in all periods of the BBAY.

Note: Although monitoring annual limits using BBAY processing is specific to Direct Subsidized and Unsubsidized loans, Plus loan awards must use the same SAY or BBAY.

Using Borrower-Based Academic Year (BBAY) functionality, you will have the ability to define and process Direct Loans for BBAY1 and BBAY2 type loans:

- BBAY1 - Used by schools who offer credit hour programs in a traditional calendar (semester, trimester, and quarters) with a defined Scheduled Academic year.
- BBAY2 - Used by schools that have programs that are not in a Scheduled Academic Year but have standard terms or nonstandard SE9W (substantially equal nonstandard terms at least 9 weeks in length) terms. For example, a school that has programs which start monthly.

The decision to allow Direct Loan funds to be processed using BBAY is made at the fund level. A new indicator has been added to the Funds Management pages (RFRMGMT, ROAMGMT, and RFRMUPD for updating multiple funds) which will allow processing of the student's Direct loans using BBAY rules. Award validation and Packaging will validate the annual limits and calculate the student's budget, EFC, Resources, and Estimated Financial Assistance for the BBAY assigned. BBAY processing rules will only be used when the applicant has been assigned a BBAY through RPABBAY.

After a BBAY has been assigned and Direct Loan awards exist, the awards must be maintained by period for BBAYs that span across aid years and for BBAYs that are defined to not be split to provide the necessary validation using the BBAY rules.

Setup and process BBAYs

You should create appropriate BBAYs to reflect the academic year of the BBAY.

If you are processing multiple calendars which reflect different academic year start and end dates, you should define appropriate BBAYs for each of your academic calendars. The Start and End Dates defined for the BBAY will be used as the Academic Year Start and End Dates for the Direct Loan Originations. You also will establish the periods that belong to the BBAY with Start and End Dates that will be used to define the loan period dates based on awards which exist with an accepted amount greater than zero for the origination record. Disbursement dates specific to the periods in the BBAY must also be defined.

Note: BBAY awarding does not support separate fund codes by Period and does not follow RFRASCH. BBAY is designed to use the same fund code for the entire BBAY and split it evenly across the BBAY, with the exception of the Split where you indicate Maximum Eligibility.

BBAY Types
Two BBAY Types have been delivered that are System Required and cannot be removed.

Processing of BBAYs will only occur for these BBAY Types:

- STANDARD - Validation requires that the first period of the BBAY must exist in the student's aid period for some year.
- TRANSFER - Validation allows the first period of the BBAY to not exist in the student's aid period for any year but a period that is part of the BBAY must exist in the student's aid period for some year. This will allow you to assign a BBAY code where the student obtained a loan at another school for the first period.

You may create a BBAY with a STANDARD type and update the type to TRANSFER for the specific student. You do not need to create separate BBAY codes for STANDARD and TRANSFER. Likewise, you also may define other BBAY types such as, PRIOR, if you want to track BBAYs for history of a student's BBAY loans awarded before the 8.22.1 release. Assigning a BBAY for the prior year may assist in defining algorithmic rules for calculating the BBAY for the 1516 aid year.

Note: Institutionally defined BBAY Types will not be processed for award validation, packaging, or as BBAYs for Direct Loan originations.

Options for BBAYs Crossing Aid Years
Borrower-Based Academic Years are defined on the Borrower-Based Academic Year Data (RORBBAY) page.

As part of the BBAY setup, you will need to define how to process a BBAY which spans across different aid years such as Summer 1516 through Fall 1617. The following options are available for how to process these BBAYs that cross aid years. These options are used in the Packaging process and award validation.

1. BBAY is not split between aid years.

   The entire amount of the loans awarded for the BBAY will be attributed to one of the aid years spanned by the BBAY. The aid year to which the funds will be attributed must be defined; this is the aid year used for loan originations and from which funds are paid. During packaging, the period amounts of the loans for periods that do not belong to the aid year being packaged will be awarded in the other aid year if the applicant has a RORSTAT record for the other aid year and the applicant's aid period in the other aid year includes the period(s) in the BBAY. The aid year for calculating the EFC must also be defined.

Example 1 - BBAY not split between aid years

Student's BBAY is Summer-Fall 2016. At this school, Summer 2016 is assigned to 1516 and Fall 2016 is assigned to 1617. This school elects to Not Split BBAY's across aid years. The school has assigned the 1516 EFC to the Summer-Fall 2016 BBAY and has attributed the entire amount of loans in this BBAY to the 1516 Aid Year. During 1516 packaging, when Summer-Fall 2016 BBAY loans are awarded, the Fall 2016 portion of the loans will also be awarded on the 1617 award pages if the student has a RORSTAT record for 1617 and the student's 1617 Aid Period includes Fall 2016. In this example, the Loan Origination would be for the entire BBAY of Summer-Fall 2016 processed in the 1516 aid year.

1. BBAY is split between aid years and package maximum loan award in first aid year.

   The loans awarded for the BBAY will be split between the aid years using the periods associated with the student's aid period for each aid year. The loan originations and the funds will be attributed to the aid year based on the awards for the aid year. The Packaging process will award the maximum eligibility of Direct Loan Subsidized and Unsubsidized amounts in the earliest aid year; PLUS loan amounts will be distributed based on the number of periods in the BBAY which exist in the student's aid period being packaged and anticipated periods in the other aid year.

Example 2 - BBAY split between aid years and maximum loan award in first aid year

Student's BBAY is Summer-Fall 2016. At this school, Summer 2016 is assigned to 1516 and Fall 2016 is assigned to 1617. This school elects to Split BBAY's across aid years and package the maximum loan amount in the first aid year. The Freshman student's aid period for the 1516 aid year includes the Summer 2016 period. During 1516 packaging process, it is determined the student has Subsidized eligibility of $3,500 for the BBAY and for Summer 2016 of $2,500 based on unmet need for the 1516 aid year. The Summer 2016 period will be awarded for the maximum eligible amount of $2,500 for Subsidized loan. The Fall 2016 portion of the student's BBAY will be awarded when the Packaging process is run for 1617 and will be calculated based on the annual limits minus the amount of Subsidized awarded for the BBAY in the 1516 aid year. In this example, the student would have an origination for Summer 2016 (1516) and another one for Fall 2016 (1617).

Subsidized Loan example - BBAY Summer-Fall 2016

Annual Limit	=	3,500	
Awarded in 1516 for Summer 2016	=	2,500	Loan originated for 2,500 in 1516
Awarded for 1617 for Fall 2016	=	1,000	Loan originated for 1,000 in 1617

1. BBAY is split between aid years and loan award is scheduled across periods in the BBAY.

   The loans awarded for the BBAY will be split between the aid years using the periods associated with the student's aid period for each aid year. The loan originations and the funds will be attributed to the aid year based on the awards for the aid year. The Packaging process will schedule the award based on the number of periods in the BBAY which exist in the student's aid period being packaged and anticipated periods in the other aid year.

Example 3 - split between aid years and loan award is scheduled across periods in the BBAY

Student's BBAY is Summer-Fall 2016. At this school, Summer 2016 is assigned to 1516 and Fall 2016 is assigned to 1617. This school elects to Split BBAY's across aid years and not to package the maximum loan eligibility in the first aid year. The Freshman student's aid period for the 1516 aid year includes the Summer 2016 period. During 1516 packaging process, it is determined the student has Subsidized eligibility of $3,500 for the BBAY. Because the Summer-Fall 2016 BBAY consists of two periods, the award is distributed as 50% for each period; the Summer 2016 award will be calculated as $1,750. The Fall 2016 portion of the student's BBAY will be awarded when the Packaging process is run for 1617 and will be calculated based on the annual limits minus the amount of Subsidized awarded for the BBAY in the 1516 aid year. In this example, the student would have an origination for Summer 2016 (1516) and another one for Fall 2016 (1617).

Subsidized Loan example - BBAY Summer-Fall 2016			
Annual Limit	=	3,500	
Awarded in 1516 for Summer 2016	=	1,750	Loan originated for 1,750 in 1516
Awarded for 1617 for Fall 2016	=	1,750	Loan originated for 1,750 in 1617

BBAY Setup
After you have determined the BBAYs needed to support your institution's processing, you will need to define the BBAY codes and periods to associate with each BBAY.

1. Borrower-Based Academic Year Type Validation (RTVBBTP).

   The BBAY Types of STANDARD and TRANSFER are system delivered and are the only Types that will use BBAY processing. Review the RTVBBTP page to see if institutional BBAY Types should be defined.

2. Borrower-Based Academic Year Data (RORBBAY).

   To create a new BBAY, enter the Code that will be used to identify the BBAY in the page's Key block. Then, navigate to the Base Data section to establish the description and rules that will govern BBAY processing.

   Base Data section details

   Description - Enter a description for the BBAY

   Start Date - Enter the Academic Year Start date for the BBAY. This will be used as the Academic Year Start Date for Direct Loan Originations when the student is assigned the BBAY code.

   End Date - Enter the Academic Year End date for the BBAY. This will be used as the Academic Year End Date for the Direct Loan Originations when the student is assigned the BBAY code.

   Type - Select the BBAY Type. You may use a Type of STANDARD and change the Type to TRANSFER for the student as appropriate. Only STANDARD and TRANSFER BBAY Types are supported for BBAY processing.

   Budget Duration - Enter the number of months which represent an academic year for the BBAY. The budget duration determines number of months EFC to be used when determining the student's eligibility and need.

   Note: The student's EFC will be determined from RNIMSxx, according to number of months.

   Comment - Enter any comments regarding the BBAY or setup.

   Active (check box) - The BBAY is active when selected. To inactivate a BBAY, clear the indicator.

   Split (check box)

   - Sometimes BBAY's will cross aid years for a student so if this BBAY crosses aid years, indicate whether you want to split it between aid years or if you want to process and pay it all out of one aid year.
   - Cleared means you want to process and pay it all for one aid year (one origination that crosses aid years).
     - The aid year of the EFC to be used for determining need must be defined by student.
     - The aid year for the funds to be attributed to must be defined by student.
     - The period award amount which is part of the aid year not being packaged will be created on RPAAWRD/RPRATRM if the applicant has a RORSTAT record for the next aid year and the period in the BBAY exists in the aid period for that aid year.
   - Selected indicates you want to split it between aid years (separate originations - one for first aid year and one for second aid year when crosses aid years).
     - The aid year from the earliest period in the BBAY which is in the applicant's aid period will be used to determine the EFC. However, you can update it to a different year by student, if desired.
     - The aid year for the funds will be attributed to the aid year where the period(s) of the BBAY exist in the applicant's aid period.

Maximum Eligibility (check box)

- Applies to packaging (RPEPCKG) loans that are split and cross aid years.
- Selected indicates to award the maximum eligibility in this portion of the BBAY for the earliest year.
- Cleared indicates to split the award equally across the BBAY between this year and next year.

Note: When packaging the next aid year, the award may be adjusted based on the student's need for the aid year.

After the BBAY Base Data section has been created, navigate to the Period Rules section to associate the Periods that are included in the BBAY. A BBAY must consist of the number of periods that your institution defines as an academic year and must be sequential.

Period Rules section details

Period - Enter each Period code that is included in the BBAY.

Start Date - The Start Date defined for the Period on Period Base Data (RORPRDS) will be defaulted but must be updated to reflect the correct payment period start date. The start date of the earliest period with an amount greater than zero will be used for the Loan Period Start date on the loan origination record.

End Date - The End Date defined for the Period on Period Base Data (RORPRDS) will be defaulted but must be updated to reflect the correct payment period end date. The end date of the last period with an amount greater than zero will be used for the Loan Period End Date on the loan origination record.

Note: The Period Start and End Dates for all periods defined for the BBAY must be within the Start and End Dates (Academic Year dates) defined for the BBAY in the Base Data Block. The Period Start and End Dates for the periods are used to establish the loan period dates and the payment period start date for reporting to COD.

Estimated Budget Amount - Enter an estimated budget amount that should be used when calculating the student's budget for the BBAY if the period does not exist with a budget defined. This can occur when the BBAY is crossing aid years and student has not been assigned a budget in the subsequent aid year. An amount equal to or greater than 0 must be entered.

The estimated amount will only be used if doing Period Budgeting, if doing Aid Year Budgeting, the estimated budget will be determined from the sum of the components for the Budget Full Year Percent (ROBAPRD) for the applicant's budget group will be used. The hierarchy used to select the budget type is Federal, Pell, and then Institutional.

Disbursement Schedule Rules section

For each of the periods in the BBAY, you will need to define the default scheduled disbursement dates for your Direct Loans. Multiple disbursements may be defined for a period in addition to defining multiple disbursements only when the loan is created for a single period by setting the **Period Multi-Disbursement** indicator. You may also select to have the disbursement date

calculated based on the applicant's earliest class start date by using the **+/- Days** and indicating for the fund to reschedule the disbursement date on RPRLOPT.

Period - Enter the appropriate period of the BBAY.

Note: Multiple scheduled disbursement dates can be assigned for each period.

Disbursement Date - Enter the default disbursement date for the period.

When scheduling the disbursements if the scheduled date that would be assigned based on the disbursement dates defined on RORBBAY and the first-time/first-year borrower rules is before the System Date, the system date will be used as the scheduled date.

+/- Days - The option to schedule/reschedule the disbursement dates for a period is available for Direct Loan processing. Enter the number of days as a negative number (-) to schedule the disbursement before the student's earliest class start date. Enter the number of days as a positive number (+) to schedule the disbursement after the student's earliest class start date.

The + / - number of days value needs to be defined here before the origination is created to reschedule the disbursements assigned to the origination.

The scheduled disbursement dates will only be calculated based on the student's earliest class start date when the option to **Reschedule the Disbursement Date** is selected (Yes) for the fund on RPRLOPT and the **Rescheduled Disbursement Date** option is selected on the ROAINST Options section.

Note: Setting the * / - Days to 0 rather than NULL will cause the scheduled disbursement date to be set to the start date of the student's first class, as well permit rescheduling, if necessary, in the future.

Period Multi-Disbursement indicator - Select to indicate this disbursement should only be scheduled if the origination is created as a single period origination record that would require multiple scheduled disbursements.

For example, the following scheduled disbursements could be defined for a particular BBAY:

Period	Disbursement Date	Period Multi-Disbursement
Fall 2015	01-SEP-2015	N (Cleared)
Fall 2015	15-OCT-2015	Y (Selected)
Spring 2016	15-JAN-2016	N (Cleared)

Period	Disbursement Date	Period Multi-Disbursement
Spring 2016	01-MAR-2016	Y (Cleared)

If an origination was created that only contained the Fall 2015 period, two scheduled disbursements would be created for origination:

01-SEP-2015

15-OCT-2015

If an origination was created that contained both the Fall 2015 and Spring 2016 periods, only one scheduled disbursement would be created for the Fall 2015 period:

01-SEP-2015

and one scheduled disbursement would be created for the Spring 2016 period:

15-JAN-2016

Enable BBAY processing for Direct Loan Funds

The **Allow Processing by BBAY** indicator must be selected on the appropriate Direct Loan funds to allow BBAY processing.

The indicator has been added to the Loan Rules section of RFRMGMT. To assist with updating of the appropriate fund codes, a new section has been added to RFRMUPD for updating multiple funds at the same time.

When the student is assigned a BBAY and the fund has already been awarded to the student, the Award Schedule record (RPRATRM) will be updated to include the BBAY code. If you award the student the fund after the BBAY has been assigned, the BBAY code will be assigned as part of the Award Schedule updates. In the event you have assigned BBAYs to applicants and made awards before updating the **Allow Processing by BBAY** indicator for the fund, all applicant Award Schedule records will be updated when the update to the fund has been saved.

Note: The RFRMGMT page must be updated to Allow Processing by BBAY before assigning BBAY codes on RPABBAY for the packaging and loan origination process to see the BBAY.

Assign BBAYs

The appropriate BBAY code must be assigned to the student to process the loan using a BBAY rather than a SAY.

After the BBAY code has been assigned to the student, packaging and award validation will use the annual limits for the BBAY rather than the aid year, using the year in college for the first period in the BBAY. The year in college for the last period in the BBAY will be used when the loan is updated, allowing the correct validation for grade level changes within the BBAY. The year in college will exist at the period level (RORPRST) and be maintained on ROASTAT Period section with this release. Year in college by period may be established when the ROASTAT record is created for the aid year using an algorithmic rule to calculate the value. Batch Posting of the year in college is also provided.

Note: Only Federal funds with the Federal ID defined as STFD or PLUS will use the Period year in college at this time. BBAYs are processed as a unit for the periods included in the BBAY and multiple BBAYs may exist for an aid year.

When using the option to split the award over two aid years, you may enter the aid year to be used in determining the EFC if it should be different than the aid year associated with the first period of the BBAY. For example, summer is usually a trailer. However for this student, you are using summer as a header for their aid period and want to use the next aid year (crossover aid year on RORPRDS) for the EFC. The EFC will be required for BBAYs where the split indicator is No (cleared).

If you are not splitting the BBAY across aid years, you must define the aid year EFC that should be used. You will also need to determine the year to which the funds should be attributed. This ensures the aid passed to AR is correct when processing crossover BBAYs. You will only be able to change the aid year for the funds when the award is offered.

Assigning the BBAY code to the student may be done manually or by using Batch Posting, by using either a specific BBAY code or algorithmic rules. If awards exist where the periods are included in the BBAY assigned, the Award Schedule records (RPRATRM) will be updated with the appropriate BBAY code. When you assign the BBAY to the applicant before awarding, the BBAY code will be assigned when the award is made and the Award Schedule records (RPRATRM) updated. If the BBAY code is deleted for the applicant, the BBAY code will also be deleted for the awards associated with the BBAY.

If you need to change the BBAY assigned to the applicant, you must delete the current BBAY and then add the new BBAY code. For example, the student initially is assigned a Fall/Spring BBAY and decides not to attend in the Fall; you will need to delete the Fall/Spring BBAY for the student on RPABBAY then assign the next BBAY of Spring/Summer. When the BBAY is deleted for the applicant, the award schedule records (RPRATRM) are updated to remove that BBAY code. Then when the new BBAY code is assigned, the award schedule records will be updated with the new information appropriately.

You may also enter prior BBAY codes for the student to track the BBAY pattern of loans before implementation of BBAY processing in Banner.

Package BBAY

Advancements in BBAY processing.

In Banner Financial Aid Release 8.22.1, initial BBAY processing was designed to:

Update award validation to use the periods defined for the BBAY to calculate the award eligibility based on the annual limits, Cost of Attendance (COA), Expected Family Contribution (EFC), Estimated Financial Assistance (EFA), and need for the BBAY. The amount awarded for the BBAY which is attributable to the aid year being processed must still be within the student's unmet need for the aid period to prevent over awards.

In the Banner Financial Aid Release 8.23, Phase 2 of BBAY processing was further enhanced to:

Provide the ability to package Direct Loans where BBAY(s) have been assigned to the applicant. An applicant may have one or more BBAYs assigned for the aid year being packaged. If the BBAY is defined to not be split across aid years and the assigned BBAY crosses aid years, the loan(s) will be packaged for the BBAY and scheduled into both aid years (providing a financial aid record exists in both aid years); this also provides the ability to allow the loan origination and disbursement for the appropriate funds drawn down to be in the same aid year for the entire BBAY award.

To determine how Direct Loans should be packaged for the BBAY, the options defined for the BBAY will be used:

1. The BBAY will not be split between aid years when the BBAY spans across different aid years. The aid year of the EFC to be used for determining need must be defined. The aid year for the

funds to be attributed to must be defined. The period award amount which is part of the aid year not being packaged will be created if it exists in the next aid year.

2. The BBAY will be split between aid years when the BBAY spans across different aid years and the maximum loan eligibility will be awarded in the first aid year. The aid year from the earliest period in the BBAY which is in the applicant's aid period will be used to determine the EFC. The aid year for the funds will be attributed to the aid year where the period(s) of the BBAY exist in the applicant's aid period.
3. The BBAY will be split between aid years when the BBAY spans across different aid years and the loan awarded will be distributed based on the number of periods in the BBAY; only the periods of the BBAY which are part of the applicant's aid period will then be awarded (RPRATRM/RPRAWRD). The aid year from the earliest period in the BBAY which is in the applicant's aid period will be used to determine the EFC. The aid year for the funds will be attributed to the aid year where the period(s) of the BBAY exist in the applicant's aid period.

The loans will be scheduled (RPRATRM) using the periods that have been defined for the BBAY and the periods which exist in the applicant's aid period. When a BBAY crosses aid years and an award exists in the year before the one being packaged, the amount previously awarded for the BBAY will be used to determine the amount eligible to be packaged. For example, BBAY of Summer/Fall 1516 has been assigned and $2000 has been awarded in Summer 1516. When packaging Fall 1617, the eligible amount to be awarded for Fall 1617 will be reduced by the $2000 previously awarded for the BBAY.

Process Scheduled Academic Year (SAY)

Scheduled Academic Year (SAY) codes must be defined for the 2015/2016 aid year and forward.

This functionality is used to define the Scheduled Disbursement dates for each period associated with the SAY code to be used for Direct Loan processing. You also have the ability to indicate if disbursement dates should be scheduled based on the applicant's earliest class start date for the period.

SAY processing is used by an institution that offers programs, based in credit hours, with a traditional calendar which begins and ends at about the same time each year. The SAY corresponds to the academic year as defined by your school's catalogue or other descriptive materials.

Note: If summer is optional and not included in your school's definition of academic year, it is not included in the SAY for loan processing unless the student attends and receives a loan.

The SAY codes you have defined on Scheduled Academic Year Rules page (RORSAYR) for the aid year are assigned to the appropriate aid periods on Aid Period Base Rules page (ROBAPRD). The academic year start and end dates for the SAY code assigned to the aid period for the student are then used for the academic year start and end dates for the Direct Loan Origination.

Enhanced functionality allows you to assign a different SAY code to a student than the one associated with their aid period on ROBAPRD. This may be necessary if the SAY code assigned to the aid period does not correctly reflect the academic year for the student. To assign a different SAY code to the student, a field, Override SAY, has been provided on the Loans section of the award pages (RPAAWRD, RPAAPMT) to override the SAY associated to the aid period. The override SAY will then be used for the student's academic year start/end dates and the disbursement dates on the Direct Loan Origination.

Example - SAY Assignment

The school is treating summer as a header to their normal academic year. The SAY assigned to the Summer/Fall/Spring aid period is SM-FL-SP and has a SAY type of C=SAY - Includes Crossover.

A student plans on attending summer and is awarded a Pell Grant which is paid before the beginning of summer classes. The student later decides not to attend the Summer semester so the Pell is backed out.

Because the student's aid period cannot be changed after a fund has been paid, you would assign the SAY code representing the academic year of Fall/Spring in the **Override SAY** field of the award page. This will allow the correct academic year's start and end dates to be used for Direct Loans originated for the aid year.

The SAY code to be entered in the **Override SAY** field may be manually entered or you may use the Batch Posting process for the new posting type of OSAY-Override SAY. When using Batch Posting, you may enter a specific value or you may use Algorithmic Rules (RORALGO) to calculate the Override SAY value; on RORPOST, you will enter a specific SAY code in the **Code to Post** field or the algorithmic rule code in the Code to Post Algorithmic Rule.

Note: When the override SAY code has been assigned, all loan originations for each Direct Loan fund type awarded to the student will be created with the override SAY code.

Further clarification S=SAY - No Crossover versus C=SAY - includes Crossover:

For many US-based Semester and Quarter schools, the standard academic year for the majority of students begins in Fall and ends in Spring.

These students may extend their academic year by attending in Summer either before or after the standard Fall through Spring academic year. In a simple scenario where all programs have the same start and end dates, only two SAY codes would need to be created on RORSAYR, one S-Type SAY code that encompasses Fall through Spring and one C-Type SAY code that includes the same periods as the SAY with the addition of Summer.

In the following example, three periods exist, FALL, SPRING and SUMMER, and SUMMER is a trailer. All programs have the same academic year start and end dates.

On RTVAPRD, aid periods are defined for all possible combinations:

- FA - Fall-only
- FASP - Fall/Spring
- SP - Spring-only
- FASPSU - Fall/Spring/Summer
- FASU - Fall/Summer
- SP-SU= Spring/Summer
- SU - Summer-only

On RORTPRD, each aid period would have the appropriate periods assigned to it, so FASP would have the Fall and Spring periods assigned to it and the period start and end dates adjusted, as appropriate, and FASPSU would have the Fall, Spring and Summer periods assigned to it, with the

same Fall start date as the FASP period and end date adjusted, as appropriate (start and end date values on RORTPRD will be used to define the Loan Period).

On RORSAYR, two SAY codes would be defined:

- FALL/SPRING would be set up as an S-type SAY with the Academic Year Start and End dates set for August to May and the Fall and Spring Periods assigned.
- FALL/SPR/SUM would be set up as a C-type SAY with the same August Academic Year Start Date but the end date associated with the end of the Summer period. It would have the Fall, Spring and Summer periods assigned to it. In addition, the Summer period would have the **Summer/Crossover** indicator selected AND the **Standard SAY Code Cross Reference** field would be populated with FALL/SPRING.

  Note: The Standard SAY Cross Reference code is used when the "crossover" period that extends the loan beyond the normal Fall/Spring academic year is not getting a loan. Therefore, if a student is in a Fall/Spring/Summer aid period but only gets the loan for Fall and Spring, because there is no Summer loan amount, Banner automatically adjusts the SAY code to the Fall/Spring SAY instead of using the FALL/SPR/SUM C-SAY and reports the correct academic year.

Next, on ROBAPRD, the FA (Fall-only), SP (Spring-only) and FASP (Fall/Spring) loan periods would be associated with the FALL/SPRING SAY code. Every aid period that includes SUMMER (FASPSU, FASU, SPSU, and SU) would be associated with the FALL/SPR/SUM C-SAY.

How Banner Financial Aid uses these values:
A student who is attending Fall-only, Fall/Spring or Spring-only will be associated with the appropriate aid period.

Because each of those aid periods is attached to the standard SAY, all of their loans will be reported with an academic year of August through May.

A student who is attending any combination of periods that include Summer will have an aid period that has been associated with the C-SAY. However, the student attending Summer may or may not receive a loan in the Summer. If the student receives a loan for Summer, their Academic Year on all loans of that type (Subsidized Stafford, Unsubsidized Stafford, Grad PLUS, or Parent PLUS) will be reported as August through June. However, if they do not actually receive a loan in the Summer, because the Summer/Crossover indicator was set on RORSAYR for the Summer Period and the Standard SAY Code Cross Reference was set to FALL/SPRING, the Academic Year from the FALL/SPRING (August through May) SAY will be reported for the student's loans.

Note: Expanding on the example, above, if the Academic year start and end dates were different for undergraduate and graduate students, separate aid periods and SAY codes would need to be defined for undergraduate and grad students to ensure that the correct loan period start and end dates and academic year start and end dates are reported. Therefore, even if the same RORPRDS period codes are used for FALL, SPRING and SUMMER for all students, if the academic year is August 15 through May 15 for Undergrads but August 1 through May 1 for Graduate students, separate undergraduate and graduate Aid Periods would need to be defined on RTVAPRD with the appropriate period start and end dates defined, and then two pairs of SAY codes would be defined to reflect the appropriate academic year start and end dates for Fall/Spring (S-type SAY) and Fall/Spring/Summer (C-type SAY) for the Undergraduate and the Graduate students (UG-FALL/SPRING, UG-FALL/SPR/SUM, GR-FALL/SPRING and GR-FALL/SPR/SUM).

Banner Direct Loan prerequisites

To enable the Banner Financial Aid System to process Direct Loans, you need to enter values on the pages identified.

Fund Base Data (RFRBASE)

This page enables you to establish a Subsidized, Unsubsidized, Parent PLUS, or Grad PLUS fund code as a federal loan fund.

You need to create separate fund codes for each Direct Loan fund:

- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Direct Parent PLUS Loan
- Direct Graduate/Professional PLUS Loan

Additional required data for federal loans is included in the Federal Rules Table (RPRFEDR). This data can be viewed in the Federal Rules Inquiry (RPIFEDR) page and controls eligible class years, enrollment requirements, and the maximum loan by program and class year.

Subsidized or Unsubsidized Loans

Field	Value
Fund Code	Institutional Choice
Description	Institutional Choice
Accounts Receivable Detail	Institutional Choice
Fund Source	FDRL
Fund Type	LOAN
Federal Fund ID	STFD
Print Order	Institutional Choice
Message Number	Institutional Choice

Parent PLUS or Grad PLUS

Field	Value
Fund Code	Institutional Choice
Description	Institutional Choice
Accounts Receivable Detail	Institutional Choice
Fund Source	FDRL
Fund Type	LOAN

Field	Value
Federal Fund ID	PLUS
Print Order	Institutional Choice
Message Number	Institutional Choice

Fund Management (RFRMGMT)

The RFRMGMT page displays and maintains the various attributes of a fund for a given aid year.

Fund Management - first window

Enter base fund information and allocate dollars to the fund.

Supply Packaging details

Complete Packaging section option fields applicable to Direct Loans.

Procedure

1. **Award Maximum** - Enter the maximum loan that could be made to any student during the combined periods of the aid year.
2. **Award Minimum** - Enter the minimum loan at $.00.
3. **Replace EFC** - Select for unsubsidized and PLUS Loans.
4. **Reduce Need** - Select this box for subsidized loans. Selecting this box reduces any remaining unmet need automatically.
5. **Need Analysis** - Select this box for subsidized, unsubsidized, Parent PLUS loans, and Graduate PLUS loans.
6. **Loan Process** - Select this box for Direct Loans.
7. **Direct Loan Indicator** - Choose the applicable indicator: S (Subsidized), U (Unsubsidized), P (Parent PLUS), or G (Graduate/Professional PLUS.
8. **Memo Credit** (optional field) - Memos contain either net or gross amounts. Memos for Direct Loans are the net amount and are dependent on RPRLOPT settings.

   If a memo contains the Gross Amount for a loan, the **Memo Credit** field contains a value of Offered or Accepted.

   Note: For Direct Loan memo processing, the enrollment requirement is only selected if a Direct Loan origination exists on the RLADLOR page. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.
9. **Disburse** - This field is set to None because the **Loan Process** field is selected. The loan process controls disbursement using fields from the Disbursements Information window of the Direct Loan Origination (RLADLOR) page.

Direct Loan Logging Control Inquiry (RLIDLLC)

This page is similar to RORDATA as it indicates the database field names that will be logged if changes are made for Direct Loans.

Direct Loan Origination Fee Rules (RLRDFEE)

The RLRDFEE page contains the Direct Loan fee and rebate information for DL processing, by effective date and loan type.

This data will be used by the origination process when creating originations to assign the correct fee, based on the date of the first scheduled disbursement for the origination record. New entries must be manually inserted as the Department of Education announces new fee rates and their corresponding effective dates.

Note: Each year when new fees are published by Department of Education, you will need to update RLRDFEE by inserting new records for each Loan Type, indicating the new Fee Percent, Rebate Percent, and Effective Date.

COD Entity ID Rules (RORCODI)

The RORCODI page establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch)**, and **Direct Loan School Code**.

Define ID relationships

Each relationship established on RORCODI must have (for each aid year) its own unique **Attending ID**, **Federal Pell ID**, **Direct Loan School Code**, and **OPEID (including Branch)**.

The exception to this rule is that you can use the same **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **Direct Loan School Code**, and **OPEID** for multiple institutions as long as the **OPEID Branch** is different. Each of these IDs can only be used one time for the aid year. If you attempt to re-use a value in any of these fields when establishing another relationship on RORCODI, an error message is displayed.

You must enter a **Reporting ID** and **Source ID** for each relationship built on RORCODI. In many instances these values will be the same as the **Attending ID**. However, depending on how you have established your reporting relationships among your campuses with COD, these could be different than the **Attending ID** value.

Example 1 - One institution without campus records set up on ROAUSIO

If you process as one institution and do not have campus records set up on the Campus Defaults window of the ROAUSIO page, you only need to set up one Entity ID relationship on the RORCODI page.

For example, the following relationship would be set up on the RORCODI page substituting the example ID numbers for your institution's ID numbers:

RORCODI Window	Field	Value
Main	Attending ID	12345678
Main	Reporting ID	12345678
Main	Source ID	12345678
Main	Federal Pell ID	123456
Main	Direct Loan School Code	G12345
Main	OPEID	123456
Main	OPEID Branch	00
Main	Institutional Default	selected

By selecting the default indicator on the RORCODI page, the **Attending ID**, **Reporting ID**, **Source ID**, **Pell ID**, **OPEID** (including Branch), and **DL School Code** fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same data. When you enter your institution's **Attending ID** for the Attending School ID parameter and run the COD Extract Process (REREX4E/REREXxx), all records that are ready to be extracted are extracted.

Example 2 - One institution with campus records set up on ROAUSIO

If you process as one institution but do have campus records set up on the Campus Defaults window of the ROAUSIO page (for example, to signify different campus locations rather than to separate financial aid processing), you only need to set up one Entity ID relationship on the RORCODI page.

For example, the following relationship would be set up on the RORCODI page substituting the example ID numbers for your institution's ID numbers:

RORCODI Window	Field	Value
Main	Attending ID	12345678
Main	Reporting ID	12345678
Main	Source ID	12345678
Main	Federal Pell ID	123456
Main	Direct Loan School Code	G12345
Main	OPEID	123456
Main	OPEID Branch	00
Main	Institutional Default	selected

Selecting the default indicator on the RORCODI page, the **Attending ID**, **Reporting ID**, **Source ID**, **Pell ID**, **OPEID** (including Branch), and **DL School Code** fields on the Campus Defaults and the Institutional Defaults windows of the ROAUSIO page are automatically populated with the same

data. You would then enter the following value for each campus record on the Campus Defaults window of the ROAUSIO page.

ROAUSIO Window	Field	Value
Campus Defaults	Attending ID	12345678

When you enter this value on ROAUSIO for the campus, the **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch)**, and **Direct Loan School Code** automatically populate with the corresponding values from RORCODI.

When you enter your institution's **Attending ID** for the Attending School ID parameter and run the COD Extract Process (REREX4E/REREXxx), all records that are ready to be extracted for all campuses are extracted.

Example 3 - Multiple institutions with campus records set up on ROAUSIO

If you have multiple campuses that process as individual institutions, you'll need to set up the appropriate records on the RORCODI page for each campus.

You must create records to establish the ID relationships for your other campuses on the RORCODI page. When establishing these records, an **Attending ID**, **Federal Pell ID**, **OPEID (including Branch)**, or **Direct Loan School Code** value can be used only one time and exist on only one record on RORCODI for the aid year.

How these records are created depends on how you have established your reporting relationships with COD. You can set up each campus to truly process as an individual institution that reports all data for that campus to COD. Also, you can set up a campus so that while they are their own institution they have established a reporting relationship with COD so that another campus or their main institution can report for them.

For example, if each campus reports to COD individually, the following relationships may be set up on the RORCODI page, substituting the example ID numbers for your institution's campus ID numbers and relationships:

	Campus #1 (the institutional default)	Campus #2 (not the institutional default)	Campus #3 (not the institutional default)
Attending ID	12345678	98765432	03456789
Reporting ID	12345678	98765432	03456789
Source ID	12345678	98765432	03456789
Federal Pell ID	123456	987654	034567
Direct Loan School Code	G12345	G98765	G03456
OPEID	123456	987654	034567
OPEID Branch	00	00	00
Institutional Default	selected	cleared	cleared

Selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID**, **OPEID (including Branch)**, and **DL School Code** fields on the Campus Defaults and the Institutional Default windows of the ROAUSIO page are automatically populated with the same data. If each campus does not report to COD individually, but instead the main campus reports for all campuses, RORCODI could be set up as follows:

	Campus #1 the (institutional default)	**Campus #2 (not the institutional default)**	**Campus #3 (not the institutional default)**
Attending ID	12345678	98765432	03456789
Reporting ID	12345678	12345678	12345678
Source ID	12345678	12345678	12345678
Federal Pell ID	123456	987654	034567
Direct Loan School Code	G12345	G98765	G03456
OPEID	123456	987654	034567
OPEID Branch	00	00	00
Institutional Default	Selected	Cleared	Cleared

Selecting the default indicator on the RORCODI page, the **Attending ID, Reporting ID, Source ID, Pell ID**, **OPEID (including Branch)**, and **DL School Code** fields on the Campus Defaults window of the ROAUSIO page are automatically populated with the same data.

Note: Please note that these are just examples and do not represent all the possible ways that you might establish your reporting relationships with COD.

After the ID relationships have been created on RORCODI, you must assign the appropriate **Attending ID** to each campus that exists on the Campus Defaults window of ROAUSIO. For example, based on the example IDs entered above, the following values could be entered for a campus:

ROAUSIO Window	**Field**	**Value**
Campus Defaults	Attending ID	12345678 or 98765432 or 03456789

When you enter the **Attending ID** value on ROAUSIO for the campus, the **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID, OPEID Branch,** and **Direct Loan School Code** automatically populate with the corresponding values associated with that **Attending ID** on RORCODI. If more than one record exists on RORCODI for the **Attending ID** entered, a pop-up window will display for RORCODI so that you can select the correct record for the campus.

When you enter the appropriate **Attending ID** for the campus you want to process for the Attending School ID parameter and run the COD Extract Process (REREXxx), all records that are ready to be extracted for that campus are extracted. Pell records are extracted only where the **Campus Pell ID** on the Grant Origination/Acknowledgement (REAORxx) page matches the **Federal Pell ID** on RORCODI that is associated with the **Attending ID** entered for the parameter, TEACH records are extracted only where the Campus OPEID/Branch on the Grant Origination/Acknowledgement

(REAORxx) page matches the OPEID/Branch on RORCODI associated with the Attending ID entered for the parameter, and Direct Loan records will be extracted only where the **School Code** on the Direct Loan Origination (RLADLOR) page matches the **Direct Loan School Code** on RORCODI that is associated with the **Attending ID** entered for the parameter.

Note: Each campus with a Pell ID and a Direct Loan School Code also has an Attending ID with COD. All records extracted must be reported to COD with the correct Attending ID for the attended campus. The proper reporting relationship must be set up on the RORCODI page so that records will be reported to COD correctly. If you do not know the Attending ID for a campus, please contact COD or log in to the U.S. Department of Education's Common Origination and Disbursement (COD) website

U.S. Specific Institution Financial Aid Options (ROAUSIO)

The ROAUSIO page allows you to define various United States options for institutional defaults, grant and EDE options, loan options and campus defaults.

Loan Options section

Fields for review on the Loan Options section that are related to Direct Loan programs.

About this task

The **Loan Process Type** field enables you to select the type of loans you want to offer. From the pull-down list, select Direct for Direct Loans only or Both to process both CommonLine and Direct Loans.

The **Direct Loan School Code** field is your Department of Education assigned Direct Loan School Code (the one beginning with a G or E). This code is necessary for the creation of the Loan ID on each loan origination record and for the printing of promissory notes. The value for this field is derived from the **Direct Loan School Code** institutional default value on the RORCODI page.

Select the **Multi-Year Note Eligibility** field if your school qualifies to use the Multi-Year Note functionality of the Master Promissory Note (MPN). Federal specifications require that the value of this field must reflect your processing for all Direct Loan programs.

MPN multi-year functionality was extended to all schools in the 2002/2003 aid year, except for:

- Schools originally eligible for multi-year functionality who elected to use the single-year functionality.
- Schools identified by the Department of Education as only being eligible to use single-year functionality.
- Schools that have contacted COD and elected to use single-year functionality.

The **Apply First-Year, First-Time Borrower Rule** field indicates that this rule should be applied to both Direct Loan Subsidized and Unsubsidized Stafford loans to calculate a student's 30-day delay.

If this field is selected, the following steps to determine a first-year, first-time borrower are used:

Procedure

1. Determine if the student has been disbursed a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan using:

   - the current NSLDS record
   - the 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.

Results

The **Stafford Entrance Interview Requirement Code, Stafford Exit Interview Requirement Code**, and **Grad PLUS Entrance Interview Requirement Code** fields and their respective **Satisfied Status** fields 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 Stafford Entrance, Stafford Exit Interview and Grad PLUS Entrance Interview requirements on the Applicant Requirements (RRAAREQ) page. The Electronic Counseling Status (RPILECS) page displays information from the Exit Counseling Results (AHSLDEOP and EXITFFOP) files sent to you by COD and uploaded into Banner with the RLRDUxx/RLRDLIM process and from the Entrance and Exit Counseling Results (CRECMYOP) files sent to you by COD and uploaded into Banner with the RERIM4E/RERIMxx process.
Advance Pay for Direct Loan
If your school wishes to process Direct Loan disbursements as Advance Pay, select the **Advance Pay for Direct Loan** field.

Selecting this option will allow you to report an actual Direct Loan disbursement (**Disbursement Release Indicator** = True) up to seven (7) calendar days before the disbursement date. When the current date is seven (7) calendar days or less before the Disbursement Date, the COD system will accept a disbursement as an actual disbursement if the MPN is accepted for that loan. The COD system will not accept a PLUS loan actual disbursement without an approved credit decision on file. You cannot change the **Advance Pay for Direct Loan** field after you have extracted Direct Loan disbursement records for the aid year.

If you select the **Advance Pay for Direct Loan** field, enter the number of days before the scheduled disbursement date in the **Number of Days** field to allow the disbursement record to be extracted. Based on the value in the **Number of Days** field, the REREX4E/REREXxx process properly extracts and allows an unpaid disbursement to be reported as an actual disbursement record with the **Disbursement Release** indicator = true. Valid values for this field are 0-7.

Note: When Advance Pay is selected and the number of days before the scheduled disbursement date has been reached, Disbursement (RPEDISB) must be run to authorize the loan. The authorized disbursement record must then be extracted and sent to COD (<DisbursementReleaseIndicator> set to TRUE) so COD can respond with a status of A=Actual Accepted. When the Status is A=Actual Accepted and the scheduled disbursement date has been reached, RPEDISB can be run to pay the loan. If the student is no longer eligible for disbursement on the scheduled disbursement date, RPEDISB will mark the Accepted disbursement as fed with a transaction number of 0 and insert a reversing entry, also with a transaction number of 0, so the reversal can be reported to COD. In this situation, the transactions are recorded only in Banner Financial Aid and are not recorded in Banner Accounts Receivable (TSAAREV/RSIAREV).

When Advance Pay is cleared, scheduled loan disbursement records are paid in Banner and then reported to COD.

Direct Loan MPN Rules section

The Direct Loan MPN Rules section allows you to define MPN Requirement processing rules for the aid year.

Note: Thee Direct Loan types and MPN Requirement Status Codes are used for 2015/2016 aid years (and beyond) and the Direct Loan MPN Rules section is disabled (opposite of enabled); or greyed out or inactive for aid years before 2015/2016. For each of the Direct Loan Types (Stafford, Graduate PLUS, and Parent PLUS) you will define the options for when to create MPN Requirements and the options for each of the available MPN Requirement Status Codes.

Note: MPN Requirement Status Codes enable your staff and students to track the status of their MPN but are informational only. They will not prevent any processing.

For each of the Direct Loan MPN Types (Stafford, Graduate PLUS, and Parent PLUS), select when to create a Direct Loan MPN Requirement for the applicant. The **Display PN Requirement** check box will allow the MPN Requirement to display in Banner Financial Aid Self-Service, based on the MPN Requirement Status assigned. When the **Display PN Requirement** check box is cleared (No), the MPN Requirement will not be displayed.

The default value is initially set to N - Do Not create an MPN Requirement and the Display PN Requirement for Banner Financial Aid Self-Service is cleared (No). After you have defined the options and rules for Direct Loan MPNs, the Aid Year Roll process (ROPROLL) will roll the values to the next aid year. The following are options for when an MPN Requirement should be created:

- Award Offered
- Award Accepted
- Loan Originated
- Do not create

MPN Status section
The MPN Requirement Status codes are System Defined and may not be inserted or deleted.

With each new aid year, the MPN Requirement Status codes should be reviewed and updated based on your institution's processing options.

Options are available for each MPN Type and Requirement Status code providing greater flexibility to communicate information in Self-Service and to set the **Tracking Letter** flag.

- Description to display in Self-Service
- PN URL
- Instructions
- Option to Display URL and Instructions in Self-Service when the MPN Requirement has the status
- Information Access indicator based on the status
- Set Tracking Letter Flag when the MPN Requirement is created or updated to the status
- Satisfied Indicator which will be used to determine if the requirement will be displayed in Banner Financial Aid Self-Service as a satisfied or unsatisfied requirement.

  Note: The MPN Requirements do not determine if the MPN is active and valid for disbursement of Direct Loan funds. The actual MPN information from COD will be used to determine a valid MPN record.

Institutional Defaults window

The **Attending ID**, **Reporting ID**, **Source ID**, **Pell ID**, and **OPEID** (including Branch), fields are derived from values on the COD Entity ID Rules (RORCODI) page where the **Institutional Default** indicator is selected.

Campus Defaults window

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

If you are a multi-campus based school, enter the **Attending ID** for each campus.

You must first establish COD identifiers on the COD Entity ID Rules (RORCODI) page before you enter the **Attending ID** on this page. Each **Attending ID** on RORCODI is associated with a value for **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch)**, and **Direct Loan School Code**. When you enter the **Attending ID** on this window, the other six identifiers are updated with the corresponding values from RORCODI. If more than one record exists on RORCODI for the **Attending ID** entered, a pop-up window will display for RORCODI so that you can select the correct record for the campus.

Loan Options (RPRLOPT)

The values that you enter on this page are used as the default values when loan origination records are created.

For example, entering a loan status in the **Initial Loan Status** field establishes a default loan status value for the automatic creation of a loan origination.

Other steps you may need to complete when issuing Direct Loans include:

Direct Loan section

Verify that **Direct Loan origination** and **disbursement** options are set correctly for your institution.

The options available include:

Origination options

- Initial Loan Status.
- Single Origination Indicator - Determines if an increase to an award should be updated to an existing origination or should create a new origination record for the increased amount:
  - If Y (selected) - Update existing origination.
  - If N (cleared) - Create new origination.
- Automatically Update Award - Determines if changes made to the origination on the RLADLOR page should be automatically updated to the award record on RPAAWRD:
  - If Y (selected) = Automatically update the award when the origination changes are saved.
  - If N (cleared) = Do not automatically update the award when changes are made to an origination.

Disbursement options

- Origination Required for Memo - This option determines whether or not an origination record is required to memo a Direct Loan fund:
  - If Y (selected), an origination must exist in order for any funds for the Direct Loan award to memo.
  - If N (cleared), an origination does not need to exist to memo. The amount memoed will be the gross amount less the fee amount calculated, based on the start date of the period and the applicable fee percent from RLRDFEE..
- Valid MPN Required for Memo - This option determines if a valid MPN must exist in the RLRDMPN table in order for a Direct Loan fund to memo:
  - If Y (selected), an active MPN must exist in the RLRDMPN table for the Direct Loan fund to memo
  - If N (cleared), an active MPN does not need to exist in order for the Direct Loan fund to memo
- Authorize Loan.
- Accepted Origination Required for Disbursement:
  - Selected = Y
  - Cleared = N

- Linked MPN Required for Disbursement - This option allows you to prevent disbursement until you have received a response from COD indicating that the origination has been linked to the MPN:
  - If Y (selected), required a linked MPN before disbursement
  - If N (cleared), do not require a linked MPN for disbursement and allow disbursement as long as there is an active MPN for the student

    Note: For Aid Years 2015/2016 and beyond, only MPNs found on RLADMPN will be recognized.
- Rescheduled Disbursement Date - This field works with the ROAINST Reschedule Disbursement Date field and when the Direct Loan Fund Code (RLRDLDD_DISB_SCHED_NO_DAYS) column is populated with a +/- days value to reschedule the Direct Loan disbursement date on the RLADLOR Disbursement section using the number of days (+/- days) from the student's earliest course start date for the period.
  - The +/- days are defined on RORSAYR/ROBSAYR, by period and must be populated at the time the loan is originated. Adding values to RORSAYR/ROBSAYR after the origination record has been created will not populate the existing Direct Loan Disbursement (RLRDLDD_DISB_SCHED_NO_DAYS) column. The Reschedule Disbursement Date should only be selected when all three conditions are met:
    1. +/- days must exist on the loan record.
    2. RPRLOPT must have the Reschedule Disbursement Date option selected.
    3. ROAINST must have the Rescheduled Disbursement Date option selected on the Options section.
  - When these conditions are met, the Disbursement Date will reschedule based on the +/- days from the student's earliest course start date for the period when RLADLOR is entered or when RPRDDUP is ran. Additionally, running RPEDISB will call RPRDDUP and reschedule the disbursement date.

Note: As of the 2015/2016 academic year, the Electronic/Manual section is not accessible for a Direct Loan fund code.

Aid Period Validation (RTVAPRD)

Access this page to review the single and multiple period aid periods for which loans are usually certified.

Aid Period Rules (RORTPRD)

This page enables you to specify the periods that you want to associate with an aid period.

If all appropriate periods are not entered on the page, associate the periods with their correct aid periods.

For Direct Loans, loan period dates are based on the start date from RORTPRD of the first period with an accepted period award amount > 0 and the end date is based on the period end date from RORTPRD of the last period with an accepted period award amount > 0. The Start and End dates

for each period should be reviewed to ensure they properly reflect the start and end dates for each payment period.

Note: Because the loan period is determined from the RORTPRD dates of the student's aid period, additional aid periods may need to be defined to reflect the appropriate loan period start and end dates. For convenience, period start and end dates will default into RORTPRD from RORPRDS, but may be manually adjusted, as necessary.

Default Award and Disbursement Schedule Rules (RFRDEFA)

Use this page to establish award distributions for each aid period and to establish memo expiration dates.

These dates must be established here for loan memos to work correctly.

Note: You must also establish disbursement dates for loans on the Scheduled Academic Year Rules (RORSAYR) and if needed, Borrower-Based Academic Year Rules (RORBBAY) pages.

Fund Award and Disbursement Schedule Rules (RFRASCH)

The Fund Award and Disbursement Schedule Rules (RFRASCH) page enables you to create award schedules unique to the aid year, aid period, and fund.

Note: Direct Loan funds do not require creating a disbursement schedule on RFRASCH. Direct Loan disbursement dates are defined on the Scheduled Academic Year Rules (RORSAYR) and if needed, Borrower-Based Academic Year Rules (RORBBAY) pages.

Federal Rules Inquiry (RPIFEDR)

Access this page to review the Direct Loan federal rules delivered with the system.

Detail Code Control page - Student (TSADETC)

You will need to ask Student Accounts personnel to establish loan fund detail codes for Direct Loan funds.

These detail codes are then assigned to the Direct Loan fund codes on the Fund Base Data (RFRBASE) page.

Note: Banner Account Receivable detail codes are unique and may be associated with only one fund code on RFRBASE.

Packaging Options (RPROPTS)

Determine the student's enrollment level for loan awarding.

Use one of the following:

- The default option as entered on this page,
- The Additional Stafford Eligibility Default setting on this page, or
- The Expected Annual Enrollment on the ROASTAT page

To determine the student's Enrollment Option for Disbursement, RPEDISB will use the Disbursement Enrollment Option from the Enrollment Cut Off Date Rules Window, if it is populated. Otherwise, it will use the Enrollment Option for Disbursement option from the Disbursement Options section of the first window.

Class Code Translation (RPRCLSS)

The use of RPRCLSS for Direct Loan processing differs depending on whether the loan is a Stafford or PLUS loan.

Stafford loans

For awarding, origination, and disbursement, Direct Subsidized and Unsubsidized Stafford Loans use the student's expected class level/year in college as reported on the RNANAxx page unless values are present on the ROASTAT, Period Status, Banner Year in College fields.

These loans do not use the class level as determined by the Banner Student System class level code translation rules on the RPRCLSS page.

Year in College

The year in college for a student's origination record is based on the last period of the origination record and the year in college assigned to that period for the student on the Period Status section of the ROASTAT page.

If a period status record does not exist for the student and period, the process defaults to using the existing RCRAPP3_YR_IN_COLL_2 value from the Need Analysis (RNANAxx) page.

If a change to the year in college is needed on an origination record, the data must first be updated at the period level on the ROASTAT page or at the aid year level on the Need Analysis (RNANAxx) page.

Parent PLUS and Graduate PLUS loans

For awarding and origination, Direct Parent PLUS and Graduate PLUS Loans use the student's expected class level/year in college as reported on the RNANAxx page unless values are present on the ROASTAT, Period Status, Banner Year in College fields.

For disbursement, these loans are based on the class level as determined by the Banner Student System class level code translation rules on the RPRCLSS page. For example, if the student was

listed on the FAFSA as a 5th year undergraduate student, the Parent PLUS loan would have been awarded based on that status. However, if at the time of disbursement the student is a graduate student based on the RPRCLSS translation, the Parent PLUS loan would not disburse because the student would not be eligible for the Parent PLUS loan as a graduate level student.

Student System class codes should be equated at each eligible Student level with a Financial Aid class code that results in an appropriate annual loan limit. First year student class levels can be equated with a FAFSA level of 1 or 2 to indicate freshman status.

Equate a blank Student class level with one of the following Financial Aid class levels:

- For an undergraduate student, select a level of 1.
- For a graduate student, select a level of 7.

Loan Status Validation (RTVLNST)

This page enables you to define and maintain all possible loan statuses necessary for loan origination processing.

Loan status codes that are marked as Inactive or Hold on the RTVLNST page can be used to control memo and authorized disbursements, although the **Inactive** and **Hold** indicators do not prevent disbursements from occurring.

Loans will not display in Self-Service or Luminis if the loan contains a status which has the **Information Access** indicator cleared.

Statuses on the Loan Status Validation page are the values that may be entered on the RPRLOPT Loan Options page.

A status which is marked as inactive when used on RLADLOR, will change any MPN Requirement on RRAAREQ to a status of OI=Origination Inactive.

Default Parameter Value Validation (GJAPDFT)

Use this page to define specific user-level default values for all parameters of specific processes.

Before a process can be accessed by a page, it must exist and be defined in the system using the Process Maintenance (GJAJOBS) page. Then, the process' parameters must be defined on the GJAPDFT page.

Note: The GJAPDFT Parameter Set should be NULL when defining parameters for online processing.

Each user with the authority to originate loans must use the GJAPDFT page to create default (no parameter set) parameters for the Direct Loan Origination Creation Process (RLPDLOC).

- Defining these parameters enables you to use the Create Loan Applications option on the award page (RPAAWRD). You must perform this set up before using the Create Loan Applications option for the related award year.
- If you process both Direct Loans and Electronic Loans, you must set up both the RLPDLOC and RPRELAP processes through the GJAPDFT page to allow the Create Loan Application

option to function. Because these are aid year dependent, the values must be updated when processing switches from one year to another.

- The **User Default** values should be the same as if you were completing the parameters in the RLPDLOC or RPRELAP batch job through job submission.

COD State Code Rules (RTVCDST)

The COD State Code Rules (RTVCDST) page displays all valid state codes for COD processing as specified in the *COD Technical Reference*.

If the **Inactive Date** is populated for a specific State Code, it indicates that the code is no longer valid for COD processing. You can only update the Crosswalk Code values on this page.

You can enter your own values to represent a state code from 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 Origination Creation Process (RLPDLOC) and COD Extract Process (REREX4E/REREXxx) use this field to translate the non-COD state code on the Banner Student State/Province Code Validation (STVSTAT) page to the valid COD state code value on this page.

FC should not be entered on RTVCDST. When loan originations are created for a student who has the FC State code on RNANAxx, the student's Nation code, from SPRADDR, is used and translated through RTVCDNT to establish the correct value for COD. A blank State code on RNANAxx will cause an error, as will a blank State code on SPAIDEN (SPRADDR) if the person is not from a foreign country.

Note: The FC State code must exist in STVSTAT.

COD Nation Code Rules (RTVCDNT)

The COD Nation Code Rules (RTVCDNT) page displays all valid nation codes for COD processing as specified in the *COD Technical Reference*.

If the **Inactive Date** is populated for a specific Nation Code, it indicates that the code is no longer valid for COD processing. You can only update the Crosswalk Code values on this page.

You can enter your own values to represent a nation code from 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 Origination Creation Process (RLPDLOC) and COD Extract Process (REREX4E/REREXxx) use this field to translate the non-COD nation code on the Banner Student Nation Code Validation (STVNATN) page to the valid COD nation code value on this page.

Direct Loan procedures

Direct Loans are included in the Loan Processing module of Banner Financial Aid. Direct Loans enable an institution to award student loans which are sponsored by the U.S. Department of Education (ED).

The school disburses these loans to students and monitors the loan program during the period of time in which the student attends their school. The school receives money directly from the ED for these loans, and passes and receives loan information directly from the ED through the Common Origination and Disbursement (COD) System. The following three loan types are included in the Direct Loan program:

- Stafford Subsidized loans (the government does not charge interest on the loan while the student is in school).
- Stafford Unsubsidized loans (the student accrues interest on the loan beginning with the period of time the student is attending school).
- PLUS (Parent Loans for Undergraduate Students and Graduate and Professional PLUS Loans).

Book a loan

The primary objective for schools participating in the Direct Loan program is to "book" a loan.

A booked loan is the point at which an obligation has been established between the borrower and the ED to repay a Direct Loan. There are 3 basic components that must be established before a loan is declared as booked by the ED:

1. Loan Origination. You must establish the borrower's need for the receipt of a Direct Loan. COD requires that you electronically submit student data to support the dispensing of ED funds. To "originate", or begin the loan process for a student, your school must provide basic information for the loan origination such as biographic/demographic information, borrower eligibility, the loan amount, the anticipated disbursement dates, and the disbursement amounts. A loan origination record becomes part of a borrower's permanent loan record in ED's Direct Loan database. If COD discovers errors with the borrower information contained on the loan origination record, you must correct the original record and resubmit the corrections.
2. COD-Accepted Promissory Note. The promissory note is the document that makes a borrower legally responsible for repaying a Direct Loan. Direct Loans and PLUS loans use Master Promissory Notes (MPNs).

   To be a legal and binding document, a borrower must complete the paper promissory note correctly and sign it or complete an electronic MPN and electronically "sign" it on the StudentAid.gov web site. If not, COD will reject the promissory note.
3. Disbursement record. A disbursement occurs when you credit a student's account or pay a borrower directly with Direct Loan funds or with institutional funds used in advance of receiving Direct Loan funds.

If COD has received a Direct Loan award that has been linked to a completed and signed promissory note and an accepted actual disbursement, with the disbursement transmitted to servicing, it books the loan.

Reconcile loan activity between your school and COD

The reconciliation phase of the Direct Loan process is necessary to ensure that your student loan records match the student loan information on file in COD's national database.

You are responsible for using information provided by COD in a monthly Direct Loan School Account Statement to reconcile your own records with the records of COD. There is also an annual reconciliation process to close out the entire year.

Warning! It is strongly recommended that no changes be made for Direct Loan data through the COD Web site, unless specifically instructed to do so by Ellucian. Changes made through the Web may not be loaded into Banner and could cause your data to not match that of COD.

COD Student Identifier

A Student Identifier is a required data element for all submissions of a Common Record.

The Student Identifier validates a student's eligibility against the CPS when processing Pell, TEACH, and Direct Loan award records. The COD Student Identifier is composed of the student's current Social Security Number, current Date of Birth, and current Last Name.

The Student Identifier is common across the entire student record and does not differ whether processing Pell, TEACH, or Direct Loans. It is the most recent data on the COD system that maps to data that exists in the CPS system. The Student Identifier is stored in one place in Banner in REACODS for ease of maintenance and review.

Matched to data from the CPS

The Student Identifier submitted by a school to establish the student on COD is matched to data from the CPS.

- For Pell and TEACH grants, the SSN, Date of Birth, and first two characters of the Last Name are matched with the CPS data.
- For Subsidized and Unsubsidized Direct Loans, the SSN and Date of Birth are matched with the CPS data.

  Note: For Direct Loan Parent PLUS and Grad PLUS Awards, you must establish the student and the parent borrower. Parent and PLUS borrowers are not matched against data from the CPS.

If a match is found on the CPS, COD accepts the student and establishes the student identifier on COD. The student identifier must be submitted in subsequent transactions for that student.

If a match is not found on CPS, COD rejects the student and returns an error code of 011.

Initial creation of COD Student Identifier within Banner

This first time the identifier is created within Banner is when the student's first award origination is created, based on the current EDE record.

The student identifier is not aid year specific and may have already been created during a year after 2014/2015. After the Student Identifier data has initially been extracted, you may need to change some of its elements at the student level (not the award level) and send those changes to COD to update that system.

After the Student Identifier data has initially been extracted, you may need to change some of its elements at the student level (not the award level) and send those changes to COD to update that system.

When sending a change to the Student Identifier data, the Response Record received will still contain the original Student Identifier. If the change has been accepted, any subsequent records must use the new Student Identifier. If the change has been rejected, all subsequent records must use the last accepted Student Identifier on record at COD.

Update the COD Student Identifier

COD sends a report to schools to list any changes made to a student identifier for a student by any school the student has attended in the past three aid years.

About this task

The SSN/Name/Date of Birth Change Report crosses aid years and different ISIR transactions for the student. When this report is received, you must determine if the same change must be made on the COD Student Information page (REACODS) so that the information in Banner matches the information at COD.

If you need to update Student Identifier information based on information received on this report, follow this procedure.

Procedure

1. Use the Copy function on the COD Student Information page (REACODS) to create a new Student Identifier record. The sequence number increases by one, and the **Status Code** is blank. You can only update Student Identifier data (SSN, date of birth, last name) on records where the status code is blank. You cannot create a duplicate record until the previous record has a status code of:

   A = Accepted,

   D = Duplicate, or

   R = Rejected
2. Create the new Student Identifier by changing the values of the incorrect data. You can only update the **SSN**, **Date of Birth**, and **Last Name** fields.
3. Save the change.
4. When the new record is saved, the **Status Code** field is blank. The Student Identifier can also be updated automatically by setting the REREX4E/REREXxx Update Student Identifier

parameter to Y. This will automatically insert an updated Student Identifier record and send it to COD for the student if the data on the RNANAxx for **Last Name, SSN**, or **Date of Birth** differs from the current Student Identifier on REACODS.

Extract the COD Student Identifier

The COD Extract Process (REREX4E/REREXxx) extracts pending Student Identifier change records regardless of the value of the extract parameters.

The process recognizes that the Student Identifier has changed because there is no value in the **Status Code** field on the REACODS page. Also, for all other records being extracted that do not have a pending Student Identifier change, the process compares the current Student Identifier to the Last Name, SSN, and Date of Birth on the RNANAxx page. If the values do not match, the record will not be extracted unless the Update Student Identifier parameter is set to Y. When this is set to Y the process will create a new Student Identifier record for the student with the data from RNANAxx and extract it with the awards or disbursements being extracted for the student.

When the record is extracted, the process updates the **Status Code** to S (Sent), populates the **Document ID** field with the Common Record Document ID, and updates the **Activity Date**.

If you use a population selection, all manually created changes to the Student Identifier for students in that population are extracted regardless of the value of the extract parameters.

Note: When Identifier changes are extracted, the COD schema requires that a valid award tag for the student be submitted - even though there are no changes for the particular award. Banner uses the following priority to determine which award tag to send:

- Pell, if the student has a Pell Award record on REAORxx.
- If the student does not have a Pell award, but the student does have a TEACH record on REAORxx, the TEACH award tag is used.
- If there is no Pell and no TEACH award, the accepted Direct Loan award on RLADLOR with the highest application number is used. This could be a DL Subsidized, a DL Unsubsidized or a DL PLUS award - depending on the student's awards.

  Note: Parent borrower identifier changes are only sent with the appropriate DL PLUS award records as the borrower identifier tags are nested within the DL PLUS award section.

Import the COD Student Identifier

The COD File Import Process (RERIM4E/RERIMxx) loads the Response records.

When the Response record of the Person complex block is received, the **Status** field of the records is updated. The import process also updates the **User ID** and **Activity Date**.

Accepted - If the record was accepted, any subsequent records that are extracted use this new Student Identifier.

Rejected - If the record was rejected, the status of the new Student Identifier record is updated to R. Any subsequent records that are extracted must use the student's last accepted Student Identifier.

If the first Student Identifier record submitted to COD is rejected, loading the response updates the status code to R. A situation will exist where there is no accepted Student Identifier on file for the student; no information can be sent to COD until either the Copy function is used on the REACODS page to create a new identifier record or the REREX4E/REREXxx process is run with the Update Student Identifier parameter set to Y to update the identifier to the current information on the RNANAxx page.

Also, when system-generated or response record is received from COD that contains updated Student Identifier information for a student that is matched based on the Award ID for the records in the file or based on a match to the student's need analysis record, a new Student Identifier record will be inserted and displayed on REACODS so that for future extracts and imports the current Student Identifier information at COD will be used.

COD Borrower Identifier

The Borrower Identifier is used to submit parent data when processing a Parent PLUS Loan.

The COD Borrower Identifier is composed of the parent borrower's current Social Security Number, current Date of Birth, and current Last Name. Current is defined as the value stored in COD as of the date of the transmission.

Unlike the Student Identifier, the Borrower Identifier information is not validated against CPS data.

Initial creation of COD Borrower Identifier within Banner

The Borrower Identifier is created by a user on the RLADBOR page and associated with the Loan on the Credit Data sub section of the PLUS Data section of RLADLOR.

This step is required for the PLUS loan to be extracted by the REREX4E/REREXxx process.

If more than one Parent PLUS borrower exists for a student, they can be created on the RLADBOR page and associated with the correct loan on RLADLOR. The Borrower ID number automatically increments when the record is saved on RLADBOR.

Note: Borrower Identifier records are not created in Banner for Graduate PLUS loans. Instead the Student Identifier data is extracted into the XML file for the Graduate PLUS Borrower Identifier.

Update the COD Borrower Identifier

The borrower Identifier can be updated on the RLADBOR page.

About this task

Procedure

1. Use the Duplicate Record function on the Direct Loan PLUS Borrower Data (RLADBOR) page to create a new Borrower Identifier record. The sequence number increases by one, and the **Status Code** is blank. You can only update Borrower Identifier data (**SSN**, **Date of Birth**, and **Last Name**) on records where the **Status Code** is blank. This prevents a Borrower Identifier

record from being corrected before the response to a previous change for the same identifier is received and loaded.

2. Create the new Borrower Identifier by changing the values of the incorrect data.
3. Save the change.
4. When the new record is saved, it will have a **Status Code** of blank.

Extract the COD Borrower Identifier

The COD Extract Process (REREX4E/REREXxx) extracts pending identifier change records regardless of the value of the record extraction parameters.

The process recognizes that the identifier has changed because there is no value in the **Status Code** field on the RLADBOR page.

When the record is extracted, the process updates the **Status Code** to Sent), populates the **Document ID** field with the Common Record Document ID, and updates the **Activity Date**.

If you use a population selection, all changes to the Borrower Identifier for students in that population are extracted regardless of the value of the Records to Extract parameter. However, changes to the Borrower Identifier for students not in the population selection are not extracted.

Import the COD Borrower Identifier

The COD File Import Process (RERIM4E/RERIMxx) loads the Response records.

When the Response record of the PLUS award section is received, the **Status** field of the records is updated. The import process also updates the **User ID** and **Activity Date**.

Accepted - If the record was accepted, any subsequent records that are extracted use this new Borrower Identifier.

Rejected - If the record was rejected, the status of the new Borrower Identifier record is updated to R. Any subsequent records that are extracted must use the student's last accepted Borrower Identifier.

If the first Borrower Identifier record submitted to COD is rejected, loading the response updates the status code to R. A situation will exist where there is no accepted Borrower Identifier on file; no information can be sent to COD for the associated Parent PLUS loans until the Duplicate Record function is used on the RLADBOR page to create a new Borrower Identifier record.

Direct Loan Origination Process

Based on information originally submitted by a student through the FAFSA application, Direct Loans are awarded to the student in Banner through batch packaging or when manual awards are entered on the RPAAWRD or RPAAPMT pages.

Procedure

1. Award Direct Loan funds.

   Banner validates eligibility using rules delivered and visible on the RPIFEDR page in addition to packaging rules established on the RFRMGMT and RPROPTS pages. Multiple Direct Loan funds for each type (Subsidized, Unsubsidized, Graduate/Professional PLUS, and Parent PLUS) can be defined on the RFRMGMT page each year. If your school has multiple campuses, you can define one fund code for each campus/Direct Loan fund (for example PLUS1, PLUS2, and PLUS3).

2. Create Direct Loan origination records.

   You can create Direct Loan fund origination records using one of the following methods. The loan period and disbursement schedule defaults are determined by rules established on the RORSAYR and RORBBAY pages.

   - Online. Use the RPAAWRD page to create Direct Loan origination records with the Create/Update Loan Application option. The Create/Update Loan Application option initiates the Direct Loan Origination Creation Process (RLPDLOC) for the student ID.

     Each user that is authorized to originate loans with the Create/Update Loan Application option must establish their own set of user default parameters for the Direct Loan Origination Creation Process (RLPDLOC) on the Default Parameter Value Validations (GJAPDFT) page.
   - Batch Processing. Use the Direct Loan Origination Creation Process (RLPDLOC) to create Direct Loan origination records for a larger population of students based on student Federal Direct Loan awards.

     The RLPDLOC process is used to create originations based on the period award records for the student, based on the periods awarded and the associated BBAY or SAY codes.

     The process is used to both create and update DL origination records, based on the actual period awards for the fund and the BBAY or SAY assigned to the student for the period.

     Records will be selected for processing based on discrepancies that exist in the RLVALIN view which is reflected on the Direct Loan Interface section on RPAAWRD.

     Note: Awards will only be selected for processing by RLPDLOC if the period award is Accepted. If the period award is only Offered the award will not be selected to create an origination record.

     Loan Period dates:

     Loan period codes are not used for Direct Loan origination records. Instead, loan period dates are based on the start date from RORTPRD of the first period with an accepted period

award amount > 0. The end date is based on the period end date from RORTPRD of the last period with an accepted period award amount > 0.

BBAY:

Loan period dates are based on the start date from RORBBAY of the first period with an accepted period award amount > 0 and the end date is based on the period end date from RORBBAY of the last period with an accepted period award amount > 0.

If there is a gap between periods where a period award is missing or is equal to 0, two originations will be created so as not to create a gap in the middle of a loan period. For example:

Period Accepted	Award Amounts
Fall	2000
Spring	0
Summer	2000

In this example, two originations have been created - one for the Fall period and one for the Summer period. This is required as there is no award amount for the Spring period of enrollment.

Academic Year dates:

Academic year start and end dates are based on the BBAY or SAY associated with the student's awards. BBAY codes are assigned to each applicable period in the RPRATRM table. If the period award is associated with a BBAY code, the academic year start and end dates assigned to that BBAY on the RORBBAY page will be applied to the origination record.

If a BBAY code does not exist on the period award record, the award is a SAY award and the SAY code will be determined based on the student's aid period. The academic year start and end dates for the SAY code (as defined on the RORSAYR page) that is assigned to the student's aid period will be used for the origination record.

Year in College:

The year in college for a student's origination record is based on the last period of the origination record and the year in college assigned to that period for the student on the Period Status section of the ROASTAT page. If a period status record does

not exist for the student and period, the process will default to using the existing RCRAPP3_YR_IN_COLL_2 value from RNANAxx.

If a change to the year in college is needed on an origination record, the data must first be updated at the period level on the ROASTAT page or at the aid year level on the RNANAxx page.

Origination Period amounts:

Origination period disbursement amounts match the period award amounts when the origination is created, rather than evenly splitting the total of the award across all periods for the origination.

This allows for uneven splits for period awards to be maintained on the origination records when they are created.

Scheduled Disbursement dates:

Scheduled disbursement dates for each period are defined at the BBAY or SAY code level on the RORBBAY and RORSAYR pages.

Additionally, if a scheduled disbursement date is before the current date, the current date will be used as the disbursement date at time of origination creation. If all scheduled dates have passed, the current date will be used for all scheduled disbursements.

This same logic will apply when enforcing the first-time, first-year borrower 30-day delay functionality. If the date calculated as the scheduled disbursement date is earlier than the current date, the current date will be used instead. Also, if the 30-day delay date calculated is before the first defined scheduled disbursement date on the RORBBAY or RORSAYR pages, the defined scheduled disbursement date will be used instead so that the 30-

day delay does not result in an earlier disbursement than that which was intended for all students for the period.

Fee and Rebate percent from RLRDFEE:

Direct Loan Fee and Rebate percentages are determined based on the loan type and percentages that exist by effective date in the RLRDFEE table rather than based on the fields that exist in RFRMGMT/ROAMGMT.

This allows the origination to assign the correct fee and rebate percentages, based on the earliest scheduled disbursement date for the origination record.

New RRLDFEE records reflecting new Direct Loan Fee and Rebate percentages and Effective Dates must be manually inserted when announced by the Department of Education.

Payment Period start date:

The payment period start date for each period disbursement is determined based on the BBAY or SAY code assigned to the origination record.

– For a BBAY origination - The payment period start date is defined for each period on the RORBBAY page.
– For a SAY origination - The payment period start date is defined on the RORTPRD for the student's aid period.

Single Origination option:

This option, defined on the RPRLOPT page, determines how the origination process will handle increases to a student's accepted award amount.

– If the indicator = Y, increases will be updated to the existing origination record.
– If the indicator = N, increases will create a new origination record for the increased award amount.

Student Demographic, Address and Identifier record creation:

Student specific COD demographic, address, and identifier records are created and updated at the time a Direct Loan, Pell, or TEACH origination is created. These records exist in a table separate from the Direct Loan origination and is used across aid years and COD award records. When a REACODS record is in Sent status a new origination will not be created and an error message will be returned in the RLPDLOC log file.

MPN processing:

MPNs are maintained in a separate table from the Origination records. If you are using multi-year MPN processing, this allows an Active MPN to be utilized for subsequent loans without additional processing. For schools that are using Single-year MPNs or for prior PLUS loans that required an endorser, a new MPN must be completed. The MPN Requirement processing will allow you to identify those conditions where a new MPN would be required or if a potential Active MPN already exists.

When the Origination record is created, an MPN will not automatically be associated with the loan. If you are not using the option to require a linked MPN for disbursement (RPRLOPT), an Active MPN for the appropriate loan type in the MPN table (RLRDMPN) will satisfy the requirement for disbursement. When the Response to the Origination is received

or a system generated Promissory Note file is received, the Origination will be updated with the **MPN ID** and the **MPN Linked** indicator will be updated with the information. If you are requiring the loan to be linked to an MPN for disbursement, the Response file or the Promissory Note file must be received and uploaded to update the Origination with the information to satisfy the requirement for disbursement.

Note: The COD Linked Indicator will not be updated to Y (selected) until a response from COD is received, indicating the specific MPN ID is linked to the origination.

Direct Loan School Code:

The Direct Loan School Code used on an origination record and the functionality to determine the DL school code depends on whether or not the DL School Code parameter is used in the RLPDLOC process. This is an optional parameter that does not need to be entered to create origination records. The logic for creating originations and assigning the DL School Code is as follows:

If the DL School Code parameter is populated:

– If the student has a record on SGASTDN for the campus associated with the DL School Code entered in the parameter, the origination will be created for the specified DL School Code.
– If the student has a record on SGASTDN and the campus does not match the DL School Code entered in the parameter, an origination will not be created and an error message will be received in the log file.
– If the student does not have a record on SGASTDN, an origination will not be created and an error message will be received in the log file.

If the DL School Code parameter is blank:

– If the student has a record on SGASTDN, the campus from SGASTDN will be used to determine the DL School Code for the origination.
– If the student has a record on SGASTDN with a campus that is not set up on the Campus Defaults section of the ROAUSIO page, then the student's origination will be created with the Default DL School Code as defined on the Loan Options section of ROAUSIO.
– If the student does not have a record on SGASTDN, an origination will be created with the Default DL School Code as defined on the Loan Options section of ROAUSIO.

Dependent without parent data:

Dependent students that do not receive any support from their parents can receive Unsubsidized Stafford loans even if their parent has not provided any data on the FAFSA form. To award these students Unsubsidized Stafford funds and for RLPDLOC to properly create the origination record, the **Dependent Without Parent Data** indicator on the award page must be selected (= Y).

The RLPDLOC Process creates the loan for a Dependent Student (RCRAPP2_MODEL_CDE = D) that has the Dependent without Parent Data indicator set (RORSTAT_DEP_NO_PAR_DATA = Y) and the Unofficial EFC edit is passed only for Unsubsidized Stafford Loans (RFRASPC_DIRECT_LOAN_IND = U). This allows an

Unsubsidized Stafford origination to be created for a Dependent Student that has completed the FAFSA without parental data.

During disbursement, the edits below are bypassed so they do not prevent disbursement:

UNOFFICIAL_SOURCE - Unofficial Source for Title IV funds

EFC_ESTIMATED - Student/parent contrib. is estimated

EFC_NOT_DETERMINED - Pell EFC has not been determined

3. Parent PLUS loans. Associate the appropriate Borrower ID to the PLUS Origination record on the Credit Data sub section on the PLUS Data section. The Origination will not be extracted unless the Borrower has been associated to the Origination. If you are manually processing the Parent PLUS loan, you will need to create the Borrower Identifier record, address, and necessary default and citizenship status. If you are processing the Web PLUS applications, you should review the information and associate the Borrower ID to the origination as well.
4. Student Program Information must be added to the Origination before extract. Run the RPPSPGM process to update Student Program information on the RPASSUI page. The RPASSUI Student Level Data section Current Student Data section is updated with the student program information. Manual records can also be inserted into this section. This process should be run before every run of the REREX4E/REREXxx process to ensure the most accurate and current program information is reported to COD.

   RPPSPGM compares each period in the student's aid period to SGBSTDN to find a SGBSTDN Effective Term Code that is less than or equal to the period and that has a matching curriculum rule in SFACPLR.

   Then, it inserts a RPASSUI record for every period in the student's aid period where a new SGBSTDN record exists with a matching curriculum rule. When a student has an aid period that includes a period before the student's first SGBSTDN Effective Term Code, the period that is less than the student's admit term code returns:

   No Student Rec (SGBSTDN) found.

   Direct Loan Origination Process - Example 1:

   Student's aid period is Fall/Spring and the student's earliest SGBSTDN Effective Term Code is Spring. If a matching curriculum rule exists for the student, RPPSPGM creates a curriculum record in the RPPSPGM .lis file and in RPASSUI Effective term for Spring. Because the

SGBSTDN Effective Term Code of Spring is greater than Fall, and a corresponding student record does not exist for Fall, RPPSPGM returns the message at the end of the .lis file:

No Student Rec (SGBSTDN) found.

RPPSPGM returns the following message if the student's data does not meet the requirements of any SFACPLR rule:

No Record Found.

Direct Loan Origination Process - Example 2:

If all SFACPLR rules specify a campus code, but the campus code has not been populated in the optional field on SOACURR for that student's curriculum, the student will not meet the criteria of any of the SFACPLR rules and the following message is displayed:

No Record Found.

Direct Loan Origination Process - Example 3:

Beginning with the 2020/2021 aid year, the National Center for Education Statistics (NCES) published an updated list of CIP codes. Some codes have merged from one CIP code to another. If the selected CIP code (from SFACPCLR), as listed on the Financial Aid CIP Code Rules (RPICIPC) page includes a Crosswalk Code, RPASSUI shows the value listed in the Crosswalk Code, instead of the CIP code in the student's record. If the CIP code returned by student, as listed on RPICIPC, is without an associated Crosswalk Code, the process uses the CIP Code returned by the student package.

5. Extract Loan Origination Records for export to COD.

   The REREX4E/REREXxx process extracts data from the Banner database and creates the Common Record which contains the Direct Loan origination records in the format required by COD. To be selected by this process, the student's loan origination record must have an origination status code of Not ready or Ready to send in the **Origination Status** field on the RLADLOR page.

   For Grad PLUS loan records, the values in the Borrower Identifier section within the XML output document must exactly match the values in the Student Identifier section. To enforce this match, the Student Identifier values are copied into the Borrower Identifier section for Grad PLUS loans.

   The **Year in College** value and **Dependency Status** on the RLADLOR page are selected for all PLUS loans.

   - For Parent PLUS loans (**Loan Type** is P), the **Year in College** value must equal 1, 2, 3, 4, or 5, and the **Dependency Status** must equal Dependent.
   - For Grad PLUS loans (**Loan Type** is G), the **Year in College** must equal 6 or 7, and the **Dependency Status** must equal Independent or Professional Judgement. (P is converted to I for COD processing.)

     If the **Year in College** or the **Dependency Status** is not one of the expected values, the record is not extracted, and an error message will be written to the log file.

     When running REREX4E/REREXxx, enter the required Aid Year Code parameter; enter your Direct Loan fund codes for unsubsidized, subsidized, and PLUS loans for the DL Fund Codes parameter; and enter B to Extract Both Originations and DL Changes or O to Extract

Originations for the DL Records to Extract parameter. Also, enter the correct origination status to use for selecting records for extract in the DL Origination Status parameter.

The REREX4E/REREXxx process updates the RLADLOR Origination section for aid years before 2017/18 and the Disbursement Details beginning with 2017/18 and forward with the Student Program Information from RPASSUI (table RERSPGM) based on the following:

- If no disbursements have been paid for the origination, the period of the disbursement will be used to find the correct program data from RERSPGM and the term code from RERSPGM less than or equal to the term for the first scheduled disbursement will be selected.
- If actual disbursements exist for the origination, the latest actual disbursement for the origination will be used to find the correct program data from RERSPGM and the term code from RERSPGM less than or equal to the term for the latest actual disbursement will be selected.

This logic will ensure that the correct and most recent student program data is sent and updated to COD at any given time.

If you manually updated the Program Sequence Number on the Disbursement Number and Sequence (RLRDLDD_SPGM_SEQ_NO) record (RLRDLOR_SPGM_SEQ_NO):

- The Status of the disbursement sequence number will be set to NULL (so the REREX4E/REREXxx process will pick-up the manual changes to program information)

and

- The data will be resent to COD (even if there are no other changes to be sent) To "lock" the sequence used for the student's program information for any reason, you can select the Sequence Lock indicator (RLRDLDD_SPGM_LOCK_IND, which sets the value to Y). This Sequence Lock status notifies the REREX4E/REREXxx process that the sequence that exists on RLADLOR for the disbursement sequence should be sent for the record, even if more recent information exists in the RERSPGM table for the student.

Note: When the sequence number is updated manually and a change is logged to send to COD, REREX4E/REREXxx will still examine the calculation logic necessary to determine the correct Student Program information to send to COD from the RERSPGM table and update the sequence number, if necessary. If you want the manually entered sequence information to be sent to COD, regardless of any new or updated information in the RERSPGM table, the Sequence Lock must be selected.

The REREX4E/REREXxx Process extracts the origination and disbursement records and creates the necessary output files.

- The file that you send to COD is one of the following and is dependent upon whether you're sending a file for Direct Loan records, or one for a combination of Pell, TEACH, and Direct Loan records. The file name is determined by the parameters entered on GJAPCTL and not the actual records contained in the file. For example, if the user enters parameters for extracting Direct Loans, Pell, and TEACH and only Pell records are extracted, the filename

will still be craaXXin_jobsubnumber.xml, indicating that the user intended to extract more than one type.

crdlXXin_jobsubnumber.xml - (Direct Loan data only) Parameter 02 (DL Fund Codes) and Parameter 04 (DL Records to Extract) of the REREX4E/REREXxx Process is populated.

or

craaXXin_jobsubnumber.xml - (Not one single type, but more than one type of some combination of Direct Loan, TEACH, and Pell data)

Note: The IN indicates that it is a record going into the Department's system. The jobsubnumber is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

- `rerexXX_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexXX_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

  Only eligible origination records are extracted. Otherwise, the COD process will reject the origination.

  The Document ID for the extracted document is populated on the main window of RLADLOR for Direct Loan Origination records, on the **Disbursements** section for each Disbursement detail record sent, and on the Logged Changes section for Direct Loan Origination Change records. The Student Identifier and if applicable, the Borrower Identifier, will also be updated with the Document ID for the initial records submitted or if there is a change to the Identifier record. You can view the **Document ID**, **Extract Date**, **Extract File Name**, and **Resent Document ID** (if the document has been resent), along with response information for the document, on the REACODD page.

  Note: Updates to the Origination or Identifier records are not allowed while they are in a Sent status.

6. Transfer `crdlXXin.xml` or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx process from the server on which Banner resides to the PC you use to transfer origination records to COD.

7. Send Direct Loan Origination records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the Direct Loan

origination records to COD. As mentioned previously, the message class that contains the Direct Loan originations is either:

CRDLxxIN (Direct Loan data only) or

CRAAxxIN (Combined Pell, TEACH, and Direct Loan data)

8. COD returns Response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: 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. Banner only supports the Full Response File.

9. Receive Response files from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

10. Transfer Response files to Banner server.

    Transfer the files from the PC to the server on which Banner resides.

11. Upload Response files with the RERIM4E/RERIMxx process.

    The RERIM4E/RERIMxx process uses the response files sent back from COD as input data to update various records in the Banner database.

    The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIMxx process will not find the files for processing.

Response files

Files returned after processing.

CRDLxxOP - Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDLxxIN message class.

CRAAxxOP - Pell Origination and Disbursement records/TEACH Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

Enter the Direct Loan response file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. The output report to the RERIM4E/RERIMxx process provides control summary information for the process and any errors encountered during import. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

The possible statuses for the Subsidized/Unsubsidized Acknowledgement files that appear in the **Origination Status** field of the RLADLOR page are:

- A (Accepted) or
- B (Rejected).

Statuses for the PLUS loans that appear on the **Origination Status** field are:

- B (Rejected),
- C (Accepted, Credit Accepted),
- D (Accepted, Credit Check Denied), or
- X (Accepted, Credit Check pending).

PLUS Acknowledgements also update the **Credit Status** field. Statuses related to the PLUS credit check response are:

- A (Credit Accepted),
- D (Credit Denied), or
- P (Credit Pending).

MPN information in the Response file will be updated on RLADMPN. The Origination record will also be updated if the MPN has been Accepted or is Pending. If the MPN has been linked to the Origination, the MPN Linked indicator will be selected (Yes).

Subsidized Stafford loans will be updated with the processing information for SULA if applicable and will be reflected both on RPASSUI and the SULA Data section of RLADLOR.

The Confirmation Date is also updated by these files. You can verify information about the response files with the COD Document Control (REACODD) page.

- Enter the applicable aid year in the **Aid Year** field.
- Select RS=Response in the **Document Type** field.

The response records imported by the RERIM4E/RERIMxx process also update Student Identifier records on the COD Student Information page (REACODS).

Loan Status changes upon Accepted Origination

Institutions may process Direct Loans using an initial loan status code which may prevent activities from occurring, such as memo disbursements.

When loading the Origination response file from COD through the RERIM4E/RERIMxx process, an optional parameter can be passed which will define a new loan status that can be updated on the loan record. The change of loan status will only occur when the Origination Status (RLRDLOR_STATUS) on the DL Origination window of the Direct Loan Origination (RLADLOR) page is equal to A or C.

Credit Check process

You can evaluate credit histories through a Department sponsored, Web-based application.

The Web-based application accesses an approved credit bureau that meets Department of Education guidelines and returns a real-time pass or failure status to the school regarding the borrower.

You can use this service without making any changes to Banner. Assuming that Banner has already sent an Origination record to COD, you can update the **Origination Status** field on the main window of RLADLOR with the results of the Web-based credit check. If the result is that the credit check was approved, the **Origination Status** field can be updated from X=Acpt/Cr Pending to C=Acpt/Cr Accept. This permits the PLUS loan to be disbursed without receiving and importing a response file.

Warning! If you review the Web site for a credit decision before importing the response file that includes this PLUS loan, the upload process may change the manually updated status from C back to X.

Disclosure Print options

The school is not provided an option to select S = School prints in RLPDLOC for 1516 and later.

The Originations are created with the "COD prints" option selected.

The field value for Disclosure Print exists on RLADLOR to inform the school of:

- The initial value, "COD prints"
- Any change to the disbursements which logs Disclosure print as Reprint requested and displays on the Logging section
- A School request a Reprint of the disclosure statement if needed

Selecting "School Prints" and "School Reprints" are not options on RLADLOR.

On the COD Website in the School Options, the school should select that COD prints. The following information (from the *COD Technical Reference*) indicates when COD will print a Disclosure.

School Option set within COD System	Disclosure Statement Print Code	COD System Prints
School prints	Null or No tag	No
School prints	S (School prints)	No
School prints	Y (COD prints and sends to borrower) R (COD reprint)	Yes
COD prints	Null or no tag	Yes
COD prints	Y (COD prints and sends to borrower) R (COD reprint)	No
COD prints		Yes

COD Disclosure Statement Reprints

To request a COD reprint of the disclosure statement, change the **Disclosure Statement** field to R - COD Reprint Requested in the Origination window of the RLADLOR page.

This request is extracted with the Origination Change Records using the REREX4E/REREXxx process and transmitted to COD.

Direct Loan Origination Change Process

When changes to Direct Loan borrower information occur, schools must notify COD by forwarding those changes.

Change Direct Loan information on the RLADLOR page

After you send loan information to COD, the loan origination data on the COD database serves as the student's permanent record.

You must record any modifications to the original set of loan data and send the changes to COD.

When an Origination has been accepted by COD, updates made to the Origination are logged and will be visible on the Logged Changes section of RLADLOR. Multiple changes may be made to the same field and the most recent change will be indicated with the field **Send** as selected; this will be the value submitted as a change to COD and the **Status** will be updated to Sent when it has been extracted by REREX4E/REREXxx. The **Status** will be updated when the Response file is received and uploaded reflecting if the change was accepted or rejected by COD. Any Warning or Errors associated with the change display on the Logged Changes section.

Note: Changes to Disbursement records are not included on the Logged Changes section. Any changes to a disbursement record will automatically set the Disclosure Print option to R=COD Reprint Requested to identify and send disbursement record changes. Any warning or error messages received as a result of a disbursement change display on the Disbursements section by accessing the Edits/Rejects button for the Disbursement Number and Sequence Number.

Process loan information changes

Changes to fields on the Direct Loan Origination page (RLADLOR) logs data in the RLRDLOG table.

About this task

The changes can be viewed on the Logged Changes section of the RLADLOR page. The latest change to a field will have the **Send Indicator** selected.

Procedure

1. Extract Loan Correction records for export to COD.

   The REREX4E/REREXxx process extracts changes to accepted loan origination records in the format required by COD. Changes to fields on the RLADLOR page update the RLRDLOG Table.

When you run the REREX4E/REREXxx process, the changes recorded in the RLRDLOG table with the **Send Indicator** selected are automatically extracted for transmission to COD.

To be selected by this process, the student's loan origination record must have an origination status code of A (Accepted), C (Accepted/Credit Accepted), D (Accepted/Credit Denied), or X (Credit Accepted/Credit Pending) in the **Origination Status** field on the RLADLOR page.

Note: Origination and Disbursement changes may not be made while in a status of S (Sent).

Enter the required Aid Year Code parameter, enter your Direct Loan fund codes for unsubsidized, subsidized, and PLUS loans for the DL Fund Codes parameter, and enter B to Extract Both Originations and DL Changes or C to Extract DL Changes for the DL Records to Extract parameter. The REREX4E/REREXxx process extracts the DL Change records and creates the necessary output files.

2. Transfer `crdlXXin.xml` or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx process from the server on which Banner resides to the PC you use to transfer origination records to COD.

3. Send Direct Loan origination records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the Direct Loan origination records to COD. As mentioned previously, the message class that contains the Direct Loan originations is either:

   CRDLxxIN (Direct Loan data only) or

   CRAAxxIN (Combined Pell, TEACH, and Direct Loan data)

4. COD returns response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: 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. Banner only supports the Full Response File.

5. Receive response files from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC.

6. Transfer response files to Banner server.

   Transfer the files from the PC to the server on which Banner resides.

7. Upload response files with RERIM4E/RERIMxx process.

   The RERIM4E/RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

   The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIM4E/RERIMxx process will not find the files to process them.

Process loan information changes - Response files

Files returned after processing.

CRDLxxOP - Direct Loan Origination, Origination Change, and Disbursement records sent in response to the CRDLxxIN message class.

CRAAxxOP - Pell Origination and Disbursement records/TEACH Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

Enter the Direct Loan response file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. The output report to the RERIM4E/RERIMxx process provides control summary information for the process and any errors encountered during import. Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported.

The loan origination change records are either accepted or rejected. You can review the change status, reject code, and reject code description information on the RLADLOR page.

If necessary, you can resend a Direct Loan correction that was rejected by selecting the **Resend** field on the RLADLOR page. When you select the **Resend** field and save the entry for the student and aid year, the logged document ID, date sent, and change status are reset to a NULL value. This option is valid for student records with an S (Sent) or R (Rejected) value in the **Change Status** field of the RLADLOR page. The records set to resend will be extracted the next time the REREX4E/ REREXxx process is run with the DL records to extract parameter set to B or C.

RLADLOR Origination Lock

The **Lock** check box on the RLADLOR Origination section is intended to stop RLPDLOC and RLPDLUP from making changes to that origination record, including the disbursement numbers and sequences.

Additionally, the **Lock** indicator saves manually changed items.

When the **Lock** is selected (RLRDLOR_LOCK_IND = Y) the following processes will not update the origination:

RLPDLUP (Direct Loan Update Process) displays an appropriate message in the log file when attempting to make these updates in audit or update mode:

RLPDLOC

This process has a parameter that automatically sets the Origination Lock when the origination is created.

Note: If the **Lock** indicator on the origination page = Y, the delete/replace and update functionality in the origination process will not occur for that origination record. However, the system will see the changes on RPAAWRD as necessary, and will insert a new origination if needed.

REREX4E/REREXxx

This process selects any record that has an Origination Status of R = Ready to Send or N = Not Ready to Send (depending on the value of the DL Origination Status parameter), even if the Origination is locked.

Additionally, the process sends change records and disbursement records regardless of the **Origination Lock** indicator.

Manual updates

The primary purpose of the RLADLOR Origination Lock is to prevent automated processes (RLPDLOC and RLPDLUP) from updating certain values in RLADLOR.

Manual changes on RLADLOR are permitted, even if the **Lock** indicator is selected and protects those changes.

- Loan Period Start and End Dates or the Academic Year Start and End Dates, the **Lock** indicator must be selected.
- SAY or BBAY Code field, the **Lock** indicator must be selected.
- Year in College, the **Lock** indicator must be selected.

  If you are not using the ROASTAT Period Status - Period - Year in College, the RLADLOR API uses the **Banner Year in College** from RNANAxx Plans and Education Background section.

  If you are using the ROASTAT Period Status section - Period - Year in College and you manually update the Year in College on RLADLOR and save your update, but the RLADLOR **Lock** indicator is not cleared, the value you selected will change to the latest period's value from ROASTAT.
- Origination Program Sequence Lock, the **Sequence Lock** must be selected. The RLADLOR origination Lock will not save manual updates to the Program Sequence Number.

Direct Loan PLUS Application Process

Parent and Graduate student PLUS borrowers are able to complete a PLUS loan application on the StudentAid.gov website.

When this application is completed, the schools indicated by the borrower will receive the CRSPxxOP XML file which includes the result of the PLUS application. This message class is imported with the RERIM4E/RERIMxx process.

With the PLUS Applications, COD began sending several PLUS Application specific tags in the XML files. The tags and their descriptions follow:

- <ApplicationSubmissionReason> - This is the reason specified by the applicant for the new loan. The possible values include New Application, Loan Amount Increase, and Loan Amount Decrease.
- <UnknownLoanAmount> - This value is indicated by the applicant if they do not know the loan amount in which they are intending to apply for. If the value sent to the institution is Y, the institution should work with the applicant to determine the proper loan amount.
- <PreviousApplicationID> - This value will be specified by the applicant when a new PLUS application is an "add-on" to a previous application.
- <SixMonthDefermentOption> - This value already exists on the Direct Loan Origination (RLADLOR) page, but can now be delivered in PLUS Application files.
- <SchoolCreditBalanceOption> - This value already exists on the Direct Loan Origination (RLADLOR) page, but can now be delivered in PLUS Application files.
- <DefaultOverpayCode> - This value will indicate the borrower's self certification at the time of application, indicating whether they are in a current overpayment.
- <AwardRangeRequestedStartDate> - This value represents the start of the Award Range (Loan Period) for the applied loan. The date specified in this tag has no affect on the ability of the user defining a different start date.
- <AwardRangeRequestedEndDate> - This value represents the end of the Award Range (Loan Period) for the applied loan. The date specified in this tag has no affect on the ability of the user defining a different end date.

Import Direct Loan PLUS Application records

Steps used to process Direct Loan PLUS Application records.

Procedure

1. COD sends PLUS Application records.

   COD generates and sends an XML file containing the borrower's PLUS Application to schools. This processing occurs for Parent PLUS and Graduate PLUS Direct Loans.

2. Receive CRSPxxOP file in XML format from COD.

   Download the file using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the CRSPxxOP file to the Banner server.

   Transfer the PLUS Application file to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the file to Banner with the RERIM4E/RERIMxx process.

   Upload the CRSPxxOP file with the Banner RERIM4E/RERIMxx process. During processing, RERIM4E/RERIMxx logic attempts to load the data by first matching the student identifier

information to the student identifier on REACODS. If no match is found, the student identifier is matched to the need analysis record on RNANAxx.

- If a matching student is found on either REACODS or RNANAxx, the process then attempts to find a matching Unsent PLUS origination record for the student.
  - If a matching origination is found, the data is loaded to the origination for the student and displayed on the RLADLOR page.
  - If a matching origination is not found, the data is loaded to the RPTUAPP temporary suspense table for the student and displayed on the REAUCOD page.
- If a matching student is not found, the data is loaded to the RPTUAPP temporary suspense table without a matching student and displayed on the REAUCOD page.

5. Updates the Direct Loan Origination (RLADLOR) page.

   PLUS Application data that has been matched to an Origination record is displayed on the PLUS Data window of the RLADLOR page for the matching origination.

6. Review and update unmatched records on the Unmatched COD Records (REAUCOD) page.

   Review the unmatched PLUS Application records on the REAUCOD page and manually match to either a student or PLUS origination record.

7. Review Borrower Information on the RLADLOR page.

   Review the borrower information related to the PLUS Application on the RLADLOR page.

Matched Records - no matched origination record

If the PLUS Application has been matched to a student and a matching Unsent PLUS origination was not found, the data is imported to the RPTUAPP temporary suspense table for the student and displayed on the REAUCOD page where it can be manually matched to an origination for the student.

When the record is manually matched to an existing origination and the record is saved, the data is updated in the RLRPAPP table and removed from the RPTUAPP table for the PLUS Application.

Also, when the RLPDLOC process is run for a PLUS loan, it will review the unmatched PLUS Applications in the RPTUAPP table and if a match is found for the student it will pull the info from the temporary table and update the origination record at the time the origination is created. When this occurs the data is removed from the RPTUAPP table.

Direct Loan PLUS Application Process - Unmatched Records

If the PLUS Application was not matched to a student, the data is imported to the RPTUAPP temporary suspense table without a matching student and displayed on the REAUCOD page.

After the data is displayed it can be manually matched to a student. When that is complete the record can be manually matched to an origination for the student. When the record is manually matched to an existing origination and the record is saved, the data is updated in the RLRDLOR and removed from the RPTUAPP table for the PLUS Application. Also, after the record has been matched to a student, when the RLPDLOC process is run for a PLUS loan, it will review the unmatched PLUS Applications in the RPTUAPP table and if a match is found for the student it

will pull the information from the temporary table and update the origination record at the time the origination is created. When this occurs the data is removed from the RPTUAPP table.

PLUS loan; manual applications (without CRSPxxOP, the StudentAid.gov application file)

When the StudentAid.gov PLUS application is not used, the school should collect information from the borrower and manually update the borrower information and identifier in the Direct Loan PLUS Borrower page, RLADBOR.

This page is non-aid year specific, non-loan specific and can be assigned to multiple loans for the student. The Identifier section holds information related to the COD Identifier, similar to the data for students that is stored in REACODS. The Borrower Data section holds the remaining demographic information for the borrower.

In RLADBOR, choose record/insert to create a new sequential Borrower ID. Add Last Name, SSN and Date of Birth for the BORROWER. Add any additional data, minimally First name, Citizenship and Borrower Default, Address, City, State and Zip Code. After the award is updated, and the loan origination has been created in RLADLOR in the PLUS data, Credit data section choose the Borrower that applies to this loan by selecting the Borrower ID drop down and then selecting the correct Borrower ID from RLADBOR. Run RPPSPGM and REREXxx to extract the loan data.

Credit Status Response

The COD web site provides the ability for schools to request a credit decision for a PLUS loan borrower.

Results of the credit decision request are displayed on the COD web site. If a credit check has been performed on the borrower within 90 days of the current date, the COD web site does not perform a subsequent credit check. PLUS Borrowers can appeal an adverse credit decision.

When a PLUS borrower requests a credit appeal or submits an Endorser Addendum, a Credit Status Response is generated by the COD System and sent to a school to provide the status the application and the credit decision. A COD system-generated Credit Status Response contains a Document Type of "CS".

Use the COD File Import Process (RERIM4E/RERIMxx) to upload the CRCSxxOP message class that contains the system-generated Credit Decision Override Common Record.

The results of the Credit Status Response file will update the Origination and the PLUS Application record including the applications that are still on REAUCOD. The Credit Status Document ID will reflect the Document ID of the last update.

- Based on the information received, Appeal Accepted or Endorser Approved, the Credit Status will be updated to Accepted. This will also then update the Origination status for those records where the update occurs for the Origination.
- The Credit Status Response document will also include if the Credit Counseling requirement has been completed in addition to the Credit Requirements Met indicator.

  Note: COD requires that the Credit Requirements Met must be true (Yes) before a disbursement can occur.

- The Endorser Amount indicates the total amount of PLUS loan for which the endorser has agreed to co-sign. The **Endorser Amount** field displays on the PLUS Loan Data window of the Direct Loan Origination (RLADLOR) page. This field is only populated when an endorser has been used to secure the PLUS loan. Note also that if an endorser is used, the multi-year MPN automatically becomes a single-loan MPN regardless of whether a school is using multi-year MPN processing. Additionally, it may not have any further loans attached to this record/MPN. A new record must be created for the next PLUS loan. A disbursement edit prevents a disbursement from occurring if it exceeds the Endorser Amount.

Credit Denied

PLUS borrowers who are not approved when they initially apply, can seek approval through completion of PLUS Credit Counseling, and either appealing extenuating circumstances or obtaining an endorser.

If they choose to use an endorser, the Endorser Addendum will be sent to the school in the CRCSxxOP (Credit Status Response) message class.

If a PLUS Application is denied, an Endorser may use the StudentAid.gov website to complete an online Endorser Addendum or a paper Endorser Addendum using the endorser code or an award identification number which the Borrower must provide.

After an endorser submits an application on StudentAid.gov, a file will be generated and sent to the school in the CRCSxxOP (Credit Status Response) message class. These files can be loaded to Banner using RERIM4E/RERIMxx (COD Import Process). A CRCSxxOP may also be sent when special PLUS counseling has been completed.

The file may include the award identification number/loan id number which will be used to attempt to match any existing PLUS loan in RLADLOR. If an Origination has not been submitted to COD, the CRCSxxOP file will contain the Application ID which will be used to update an application that exists in the temporary tables and viewed on REAUCOD or the Loan Application record (RLAPAPP).

Restrictions COD enforces after an Endorser is approved:

Multi-year MPN automatically becomes a single-loan MPN even if a school is using multi-year MPN processing. A new record must be created for any subsequent PLUS loan. The single-loan MPN will have an MPN status of E = Inactive due to PLUS endorser and will be linked specifically to the Origination record. COD will not link an MPN requiring an endorser until the Origination record has been submitted and accepted by COD.

In Banner Financial Aid, a disbursement edit prevents a disbursement from occurring if the disbursements exceed the Endorser Amount.

The combination of:

- Origination Status C = Accepted/Credit accepted
- Endorser Approved indicator selected
- Credit Requirements Met indicator selected will allow the loan to authorize

Additional information regarding Direct PLUS Loan Award Processing with Endorser can be found in the current *COD Technical Reference* at the FSA Student Aid Internet Gateway:

Direct Loan MPN Process

MPN information for Direct Loans is received from COD in the Response files as a result of an Origination being submitted to COD or in the system generated Promissory Note Record (PN).

This data is maintained on the Applicant Direct Loan MPN (RLADMPN) page (RLRDMPN table) and will display on RLADLOR when the MPN has been received as associated with the Loan ID.

Neither the RLRDMPN table nor the RLADMPN page are aid year specific. If you are processing Multi-Year MPNs as indicated on ROAUSIO, an Active MPN for Stafford and PLUS loans may be used across aid years. If you are processing as a Single Year MPN school (Multi-Year Note Eligibility cleared on ROAUSIO), the aid year associated with the MPN will be populated in the **Single Year Aid Year** field on RLADMPN and will only be valid for that aid year. It is recommended that you process the Expired MPN (MPNINAOP) and MPN Discharge (MPNDISOP) Reports to maintain the accuracy of the MPN information in the RLRDMPN table.

MPNs for PLUS loans that require an Endorser are only valid for the Origination which COD has accepted and linked the MPN. The MPNs are identified as **Single Loan** with a value of Y = Linked to an Endorser on RLADMPN. These MPNs are received with a **MPN Status** of E = Inactive due to PLUS endorser and will be linked by COD to the Origination record.

You have the ability to require that the MPN must be linked to the Origination before allowing disbursement of funds to the student's account. This option is available by fund on RPRLOPT by selecting **Linked MPN Required for Disbursement**. The MPN will be linked by COD either in the Response to the Origination or in the system generated PN file when it has been linked to the Origination record.

The Disbursement process first looks to see if the MPN has been linked to the Origination which confirms that it is a valid MPN for that Origination:

- If the MPN has not been linked and is not a Single Loan MPN (Endorser for the Origination), the MPN must have and Active MPN status and the expiration date must be less than the date the funds are paying in the system (system date).
- If you are processing as Single-Year MPN, the MPN must also be for the same aid year you are disbursing.

Direct Loan MPN Requirements

Direct Loan MPNs data will be imported from the MPN system generated (PN) and Origination Response documents.

The MPN data will be maintained in the table RLRDMPN and viewed on the RLADMPN page. The status of the MPN, expiration date, if the MPN is a Single Year MPN or is a Single Loan MPN, will be used in determining if a Direct Loan MPN is required or if it can be potentially used for additional loans.

The disbursement process (RPEDISB) will determine if an MPN is valid and linked (if required) to the loan. The MPN will display on RLADLOR - MPN tabs, when matched or linked. Note however, the Direct Loan MPN requirement status displayed on RRAAREQ does not affect the disbursement process, as the MPN Requirements are for informational purposes only for administrators in Banner and students on Banner Financial Aid Self-Service.

Overview

Direct Loan MPN Requirements provide the ability to indicate if an MPN is needed, the basis to determine the possibility of an active MPN existing, and when the MPN has been linked to an origination.

MPN Requirements will be aid year specific and display on Requirement Tracking (RRAAREQ) and Applicant Summary (ROASMRY). The ability to create an MPN Requirement when the fund is awarded allows you to inform the student when an MPN is needed before creating the Origination record; if all funds with the same type (such as Stafford for Subsidized and Unsubsidized) are declined, cancelled, or deleted, the MPN Requirement will be removed. Options based on the MPN type for when to create the MPN requirement are provided.

- Award Offered
- Award Accepted
- Loan Originated
- Do not create

MPN Requirement Status codes are also delivered and will indicate if the MPN was created when the appropriate fund type was awarded or when the Origination record for the fund was created. When the option to create the MPN Requirement when the fund was awarded is used, the Origination process will delete and replace the MPN Requirement with updated information, as appropriate. An MPN Requirement for each Origination Record will exist unless the option of Do not Create is selected for the MPN type. Having the MPN Requirement for each Origination provides you information indicating if the MPN has been confirmed by COD specific to that Origination. The MPN Requirement Status codes are maintained by the system based on the status of the award, Origination record for the loan type, and MPN data.

- When the option to create the MPN Requirement when the fund type (Stafford, Graduate PLUS, Parent PLUS) is awarded, the status codes will begin with an A. The following status codes will be used:
  - AP = Possible Match: A valid MPN exists for this type in the MPN table which COD may be able to link when the Origination is submitted.
  - AN = NSLDS Active MPN: A valid MPN record for the type does not exist but NSLDS data from the current record and aid year indicates an active MPN exists at COD.

    Note: The AN status will not be used for Parent PLUS types or for institutions processing as Single Year MPN.

  - AE = Established: A valid MPN for the type does not exist in the MPN table and NSLDS data does not indicate an active MPN exists.
- When the option to create the MPN Requirement when the loan is originated is selected or when replacing the MPN Requirement created through awarding, the status codes will begin

with an O. Updates will also occur to the MPN Requirement status when the Origination record is updated by Response or PN files.

  - OP = Possible Match: The Origination process has determined a valid MPN does exist for this type in the MPN table which COD may be able to link when the Origination is submitted.
  - ON = NSLDS Active MPN: A valid MPN record for the type does not exist but NSLDS data from the current record and aid year indicates an active MPN exists at COD.

    Note: The ON status will not be used for Parent PLUS types or for institutions processing as Single Year MPN.

  - OE = Established: A valid MPN for the type does not exist in the MPN table and NSLDS data does not indicate an active MPN exists.

- When the loan status is changed on an Origination record to a status which indicates the loan is Inactive, the corresponding MPN Requirement will be updated to the following status - OI = Origination Inactive.
- When you match an MPN record manually on the Direct Loan Origination page (RLADLOR), the MPN Requirement status will be updated to reflect the match was done manually - OM = Manual Match.
- When the Origination Response is received or an MPN is matched to an Origination record from the PN file, the corresponding MPN Requirement will be updated to the following status - M = Matched by COD.

You will have options for each MPN Type and Requirement Status code, providing greater flexibility to communicate information in Banner Financial Aid Self-Service and to set the Tracking Letter flag.

- Status Long Description to display in Banner Financial Aid Self-Service.
- PN Description to display in Banner Financial Aid Self-Service
- URL
- Instructions
- Option to Display URL and Instructions in Banner Financial Aid Self-Service
- **Information Access** indicator
- **Set Tracking Letter Flag**
- **Satisfied** Indicator which will be used to determine if the requirement will be displayed in Banner Financial Aid Self-Service as a satisfied or unsatisfied requirement. The **Satisfied** Indicator for an MPN Requirement status does not impact memo, authorization, or payment of a Direct Loan.

Direct Loan Funds Drawdown

You draw down and return Direct Loan funds directly from ED's G5 System through an electronic drawdown request.

The G5 system notifies COD of the amount and date of the drawdown. These activities are performed outside of Banner. Refer to the appropriate *COD Technical Reference* for more information.

COD requires that you maintain an accurate cash balance record by tracking fund drawdowns and the return of excess cash. The Banner Direct Loan Cash Drawdown page (RPACASH) enables you to record these transactions. COD specifies that you must create one cash receipt record for each drawdown received from G5. By the same token, you must also treat a return of funds as a single excess cash return transaction. You can use the information that you record on the RPACASH page at a later date when you perform COD-mandated reconciliation activities.

When entering drawdowns or excess cash returns, enter the following items on the RPACASH page:

- Date
- Amount
- Aid Year
- Action
  - R = Receipt of Funds
  - X = Return of Funds
- GAPS Control Number
- Check Number (if return of funds by check)

The remaining fields on the page are populated when the DSDFxxOP School Account Statement file is imported by the RLRDUxx/RLRDLIM process and matched to an existing entry on the RPACASH page.

Note: The **Recon Stat** and **Reject Codes** fields are not used for Aid Years 2009/2010 and beyond.

School Account Summary Details for each record imported are also displayed on the RPIDLAS page.

Annual Student Loan Acknowledgement/Informed Borrower Tool Process

Beginning with the 2020/2021 aid year, all student and parent borrowers have the option to complete the Annual Student Loan Acknowledgement (also known as the Informed Borrower Tool or IBT) for each aid year when borrowing a direct loan.

This includes subsidized, unsubsidized and Graduate PLUS for students, and Parent PLUS loans for parents. This process is optional for student and parent borrowers and does not impact the disbursement process for the 2020/2021 or 2021/2022 aid years. Students and parents complete this process, known to them as the Annual Student Loan Acknowledgement. COD processes this information in their system as the IBT or Informed Borrower Tool.

All XML files refer to ASLA as IBT or Informed Borrowing in COD's tags and in their schema. Banner fields and XML tags relevant to ASLA include:

- **Annual Student Loan Acknowledgment Complete** - <InformedBorrowingComplete>
- **Complete Date** - <InformedBorrowingCompletionDate>
- **Annual Student Loan Acknowledgment Borrower ID** - <InformedBorrowingID>

After a user sends a loan origination (RLPDLOC) to COD, COD determines the borrower's IBT completion status. This data is sent in response files CRDLxxOP and CRAAxxOP and is loaded through the RERIMxx process. If the student or parent completed the ASLA, the data will load onto RLADLOR.

The data displays in the ASLA section of RLADLOR. By selecting the loan record in the Origination section, the user can navigate to the ASLA section for that loan to review the borrower's ASLA completion status. The ASLA section is specific to that loan and the borrower of that loan. The **Borrower Type** is a quick way to determine if the loan requires student or parent ASLA completion. For Parent PLUS loans, reference the **Borrower ID** to determine if that borrower completed the ASLA for that PLUS loan.

An **Annual Student Loan Acknowledgment Complete** field indicates that the borrower successfully completed the IBT. Additionally, data populates the **Complete Date**, **ASLA Borrower ID**, **Document ID**, and **Source** fields.

If the borrower did not complete the ASLA, the **ASLA Complete** field remains cleared (No).

Disbursement impacts

For the 2020/2021 or 2021/2022 aid years, the ASLA is optional for both student and parent borrowers. It is not a requirement, so loans will disburse in Banner regardless of whether the ASLA information has been loaded for that student. COD will not reject the disbursement if the student or parent borrower did not complete the ASLA.

CRIBxxOP- Direct Loan Informed Borrower Response Records

The (CRIBxxOP) message class contains Informed Borrowing Response records. Import these files using the RERIMxx process.

Records load to matched student records if a loan exists for that student or parent borrower.

If the student or parent borrower completes the ASLA more than one time, all records load in the RLRDIBT table and display on RLADLOR. The student only needs to complete the ASLA one time. For example, if the student has both a subsidized and unsubsidized loan, the ASLA only requires completion one time. This completed ASLA information displays for both loans for the student. Each parent borrower must complete the ASLA. The loaded ASLA information will match to the correct borrower and display on RLADLOR for the loan and associated borrower.

If the student or parent borrower completed the ASLA requirements at another institution, the ASLA information will still load to that student, provided the Name, SSN, and Date of Birth match, and the student has an existing loan on file.

For example, if a student borrowed a unsubsidized loan at another school, but borrowed a subsidized loan at your school, the ASLA information loads for that student's subsidized loan. The ASLA information also loads for parents who have completed the ASLA requirement for Parent PLUS loans. The data displays on RLADLOR in the ASLA section.

Direct Loan Disbursement Process

The COD System can accept Direct Loan Disbursement information in advance, on, or after the Disbursement Date.

Required Direct Loan disbursement data elements

The required data elements for an Edit Direct Loan disbursement (anticipated disbursement) are the same as that of an Actual Direct Loan disbursement, with the exception of the value of the **Disbursement Release** Indicator.

The required data elements are:

- Disbursement Number
- Disbursement Amount (gross amount) - amount reported to COD is the sum of the gross amount for all sequences of the disbursement reference number
- Disbursement Date - date reported to COD for all sequences of a disbursement is the date from sequence 01
- **Disbursement Release** Indicator set to either false or true:

  False indicates edit (anticipated) disbursement information.

  True indicates actual disbursement information for a disbursement that has been paid to the student account or is scheduled to be paid within the number of days defined in the **Number of Days** field of ROAUSIO for a school using Advance Pay for Direct Loan.
- Disbursement Sequence Number
- Disbursement Net Amount - amount reported to COD is the sum of net amount for all sequences of a disbursement reference number
- Disbursement Fee Amount - amount reported to COD is the sum of disbursement fee amount for all sequences of the disbursement reference number

- Interest Rebate Amount - amount reported to COD is the sum of interest rebate amount for all sequences of the disbursement reference number
  - Enrollment School Code <EnrollmentSchoolCode>
  - Payment Period Start Date <PaymentPeriodStartDate>
  - Published Program Length Years <PublishedPgmLengthYears>
  - Published Program Length Months <PublishedPgmLengthMonths>
  - Published Program Length Weeks <PublishedPgmLenghtWeeks>
  - Weeks Program Academic Year <WeeksProgramAcademicYear>
  - Special Programs <SpecialPrograms>
  - Program Credential Level <ProgramCredentialLevel>
  - Enrollment Status <EnrollmentStatus>
  - Program CIP Code <ProgramCIPCode>
  - Program CIP Code Publication Year <ProgramCIPCodeYear>

  Note: The COD System does not accept Direct Loan PLUS disbursements with a **Disbursement Release** Indicator = true without an approved credit decision on file.

Direct Loan edit disbursement records and actual disbursement records

The Banner COD Extract Process (REREX4E/REREXxx) evaluates whether the disbursement information is an Anticipated (Edit) Disbursement or an Actual Disbursement record and automatically sets the **Disbursement Release** Indicator in the Common Record to false or true.

The REREX4E/REREXxx process will continue to look for paid disbursements, but will also look for authorized Direct Loan disbursement records to extract when the **Advance Pay for Direct Loan** indicator on the ROAUSIO page is selected.

If the **Advance Pay for Direct Loan** indicator is set to Y, then the REREX4E/REREXxx process will select records to extract where:

- The **Scheduled Date** (RLRDLDB_SCHED_DATE and RLRDLDD_SCHED_DATE) on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is within the number of days defined in the **Number of Days** field (ROBINST_DL_AP_NO_DAYS) on the **Loan Options** section of the U.S. Specific Institution Financial Aid Options page (ROAUSIO)

  And

- The **Authorized** Indicator (RLRDLDD_AUTHORIZED_IND) on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is selected

  And

- The **Status** code (RLRDLDD_DISB_STATUS) on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is equal to 2, 3, R, or NULL.

When a disbursement is extracted, regardless of whether or not Advance Pay processing is being used, the Reported Disbursement Date (RLRDLDB_REPORTED_DATE and RLRDLDD_REPORTED_DATE) on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page will be set to the disbursement date reported to COD.

For Advance Pay, this will reflect the anticipated disbursement date for sequence 1 of the disbursement. For non-Advance Pay, this will reflect the actual disbursement date for sequence 1 of the disbursement.

Edit disbursement record (anticipated disbursement)

A Direct Loan Anticipated Disbursement record can be submitted to the COD System to originate a loan and to determine the MPN Status.

If you are using Multi Year MPN Processing, the MPN stored in Banner which is not Aid Year specific, may be used for future years as long as it is Active.

Anticipated disbursement information is required by COD when originating all Direct Loan awards. The Response from an Edit Disbursement Record for a Subsidized or an Unsubsidized loan provides the MPN Status and **MPN** Indicator. Including anticipated information allows for the generation of Disclosure Statements and the calculation of the repayment period.

Edit disbursement records have the **Disbursement Release** indicator set to false. A record is considered an Edit record in Banner when the following occurs:

1. If the Advance Pay for **Direct Loan** indicator is clear:

   And:

   - The **Paid Date** field on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page does not contain a value:

     And:

   - The **Disbursement Sequence** field on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page has a sequence number of 01.

     Or:

2. If the Advance Pay for **Direct Loan** indicator is selected:

   And:

   - The **Feed Indicator** on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is N (No):

     And:

   - The **Authorized Indicator** on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is cleared.

Actual disbursement

An actual disbursement record is submitted to the COD System to request or substantiate funding.

Actual Disbursement Records post to a student/borrower's award. They either release funds available to a school through draw down or they substantiate cash already made available to the school. Actual disbursements have the **Disbursement Release** Indicator set to "true".

A record is considered an Actual Disbursement record in Banner when the following occurs:

1. If the **Advance Pay for Direct Loan** indicator is cleared:

   And:

   - The **Paid Date** field on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page contains a paid date:

     And:

   - The **Disbursement Sequence** field on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page contains a sequence number of 01 or greater:

     Or:

2. If the Advance Pay for **Direct Loan** indicator is selected:

   And:

   - The **Feed Indicator** on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is N (No):

     And:

   - The **Schedule Date** on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is within the number of days defined in the **Number of Days** field on the **Loan Options** section of the U.S. Specific Institution Financial Aid Options page (ROAUSIO):

     And:

   - The **Authorized Indicator** on the **Disbursements** section of the Direct Loan Origination (RLADLOR) page is selected.

Advance Pay

When processing Direct Loans using Advance Pay, a disbursement will not pay to the student's account unless the Disbursement Status (RLRDLDD_DISB_STATUS) equals A=Actual Accepted.

The RPEDISB process will always pay Direct Loan disbursement reductions, and the process will differentiate between records that are not ready to pay to the student's account and those that are.

Direct Loan disbursement with Banner

When you create origination records with the RLPDLOC Process (see the Direct Loan Origination Process), disbursement information records are created, based on rules established on RORSAYR or RORBBAY.

If you have selected the **Apply First-Year, First-Time Borrower Rule** check box on the ROAUSIO page, the 30 day delayed disbursement rules are automatically calculated during the creation of the loan record. You can review the disbursement information in the **Disbursements** section of the RLADLOR page.

Warning! It is strongly recommended that no changes be made for Direct Loan data through the COD Web site. Changes made through the Web may not be loaded into Banner and could cause your data to not match that of COD.

Advance Pay determines Authorization

If you are not using Attending Hours for processing and are processing Advance Pay, the Authorized indicator on the Disbursement section of RLADLOR will be updated using the following.

About this task

Use Attending Hours indicator is cleared (RFRASPC_ATTENDING_HR_IND = N), on the Fund Management page (RFRMGMT), then:

- The **Authorized** indicator (RLRDLDD_AUTHORIZED_IND) will be updated to Y when a Direct Loan disbursement is authorized.
- The **Authorized** indicator (RLRDLDD_AUTHORIZED_IND) will be updated to N when the authorization is removed either by the disbursement actually paying to the account or by the student becoming ineligible for the disbursement.

If you are using Attending Hours for processing and are processing Advance Pay, the Authorized indicator on the Disbursement section of RLADLOR will be updated using the following: **Use Attending Hours** indicator is selected (RFRASPC_ATTENDING_HR_IND = Y), on the Fund Management page (RFRMGMT), then:

- The **Authorized** indicator (RLRDLDD_AUTHORIZED_IND) will be updated to Y when a Direct Loan disbursement is authorized and the attending date that would make the student eligible for the disbursement is within the number of days as defined in the **Number of Days** field (ROBINST_DL_AP_NO_DAYS) on the U.S. Specific Institution Financial Aid Options (ROAUSIO) page.
- The **Authorized** indicator (RLRDLDD_AUTHORIZED_IND) will be updated to N when the Direct Loan authorization is removed either by the disbursement actually paying to the student account, by the student becoming ineligible for the disbursement or by the attending date changing so that the date that would make the student eligible for the disbursement is no longer within the number of days defined in the **Number of Days** field (ROBINST_DL_AP_NO_DAYS) on the ROAUSIO page.

  Note: If using both DL Advance Pay and attending hour functionality for Direct Loan funds, the DL Advance Pay number of days will essentially override the Attending Hours number of days to determine when to authorize the disbursement and how far in advance to send the disbursement as an actual disbursement to COD. When this occurs and the disbursement is received back as accepted from COD, when the scheduled date is reached the disbursement will pay to the student account, even if the Attending Hours number of days has not yet been reached. This must occur in order for the disbursement records to remain synchronized with COD.

  Note: If the disbursement had already been sent to COD before authorization being removed, when the accepted disbursement is received, it will still pay to the student. Disbursement will then insert a new disbursement record to "back-out" the disbursement from the student's account. If the disbursement had not been sent to COD, the authorization is simply removed.

Procedure

1. Disburse Direct Loans.

   When the loan origination records and the MPNs are accepted by COD, the next step is to disburse the loans to the student's accounts within Banner. Run the Disbursement Process (RPEDISB) to disburse Direct Loans for a large number of students in a batch process; or run the Disbursement Process from the Applicant Immediate Process (ROAIMMP) page for one student.

   Note: The acceptance of the origination or linked MPN record by COD is not required by Banner for the Disbursement Process. The Direct Loan Disbursement options in the **Direct Lending** section of the RPRLOPT page determine whether or not the origination and linked MPN must be accepted before disbursement.

   Advance Pay disbursement date changes

   When using Advance Pay processing for Direct Loans, the anticipated scheduled disbursement reported to COD is the date found in the **Scheduled Date** field (RLRDLDB_SCHED_DATE and RLRDLDD_SCHED_DATE) on the Disbursements section of the Direct Loan Origination (RLADLOR) page. If the loan does not disburse until after this date, then a new actual disbursement date must be reported to COD to correct the original reported date. To accomplish this, the Disbursement Process (RPEDISB) will insert a new sequence for the same disbursement number. The new disbursement will not feed to the Accounts Receivable module as it represents a $0 dollar amount, but the disbursement date will be indicative of the actual disbursement date. At the time of disbursement, if the Paid Date (RLRDLDD_FEED_DATE) is greater than the Reported Disbursement Date (RLRDLDB_REPORTED_DATE and

RLRDLDD_REPORTED_DATE) on a Sequence 1 record, then the following steps will be taken by the RPEDISB process to accomplish this task:

- The RPEDISB process will insert a new record into the RLRDLDD table for the same Disbursement Number (RLRDLDD_DISB_NO) with a Sequence Number (RLRDLDD_SEQ_NO) of 2.

  Note: This can only occur when the **Feed** indicator on Sequence Number 1 (RLRDLDD_FEED_IND) is equal to F.

- The new disbursement sequence will have the following values match the sequence 1 record:
  - RLRDLDD_PIDM
  - RLRDLDD_FUND_CODE
  - RLRDLDD_LOAN_NO
  - RLRDLDD_DISB_NO
  - RLRDLDD_PERIOD
  - RLRDLDD_AR_TERM_CODE
  - RLRDLDD_SCHED_DATE
  - RLRDLDD_FEED_DATE
- The new disbursement will have the following values that are different than the Sequence 1 disbursement:

Column	Value
RLRDLDD_GROSS_AMT	0
RLRDLDD_NET_AMT	0
RLRDLDD_FEE_AMT	0
RLRDLDD_REBATE_AMT	0
RLRDLDD_FEED_IND	F
RLRDLDB_REPORTED_DATE RLRDLDD_REPORTED_DATE	RLRDLDD_FEED_DATE
RLRDLDD_AUTHORIZED_IND	N

Note: For this Sequence, the RLRDLDD_REPORTED_DATE should be the same as the RLRDLDD_FEED_DATE.

Due to the way that disbursement dates and amounts must be reported to COD and the differences in logic for Direct Loan disbursement processing for Advance Pay and Non-Advance Pay, it is important to not turn the **Advance Pay** indicator on and off during the aid year. Doing so may result in subsequent disbursement records being extracted with incorrect disbursement dates. After any Direct Loan disbursements have been made for an aid year, the **Advance Pay** indicator can not be updated for the aid year.

2. Review the RLADLOR and ROIDISB forms (optional).

   If the loan disbursed, a date displays in the **Paid Date** field of the Disbursements section of the RLADLOR page. An F (Fed) also appears in the **Feed** field of this window for the disbursement. The disbursement transaction number is assigned to each paid amount.

   If you cannot disburse a Direct Loan, review the following items:

   - You can view disbursement errors on the ROIDISB page. Enter the **Aid Year**, the disbursement **Period**, and the student **ID**. An error message displays for any disbursement errors that exist for the Fund Code you are attempting to disburse.
   - Ensure that the current date is on, or after, the **Scheduled Date** on the **Disbursements Information** window of the RLADLOR page.
   - Ensure that the award has been accepted. Select the **Accepted** field on the RPAAWRD page.
   - Ensure all disbursement requirements have been satisfied. Verify that the **Satisfied** field contains a Y on the Requirements section and the **Satisfied** check box is selected on the Promissory Notes section of the **Additional Requirements** section on the RRAAREQ page.
   - Ensure that the **Official Source Indicator** is set to 1 (Official) on the RNARSxx page.
   - Make sure a General Student record exists on SGASTDN, where the effective term is less than or equal to the Period you are disbursing. Verify the student is an eligible Major.
   - Make sure Enrollment hours exist for the student, either on the ROAENRL page, or on the SFAREGS page for the period you are disbursing funds. If enrollment hours do not exist, but you are aware of enrollment hours resulting from a Consortium Agreement, record the hours on the ROAENRL page and select the **Consortium Indicator**.
   - Sometimes indicators are set on the RPRLOPT page to the MPN to be linked to the Origination before disbursement can occur. Verify that the Active MPN exists on RLADMPN or the MPN has been linked to the Origination for the appropriate fund on RLADLOR.

3. Run the RPPSPGM process to update Student Program information on the RPASSUI page. This process should be run each time, before extracting records with REREX4E/REREXxx to ensure the correct student program information is extracted and sent to COD.

4. Extract the disbursements with the REREX4E/REREXxx process.

   The REREX4E/REREXxx process extracts all Direct Loan disbursement records (both subsidized and unsubsidized) in addition to all of the PLUS loan disbursement records in the format required by COD.

   REREX4E/REREXxx also processes authorized disbursements for Direct Loans for schools that have selected the **Advance Pay for Direct Loan** indicator, based on the **Number of Days** field.

   The REREX4E/REREXxx process also recognizes and extracts records that have been inserted by the Disbursement Process (RPEDISB) to make a disbursement date change at COD.

   Enter the required Aid Year Code parameter, enter your Direct Loan fund codes for unsubsidized, subsidized, and PLUS loans for the DL Fund Codes parameter, and enter B to extract records with or without DL Changes logged, O to only extract records without DL Changes logged, or C to only extract records with DL Changes logged for the DL Records to

Extract parameter. The REREX4E/REREXxx process extracts the origination and disbursement records and creates the necessary output files.

- The file that you send to COD is one of the following and is dependent upon whether you're sending a file that only contains Direct Loan records, or one that contains a combination of Pell, TEACH, and Direct Loan records.

  `crdlXXin_jobsubnumber.xml` - (Direct Loan data only) Parameter 02 (DL Fund Codes) and Parameter 04 (DL Records to Extract) of the REREX4E/REREXxx process are populated.

  or

  `craaXXin_jobsubnumber.xml` - (Not one single type, but more than one type of some combination of Direct Loan, TEACH, and Pell data)

  Note: The value xx represents the last 2 digits of the award year. The IN indicates that it is a record going into the Department's system. The job sub-number is added to the file to create a unique identifier so that the file will not be accidentally overwritten when you re-run the process.

- `rerexxx_jobsubnumber.lis` - This file shows the activity that took place when the process was run.
- `rerexxx_jobsubnumber.log` - This file is the standard process log file. If errors are encountered with the edits for a valid record, the log file contains the reason so that you can correct the record for the next process run.
- `rerexim_jobsubnumber.lis` - This file gives a detailed list of the students and records that were extracted. This output file is only produced if the Print REREXIM report parameter is set to Y.
- `rerexim_jobsubnumber.log` - This file is the standard process log file. This output file is only produced if the Print REREXIM report parameter is set to Y.

5. Transfer `crdlXXin.xml` or `craaXXin.xml` extract file to a local PC.

   Transfer the file created by the REREX4E/REREXxx process from the server on which Banner resides to the PC you use to transfer origination records to COD.

6. Send Direct Loan origination and disbursement records to COD.

   Use the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient* to send the Direct Loan origination and disbursement records to COD. As mentioned previously, the message class that contains the Direct Loan originations and disbursements is either:

   CRDLxxIN (Direct Loan data only) or

   CRAAxxIN (Combined Pell, TEACH, and Direct Loan data)

7. COD Returns Response files.

   Response Files - For all Common Records received and processed by the COD System, the COD System returns a Response document indicating the status of Common Record processing, including any rejected data elements and the reason for the rejection.

   Note: 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. Banner only supports the Full Response File.

8. Receive Response files from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

9. Transfer Response files to Banner server.

   Transfer the files from the PC to the server on which Banner resides.

10. Upload Response files with RERIM4E/RERIMxx process.

    The RERIM4E/RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

    The imported files must be moved from the PC containing the Federal software to the same directory in Banner that all other import files exist (the Data Home Directory). If the files are not moved to this location, the RERIM4E/RERIMxx process will not find the files to process them.

Advance Pay determines Authorization - Response files

Files returned after processing.

About this task

CRDLxxOP - Direct Loan Origination and Disbursement records sent in response to the CRDLxxIN message class.

CRAAxxOP - Pell Origination and Disbursement records/TEACH Origination and Disbursement records/Direct Loan Origination, Origination Change, and Disbursement records in response to the CRAAxxIN message class.

Enter the Direct Loan receipt or Direct Loan response file name for the RERIM4E/RERIMxx XML Import Document Filename parameter. The output report to the RERIM4E/RERIMxx process provides control summary information for the process and any errors encountered during import.

Set the Print REREXIM Report parameter to B or I for the RERIM4E/RERIMxx process to automatically generate the REREXIM report and provide detailed student information about the records imported

Procedure

Correct rejected disbursements (if necessary)

To review the complete list of disbursement reject codes, access the RTVRJCT page, enter an F (COD Edit Messages) in the **Type Code** field and click the **Go** button. These codes are derived from specifications listed in the *COD Technical Reference*.

Adjust Advance Pay Ineligible Disbursements

When an institution is processing Direct Loans using Advance Pay, there are instances where the student(s) may no longer be eligible for the authorized disbursement after the disbursement record was sent to COD as paid before actually paying to the student's account.

About this task

To keep the Banner records synchronized with the COD records, an ineligible disbursement in this situation would pay to the student's account and would be immediately followed by a reversal payment to the student's account for the same amount.

The Disbursement Process (RPEDISB) recognizes when the institution is processing Direct Loan Advance Pay only and a student is no longer eligible for a disbursement, after it has already been accepted by COD, the RPEDISB process will insert a negative disbursement record into the RLRDLDD table to back-out the disbursement from the student's account. To accomplish this, the RPEDISB process will:

Procedure

1. Override the disbursement rejects in Banner and still pay the disbursement to the student account.
2. Insert the proper disbursement reject to display on the Disbursement Results page (ROIDISB) even though the disbursement paid to the student account.
3. Insert a new record into the RLRDLDD table for the same Disbursement Number (RLRDLDD_DISB_NO) and with the next sequential Sequence Number (RLRDLDD_SEQ_NO).
4. Neither the disbursement paid by COD nor the reversing disbursement will feed to the Accounts Receivable (AR) module during the disbursement run, because the 2 transactions cancel out the disbursement. Both transactions will display with a feed indicator of F and an A/R transaction number of 0.

   The disbursement report will set the adjustment record flag to Y.
5. The new disbursement record will have the following values match the prior sequence disbursement record:
   - RLRDLDD_PIDM
   - RLRDLDD_FUND_CODE
   - RLRDLDD_LOAN_NO
   - RLRDLDD_DISB_NO
   - RLRDLDD_PERIOD
   - RLRDLDD_AR_TERM_CODE
   - RLRDLDD_SCHED_DATE

6. The new disbursement record will also have the following values that are different than the prior sequence disbursement record:

Column	Value
RLRDLDD_GROSS_AMT	Same amount as prior sequence * -1
RLRDLDD_NET_AMT	Same amount as prior sequence * -1
RLRDLDD_FEE_AMT	Same amount as prior sequence * -1
RLRDLDD_REBATE_AMT	Same amount as prior sequence * -1
RLRDLDD_AUTHORIZED_IND	N

Cancel a loan

After a disbursement record has been fed to Student Accounts (feed date is not null, indicator is F) that record cannot be changed.

Banner must insert a new disbursement detail record, with a new sequence number for the disbursement number that is being changed.

COD does not have a Direct Loan origination or disbursement status of "cancelled". A loan with all edit or actual disbursements of $0 in an accepted status is considered cancelled by COD.

Loans can be cancelled in Banner if they are:

Partially paid, disbursement sent and accepted;

Partially paid, disbursement not sent;

OR not paid.

On RPAAWRD, adjust the award amount to zero or use a status that will cancel the loan fund.

After running RLPDLOC, review the loan on RLADLOR.

On RLADLOR, it is optional to choose a **Loan Status** that is set up on RTVLNST as "inactive" so that the MPN Requirement documents for the student will be cancelled.

If the loan has disbursed, a new disbursement sequence for the negative amount is inserted. (RPEDISB will need to be run before extracting the loan.)

If the loan has not disbursed, the original disbursement sequence is updated to $0 and the status is updated to none.

When REREX4E/REREXxx runs it will extract the changed disbursement amounts.

Adjust disbursements and loan amounts downward

After the Direct Loans are disbursed, you can make adjustments to disbursements and loan amounts.

About this task

Adjustments update actual disbursement amounts that previously have been transmitted to and accepted by COD in a disbursement record. You can adjust actual disbursements, including entire Direct Loans, to as little as $0.00.

Procedure

1. Create an adjustment to the disbursement record.

   There are three options to make adjustments to a disbursement record that has been paid. Depending on the options selected on RPRLOPT for updating the award record when changes are made on RLADLOR or if you are making adjustments for Return of Title IV funds, you may find one method more efficient for your processing.

   - RPAAWRD: You may reduce the amount of the award for a specific period on the Award Schedule section of RPAAWRD or you may reduce the amount of the entire award from the Award Maintenance section. Select the option to Create/Update Loan Records directly from RPAAWRD or run RLPDLOC in batch. This will create an adjusting sequence in the Disbursement Details section of the Disbursements section, update the **Gross Amount**, **Fee Amount**, and **Net Amount** for the disbursement and reduce the Loan Amount of the Origination.
   - RLADLOR: You may reduce the amount of a specific period and disbursement from the Disbursement Summary section of the Disbursements section of RLADLOR. For the selected **Period** and **Disbursement Number**, enter the new amount for the disbursement in the **Gross Amount** field and save. This will update the **Fee Amount** and **Net Amount** for the disbursement and create an adjusting sequence in the Disbursement Details section of the Disbursement section. The **Loan Amount** of the Origination will also be reduced. Additionally, a record for the reduced Loan Amount is inserted into the Logged Changes section of RLADLOR with a Status of P=Pending to indicate a disbursement reduction is waiting to be extracted, before extracting the reduced loan amount. If you have not selected to automatically update the award record on RPRLOPT for the fund, you must also make an adjustment to the award amount on RPAAWRD to avoid having the RLPDLOC process reinstate the amount that was reduced.
   - RLADLOR: You may reduce the amount of a specific disbursement from the Disbursement Details section of the Disbursements section of RLADLOR. From the Disbursement Details section for the Disbursement you are adjusting, insert a new record to create a new sequence for the disbursement. You may enter the amount of the reduction by entering a negative amount in either the Gross or Net amount fields and save the record. This will update the **Fee Amount** and **Net Amount** for the disbursement in the Disbursement Summary section and the **Loan Amount** of the Origination. If you have not selected to automatically update the award record on RPRLOPT for the fund, you must also make an

adjustment to the award amount on RPAAWRD to avoid having the RLPDLOC process reinstate the amount that was reduced.

The new record that is inserted has the same **Disbursement Number**, **Period**, **Scheduled Date**, **Payment Period**, **School Code**, **Enrollment**, and **CIP Code** as the Disbursement Number you are adjusting.

2. Update Offered/Accepted amounts on award page (if Automatically updated Award is not set on Loan Options).

   - If RPRLOPT for the Direct Loan fund code is selected to Automatically Update, the reduction made to the disbursement on the RLADLOR Disbursement section will update the RPAAWRD/RPAAPMT Award Schedule period offered and accepted amounts and running RPEDISB to reverse the amount will update the RPAAWRD period paid amount.
   - If RPRLOPT for the Direct Loan fund code is not selected to Automatically Update, you will be prompted when disbursement changes are made on RLADLOR whether or not to update the awards or you must go to the RPAAWRD/RPAAPMT Award Schedule section and manually update the offered and accepted amounts by period to match the new amount on RLADLOR for the period.

     Update the fund award Offered and Accepted fields to correspond to the new Direct Loan disbursement based on your adjustments in the previous steps. You can record the adjustment in the Award Schedule section of one of the award pages - RPAAWRD or RPAAPMT.

3. Disburse the loans to the student accounts in Banner.

   Disburse the loans to the student accounts within Banner by running the Disbursement Process (RPEDISB) to disburse Direct Loans for a large number of students in a batch process; or run the Disbursement Process from the Immediate Process page (ROAIMMP) for one student. You must run the Disbursement process for the changes to the disbursement amounts and the new loan amount to be sent as a correction to COD.

4. Extract the disbursements with the REREX4E/REREXxx process.

   Run REREX4E/REREXxx to perform the steps in the Direct Loan Disbursement Process (see previous pages) and the Direct Loan Origination Change Process (see previous pages) to extract and transmit the disbursement adjustments and DL origination changes to COD and process COD disbursement and DL origination change responses.

   When a disbursement is reduced on an accepted origination, the COD extract process initially sends only the reduced disbursement amount with the original loan amount. The reduced loan amount is stored as a pending record in the Logged Changes section of RLADLOR. This is done to prevent COD from rejecting the record, due to the loan amount being less than the disbursement amount, as COD processes the loan amount from the extract file before the disbursement amounts. After the reduced disbursement is accepted by COD and the response is imported, the logged change's status for the reduced loan amount is updated to

allow the reduced loan amount to be extracted, along with any loan period or academic year date changes.

Loan reduction is a multi-step process requiring two extracts and imports. The first step processes the disbursement amount while the second step processes the logged loan amount and date records that are Ready to Send.

Note: The Loan Period Start and End dates and Academic Year Start and End dates in the Origination section of RLADLOR may display incorrectly until the second import is complete. If you notice mismatched dates, do not manually adjust or lock.

Note: If the downward adjustment creates excess cash, the funds must be returned to COD unless you plan to disburse the funds to another borrower within the required time frame.

Adjust disbursements and loan amounts upward

When the Direct Loans are disbursed, you can make upward adjustments to loan amounts.

If you are increasing the amount of a loan which already has a paid disbursement, you have an option to create a new Origination or update the existing Origination to reflect the increase. If you are using an existing Origination, regulations require that you submit a new disbursement number.

Increase the disbursement on an unpaid disbursement

Because you want to increase the amount disbursed, enter the increased amount in the **Gross Amount** field.

For example, if you want to increase the disbursement from $1,500 to $2,000, enter 2000 in the **Gross Amount** field. Save the change.

Disburse the loans to the student accounts in Banner
Disburse the loans to the student accounts within Banner by running the Disbursement Process (RPEDISB) to disburse Direct Loans for a large number of students in a batch process; or run the Disbursement Process from the Applicant Immediate Process (ROAIMMP) page for one student.
Perform the Direct Loan Origination Change and Direct Loan Disbursement process
You need to extract the approved amount change to the DL origination record and the new disbursement record.

Perform the steps in the Direct Loan Origination Change Process and the Direct Loan Disbursement Process to transmit the DL origination change and DL disbursement records to COD. COD forwards a response accepting the change and disbursement records.

Increase Loan Amounts for Partially or Fully Paid Loans

Originations, both single and multiple.
Multiple Originations
If you have selected to create multiple originations for the Direct Loan Fund on RPRLOPT (**Single Origination** Indicator is not selected), you may make increases to the loan amount for the fund.

About this task

Use the following steps to make increases to the loan amount for the fund:

Procedure

1. Update Offered/Accepted amounts on award page.

   Update the fund award **Offered** and **Accepted** fields to correspond to the new Direct Loan disbursement amount. You can record the adjustment in the Award Schedule section of one of the award pages - RPAAWRD or RPAAPMT.

   Note: If you choose to increase the amount on an existing origination, continue to Single Originations.

2. Select the option to Create/Update Loan Records from the award page or run RLPDLOC in batch to create a new Origination record.

Single Originations
COD requires loan increases within the same origination to have a new disbursement number.

About this task

For instance, Disbursement Number 03/Sequence 1 rather than Disbursement Number 02/ Sequence 2.

For this reason, attempting to increase a previously paid loan on RPAAWRD will result in the error message being displayed at the bottom of the page:

If you have selected to create single originations for the Direct Loan Fund on RPRLOPT (**Single Origination Indicator** is selected), you may make increases to the loan amount for the fund by following these steps.

Procedure

1. Create new Disbursement record for the increase.

   On the Disbursement Summary section of RLADLOR, select the maximum disbursement number for the period you want to increase the loan amount. Insert a new record to create the new disbursement number for the period, enter the amount of the increase in the Gross Amount field and save. This will update the Fee Amount and Net Amount in the Disbursement Summary section, create the Disbursement Details record (Sequence), and update the Loan Amount of the Origination.

   Inserting a new disbursement number can result in a Fall/Spring/Fall pattern in disbursements. The unpaid disbursements must be reordered for disbursements to feed. For example, if you initially have disbursements 01 and 02 for Fall and Spring and you add an additional

disbursement for Fall, this disbursement should have a Disbursement Number of 03. In this example, Disbursement Number 03 cannot disburse before Disbursement Number 02. However, the unpaid disbursements can be renumbered as follows:

- Change Disbursement Number 03 to 04 and Save.
- Change Disbursement Number 02 to 03 and Save.
- Change Disbursement Number 04 to 02 and Save.

  If all periods have been paid and you are adding a new disbursement number, you do not need to renumber the disbursements. The scheduled date of the new disbursement number will be after the disbursements which have been paid. Example, if you have paid both Fall (disbursement 01) and Spring (disbursement 02) and are increasing the amount for Fall, the new disbursement number 03 will be accepted at COD because the scheduled date is after the date disbursement for Spring (disbursement 02) was paid.

2. Update the Award record.

   If you have selected the option to not automatically update the award on RPRLOPT (Automatically Update the Award is not selected), you will be prompted on RLADLOR whether you want to updates the awards. It is important that you select updating the award when increasing a loan which has already been paid to keep the loan and award record in sync.

3. Extract the disbursements with the REREX4E/REREXxx process.

   You need to extract the Loan Amount change to the DL origination record and the new disbursement record. Perform the steps in the Direct Loan Origination Change Process (see previous pages) and the Direct Loan Disbursement Process to transmit the DL origination change and DL disbursement records to COD. COD forwards a response accepting the change and disbursement records.

Change loan period dates, to remove an unpaid period

The scheduled academic year (SAY) is the length of time, based on a start date and end date, (usually the start date of the first term of enrollment, and the end date of the last term of enrollment) during which the student will be/was enrolled (fall/spring or fall/spring/summer).

A loan period is the length of time, based on a start date and end date, during which you received loans (fall/spring or spring/summer). The payment period start date is typically the first day of the term/period of enrollment (fall payment period start date, spring payment period start date).

Often, the loan period and scheduled academic year dates align.

If a student needs a loan only for a portion of a scheduled academic year in which they are enrolled, the loan period dates may need to change. The 150% Subsidized Usage Limit (SULA) calculates the length of TIME a student actually received a loan, over the time in that Academic Year in which they could have received a loan, based on their being enrolled.

Loan Period Start/End dates are initially defaulted into RLADLOR based on the periods in the award schedule that are greater than $0, and the corresponding loan period dates are derived from the period start and end dates from RORTPRD. The associated Academic Year Start/End dates are defaulted from the Scheduled Academic Year dates on RORSAYR, which are linked to each aid period on ROBAPRD.

With RPRLOPT set to Single Origination (selected), Automatically Update Award (selected), it is not necessary to create a new origination (new loan) as long as the change is to a single period loan, or consecutive period loans. If the change is to create loans for non-consecutive periods in the year, there must be 2 loans.

Do not change the aid period for the student on RBAABUD/RBAPBUD until after the loan changes are complete.

If the loan origination and disbursements are Accepted (RLADLOR), change the annual award amount as needed on RPAAWRD. Confirm that each period has the correct award amount. Run the loan create/update process (RLPDLOC). The changes will be reflected in the loan logged changes fields, and one period will be updated to $0. After running RPPSPGM (a recommended practice) run REREXxx to extract the changes.

If the loan origination is in Ready to Send or Not Ready to Send status (RLADLOR), change the annual award amount as needed on RPAAWRD. Confirm that each period has the correct award amount. Run the loan create/update process (RLPDLOC). The period that changed to zero will be removed from the loan. After running RPPSPGM (a recommended practice) the loan can be extracted with REREXxx.

If the changes from RPAAWRD did not carry forward to RLADLOR, the Award Discrepancy box on RLADLOR will be selected. Locate the output from RLPDLOC on the server, to determine if any warning or error messages were created. Resolve errors before attempting to extract the changed records.

Reallocate subsidized and unsubsidized loans

COD has no specific order in which transactions are processed.

Therefore, decreases must be completed, sent to COD and accepted before increases can be processed.

Also, after a disbursement record has been fed to Banner Student Accounts (feed date is not null, indicator is F) that loan disbursement record cannot be changed. Banner must insert a new disbursement detail record, with a new sequence number for the disbursement number being changed.

If a student's EFC changes, or additional scholarships are awarded a subsidized loan may need to be decreased with a corresponding increase in unsubsidized loans.

Note: The following steps will vary depending on whether RPRLOPT Single Origination is selected for the fund code.

If RPRLOPT Single Origination is not selected, the loan can be reduced on the RPAAWRD Award Schedule section by updating the offered and accepted fields to the new correct total for the loan.

From RPAAWRD Options, select Create/Update Loan or run RLPDLOC in batch to update the loan disbursement in RLADLOR.

In RLADLOR Disbursements section, confirm that the Gross Amount for the updated period disbursement is correct.

- If the loan disbursement has paid, a new disbursement sequence number should have been inserted for the negative amount.

- If the loan disbursement has not paid, the original sequence 1 gross amount should have updated and the status will be set to None.

The new loan amount will be reflected in the RLADLOR Origination section and a logged change will display on the RLADLOR Logged Changes section reflecting the new loan amount. If the loan has paid, run RPEDISB for the period that was reduced to update the new sequence Fed.

Run RPPSPGM and REREX4E/REREXxx to extract the decreased amount.

Note: If the previous disbursement was paid during the first run of REREX4E/REREXxx, only the decreased disbursement amount is extracted. The decreased loan amount is extracted pending the import of the accepted response for the disbursement decrease.

After the loan decrease response file has been loaded to Banner through RERIMxx, make fund increases on RPAAWRD or on RLADLOR based on guidance for increasing loans, described above.

Enrollment School Code Processing and Disbursement

The Enrollment School Code can be updated on edit disbursement records by changing the Enrollment School Code in the same sequence to a different value or changing the value to blank.

If blank, the REREX4E/REREXxx process will determine the appropriate code to insert. When changed, the Status will be removed, allowing the disbursement sequence to be extracted the next time the REREX4E/REREXxx process is run for the Fund Code and Attending ID. You may also run RLPDLUP to update the Enrollment School Code for disbursements which have not been paid before Disbursement. This ensures the correct Enrollment School code is updated before paying the student. RLPDLUP will update disbursement records which are in an Edit Accepted status.

If the Enrollment School Code needs to be changed on an actual disbursement, a new disbursement sequence must be inserted. When inserted, the Enrollment School Code value will be copied from the highest previous sequence of that disbursement. When copied, the value is updateable to another value or to blank. If blank, the REREX4E/REREXxx process will determine the appropriate code to insert. The disbursement sequence will be extracted the next time the REREX4E/REREXxx process is run for the Fund Code and Attending ID.

For a change to the Enrollment School Code only in a new disbursement sequence, the disbursement sequence should contain $0 amounts. The disbursement process recognizes the $0 record. After the process has run for the student, a Transaction Number of 0 is inserted into the disbursement sequence, which prevents the disbursement sequence from feeding to the AR module.

Process Enrollment School Code and Disbursement - Examples and Status

Examples of when the Enrollment School Code will be updateable in a sequence or when a new sequence will be inserted.

Enrollment School Code Processing and Disbursement - Examples

Note: While the following examples are representative of possible situations, they do not address every potential scenario.

Traditional Processing

Disbursement 1 / sequence 1 is sent to COD as an edit disbursement. The Enrollment School Code will not be updateable while the record is in an Edit Sent (Status = 1) status.

When the response has been loaded, if the Status is 2 or 3, the Enrollment School Code will be updateable in the same sequence. You will not be allowed to insert a new sequence.

Disbursement 1 / sequence 1 is paid in Banner, but not yet extracted. The Enrollment School Code will be updateable until it is extracted.

After extraction, the Enrollment School Code will not be updateable. Also, the user will not be allowed to insert a new sequence while the status is sent.

After the response has been loaded, if the Status is:

- A - A new sequence must be inserted to update the Enrollment School Code.
- R - The Enrollment School Code will be updateable in the same sequence. Additionally, the user will not be allowed to insert a new sequence.

Enrollment School Code Processing by Disbursement Status

Fund Type	Disbursement Status (RLRDLDD_DISB_STATUS)	Enrollment School Code updateable	Allow creation of new sequence
DL	NULL = Unsent	Yes	No
	3, R = Rejected	Yes	No
	1, S = Sent	No	No
	2 = Edit Accepted	Yes	No
	A = Accepted	No	Yes

Loan notifications

A loan books when the origination is accepted, the MPN is accepted, and the first Disbursement is funded.

The first Disbursement must be greater than $0 in order for a loan to book. In the case of a PLUS loan, the loan must have an accepted Credit Decision Status.

When a loan books, the COD System generates a Booking Notification Response to the school. A COD system-generated Booking Notification Response contains a Document Type of BN and a system-generated Document ID. The Document Type indicates the type of Response.

A Booking Notification Response contains a Booked Loan Amount, a Booked Loan Amount Date, and a Processing Date. The Booked Loan Amount is the total net amount of the first disbursement accepted and booked by COD for the award. The Booking Notification allows you to update your system with the Booked Status of a loan to assist with the Direct Loan reconciliation process.

Use the COD File Import Process (RERIM4E/RERIMxx) to upload the CRBNxxOP message class that contains the system-generated Booking Notification Common Record. The **Booking Date**, **Booking Amount**, and **Booking Document ID** fields are populated and display on the Additional Information window of the Direct Loan Origination (RLADLOR) page.

There are two other Booking Dates within the Direct Loan Origination (RLADLOR) page, both of which are delivered with the School Account Statement (SAS) files. Those fields are the **Booked Date**, which can be found on the Additional Information window in the Account Statement Loan Detail section and delivered in the DSLFxxOP file, and the COD Booked Date, which can be found on the Account Statement section of the Disbursement Details window and delivered in the DSDFxxOP file.

Servicer refunds

A Payment to Servicing is generated by the COD System and sent to a school for Subsidized or Unsubsidized loans when a borrower makes a payment to Direct Loan Servicing within 120 calendar days of the disbursement date.

A Payment to Servicing transaction should not update the disbursed amount for the loan. This transaction is for informational purposes only and should be considered when determining the borrower's eligibility for future loans.

Disbursement Sequence Numbers on a Payment to Servicing Response are in descending, sequential order starting with 99 to 91. The Payment to Servicer Response indicates the previously accepted Disbursement Sequence Number on the COD System for this Disbursement Number.

The Payment to Servicing Amount is reported as a dollar value with a negative sign. If a previous Payment to Servicing Amount or partial amount needs to be reversed, a positive dollar value is sent with the next descending sequential disbursement sequence number.

A COD system-generated Payment to Servicing Response contains a Document Type of "PS".

Use the COD File Import Process (RERIMxx) to upload the CRPSxxOP file that contains the system-generated Payment to Servicer Common Record. The **Disbursement Number**, **Sequence Number**, **Servicer Posting Date**, **Document ID**, **Refund Amount**, and **Previous Sequence Number** fields display on the Additional Information window of the Direct Loan Origination (RLADLOR) page.

Resend a Direct Loan change

As changes are made to Direct Loans, they must be reported COD.

The changes are logged and displayed on RLADLOR in the Logged Changes section, including changes to the origination record from the RLRDLOR table, changes to the PLUS specific fields in the RLRPLUS table and changes to the borrower data in the RLRDBOR table.

When records are logged the Send Indicator (RLRDLOG_SEND_IND) will be selected to indicate to the REREX4E/REREXxx process that the record needs to be picked up to extract and send to COD. If any prior records exist in the table for the same Student, Origination and Column where the Send Indicator = Y, that indicator will be set to N so that only the most recent change will be extracted.

When REREX4E/REREXxx runs it will select records from the logging table based on the highest sequence number where the Send Indicator = Y and the Status is Null. when extracted, the Send Indicator will be set to N and the Date Sent, Document ID and Status will be populated.

The user will have the ability to select and clear the Send Indicator to control which changes are sent to COD. It can also be updated to selected (Y) when a change has been rejected and must be resent to COD. Any time the "Send" is selected (set to Y) to send or re-send a record, the "Status" will also be reset to None.

PLUS refunds

A PLUS loan refund can still be processed manually for aid year 2015/2016 and higher disbursements, if Accounts Receivable 8.5.0.3 is installed.

When a manual entry is posted for a PLUS loan refund detail code where Refund Code = P, this transaction must TPAY a PLUS loan disbursement from Financial Aid. A PLUS loan refund cannot be entered against a manual PLUS loan disbursement that did not come from Financial Aid. The TPAY must be entered between the refund and the PLUS loan disbursement before saving the transaction.

If the credit exists on the PLUS loan disbursement, the TSRRFND process should issue the refund to the parent if there is a detail code with Refund Code = P set-up on TSADETC.

In either scenario, the credit must be on the PLUS loan disbursement to process a PLUS loan refund through TGRFEED.

MPN Discharge, Expired MPN, and MPNs Due to Expire Report Upload Process

COD generates three fixed-length Direct Loan MPN reports for aid years before to 2019/2020.

About this task

In October, 2017, COD retired the MPN fixed length files below and created a new MPN Status Report. The MPN Status Report is a comma delimited file that is delivered to your SAIG mailbox. Banner does not support comma delimited files.

These reports are sent to all reporting schools with loans linked to the MPNs in question, in addition to the reporting schools that created the MPNs listed in the report. The reports are not aid year specific and report expired MPNs for any aid year.

- MPN Discharge Report (MPNDISOP) - Notifies schools of MPNs that have become inactive within the last 30 days due to discharges for death and unauthorized signature.
- Expired MPN Report (MPNINAOP) - Notifies schools of inactive MPNs within the last 30 days due to normal disbursement inactivity.
- MPNs Due to Expire Report (MPNEXPOP) - Notifies schools of MPNs that are about to expire or become inactive within a specific number of days.

Note: MPN report files (MPNDISOP - MPN Discharge Report, MPNINAOP - MPN Expired Report, and MPNEXPOP - MPNs Due to Expire Report) were retired by COD in the Fall of 2017 and no longer exist for use by Banner.

Procedure

1. COD sends MPN reporting information.

   COD generates and sends MPNDISOP, MPNINAOP, and MPNEXPOP batch files to all reporting schools with loans linked to the MPNs.

2. Receive MPNDISOP, MPNINAOP, and MPNEXPOP file(s) in fixed-length format from COD.

   Download the files using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the MPNDISOP, MPNINAOP, and MPNEXPOP file(s) to the Banner server.

   Transfer the MPN reporting file(s) to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the files to Banner with the RLRDUxx/RLRDLIM process.

   Upload the MPNDISOP, MPNINAOP, and MPNEXPOP file(s) with the Banner RLRDUxx/RLRDLIM process.

   A report is produced for all three file types that includes all records in the file and indicates whether or not a match was found in the Banner database and for which aid year the records were matched. If an MPN is matched to multiple aid years for a student, the MPN is listed multiple times on the report - one time for each aid year. Records that are not matched to an MPN ID in the Banner database are listed in the report file to indicate that a match was not found and that Banner was not updated.

5. Updates the Applicant Direct Loan MPN (RLADMPN) page.

   The Expired MPN (MPNINAOP) and MPN Discharge (MPNDISOP) reports will update the MPN ID on RLADMPN with the information received. For both of these updates, the **MPN Status** will be updated to I =Inactive and the **MPN Expiration Date** updated to the information in the file. The **MPN Expiration Reason**, **MPN Expiration Description**, and the **MPN Document ID** will also be populated when the record is updated. This information also will display on RLADLOR for the Originations associated with the MPN ID on the MPN section.

   Originations which have been accepted and linked to the MPN before becoming Inactive are still valid for disbursement. Because the MPN has been linked to the Origination by COD, the Disbursement process will allow payments to be made. If the Origination has been accepted by COD but has not been linked to the Origination in Banner, the Disbursement Process will allow the payment to be processed if the date of payment is occurring is less than the **MPN Expiration Date** of the MPN when the option for Disbursement does not require the MPN to be linked (RPRLOPT).

   The MPN Due to Expire report will list the information on the output of RLRDUxx/RLRDLIM but will not update the MPN information within Banner. You should review the information for potential impacts for your students.

Direct Loan Batch Update Process (RLPDLUP)

This topic describes the Direct Loan batch update process.

Batch Updates to Direct Loans

The RLPDLUP process provides the ability to make batch updates to data on existing origination records other than the updates made to amounts and Academic Year/Loan Period changes through the RLPDLOC origination process.

Note: Originations that are locked (RLRDLOR_LOCK_IND = Y) will not be updated by this process.

This process also an audit mode so that users can review the updates that would be made by the process before running the job in update mode.

Updates that can be made by the process include the following:

- Disbursement Related Updates:
  - Scheduled Disbursement Date
  - CIP Code

    Note: For the 2017/2018 aid year and forward, CIP Code update is not permitted.
  - Payment Period Start Date
  - Enrollment School Code

    Updates to the disbursement records will set the disbursement status (RLRDLDD_DISB_STATUS) to Null so that it will be extracted and sent to COD.
- Origination Related Updates:
  - DL Fee Percent
  - Program Information

    Note: For the 2017/2018 aid year and forward, Program Information update is done at the Disbursement level, rather than the Origination level.
  - Year in College

    Updates to the origination record will log a change to alert the extract to pick-up the record to be sent to COD.

This process can be run in Audit or Update mode so you can review changes that would be made before actually making the updates.

Disbursement Schedule Date Update (RPRDDUP)

This process updates the scheduled disbursement date for non-loan and Direct Loan funds if the option to reschedule the disbursement dates has been defined.

For both non-loan and Direct loan funds, the indicator to **Reschedule Disbursement Dates** on the Options section of ROAINST must be selected (Yes).

For non-loan funds, the scheduled disbursement date is based on the +/- number of days, as defined on the Default Award and Disbursement Schedule Rules (RFRDEFA) or the Fund Award and Disbursement Schedule Rules (RFRASCH) pages.

For Direct Loan funds, the **Reschedule Disbursement Dates** indicator must be selected (Yes) for the fund on Loan Options (RPRLOPT) as well. The scheduled disbursement date is based on the +/- number of days which have been defined for the disbursement schedule on Scheduled Academic Year Rules (RORSAYR) or Borrower-Based Academic Year Data (RORBBAY) page.

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. When multiple terms have been associated with a period, the earliest course start date for all terms will be evaluated to determine the course with the earliest start date.

If a student has the **Consortium Indicator** set to Yes for a term within the period, the earliest class start date for the term will be determined by the earliest attending hours start date, if they exist. Otherwise, the term start date will be used.

Update Scheduled Disbursement Dates

The Disbursement Scheduled Date Update process is used by all funds, depending on ROAINST and RPRLOPT settings.

This process updates the scheduled disbursement date for non-loan funds based on the +/- number of days which have been defined on the Default Award and Disbursement Schedule Rules (RFRDEFA) or the Fund Award and Disbursement Schedule Rules (RFRASCH) pages. 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 selected on ROAINST (that is, ROBINST_RESCHED_DISB_DATE_IND = Y), this process will be run as part of the Disbursement Process (RPEDISB). When run as part of the Disbursement Process (RPEDISB), the parameters for Aid Year, Period, Fund Code, and population selection entered for the Disbursement Process (RPEDISB) will be used.

The **Resched Disb Date** indicator must be selected on the ROAINST page (that is, ROBINST_RESCHED_DISB_DATE_IND = Y) for this process to reschedule the disbursement dates whether run as RPRDDUP or as part of RPEDISB.

The Period validation allows crossover periods.

Student Program Information

RPPSPGM should be run before each execution of REREX4E/REREXxx using the same popsel that will be used with REREX4E/REREXxx.

This will ensure that the most current CIP code, CIP code program publication year, credential level, special program, and program length will be selected each time records are sent to COD. CIP codes and program length are displayed in RPASSUI, and were created based on matching between

the SGASTDN field of study (SORLCUR/SORLFOS records) and SFACPLR to select the correct program length.

Note: The SSCR (SFRSSCR) and Clearinghouse (SFRNSLC) processes also use SFACPLR to determine CIP code for the student.)

Additionally, the RPPSPGM process creates a curriculum record in RPASSUI but does not update RLADLOR with the curriculum information. Running REREX4E/REREXxx will pull the curriculum data from RPASSUI and populate RLADLOR and extract the data to COD.

Current Student Data section

This section displays certain current student related information.

This information will be displayed in descending, Sequence Number (RERSPGM_SEQ_NO) order.

The information displayed in this section is populated by running the RPPSPGM process, based on the rule created in Banner Student on the Program Duration Rule (SFACPLR) page (delivered with the Banner Student 8.6.3 release - March 2014).

Additionally, you are permitted to insert a new record to the RERSPGM table (RERSPGM_SOURCE = M) and the next available sequence number (RERSPGM_SEQ_NO). This allows you to manually create student program information records (if needed) to override the information retrieved from the Banner Student system.

This information must be populated before Direct Loan originations can be extracted and sent to COD.

Student Program Information Process (RPPSPGM)

The RPPSPGM process provides the ability to update student information and report discrepancies between Banner Student system information and data found in Banner Financial Aid.

This process must be run to populate the student's program information before extracting records to send through COD through the REREX4E/REREXxx process.

This process uses the rules created on the Banner Student Program Duration Rule (SFACPLR) page (delivered in the Banner Student 8.6.3 release - March 2014).

Processing logic
This program offers the option to create records in Banner Financial Aid or report only those records that would be created, if run (Audit mode).

When records are actually created, a report of those records created will be generated automatically. Records will only be created for either those students that do not have a record yet created for the aid year or those where a discrepancy exists between that which exists for the given aid year and the most recent information in the Banner Student system.

Note: Before running this process, ensure that the proper Banner Student data has been entered through the Program Duration Rule (SFACPLR) page.

Entrance and Exit Counseling Interview Upload Process

COD provides Direct Loan electronic entrance and exit counseling to students on the StudentAid.gov website.

The results of this counseling is sent to schools in an XML format in message class CRECMYOP.

Direct Loan exit counseling records received in the AHSLDEOP and EXITFFOP message classes are imported in the RLRDUxx/RLRDLIM process and their results are visible on the RPILECS page.

Direct Loan Entrance and Exit Interview requirement code satisfaction logic

The automatic satisfaction of requirement codes is handled by the rb_requirement Application Program Interface (API) which utilizes the institution set requirement codes and status codes as defined on the U.S. Specific Institution Financial Aid Options (ROAUSIO) page when attempting to satisfy a requirement code.

For each aid year, institutions can specify their Stafford Entrance Interview, Grad PLUS Entrance Interview, and Stafford Exit Interview requirement codes, and their respective Satisfied Status codes. The satisfaction of requirement code statuses can be done in three ways:

- By inserting a tracking requirement record in the Applicant Requirements (RRAAREQ) page when the matching Entrance or Exit Counseling record already exists in the RPRLECS table/ RPILECS page.
- By inserting an Entrance or Exit Counseling record in the RPRLECS table/RPILECS page when a matching tracking requirement record already exists in the RRAAREQ page.
- By importing a value of true for the <EntranceCounseling> tag in Direct Loan origination response files when a matching tracking requirement record already exists in the RRAAREQ page.

The following text explains the exact logic for satisfying Stafford Entrance Interview, Stafford Exit Interview, and Grad PLUS Entrance Interview tracking requirement codes through the rb_requirement API.

Stafford Entrance

If inserting or updating a tracking requirement equal to the Stafford Entrance Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_ENTER_INTV) for the same aid year.

Verify that a record exists in the RPRLECS table/RPILECS page (for any aid year) where:

- Counseling Type (RPRLECS_COUNSELING_TYPE) = E and
- Entrance Type (RPRLECS_ENTRANCE_TYPE) = S or
- Counseling Type (RPRLECS_COUNSELING TYPE) = E and
- Entrance Type (RPRLECS_ENTRANCE_TYPE) = P and
- Document ID (RPRLECS_DOCUMENT_ID) is Not NULL

If a tracking requirement record exists, the Requirement Status Code listed on the RRAAREQ page (RRRAREQ_TRST_CODE) will be set to equal the Satisfied Status code listed on the ROAUSIO page (ROBINST_TRST_CODE_ENTER_INTV).

When a value of true is received in the <EntranceCounseling> tag upon importing <DLSubsidized> or <DLUnsubsidized> records, update the Requirement Status Code on the RRAAREQ page (RRRAREQ_TRST_CODE) to equal the Satisfied Status code listed on the ROAUSIO page (ROBINST_TRST_CODE_ENTER_INTV) where:

- Stafford Entrance Interview tracking requirement code (RRRAREQ_TREQ_CODE) is equal to the Stafford Entrance Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_ENTER_INTV) and
- Satisfied indicator (RRRAREQ_SAT_IND) = N

When the value of true is imported for the <EntranceCounseling> tag, the **Entrance Counseling Complete** indictor (RLRDLOR_ENTRANCE_IND) on the Student Data section of the Direct Loan Origination (RLADLOR) page will be updated to a Y for that loan. A corresponding tracking requirement code will be updated in the scenario mentioned above.

Note: When a value of true is imported for the <EntranceCounseling> tag, there will not always be a corresponding Entrance Counseling record in the RPRLECS table/RPILECS page. A value of true will be delivered when counseling has been completed somewhere outside of your specific institution. Federal Regulations state that Entrance Counseling is only required for first-time borrowers, not for satisfaction at each institution before disbursement. Therefore, institutions must use a value of true to indicate Entrance Counseling has been completed, satisfying the first-time borrower requirement.

Note: The rb_requirement API cannot be limited to satisfying tracking requirement codes under one type of situation but not another type of situation. If you want to not satisfy tracking requirement codes through the true value in the <EntranceCounseling> tag through the rb_requirement API, then you must remove the corresponding Stafford Entrance Interview code from the ROAUSIO page.

Grad PLUS Entrance

If inserting or updating a tracking requirement equal to the Grad PLUS Entrance Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_GP_ENTR) for the same aid year.

Verify that a record exists in the RPRLECS table/RPILECS page (for the same aid year) where:

- Counseling Type (RPRLECS_COUNSELING_TYPE) = E and
- Entrance Type (RPRLECS_ENTRANCE_TYPE) = P

If a tracking requirement record exists, the Requirement Status Code listed on the RRAAREQ page (RRRAREQ_TRST_CODE) will be set to equal the Satisfied Status code listed on the ROAUSIO page (ROBINST_TRST_CODE_GP_ENTR).

When a value of true is received in the <EntranceCounseling> tag upon importing <DLPLUS> records, update the Requirement Status Code on the RRAAREQ page (RRRAREQ_TRST_CODE) to equal the Satisfied Status code listed on the ROAUSIO page (ROBINST_TRST_CODE_GP_ENTR) where:

- Grad PLUS Entrance Interview tracking requirement code (RRRAREQ_TREQ_CODE) is equal to the Grad PLUS Entrance Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_GP_ENTR) and
- **Satisfied** indicator (RRRAREQ_SAT_IND) = N

When the value of true is imported for the <EntranceCounseling> tag, the **Entrance Counseling Complete** indicator (RLRDLOR_ENTRANCE_IND) on the Student Data section of the Direct Loan Origination (RLADLOR) page will be updated to a Y for that loan. A corresponding tracking requirement code will be updated in the scenario mentioned above.

Note: When a value of true is imported for the <EntranceCounseling> tag, there will not always be a corresponding Entrance Counseling record in the RPRLECS table/RPILECS page. A value of true will be delivered when counseling has been completed somewhere outside of your specific institution. Federal Regulations state that Entrance Counseling is only required for first-time borrowers, not for satisfaction at each institution before disbursement. Therefore, institutions must use a value of true to indicate Entrance Counseling has been completed, satisfying the first-time borrower requirement.

Note: The rb_requirement API cannot be limited to satisfying tracking requirement codes under one type of situation but not another type of situation. If you want to not satisfy tracking requirement codes through the true value in the <EntranceCounseling> tag through the rb_requirement API, then you must remove the corresponding Grad PLUS Entrance Interview code from the ROAUSIO page.

Stafford Exit

If inserting or updating a tracking requirement equal to the Stafford Exit Interview code listed on the ROAUSIO page (ROBINST_TREQ_CODE_EXIT_INTV) for the same aid year.

Verify that a record exists in the RPRLECS table/RPILECS page (for any aid year) where:

- Counseling Type (RPRLECS_COUNSELING_TYPE) = X and
- Data Source (RPRLECS_SOURCE) = D

If a tracking requirement record exists, the Requirement Status Code listed on the RRAAREQ page (RRRAREQ_TRST_CODE) will be set to equal the Satisfied Status code listed on the ROAUSIO page (ROBINST_TRST_CODE_EXIT_INTV).

Financial Awareness Counseling

In July 2012, COD initiated Financial Awareness Counseling through the StudentAid.gov website.

This counseling portal allows students to benefit from continued Stafford Loan counseling during their schooling, along with the capability to view the current loan indebtedness. Schools have the option using the School Profile page of the COD website to have the results of these counseling sessions sent to the school or not. If the school chooses to receive the results of these sessions, the records will be included in the existing CRECMYOP Entrance/Exit Counseling message class. The <CounselingType> tag in the XML file for these records will have a value of StudentLoanCounseling. This is the only way to differentiate the Financial Awareness Counseling records from the regulatory required Entrance/Exit Counseling records. The Financial Awareness Counseling records cannot satisfy the regulatory required Entrance Counseling requirements and also cannot be used to withhold disbursement of Stafford Loans to students.

At this time, Banner does not support the import of Financial Awareness Counseling records. As these records are included in the CRECMYOP message class, the following message will appear in the `rerimXX.log` job submission output file when a Financial Awareness Counseling record is attempted to be loaded.

Warning! Financial Awareness Counseling is not supported in Banner, therefore record not imported for SSN = <SSN>, Last Name = <LastName>.

All other Stafford and PLUS Entrance/Exit Counseling records in the CRECMYOP message class file will continue to be imported.

Import fixed-length Exit Counseling files

Procedure used to import fixed-length Exit Counseling files.

Procedure

1. NSLDS sends Exit Counseling interview results.

   The NSLDS sends the borrower's exit counseling results to schools on a daily, weekly, or monthly basis. This processing only occurs for subsidized and unsubsidized Direct Loans and Graduate PLUS loans.

2. Receive the AHSLDEOP or EXITFFOP file in fixed-length format from NSLDS.

   Download the statement(s) using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the AHSLDEOP or EXITFFOP file to the Banner server.

   Transfer the Exit Interview file(s) to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the files to Banner with the RLRDUxx/RLRDLIM process.

   Upload the AHSLDEOP or EXITFFOP statement(s) with the Banner RLRDUxx/RLRDLIM process.

   During processing, the RLRDUxx/RLRDLIM logic attempts to load the data by first matching the social security number contained within the file to an Banner student ID. If a match is found, the data is loaded for display on the RPILECS page. However, if a match is not found, the data is listed as an exception in the output report.

   The **Entrance Interview Requirement Code**, **Stafford Exit Interview Requirement Code**, and **Grad PLUS Entrance Interview Requirement Code** fields and their respective **Satisfied Status** fields on the Loan Options window of the ROAUSIO page 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 (RRAAREQ) page for Stafford and Grad PLUS Loans. If you enter data for these ROAUSIO fields, the RLRDUxx/RLRDLIM logic confirms that the student has a current RORSTAT record for the associated aid year; if such a record does not exist, the information is listed in the exception report. If the student has a current RORSTAT record and the Entrance/Exit Interview requirements exist on the RRAAREQ page, the requirements are changed to a Satisfied status.

5. Updates the Loan Electronic Counseling Status (RPILECS) page.

   The page is a filter-only page that supports both Entrance and Exit Interview data and allows you to review multiple records. Use Enter, Tab or Mouse to review the next record or Shift+Tab or Mouse to review a previous record.

6. Review Borrower Information on the RPILECS page.

   Review the borrower information related to entrance interview and exit interview counseling on the RPILECS page.

Import XML Direct Loan Entrance Counseling files

Procedure used to import XML Direct Loan Entrance Counseling files

About this task

Steps used to import the XML file received in the CRECMYOP message class.

Procedure

1. COD sends one or both, Entrance/Exit Counseling interview results.

   COD generates and sends an XML file containing the borrower's counseling results to schools. This processing occurs for Subsidized/Unsubsidized and Graduate PLUS Direct Loans.

2. Receive CRECMYOP file in XML format from COD.

   Download the file using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the CRECMYOP file to the Banner server.

   Transfer the Interview file to the server on which Banner resides. Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the file to Banner with the RERIM4E/RERIMxx process.

   Upload the CRECMYOP file with the Banner RERIM4E/RERIMxx process. During processing, RERIM4E/RERIMxx logic attempts to load the data by first matching the student identifier information to the student identifier on REACODS. If no match is found, the student identifier is matched to the need analysis record on RNANAxx.

   - If a matching student is found on either REACODS or RNANAxx, the data is loaded for the student and displayed on the RPILECS page.
   - If a matching student is not found, the data is loaded to the RPTUECS temporary suspense table and displayed on the REAUCOD page.

5. Updates the Electronic Counseling Status (RPILECS) page.

   The page is a filter-only page that supports both Entrance and Exit Interview data and allows you to review multiple records. Use Enter, Tab or Mouse to review the next record or Shift+Tab or Mouse to review a previous record. Entrance counseling records that have been matched either on import through RERIMxx or manually on the REAUCOD page are displayed on this page.

6. Review and update Unmatched Records on the Unmatched COD Records (REAUCOD) page.

   Review the unmatched Entrance Counseling records on the REAUCOD page and if possible, manually match the record to an existing student in Banner. When the record is matched, the data from the record is inserted to the RPRLECS table for the student and displayed on the RPILECS page. The data is also deleted from the RPTUECS temporary table.

7. Review Borrower Information on the RPILECS page.

   Review the borrower information related to entrance interview counseling on the RPILECS page.

   Review the `rerimXX.log` job submission output file to view the Financial Awareness Counseling records which were not imported into Banner.

Import fixed-length Exit Counseling files - Matched records

The **Stafford Entrance Interview Requirement Code**, **Grad PLUS Entrance Interview Requirement Code** field, and their respective **Satisfied Status** fields on the Loan Options window of the ROAUSIO page are used with the Entrance Counseling Results processing.

This allows you to establish which requirement code and status will be used to satisfy the Stafford Entrance Interview and Grad PLUS Entrance Interview requirements on the Applicant Requirements (RRAAREQ) page for Stafford and Grad PLUS Loans.

If you enter data for these ROAUSIO fields, the RERIMxx logic verifies that the student has the specified Requirement record for the associated aid year; if such a record does not exist, the information is listed in the REREXIM report generated by RERIMxx. If the student has the specified Requirement record and the Entrance/Exit Interview requirements exist on the RRAAREQ page, the requirements are changed to a Satisfied status.

Import fixed-length Exit Counseling files - Unmatched records

Banner does not load Exit Counseling records for which a matching student was not found.

REAUCOD unmatched entrance and unmatched PLUS application records

REAUCOD serves as a suspense page for unmatched records that could not be loaded to the permanent tables when RERIM4E/RERIMxx last ran.

Entrance Counseling

D - Stafford Entrance Counseling (CRECMYOP)

L - PLUS Entrance Counseling (CRECMYOP)

T - Teach Entrance Counseling (CRACxxOP)

PLUS Applications

P - Parent PLUS Application (CRSPxxOP)

G - Grad PLUS Application (CRSPxxOP)

MPNs

M - Stafford MPNs (CRPNxxOP)

N - Parent PLUS MPNs (CRPNxxOP)

R - Grad PLUS MPNs (CRPNxxOP)

When a student, parent or endorser fills out a form on the StudentAid.gov website it is important for them to use the exact student name that was used when the FAFSA was completed. Any name variations will cause record mismatches with COD, which may result in suspended records in Banner.

During the upload process, RERIM4E/RERIMxx, Banner logic attempts to match the incoming record by first matching the student identifier information in the file with the student identifier information on REACODS. If no match is found, the student identifier in the file is matched to the RNANAxx record. If a matching student is found on either REACODS or RNANAxx, then the data is loaded to that student ID/Banner ID.

REAUCOD - Entrance Counseling records (types AC/EC)

Entrance counseling records that cannot be matched to an existing ID at the time RERIM4E/RERIMxx runs are loaded to a temporary table (RPTUECS).

The following fields display:

- Student SSN, Student First Name, Student Last Name, Complete Date.
- Additional data and a field that can be used to match this record to an existing student ID are on page 2. If an entrance counseling record is manually matched, the related document on RRAAREQ must also be satisfied manually.
- Each time RERIM4E/RERIMxx is run for Entrance Counseling records, all records in the temporary table (REAUCOD) are compared again to see if a match can be made.

REAUCOD - PLUS Application records (type SP)

PLUS application records that cannot be matched to an existing ID at the time RERIM4E/RERIMxx runs are loaded to a temporary table RPTUAPP.

They can be loaded to the table with a pidm (but no loan id) if a matching student was found or without a pidm (and without a loan ID) if no matching student record was found. In either case, the following fields display:

- Application ID, Student SSN, Student First Name, Student Last Name, Borrower First Name, Borrower Last Name, Complete Date and Reviewed check box.

  Note: For Grad PLUS applications the Student First and Last Name and the Borrower First and Last Name are the same.

- Additional data and two fields that can be used to match this record to an existing student id and a Loan ID are on page 2. If RERIM4E/RERIMxx was able to find a student id match, the student ID field displays.

REAUCOD - PN records (Type PN)

If a student completes an MPN before the school has sent an origination to COD, the school will receive the MPN information in the CRPNxxOP message class and can load the MPNs using the COD Import process (RERIM4E/RERIMxx).

While COD may not have the origination, the student, award and origination may exist in Banner. Unmatched MPNs are only loaded to REAUCOD if the 08 "Import Unmatched MPNs?" parameter on RERIMxx is set to Yes.

- MPN records that cannot be matched to an existing ID at the time RERIMxx runs are loaded to a temporary table (RLTUMPN) and the following fields display:
- MPN ID, Student SSN, Student First Name, Student Last Name, Borrower First Name, Borrower Last Name, Effective Date and Reviewed check box.
- Additional data and one field that can be used to match this record to an existing Student ID are on page 2.

REAUCOD - REREXIM output from RERIM4E/RERIMxx when loading these records

- AC report - The TEACH Entrance Counseling report includes reporting of both matched (from RPRLECS) and unmatched (from RPTUECS) records. The report has two sections for reporting matched and unmatched records but both contain the same information.
- EC report - The Direct Loan Entrance Counseling report includes reporting of both matched and unmatched records. The requirement code entered for the value of parameter 10 will be used for Grad PLUS loans while the requirement code entered on ROAUSIO will be reported for entrance counseling records for Stafford.
- SP report - Records from the SP Document type containing Direct Loan PLUS application will include both Matched records and Unmatched records. For Unmatched records, those with and without a PIDM will be included.

A related process allows you to use the REREXIM report to identify other types of mismatched records

REREXIM, the Identifier compare report.

REREXIM can be run for an aid year with the parameter "Identifier Compare Report?" set to Yes. This will create a report identifying students that have a mismatch between their current COD Student Identifier (as displayed on REACODS) and the ISIR record (as displayed on RNANAxx).

RERCSID records are not created each year, unless a change in last name, SSN or DOB occurs. The most recent record is in effect for that year and all aid years following.

The following criteria determines if the compare between the current Student Identifier record and the ISIR record occurs, and whether the student is reported on the output.

- Compare criteria:
  - RERCSID_AIDY_CODE > aid year parameter, then no comparison between RERCSID and RCRAPP1 because the student identifier record aid year is after the ISIR record being selected.
  - RERCSID_AIDY_CODE <= aid year parameter, then the comparison between RERCSID and RCRAPP1 occurs
- The compare is between:
  - The most recent Student Identifier record (REACODS) where the Status Code is blank or Accepted
  - The current RCRAPP1 record (RNANAxx)

If a mismatch is found between RERCSID and RCRAPP1 last name, SSN or DOB, the data is reported in the report output.

Note: When the most recent Student Identifier record is in a Sent status on REACODS, no comparison takes place and the student is not reported in the output as you cannot make manual updates on the REACODS page 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 REREXIM Student Identifier Compare report.

Note: This compare only affects the Student Identifier. This compare will not occur in any instance for the Parent PLUS Borrower Identifier.

School Reconciliation Process

You must reconcile your school's Direct Loan records on file at COD with your school's internal Direct Loan records.

This process is referred to as School Reconciliation and you should perform this process on a monthly basis. COD sends electronic files called the School Account Statement (SAS) to your school monthly. These files allow you to reconcile your records with the cash records and the booked and unbooked disbursement transactions on file at COD. In Banner, you use the School Account Statement upload portion of the RLRDUxx/RLRDLIM process to upload this School Account Statement into Banner.

The file choices for the School Account Statement offered to you by COD are fixed length or delimited files with an option for loan level detail or disbursement level detail. For Banner purposes, you need to select the receipt of the fixed length message classes through the COD website. The two fixed length message classes are DSDFxxOP and DSLFxxOP which contain the following information.

Note: When adjusting your file settings on the COD Website, you must indicate "year to date" on the disbursement level file, DSDFxxOP.

DSDFxxOP

- Year-to-Date Cash Summary Section
- Year-to-date Disbursement Summary by Loan Type Section
- Monthly Cash Summary Section
- Monthly Disbursement Summary by Loan Type Section
- Cash Detail Section
- Loan Detail - Disbursement Level Section

DSLFxxOP

- Year-to-Date Cash Summary Section
- Year-to-date Disbursement Summary by Loan Type Section
- Monthly Cash Summary Section

- Monthly Disbursement Summary by Loan Type Section
- Cash Detail Section
- Loan Detail - Loan Level Section

Reconcile School Account Statement (SAS)

Monthly reconciliation statement provided by COD.

Procedure

1. COD sends monthly School Account Statement.

   Each month COD sends an electronic reconciliation statement called the School Account Statement (SAS). As noted previously, the SAS year-specific files are called DSDFxxOP/ DSLFxxOP.

   Note: You are responsible for using this information to reconcile your own records with the SAS.

2. Receive DSDFxxOP or DSLFxxOP file(s) in fixed-length format from COD.

   Download the statement(s) using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software or *TDClient*.

3. Transfer the DSDFxxOP and DSLFxxOP file(s) to the Banner server.

   Use a file transfer method that does not alter the file format (which can be either ASCII or binary).

4. Upload the SAS file to Banner with the RLRDUxx/RLRDLIM process.

   The RLRDUxx/RLRDLIM process can search for multiple files in one submission. If both DSDFxxOP and DSLFxxOP are loaded to the directory, one submission of RLRDUxx/RLRDLIM will load both files.

   Review the RLRDUxx/RLRDLIM output files for error messages for specific loans.

   Upload the DSDFxxOP and DSLFxxOP files with the RLRDUxx/RLRDLIM process. The SAS shows cash transactions that COD has on file. The process attempts to match up to the data on the RPACASH page, providing the RPACASH has been properly populated for each drawdown or return of cash the school has made.

   - If a matching record is found on the RPACASH page, the data for the record is updated and displayed on the page.
   - If a cash record is not matched, it is loaded to the Unmatched section of RPACASH.

     Also, detailed information for each statement is imported and displayed on the RPIDLAS page.

     The RLRDUxx/RLRDLIM **Print Loan Detail on SAS?** option is only used when you upload the DSDFxxOP/DSLFxxOP files. If you set the **Print Loan Detail on SAS?** option to 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.

RLRDUxx/RLRDLIM loads the information from the DSDFxxOP and DSLFxxOP files. Because they both contain some of the same shared information as previously noted for the same period of time, RLRDUxx/RLRDLIM handles the receipt and loading of both files without the creation of duplicate student records. When RLRDUxx/RLRDLIM attempts to load the duplicate data that was already loaded by 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 through Batch No. xxxxxxxxxxx for that portion of the data that was previously loaded by the first file.

Direct Loan Reconciliation Report

The RLRDLRC report was created to support the reconciliation process.

This report works similarly to RERGRNT, used for Grant reconciliation. RLRDLRC produces various reports that show discrepancies between data loaded from COD and Banner origination and disbursement data.

Additional information

Reconcile business records and Banner data with SAS.

Use your internal reconciliation procedures to reconcile the Direct Loan cash summary and cash detail information that is received monthly from COD.

Pages and reports that can be used to assist you in the reconciliation process include:

Pages

- ROAMGMT - Funds Management
- RFIBUDG - Fund Budget Inquiry
- RPACASH - Direct Loan Cash Drawdown
- RPIDLAS - Direct Loan Account Summary
- FGITBAL - General Ledger Trial Balance
- FGIBDST - Organization Budget Status

Reports

- RERCDxx - COD Print Process
- RFRABAL - Account Balance Report
- RFRBUDG - Fund Budget Report
- FGRTBAL - Trial Balance Report
- FGRGLTA - General Ledger Detail Transaction Report

Reports and Processes

Reports and processes directly related to COD processing.

The reports and processes are listed in alphabetical order according to their seven-character names.

COD XML processes

COD processing requires the use of the Common Record in XML format to submit Pell, TEACH and Direct Loan origination and disbursement data to the COD System.

The following Banner processes are designed to use this XML format:

- COD Extract Process (REREX4E/REREXxx)
- COD File Import Process (RERIM4E/RERIMxx)

Grant reports and processes

Grant reports and processes for Pell and TEACH processing are listed.

The following reports and processes are used for Pell and TEACH processing:

- COD Print Process (RERCDxx/RERCODP)
- COD Extract/Import Report (REREXIM)
- COD Export Process (REREX4E/REREXxx)
- Grant File Import Process (RERFIxx/RERGRIM)
- Grant COD Miscellaneous Report (RERGRNT)
- COD Import Process (RERIM4E/RERIMxx)
- Grant Origination Creation Process (RERORxx/RERORIG)
- High School and Admission Data Posting Process (RORHSDP)
- Student Program Info Process (RPPSPGM)
- Grant Calculation Process (RPRGRNT)

Direct Loan reports and processes

Direct Loan reports and processes are listed.

The following reports and processes are used for Direct Loan processing:

- COD Extract/Import Report (REREXIM)
- COD Export Process (REREX4ERREREXxx)
- COD Import Process (RERIM4E/RERIMxx)
- Direct Loan Origination Creation Process (RLPDLOC)
- Direct Loan File Import (RLRDLIM)
- Direct Loan Reconciliation Report (RLRDLRC)

- Direct Loan Flat-File Upload (RLRDUxx)
- High School and Admission Data Posting Process (RORHSDP)
- Student Program Info Process (RPPSPGM)
- Direct Loan Batch Update Process (RLRDLUP)
- Direct Loan Fee Change Process (RLPDLFC)

PC utility

File Concatenation Process (FILECAT) utility.

Note: The FILECAT PC utility can only be used with fixed-length file message classes. The program cannot be used for message class files received in XML format.

Hosted Services

Information included describes the variety of externally hosted services offered by Ellucian in support of Banner.

Banner Hosted Services

Services described include:

- FM Need Analysis Off-Premise Configuration
- FM Need Analysis On-Premise Configuration
- IM Need Analysis Off-Premise Configuration
- College Financing Plan (RPRSSBP) Configuration (formerly Shopping Sheet)

Setup information is first documented in checklists, to provide a clear guide to the overall steps required. Procedural details follow.

Refer to the checklist after each step and navigate to the detail of the next step.

FM Need Analysis Off-Premise Configuration

Technical details associated with installation and configuration of the hosted FM Need Analysis solution.

The hosted FM Need Analysis solution was first delivered to support the 2011/2012 aid year (RNPFM12). Configurations, required or optional, necessary to achieve successful FM Need Analysis calculations associated with Banner Aid 8.10 or above, are documented. Although the steps reference the RNPFM12 object and the 2011/2012 aid year, they also apply to subsequent aid year-specific versions of the RNPFMxx object.

To support the immediate FM Need Analysis calculation, the following two options are available:

- Job submission (GURJOBS)

- Advanced Queuing (AQ) - Available for year-specific RNPFMxx processes.

AQ is available as an optional installation that improves performance of online calculations. AQ runs on the job submission server, the same environment that runs batch processing.

Note: Information found here supersedes all configuration requirements noted in prior release documentation.

Note: Submit issues to the Ellucian Action Line regarding the hosted Banner FM Need Analysis solution using the Product Line: Financial Aid and Product: FM Need Analysis.

Object list

Objects associated with FM Need Analysis:

- `finaiddbseed.jar`
- `finaidfmlogin.jar`
- `finaidfm2login.jar`
- `finaidutils.jar`
- `fm_ellucian.cer`
- `rnpfmxx.jar` *
- `rnpfmxx.pl` *
- `rnpfmxx.shl` *

* - Where "xx" is the aid year.

FM Need Analysis Off-Premise configuration options

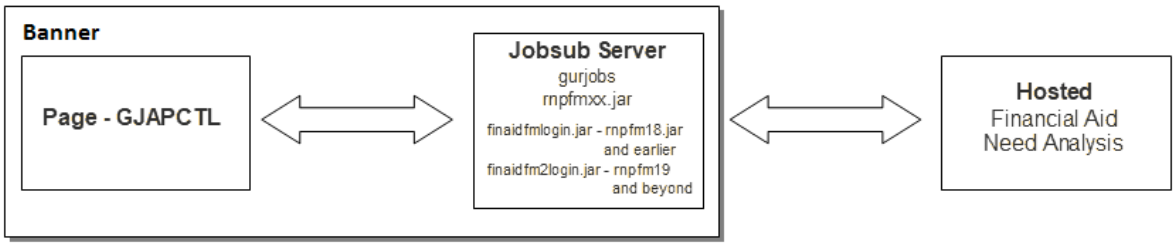
Several options are available for running FM Need Analysis.

The following diagrams illustrate the various FM Need Analysis configuration options.

Batch Need Analysis

The most efficient way to process large numbers of students for FM Need Analysis is by using job submission to run the RNPFMxx (where "xx" is the aid year) process.

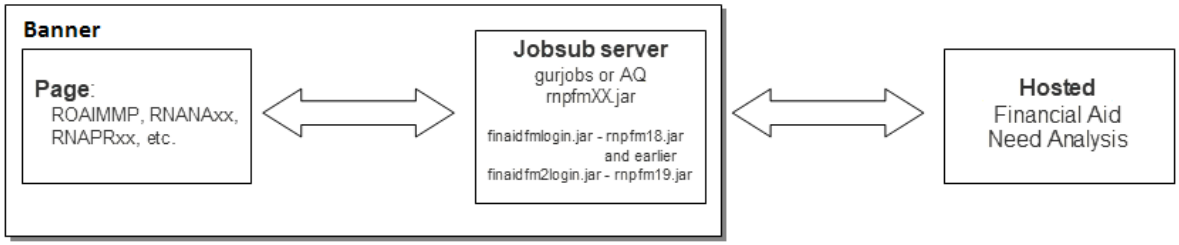
Required configuration:



Immediate Processing (Job Submission Process versus Advanced Queuing)

Two configuration options are available to perform immediate student processing for FM Need Analysis.

Running immediate FM Need Analysis using the Job Submission or AQ option:



Even though immediate FM Need Analysis using Advanced Queuing results in better performance, this option requires Advanced Queuing setup.

	Configuration Times	Processing Time per Student
Job Submission	1 minute	6 - 30 seconds
Advanced Queuing	Approximately 15 minutes	2 - 6 seconds

Off-Premise versus On-Premise

Two major components represent Banner FM Need Analysis hosted solutions, Banner and software-as-a-service (SaaS).

The Banner element requires implementation.

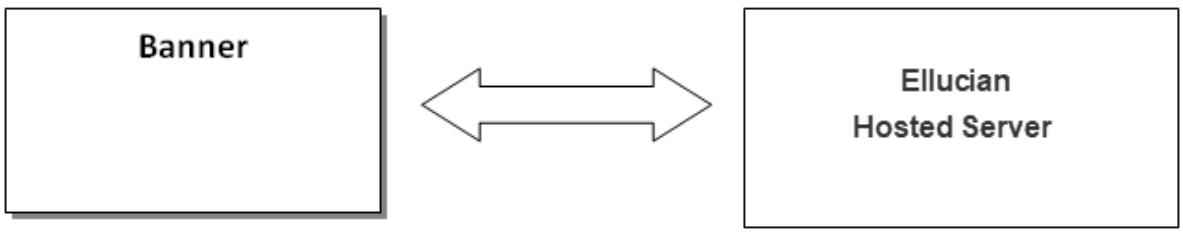
However, two options exist for the SaaS implementation:

- Off-Premise (Hosted by Ellucian)
- On-Premise (Hosted by the Institution)

Off-Premise

The preferred SaaS option is Off-Premise (hosted by Ellucian).

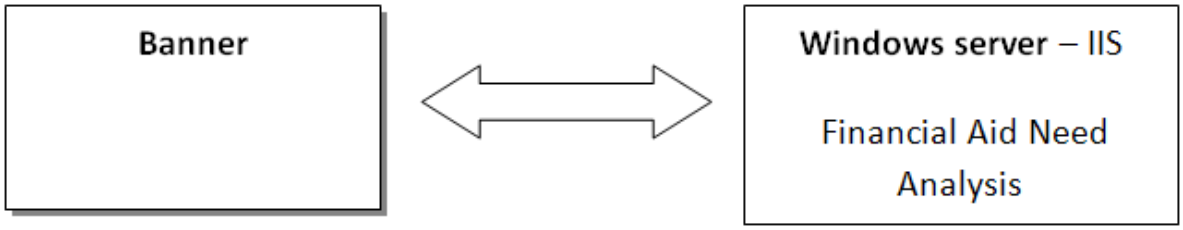
This configuration requires no additional implementation and no maintenance. Off-Premise service offers uptime measured near 100% (based on current statistics). Secure Socket Layer (SSL) technology secures the service and requires a unique login for each institution. Software updates to the SaaS implementation are automatic and instantaneous (no update/upgrade actions are required by the institution).



On-Premise

As an alternative, institutions may elect to use a locally hosted, On-Premise, configuration.

This optional service requires that the institution download, install, configure, and provide ongoing maintenance. On-Premise hosting maintenance, requires that the institution monitor communication for a standard "update" message. In turn, the institution must download, install, and configure any and all available software updates. Use of the On-Premise FM Need Analysis option also requires installation of a Windows 2016 server with IIS.



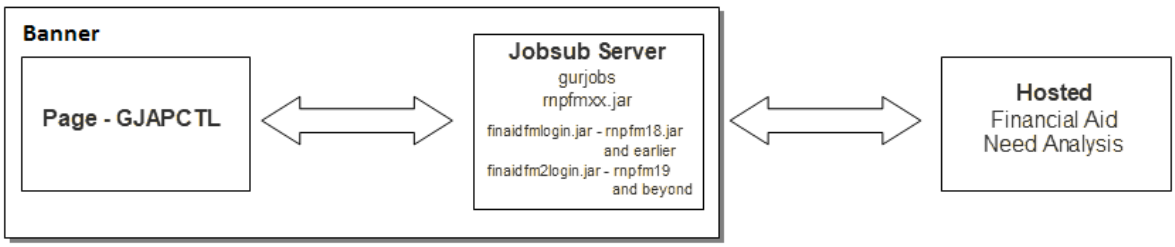
Configuration checklists

A series of FM Need Analysis checklist items used to determine desired function.

Batch Need Analysis (Required)

Define Batch Need Analysis configuration.

About this task



Procedure

1. For aid years 2018/2018 and earlier, update the `finaidfmlogin.jar` with the institution's Ellucian-assigned unencrypted login credentials.
2. For aid years 2018/2019 and beyond, update the `finaidfmlogin.jar` with the institution's unencrypted Ellucian-assigned httpusername and encrypted httppassword.
3. Ensure the job submission server opens outgoing port 443 to allow the FM Need Analysis batch process to connect to server URLs:

   `https://fm1.ellucian.com`

   and

   `https://fm2.ellucian.com`

Run immediate Need Analysis (with Advanced Queuing)

Define Run immediate Need Analysis configuration.

Procedure

1. Navigate to the RORPARM page.
2. Select Calculation Type: Federal Methodology and click **Go**.
3. Verify that the USE_JOBSUB parameter value is both Active and set to Y.
4. Navigate to GTVSDAX.
   a) Filter on Group = RNPFM%
   b) Update the External Code to Y only on aid year-specific entries that should use AQ.
   c) Update the Code=IDLEWAIT/Group=RNPFMXX External code to the desired number of seconds for timeout. (0 defaults to 4 days, 2592000 = 30 days (60 sec * 60 min * 24 hours * 30 days =2592000)
5. Start rnrqini at the host:

   ```
   rnrqini userid/password start
   ```

Procedures

Individual procedures provide a stand-alone set of instructions associated with a particular FM Need Analysis function.

The following provides background information only and does not suggest any particular sequence:

- Update finaidfmlogin.jar (for aid years before 2018/2019)
- Encrypt authentication code for FM Need Analysis (starting with aid year 2018/2019)
- Update `finaidfm2login.jar` (for aid years before 2018/2019)
- Administrative Banner (AB) (Proxy Settings and JVM Certificate)
- Redirect Administrative Banner (AB) to the Plus one (+1) URL

Update finaidfmlogin.jar (for aid years before 2018/2019)

Embedded within the object `finaidfmlogin.jar`, is a `nas.properties` file.

About this task

This file must be modified to allow each institution to connect to the Financial Aid Need Analysis system. The `finaidfmlogin.jar` file can be found:

- Under UNIX

  $BANNER_HOME/finaid/java

  and is linked to $BANNER_LINKS.

- Under Windows

  ${banner_home}\finaid\java

Steps 1 through 4 are identical for both Windows and Unix. The additional step 5 is required for Unix, only.

Procedure

1. Use the following command to extract the `nas.properties` file from `finaidfmlogin.jar`:

   ```
   jar xf finaidfmlogin.jar com/sungardhe/finaid/login/nas.properties
   ```

   Note: Value points to the location of the file within `finaidfmlogin.jar`: `com/sungardhe/finaid/login/nas.properties`.

2. Open the `com/sungardhe/finaid/login/nas.properties` file in a text editor.
3. Change the user name and password values, the text to the right of the equal sign, for these properties. Be careful not to leave any trailing spaces after the values.

   httpusername=

   httppassword=

   Note: Use the Ellucian-assigned credentials provided when the institution applied for the off-premise status.

4. Use the following command to update the `finaidfmlogin.jar` with the edited `nas.properties`:

   ```
   jar uf finaidfmlogin.jar com/sungardhe/finaid/login/nas.properties
   ```

5. Unix only: Use the following command to relink `finaidfmlogin.jar` to $BANNER_LINKS:

   `ln -f $BANNER_HOME/finaid/java/finaidfmlogin.jar` $BANNER_LINKS

Encrypt authentication code for FM Need Analysis (aid years 2018/2019 and beyond)

Ellucian provides each institution licensed to run the FM Need Analysis Web Service with a unique user id (httpusername) and password (httppassword) to login to the Web Service.

About this task

Starting with aid year 2018/2019, it is required that you encrypt this password and use the encrypted value in the `finaidfm2login.jar` file, as described.

To encrypt the httppassword please follow these steps:

Procedure

1. Position yourself in the $BANNER_HOME/finaid/plus directory
2. Login to SQL*Plus as user baninst1 or a user that can execute plus scripts.

3. Execute script rencrypt.sql.
4. Enter the httppassword assigned to your institution when prompted. If the password contains a single quote (') you will need to add a second single quote as a delimiter for successful string encryption.

   Example:

   123'123 should be entered as 123''123

   Note: The unencrypted httppassword does not display on entry, be careful not to add extra spaces or characters.
5. Copy the encrypted string, as this will be needed in the next procedure for the `nas.properties` file.

   Example:

   $ sqlplus

   Enter user-name: baninst1

   Enter password:

```
Connected to:
```

```
Oracle Database xxx Enterprise Edition Release x.x.x.x
```

```
SQL> @rencrypt.sql
```

```
Enter the String to encrypt : <enter assigned httppassword here>
```

```
Encrypted String is:
```

```
<encrypted string for nas.properties file>
```

```
PL/SQL procedure successfully completed.
```

Update finaidfm2login.jar (aid years 2018/2019 and beyond)

Embedded within the object `finaidfm2login.jar`, is a `nas.properties` file.

About this task

This file must be modified to allow each institution to connect to the Financial Aid Institutional Methodology Need Analysis system beginning with aid year 2018/2019. The `finaidfm2login.jar` file can be found:

- Under UNIX

  $BANNER_HOME/finaid/java

  and is linked to $BANNER_LINKS.
- Under Windows

  ${banner_home}\finaid\java

Steps 1 through 4 are identical for both Windows and Unix. The additional step 5 is required for Unix, only.

Procedure

1. Use the following command to extract the `nas.properties` file from `finaidfm2login.jar`:

   ```
   jar xf finaidfm2login.jar com/ellucian/finaid/login/nas.properties
   ```

   Note: Value points to the location of the file within `finaidfm2login.jar: com/ellucian/finaid/login/nas.properties`.
2. Open the `com/ellucian/finaid/login/nas.properties` file in a text editor.
3. Change the user name and password values, the text to the right of the equal sign, for these properties. Be careful not to leave any trailing spaces after the values.

   httpusername=

   httppassword=

   Note: Using the authentication credentials provided to your institution, enter the unencrypted httpusername value and the encrypted httppassword..
4. Use the following command to update the `finaidfm2login.jar` with the edited `nas.properties`:

   ```
   jar uf finaidfm2login.jar com/ellucian/finaid/login/nas.properties
   ```
5. Unix only: Use the following command to relink `finaidfm2login.jar` to $BANNER_LINKS:

   `ln -f $BANNER_HOME/finaid/java/finaidfm2login.jar` $BANNER_LINKS

Administrative Banner (AB)

Configure proxy connection and JVM certification.

Configure banproxy

Configure a proxy connection for each Banner user who will be responsible for running a FM Need Analysis.

About this task

The Administrative Banner banproxy user will be configured to act as the proxy user. Appropriate permission is required for each user to allow banproxy to connect to Oracle on that login user's behalf.

Procedure

1. As the bansecr userid, open the Oracle/Banner Security Maintenance (GSASECR) page.
2. Select the User ID that will use the proxy connection and click the **Alter** button.
3. The User ID's credentials are displayed on the Authorize or Create an ORACLE ID window. Select the **Authorize BANPROXY** check box and click the **Save** button.
4. Repeat steps 2 and 3 for each user who will have access to run the FM Need Analysis calculation (RNPFMxx).

Load Certificate to JVM (only if necessary)

The minimum requirement for Banner 9 is Java 7.

About this task

With Java 7 or higher, the certificates needed to connect to the server hosting the FM calculator are pre-loaded. In some cases, it may be necessary to load the certificate manually.

Use the following steps to load the client side certificate manually:

Procedure

1. Navigate to the following directory of the job submission server:

   <JAVA_HOME>/bin
2. Copy the `fm_ellucian.cer` certificate to this same directory:

   The latest Ellucian certificate can be found in the $BANNER_LINKS directory.

3. Execute the following command:

   Note:

   The command strings in this step must be applied in a single line format. If you choose to use these strings, 1) Highlight and copy the desired code string and paste the text into a text editor. 2) From the text editor, remove any line breaks (ultimately forcing the text onto a single line), replacing the line breaks with a single space character.

   The commands described here are intended for a Windows based environment. For UNIX and equivalent environments, replace the backslash character "\" with the forward slash character "/".

   Note: The hyphen character (-), shown in the command strings below, is used as a switch within the command and should never be followed directly by a space character.

   - If the JVM is a JRE:

     ```
     keytool -import -alias fm_ellucian -file fm_ellucian.cer -keystore ..\lib\security\cacerts -storepass changeit -noprompt
     ```

   - If the JVM is a JDK:

     ```
     keytool -import -alias fm_ellucian -file fm_ellucian.cer -keystore ..\jre\lib\security\cacerts -storepass changeit -noprompt
     ```

     Note: To load other certificates unique to the institution, use the following format:

     ```
     keytool -import -alias <mycert> -file <mycertfile.cer> -keystore ..\lib\security\cacerts -storepass changeit -noprompt
     ```

Redirect Administrative Banner (AB) to the Plus one (+1) URL

When there are changes made to the FM Need Analysis calculation, institutions will have the opportunity to direct their Administrative Banner (AB) test environment's FM Calculator to this non-production code.

The non-production URL is also called the Plus one, or simply +1. Whenever this URL is available, a separate communication will be sent to alert the Banner Financial Aid community of its status. The following configuration procedures describes the steps necessary to switch an AB test environment to use the +1 URL.

Batch processing of FM Need Analysis will continue to work as before, except it will reference the +1 calculator.

Note: The +1 URL is intended to be used for client non-production testing only. It is not meant to be used for production. In addition, the purpose of the testing is to evaluate the latest changes to the functionality of the Need Analysis calculation that resides on the server. The +1 URL is not intended to test the institution's installation of Need Analysis on Banner.

Switch FM Need Analysis Calculator to use the non-production (+1) URL

Configuration steps associated with use of the non-production (+1) URL.

About this task

Use this option only when instructed to do so by Ellucian.

Procedure

1. Login into Administrative Banner (AB) and navigate to the RORPARM page.
2. Select the Calculation Type = Federal Methodology and click **Go**.
3. For parameter WS_ENDPOINT:
   - Clear the **Active** indicator for URL:

     `https://fm1.ellucian.com/EFCService/EFCCalculationService.asmx`
   - Select the **Active** indicator for URL:

     `https://fm1.ellucian.com/EFCService_1/EFCCalculationService.asmx`
4. Save your RORPARM changes.
5. Institutions using Advanced Queuing (AQ) must stop and restart rnrqini from the host:

   rnrqini userid/password STOP

   rnrqini userid/password START

   Note: The userid/password used must be a banner user that has `BAN_DEFAULT_M` access to rnrqini, RNPFMxx, RNPIMxx (for IM Need Analysis licensees, only), and RPRSSBP. Some institutions choose to create an AQUSER userid used specifically for this purpose.

   Note: For UNIX systems: Ellucian recommends execution of this command using the special userid necessary to start gurjobs. Queue logs are found in the $HOME directory of the host user that starts rnrqini."

Switch FM Need Analysis Calculator back to the production URL

Configuration steps used to return the FM Need Analysis calculator to the production URL.

Procedure

1. Login into Administrative Banner (AB) and navigate to the RORPARM page.
2. Select the Calculation Type = Federal Methodology and click **Go**.

3. For parameter WS_ENDPOINT:
   - Select the Active indicator for URL:

     `https://fm1.ellucian.com/EFCService/EFCCalculationService.asmx`
   - Clear the Active indicator for URL:

     `https://fm1.ellucian.com/EFCService_1/EFCCalculationService.asmx`
4. Save your RORPARM changes.
5. Institutions using Advanced Queuing (AQ) must stop and restart rnrqini from the host:

   rnrqini userid/password STOP

   rnrqini userid/password START

   Note: The userid/password used must be a banner user that has `BAN_DEFAULT_M` access to rnrqini, RNPFMxx, RNPIMxx (for IM Need Analysis licensees, only), and RPRSSBP. Some institutions choose to create an AQUSER userid used specifically for this purpose.

   Note: For UNIX systems: Ellucian recommends execution of this command using the special userid necessary to start gurjobs. Queue logs are found in the $HOME directory of the host user that starts rnrqini."

Advanced Queuing (AQ) Configuration (Optional)

To help with performance, Advanced Queuing (AQ) is available as an option.

Requirements

None

Pre-Configuration

An Oracle user login that can run a Banner batch process from the host/command line is needed to start the AQ enabled processes.

Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx in addition to RPRSSBP and RNPIMxx, for institutions that license College Board IM Need Analysis), the userid/password specified in the command line must be a user with `BAN_DEFAULT_M` access to the RNPFMxx processes, RPRSSBP, and RNRQINI (for example faisusr).

For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

Configuration

Procedures used to enable/disable Advanced Queuing (AQ).

Start AQ - For FM Need Calculation

Use this procedure to start Advanced Queuing for FM Need Calculation operations.

Before you begin

If AQ for Financial Aid is already running for any process, follow the steps necessary to Stop AQ, before modifying GTVSDAX.

Procedure

1. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RNPFM%
   - **Translation Code** - FINAID%

   Each Aid Year-specific process will include two records:

   - FINAID_AQ
   - FINAID_AQ_RTN

     Both records must have the **External Code** set to a value of Y.
2. Select the Calculation Type = Federal Methodology and click Go.
3. From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx, RNPIMxx, in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx and RNPIMxx (for institutions that license College Board IM Need Analysis), RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

4. If multiple Financial Aid process are setup in GTVSDAX to use AQ, a single run of RNRQINI will start any Financial Aid process using AQ.

   Note: The default timeout due to inactivity is 4 days from its last use. Controlled by the External Code value for the GTVSDAX entry for Code=IDLEWAIT and Group=RNPFMXX. The default value, External Code=0, is hard-coded to mean 4 days. Enter a value in seconds. For example, to increase the timeout to 30 days, set External Code=259200 (60 seconds x 60 minutes x 24 hours x 30 days).

Stop AQ

Use this procedure to stop Advanced Queuing operations.

Procedure

1. From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. To prevent the FM Need Calculation process from being restarted the next time RNRQINI is started, login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RNPFM%
   - **Translation Code** - FINAID%

     Each process will have two records:

     – FINAID_AQ
     – FINAID_AQ_RTN

       Both records must have the **External Code** set to a value of N.

3. To prevent other processes that use AQ from restarting the next time RNRQINI is started, login into AB and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - R%
   - **Translation Code** - FINAID%

     Each process will have one record:

     FINAID_AQ

     This record must have the **External Code** set to a value of N.

     Note:

     The AQ enabled processes RNPFMxx (beginning with RNPFM13), RNPIMxx (beginning with RNPIM19), and RPRSSBP, behave very similar to GURJOBS, General's job submission process. After you have setup GTVSDAX once, you can add the command to run RNRQINI with the start-up script that starts Banner. This would be the same start-up script that starts GURJOBS.

     Likewise, to stop the processes, you can add RNRQINI to the stop scripts that also stops GURJOBS.

4. After the rnrqini userid/password STOP command has completed, verify that all Aid Queues have stopped.

   Under UNIX, run the command:

   ```
   ps -ef |grep -i queue
   ```

   There should be no Financial Aid queues still running. If any are still running, re-run the STOP command and recheck.

   Note: It may be necessary to use the Unix kill command to stop remaining queues.

Troubleshoot configuration issues

Use items listed to resolve FM Need Analysis issues.

Proxy not authorized

Potential solution for proxy not authorized condition.

Related Error Message
java.sql.SQLException ORA-28150: proxy not authorized to connect as client

	Description
Symptom:	The user login into Administrative Banner (AB) is not setup to allow proxy login.
Solution:	Review: Required installation (step 1).

Unauthorized

Potential solution for unauthorized condition.

Related Error Message
org.apache.axis2.AxisFault: Transport error: 401 Error: Unauthorized

	Description
Symptom:	The `nas.properties` file embedded within the `finaidfmlogin.jar` or `finaidfm2login.jar` must be updated with the Ellucian-assigned user name and password to allow a successful login to the server.
Solution:	Review: Required installation (step 3).

Certification path

Potential solution for certification path error condition.

Related Error Message
org.apache.axis2.AxisFault: sun.security.validator.ValidatorException: PKIX path building failed: sun.security.provider.certpath.SunCertPathBuilderException: unable to find valid certification path to requested target. OR org.apache.axis2.AxisFault: com.ibm.jsse2.util.h: PKIX path building failed: java.security.cert.CertPathBuilderException: PKIXCertPathBuilderImpl could not build a valid CertPath.

	Description
Symptom:	The JVM does not have the correct certificate loaded to connect to the server using HTTPS (SSL enabled).
Solution:	Review: Loading certificate to JVM. The `fm_ellucian.cer` certificate needs to be loaded. The `fm_ellucian.cer` certificate can be found in the /finaid/java/ directory.

Note: If this is an on-premise solution and SSL is enabled on IIS, the institution client side certificate must be used rather than the one provided by Ellucian.

AQ Times out

As a default, the advanced queues for any Financial Aid process using AQ will timeout after four days of inactivity.

About this task

A longer interval may be set using the GTVSDAX IDLEWAIT parameter. To change the IDLEWAIT setting from the default External Code value of 0 (hard coded to mean 4 days), do the following:

Procedure

1. Stop RNRQINI as follows:

   From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:
   - **Code** - IDLEWAIT
   - **Group** - RNPFM%
3. Change the **External Code** value from the default of 0 to be the number of seconds desired before timeout.

   Note:

   The **External Code** value is in seconds. So, 60 sec * 60 min * 24 hours * 4 days = 345600 units.

   If a 0 is used the logic in rokadvq.f_get_idlewait will return the default value of 345600 or 4 days. Therefore, for RNPFMxx, RNPIMxx, and RPRSSBP, 0 = 4 days.

   If you do not want the AQ process to timeout after 4 days of inactivity, please change this value from **External Code** = 0 to the desired number of seconds, for example 30 days: 60 sec * 60 min * 24 Hours * 30 days = 2592000 **External Code** = 2592000

   Please note it is recommended you set the IDLEWAIT value to less than 50 days (4,320,000 seconds)

4. Restart AQ as follows:

   From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx, RNPIMxx, in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RNPIMxx (for institutions that license College Board IM Need Analysis), RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

   Tip: Ellucian recommends that AQ not be used for aid years where the need calculation will not be performed regularly. AQ is likely to time out between uses and be unavailable when needed. For aid years that are infrequently processed, the paired GTVSDAX entries should have the External Code set to N, so that the jobsub option will be used for online processing during the rare occasions when a need calculation for that aid year is required.

RNPFMxx returns the error, java.sql.SQLException: ORA-12154: TNS: could not resolve the connect identifier specified

Steps necessary to resolve the java.sql.SQLException ORA-12154 error.

Procedure

1. Verify that the TNS_ADMIN environment variable is set to the `tnsnames.ora` file created under the `proxy_setup` directory and that the file contains the `tns_alias` of JSUB pertaining to your TWO_TASK setting (example TEST) before starting FinAid AQ. For example:

   $ export TNS_ADMIN=/u01/banner9/jobsub/proxy_setup

   Looking at the `/u01/banner9/jobsub/proxy_setup/tnsnames.ora`, should show tns alias for JSUB and TEST with same connection information:

```
TEST =
  (DESCRIPTION =
    (ADDRESS = (PROTOCOL = TCP)(HOST = server1.ellucian.com)(PORT =
 1521))
    (CONNECT_DATA =
      (SERVER = DEDICATED)
      (SERVICE_NAME = TEST.ELLUCIAN.COM)
    )
  )

JSUB =
  (DESCRIPTION =
```

```
    (ADDRESS = (PROTOCOL = TCP)(HOST = server1.ellucian.com)(PORT =
1521))
    (CONNECT_DATA =
      (SERVER = DEDICATED)
      (SERVICE_NAME = TEST.ELLUCIAN.COM)
    )
  )
```

2. Add a valid Jobsub Proxy TNS_ADMIN entry into `banjavaenv.shl` and save your changes.

   For example:

   Edit: `$BANNER_HOME/general/misc/banjavaenv.shl` and change this line `JDBC_CONNECTION=jdbc:oracle:oci:@`

   to

   `JDBC_CONNECTION=jdbc:oracle:oci:@` TNS_ADMIN=/u01/banner9/jobsub/proxy_setup export TNS_ADMIN

   Also make sure the file is linked correctly:

   `ln -f $BANNER_HOME/general/misc/banjavaenv.shl` $BANNER_LINKS

   And verify that is first in the jobsub account $PATH:

```
$whoami
  bannerJS
$which banjavaenv.shl
  /u02/banner/links/banjavaenv.shl
```

3. If AQ is used, stop and restart rnrqini:

   rnrqini userid/password STOP

   rnrqini userid/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx, RNPIMxx, in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx and RNPIMxx (for institutions that license College Board IM Need Analysis), RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

   For additional information, see the following Articles:

   - 000039388 - Banner 9 BannerAdmin FinAid AQ RNPFM18 error - java.sql.SQLException: ORA-01017 or ORA-12154
   - 000036011 - Banner Oracle Wallet Proxy errors on Java programs - Exception in thread main java.sql.SQLException ORA-12154

FAQs

Common questions associated with and off-premise FM Need Analysis configuration.

Note: Additional articles for RNPFMxx, RNPIMxx, RPRSSBP and related error messages and common issues may be found by searching in the Ellucian Customer Center.

Q1: What is the purpose of the +1 URL and how is it used?

A: The record with "`/EFCService_1`" in the URL can be made active instead of the production URL record for pre-production testing when instructed to do so by Ellucian (as the EFCService_1 server is not always active).

Q2: Do I need to open port 443 on the Oracle database server to allow connection to?

A: No. For security reasons, the Need Analysis has been intentionally coded not to make a web service call directly from the Oracle database server and the Administrative Banner (AB) server. However, the job submission server will need port 443 open to allow the batch process to connect to server.

Q3: If the Off-Premise option has been chosen, do we still need to change anything in RORPARM?

A: No. The default configuration is for Off-Premise.

Q4: For RORPARM settings, why does Ellucian have two URLs?

A: For best performance when doing a single calculation from immediate processing or ONLINE processing, Advanced Queuing is the best option.

To help with performance, the online processing is separated from the batch processing so that the online processing is not competing for the same resources as the batch processing of thousands of student records.

- Production version of the calculator:

  https://fm1.ellucian.com/EFCService/EFCCalculationService.asmx
- Pre-production version of the calculator:

  https://fm2.ellucian.com/EFCService_IMMP/EFCCalculationService.asmx

Q5: When setting up `finaidfmlogin.jar` and `finaidfm2login.jar`, where can I find my institution's authentication code, the values needed for in the nas.properties file?

httpusername=

httppassword=

A: In response to your institution's application for off-premise status, Ellucian delivered a set of login credentials. If the login credentials cannot be found, contact the Ellucian Action Line for assistance.

FM Need Analysis On-Premise Configuration

Technical details associated with installation and configuration of the hosted FM Need Analysis solution for institutions that choose to host and maintain the service locally.

The hosted FM Need Analysis solution was first delivered to support the 2011/2012 aid year (RNPFM12). The configurations, both required and optional, necessary to achieve successful FM Need Analysis calculations associated with Banner 8.10 or above, are documented. Although the steps reference the RNPFM12 object and the 2011/2012 aid year, they can also be applied to subsequent aid year-specific versions of the RNPFMxx object.

To support the immediate FM Need Analysis calculation, the following two options have been made available:

- Job submission
- Advanced Queuing (AQ) - Available for year-specific RNPFMxx processes (beginning with RNPFM13).

AQ has been made available as an optional installation that can improve performance of online calculations. AQ runs on the job submission server, the same environment that runs batch processing.

Note: Information found here supersedes all configuration requirements noted in prior release documentation.

Note: Issues regarding the hosted Banner FM Need Analysis solution should be submitted to the Ellucian Action Line under the Product Line: *Financial Aid* and the Product: *FM Need Analysis*.

When submitting a Case from the Ellucian Customer Center, select the correct Product Line (`Financial Aid`) and Product (`FM Need Analysis`) options from the available drop down lists.

Object list

Objects associated with FM Need Analysis:

- `finaidfmlogin.jar`
- `finaidfm2login.jar`
- `finaidutils.jar`
- `fm_ellucian.cer`
- `rnpfmxx.jar` *
- `rnpfmxx.pl` *
- `rnpfmxx.shl` *

* - Where "xx" is the aid year.

FM Need Analysis On-Premise configuration options

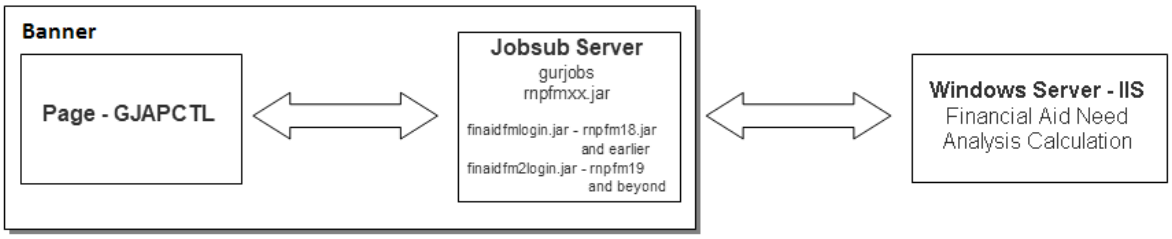
Several options are available for running FM Need Analysis.

The following diagrams illustrate the various FM Need Analysis configuration options:

Batch Need Analysis

The most efficient way to process large numbers of students for FM Need Analysis is by using job submission to run the RNPFMxx (where "xx" is the aid year) process.

Required configuration:



Immediate Processing (Job Submission Process versus Advanced Queuing)

Two configuration options are available to perform immediate student processing for FM Need Analysis.

Running immediate FM Need Analysis using the Job Submission or AQ option:

Even though immediate FM Need Analysis using Advanced Queuing results in better performance, this option requires Advanced Queuing setup.

	Configuration Times	Processing Time per Student
Job Submission	1 minute	6 - 30 seconds
Advanced Queuing	Approximately 15 minutes	2 - 6 seconds

Off-Premise versus On-Premise

Hosted solutions for Banner FM Need Analysis are separated into two major components, Banner and software-as-a-service (SaaS).

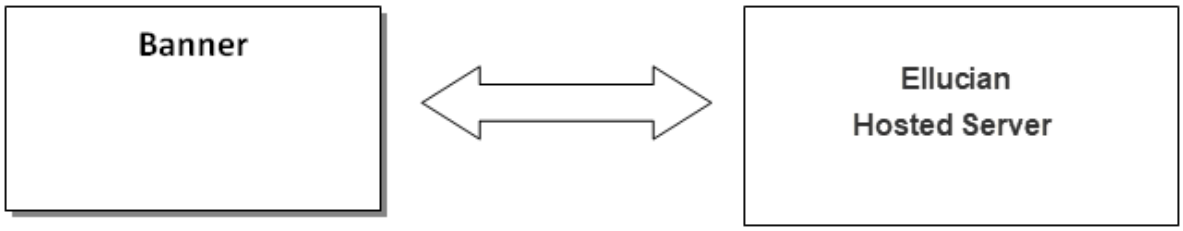
The Banner element is required and must be implemented. However, two options exist for the SaaS implementation:

- Off-Premise (Hosted by Ellucian)
- On-Premise (Hosted by the Institution)

Off-Premise

The preferred SaaS option is Off-Premise (hosted by Ellucian).

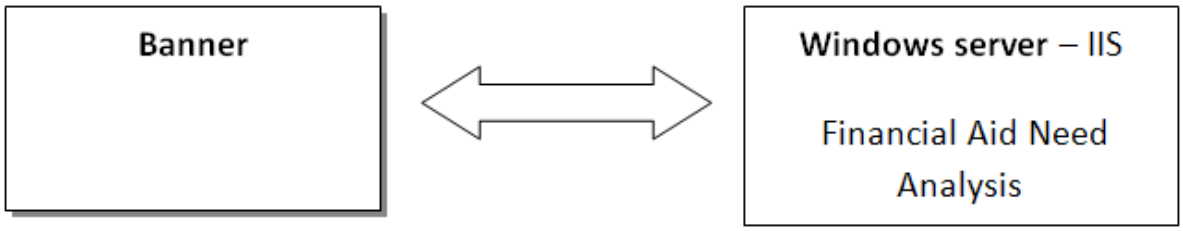
This configuration requires no additional implementation and no maintenance. Off-Premise service offers uptime measured near 100% (based on current statistics). Secure Socket Layer (SSL) technology secures the service and requires a unique login for each institution. Software updates to the SaaS implementation are automatic and instantaneous (no update/upgrade actions are required by the institution).



On-Premise

As an alternative, institutions may elect to use a locally hosted, On-Premise, configuration.

This optional service requires that the institution download, install, configure, and provide ongoing maintenance. On-Premise hosting maintenance, requires that the institution monitor communication for a standard "update" message. In turn, the institution must download, install, and configure any and all available software updates. Use of the On-Premise FM Need Analysis option also requires installation of a Windows 2016 server with IIS.

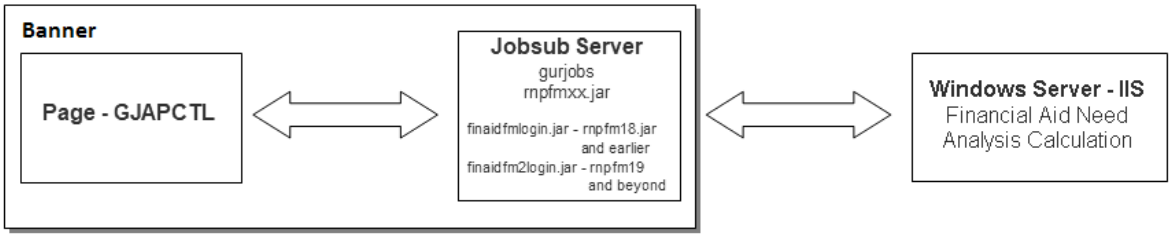


Configuration checklists

A series of FM Need Analysis checklist items used to determine desired function.

Batch Need Analysis (Required)

Define Batch Need Analysis configuration.



The `finaidfmlogin.jar` may be updated with the institution's login credentials. Also, update the `finaidfm2login.jar` with an encrypted password.

Run immediate Need Analysis (with job submission option)

Define Run immediate Need Analysis configuration.

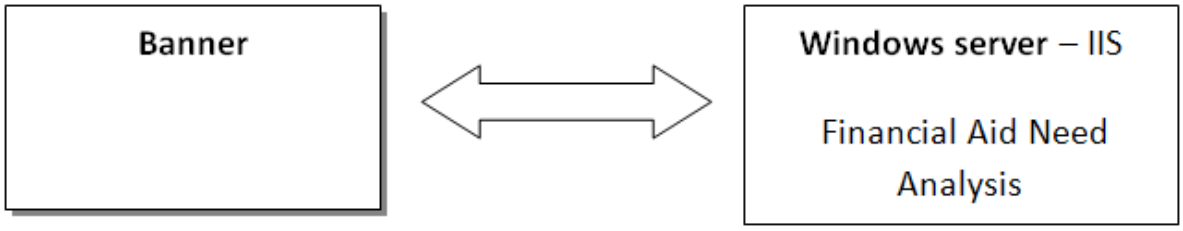
Run immediate Need Analysis (with Advanced Queuing)

While better performance is noted using the immediate FM Need Analysis configuration, using Advanced Queuing requires specific configuration.

On-Premise Installation

Because the institution selected on-premise status, install a locally hosted version of the Banner Need Analysis.

About this task



Procedure

1. Check for the latest version of `FinAidNeedAnalysis.xxxxxx.x.zip` and download the file if needed.
2. Install the web service on to an IIS server (use the Windows 2016 Installation Guide, provided).
3. Choose the appropriate guide for your institution. Refer to the *On-Premise* procedure.

Procedures

Individual procedures provide a stand-alone set of instructions associated with a particular FM Need Analysis function. associated with FM Need Analysis operations.

The following provides background information only and does not suggest any particular sequence:

- Update finaidfmlogin.jar (for aid years before 2018/2019)
- Encrypt authentication code for FM Need Analysis (starting with aid year 2018/2019)
- Update finaidfm2login.jar (for aid years before 2018/2019)
- Administrative Banner (AB) (Proxy Settings and JVM Certificate)
- On-Premise
- Proxy Settings

Update finaidfmlogin.jar

Procedure used to update `finaidfmlogin.jar`.

About this task

If Basic Authentication was used during the Windows IIS installation, the following procedure must be done. Otherwise, no changes are needed.

Embedded within the object `finaidfmlogin.jar`, is a `nas.properties` file. This file can be modified to allow connection to Windows IIS with the credential created when Basic Authentication was turned on. The `finaidfmlogin.jar` file can be found:

- Under UNIX

  $BANNER_HOME/finaid/java
- Under Windows

  ${banner_home}\finaid\java

Steps 1 through 4 are identical for both Windows and Unix. The additional step 5 is required for Unix, only.

Procedure

1. Use the following command to extract the `nas.properties` file from `finaidfmlogin.jar`:

   ```
   jar xf finaidfmlogin.jar com/sungardhe/finaid/login/nas.properties
   ```

   Note: Note: Value points to the location of the file within `finaidfmlogin.jar`: `com/sungardhe/finaid/login/nas.properties`.
2. Open the `com/sungardhe/finaid/login/nas.properties` file in a text editor.
3. Change the user name and password values, the text to the right of the equal sign, for these properties. Be careful not to leave any trailing spaces after the values.

   httpusername=

   httppassword=

   Note: Use the credentials created during the Windows IIS installation.
4. Use the following command to update the `finaidfmlogin.jar` with the edited `nas.properties`:

   ```
   jar uf finaidfmlogin.jar com/sungardhe/finaid/login/nas.properties
   ```
5. Unix only: Use the following command to relink `finaidfmlogin.jar` to $BANNER_LINKS:

   `ln -f $BANNER_HOME/finaid/java/finaidfmlogin.jar` $BANNER_LINKS

Encrypt authentication code for FM Need Analysis (aid years 2018/2019 and beyond)

Ellucian provides each institution licensed to run the FM Need Analysis Web Service with a unique user id (httpusername) and password (httppassword) to login to the Web Service.

About this task

Starting with aid year 2018/2019, it is required that you encrypt this password and use the encrypted value in the `finaidfm2login.jar` file, as. Update the `finaidfm2login.jar` to use an encrypted password whether or not you used Basic Authentication during Windows IIS installation.

To encrypt the httppassword please follow these steps:

Procedure

1. Position yourself in the $BANNER_HOME/finaid/plus directory
2. Login to SQL*Plus as user baninst1 or a user that can execute plus scripts.
3. Execute script rencrypt.sql.
4. When prompted, enter either the default httppassword or the password assigned as part of Basic Authentication during Windows IIS installation. If the password contains a single quote (') you will need to add a second single quote as a delimiter for successful string encryption.

   Example:

   123'123 should be entered as 123''123

5. Copy the encrypted string, as this will be needed in the next procedure for the `nas.properties` file.

   Example:

   $ sqlplus

   Enter user-name: baninst1

   Enter password:

```
Connected to:
```

```
Oracle Database xxx Enterprise Edition Release x.x.x.x
```

```
SQL> @rencrypt.sql
```

```
Enter the String to encrypt : <enter assigned httppassword here>
```

```
Encrypted String is:
```

```
<encrypted string for nas.properties file>
```

```
PL/SQL procedure successfully completed.
```

Update finaidfm2login.jar (aid years 2018/2019 and beyond)

Embedded within the object `finaidfm2login.jar`, is a `nas.properties` file.

About this task

This file must be modified to allow each institution to connect to the Financial Aid Institutional Methodology Need Analysis system beginning with aid year 2018/2019. The `finaidfm2login.jar` file can be found:

- Under UNIX

  $BANNER_HOME/finaid/java

  and is linked to $BANNER_LINKS.
- Under Windows

  ${banner_home}\finaid\java

Note: Update the `finaidfm2login.jar` to use an encrypted password whether or not you used Basic Authentication during Windows IIS installation.

- If Basic Authentication used during Windows IIS installation, update the following:

  httpusername: the unencrypted username

  httppassword: the encrypted password
- If Basic Authentication not used during Windows IIS installation, update httppassword: the encrypted default password.

Steps 1 through 4 are identical for both Windows and Unix. The additional step 5 is required for Unix, only.

Procedure

1. Use the following command to extract the `nas.properties` file from `finaidfm2login.jar`:

   ```
   jar xf finaidfm2login.jar com/ellucian/finaid/login/nas.properties
   ```

   Note: Value points to the location of the file within `finaidfmlogin.jar`: `com/sungardhe/finaid/login/nas.properties`.
2. Open the `com/ellucian/finaid/login/nas.properties` file in a text editor.
3. Depending on the authentication method used during Windows IIS installation, choose one of the following options:
   - If Basic Authentication was used during the Windows IIS installation:

     Change the httpusername and httppassword values to the right of the equal sign, accordingly:

     httpusername=unencrypted username

     httppassword=encrypted password
   - If Basic Authentication was not used during the Windows IIS installation:

     Keep the default username, as delivered, but update the httppassword value, to the right of the equal sign, accordingly:

     httppassword=encrypted default password
4. Use the following command to update the `finaidfm2login.jar` with the edited `nas.properties`:

   ```
   jar uf finaidfm2login.jar com/ellucian/finaid/login/nas.properties
   ```
5. Unix only: Use the following command to relink `finaidfm2login.jar` to $BANNER_LINKS:

   `ln -f $BANNER_HOME/finaid/java/finaidfm2login.jar` $BANNER_LINKS

Administrative Banner (AB)

Configure proxy connection.

Configure banproxy

Configure a proxy connection for each Banner Financial Aid user who will be responsible for running a FM Need Analysis.

About this task

The Administrative Banner (AB) banproxy user will be configured to act as the proxy user. Appropriate permission is required for each user to allow banproxy to connect to Oracle on that login user's behalf.

Procedure

1. As the bansecr userid, open the Oracle/Banner Security Maintenance (GSASECR) page.
2. Select the User ID that will use the proxy connection and click the **Alter** button.
3. The User ID's credentials are displayed on the Authorize or Create an ORACLE ID window. Select the **Authorize BANPROXY** check box and click the **Save** button.

On-Premise

This installation is only required if the institution applied for an on-premise install status.

IIS 10.0 on Windows Server 2016

IIS 10.0 on Windows Server 2016 - Minimum requirements

Install, configure and test the server.

Procedure

1. The on-premise install of the Financial Aid Need Analysis is called the EFCService web service and it can only be installed on a Windows Server:
   - Windows 2016 running IIS 10
   - Microsoft.NET Framework 4.6
   - IIS configured to run ASP.net 4.6

2. Enabling IIS 10.0 on Windows Server 2016
   a) Windows Server 2016 includes IIS 10.0. Instructions to enable IIS can be found at the following URL:

      https://support.microsoft.com/en-us/help/324069/how-to-set-up-an-https-service-in-iis

   b) Click Start, point to Administrative Tools and then click Server Manager.
   c) In Roles Summary, click Add Roles.
   d) Use the Add Roles Wizard to add the Web Server role.
   e) During the Select Role Services, check to include the following items:
      - ASP.NET
      - Basic Authentication

3. Installing EFCService Web Service:

   Note: If you already have a working EFCService from a prior install, you must stop the service before proceeding.

   a) Unzip latest version of the `FinAidNeedAnalysis.xxxxxx.x.zip` into the following folder:

      `C:\inetpub\wwwroot\EFCService`.

      The structures should include:

      `..\EFCService\App_Data\Config.xml`

      `\bin\EFC.dll`

      `\EFCSoapExtension.dll`

      `\ExceptionHandling.dll`

      `\FederalEFC1011.dll`

      `\FederalEFC.dll`

      `\FinancialAidService.dll`

      `\efc_calculation_messages.xsd`

      `\EFCCalculationService.asmx`

      `\Web.config`

      Note: If you already have a working EFCService from a prior install, you can now restart the service and skip to *step 4*, *Test the Web Service*.

   b) From the Server Manager, expand Web Server (IIS) and select Internet Information Service (IIS) Manager.

   c) From the Connection screen, right click the Default Web Site and select Add Virtual Directory.

      Fill out the Add Virtual Directory popup. Make sure to use EFCService for the Alias and click OK.

   d) From the Server Manager, expand Web Server (IIS) and select Internet Information Service (IIS) Manager.

   - From the Connections screen, select Default Web Site and do a Refresh by pressing the F5 function key.
   - The EFCService Folder is displayed:
   - Right click the EFCService folder, select Convert to Application from the popup menu and select OK.

4. Test the Web Service:
   a) Enter and go to the following URL in a web browser:

      http://localhost/EFCService/EFCCalculationService.asmx

   b) If the EFCCalculationService page is displayed, the web service test was successful.
5. Configuring the EFCService to use Basic Authentication (optional):
   a) Navigate back to the Default Web Site on the Internet Information Service (IIS) Manager.
   b) With the Features View on, select Authentication.
   c) Disable Anonymous Authentication.
   d) Enable Basic Authentication.
   e) Edit Basic authentication and enter the Default domain and Realm.
   f) The user name and password must be updated for Banner to connect. Refer to the *Updating finaidfmlogin.jar* procedure.
6. Setup EFCService for SSL (optional).
   a) SSL requires obtaining and registering a certificate with the Web Server.
   b) The bit length must be 1024 or 2048.
   c) A detailed set of instructions are available from Microsoft at the following URL:

      https://support.microsoft.com/en-us/help/324069/how-to-set-up-an-https-service-in-iis
7. Update INB to recognize the on-premise FM Calculation Web Service.
   a) Login into INB and navigate to the RORPARM page.
   b) Select the Calculation Type = Federal Methodology and click Go.
   c) For `WS_ENDPOINT`, replace the default value with URL from step 4 – Test the Web Service.
   d) Make sure to replace `localhost` with the correct address of the IIS.

Load Certificate to JVM (only if necessary)

The minimum requirement for Banner 9 is Java 7.

About this task

With Java 7 or higher, the certificates needed to connect to the server hosting the FM calculator are pre-loaded. In some cases, it may be necessary to load the certificate manually.

Use the following steps to load the client side certificate:

Procedure

1. Navigate to the following directory of the job submission server:

   <JAVA_HOME>/bin
2. Copy the `fm_ellucian.cer` certificate to this same directory:

   The latest Ellucian certificate can be found in the $BANNER_LINKS directory.

3. Execute the following command:

   Note: The command strings in this step must be applied in a single line format. If you choose to use these strings, 1) Highlight and copy the desired code string and paste the text into a text editor. 2) From the text editor, remove any line breaks (ultimately forcing the text onto a single line), replacing the line breaks with a single space character.

   The commands described here are intended for a Windows based environment. For UNIX and equivalent environments, replace the backslash character "\" with the forward slash character "/".

   Note: The dash character (-), shown in the command strings below, is used as a switch within the command and should never be followed directly by a space character.

   - If the JVM is a JRE:

     ```
     keytool -import -alias <mycert> -file <mycertfile.cer> -keystore ..\lib\security\cacerts -storepass changeit -noprompt
     ```

   - If the JVM is a JDK:

     ```
     keytool -import -alias <mycert> -file <mycertfile.cer> -keystore ..\lib\security\cacerts -storepass changeit -noprompt
     ```

Advanced Queuing (AQ) Configuration (Optional)

To help with performance, Advanced Queuing (AQ) is available as an option.

Requirements

None

Pre-Configuration

An Oracle user login that can run a Banner batch process from the host/command line is needed to start the AQ enabled processes.

Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx in addition to RPRSSBP and RNPIMxx, for institutions that license College Board IM Need Analysis), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RPRSSBP, and RNRQINI (for example faisusr).

For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

Configuration

Procedures used to enable/disable Advanced Queuing (AQ).

Start AQ - For FM Need Calculation

Use this procedure to start Advanced Queuing for FM Need Calculation operations.

Before you begin

If AQ for Financial Aid is already running for any process, follow the steps necessary to Stop AQ, before modifying GTVSDAX.

Procedure

1. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:
   - **Group** - RNPFM%
   - **Translation Code** - FINAID%

   Each aid year specific process will include two records:
   - FINAID_AQ
   - FINAID_AQ_RTN

     Both records must have the **External Code** set to a value of Y.
2. Select the Calculation Type = Federal Methodology and click **Go**.
3. From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, Ellucian recommends that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

4. If multiple Financial Aid process are setup in GTVSDAX to use AQ, a single run of RNRQINI will start any Financial Aid process using AQ.

   Note: The default timeout due to inactivity is 4 days from its last use. Controlled by the External Code value for the GTVSDAX entry for Code=IDLEWAIT and Group=RNPFMXX. The default value, External Code=0, is hard-coded to mean 4 days. Enter a value in seconds. For example, to increase the timeout to 30 days, set External Code=259200 (60 seconds x 60 minutes x 24 hours x 30 days).

Stop AQ

Use this procedure to stop Advanced Queuing operations.

Procedure

1. From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. To prevent the FM Need Calculation process from being restarted the next time RNRQINI is started, login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RNPFM%
   - T**ranslation Code** - FINAID%

     Each process will have two records:

     – FINAID_AQ
     – FINAID_AQ_RTN

       Both records must have the **External Code** set to a value of N.

3. To prevent other processes that use AQ from restarting the next time RNRQINI is started, login into AB and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - R%
   - T**ranslation Code** - FINAID%

     The process will have one record:

     FINAID_AQ

     This record must have the **External Code** set to a value of N.

     Note:

     The AQ enabled processes RNPFMxx (beginning with RNPFM13) and RPRSSBP, behave very similarly to GURJOBS, General's job submission process. After you have setup GTVSDAX one time, you can add the command to run RNRQINI with the start up script that starts Banner. This would be the same start-up script that starts GURJOBS.

     Likewise, to stop the processes, you can add RNRQINI to the stop scripts that also stops GURJOBS.

   Tip: Ellucian recommends that AQ not be used for aid years where the need calculation will not be performed regularly. AQ is likely to time out between uses and be unavailable when needed. For aid years that are infrequently processed, the paired GTVSDAX entries should have the External Code set to N, so that the jobsub option will be used for online processing during the rare occasions when a need calculation for that aid year is required.

4. After the rnrqini userid/password STOP command has completed, verify that all Aid Queues have stopped.

   Under UNIX, run the command:

   ps -ef |grep -i queue

   There should be no Financial Aid queues still running. If any are still running, re-run the STOP command and recheck.

   Note: It may be necessary to use the Unix kill command to stop remaining queues.

Troubleshoot configuration issues

Use items listed to resolve FM Need Analysis issues.

Proxy not authorized

Potential solution for proxy not authorized condition.

Related Error Message
java.sql.SQLException ORA-28150: proxy not authorized to connect as client

	Description
Symptom:	The user login into Administrative Banner (AB) is not setup to allow proxy login.
Solution:	Review: Required installation (step 1).

Unauthorized

Potential solution for unauthorized condition.

Related Error Message
org.apache.axis2.AxisFault: Transport error: 401 Error: Unauthorized

	Description
Symptom:	The `nas.properties` file embedded within the `finaidfmlogin.jar` or `finaidfm2login.jar` must be updated with the correct user name and password to allow a successful login to the server.
Solution:	Review: Required installation (step 3).

AQ Times out

As a default, the advanced queues for any Financial Aid process using AQ will timeout after four days of inactivity.

About this task

A longer interval may be set using the GTVSDAX IDLEWAIT parameter. To change the IDLEWAIT setting from the default External Code value of 0 (hard coded to mean 4 days), do the following:

Procedure

1. Stop RNRQINI as follows:

   From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Code** - IDLEWAIT
   - **Group** - RNPFM%

3. Change the **External Code** value from the default of 0 to be the number of seconds desired before timeout.

   Note:

   The **External Code** value is in seconds. So, 60 sec * 60 min * 24 hours * 4 days = 345600 units.

   If a 0 is used the logic in `rokadvq.f_get_idlewait` will return the default value of 345600 or 4 days. Therefore, for RNPFMXX and RPRSSBP, 0 = 4 days.

   If you do not want the AQ process to timeout after 4 days of inactivity, please change this value from **External Code** = 0 to the desired number of seconds, for example 30 days: 60 sec * 60 min * 24 Hours * 30 days = 2592000 **External Code** = 2592000

   Please note it is recommended you set the IDLEWAIT value to less than 50 days (4,320,000 seconds)

4. Restart AQ as follows:

   From host, run the following command:

   ```
   rnrqini user/password START
   ```

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

   Tip: Ellucian recommends that AQ not be used for aid years where the need calculation will not be performed regularly. AQ is likely to time out between uses and be unavailable when needed. For aid years that are infrequently processed, the paired GTVSDAX entries should have the External Code set to N, so that the jobsub option will be used for online processing during the rare occasions when a need calculation for that aid year is required.

FAQs

Common questions associated with and on-premise FM Need Analysis configuration.

Q1: Where do I get the seed number to update the seed.properties file within the `finaiddbseed.jar`?

A: If you have enough permission you can use the following SQL statement to retrieve the seed numbers:

```
SELECT GUBIPRF_SEED1,GUBIPRF_SEED3 FROM bansecr.gubiprf; GUBIPRF_SEED1
GUBIPRF_SEED3------------- -------------12345678 87651234
```

Q2: How do I test my login credential to the server for validity?

A: You can test the credential from a web browser.

1. From a web browser, go to the following URL:

   ```
   https://fm1.ellucian.com/EFCService/EFCCalculationService.asmx
   ```

2. In the login popup screen, type in the institution login user name and password.
3. If login is successful an EFCCalculationService web page is displayed.

Q3: There are two records in RORPARM called WS_ENDDPOINT. How is this additional record used?

A: When instructed by Ellucian, a record with /EFCService_1 in the URL can be made active instead of the production URL record for pre-production testing.

Q4: Do I need to open port 443 on the Oracle database server to allow connection to the server?

A: No. For security reasons, Ellucian has intentionally not coded the Need Analysis to make a web service call directly from the Oracle database server and the Administrative Banner (AB) server. However, the job submission server will need port 443 open to allow the batch process to connect to the server.

Q5: If the On-Premise option has been chosen, do we still need to change anything in RORPARM?

Yes. The default configuration is for Off-Premise. On-Premise institutions must to insert an additional WS_ENDPOINT entry with the data value that reflects the server that houses the FM Need Analysis Calculation service. When created, change the description of the delivered entry to include the words Off-Premise. Clear the **Active** indicator on the Off-Premise entry and select the **Active** indicator on the new On-Premise entry.

Q6: For RORPARM settings, why does Ellucian have two sites?

A: For best performance when doing a single calculation from immediate processing or ONLINE processing, Advanced Queuing is the best option.

- Batch and online processing (production version of the calculator):

  `https://fm1.ellucian.com/EFCService/EFCCalculationService.asmx`
- Batch and online processing (BETA/pre-production version of the calculator):

  `https://fm1.ellucian.com/EFCService_1/EFCCalculationService.asmx`

IM Need Analysis Off-Premise Configuration

Technical details associated with installation and configuration of the hosted IM Need Analysis solution and only applies to customers who license The College Board INAS product.

The hosted IM Need Analysis solution was first delivered to support the 2018/2019 aid year (RNPIM19). The configurations, both required and optional, necessary to achieve successful IM Need Analysis calculations associated with Banner Financial Aid 8.31/9.3.5 or above, are documented. Although the steps reference the RNPIM19 object and the 2018/2019 aid year, they can also be applied to subsequent aid year-specific versions of the RNPIMxx object.

Note: Unlike FM Need Analysis Calculation configuration, which may be set for either Off-Premise (hosted by Ellucian) or On-Premise (hosted by the Institution) operation, the IM Need Analysis Calculation supports only an Off-Premise (hosted by Ellucian) configuration.

To support the immediate IM Need Analysis calculation, the following two options have been made available:

- Job submission
- Advanced Queuing (AQ) - Available for year-specific RNPIMxx processes.

AQ has been made available as an optional installation that can improve performance of online calculations. AQ runs on the job submission server, the same environment that runs batch processing. Refer to Advanced Queuing for additional details.

Note: Information found here supersedes all configuration requirements noted in prior release documentation.

Note: Issues regarding the hosted Banner IM Need Analysis solution should be submitted to the Ellucian Action Line under the Product Line: *Financial Aid* and the Product: *IM Need Analysis*.

Object list

Objects associated with IM Need Analysis:

- `finaidimlogin.jar`
- `rnpimxx.jar` *
- `rnpimxx.pl` *
- `rnpimxx.shl` *

* - Where "xx" is the aid year.

IM Need Analysis Off-Premise configuration options

Several options are available for running IM Need Analysis.

The following diagrams illustrate the various IM Need Analysis Off Premise configuration options.

Batch Need Analysis

The most efficient way to process large numbers of students for IM Need Analysis is by using job submission to run the RNPIMxx (where "xx" is the aid year) process.

Required configuration:

Immediate Processing (Job Submission Process versus Advanced Queuing)

There are two configuration options available to perform immediate student processing for IM Need Analysis.

- Running immediate IM Need Analysis using job submission:

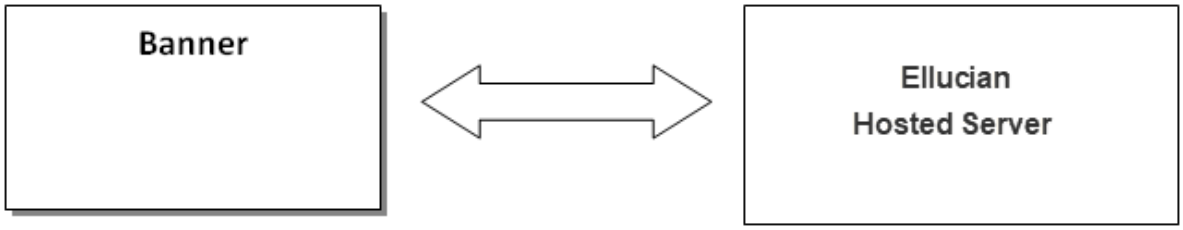
- Running immediate IM Need Analysis using Advanced Queuing.

  While better performance is noted using the immediate IM Need Analysis configuration, using Advanced Queuing requires specific configuration.

Off-Premise Ellucian hosted

The only SaaS option is Off-Premise (hosted by Ellucian).

This configuration requires no additional implementation and no maintenance. Off-Premise service offers up-time measured near 100% (based on current statistics for FM Calc hosted solution). The service is secured by (Secure Socket Layer) SSL technology and requires a unique login for each institution. Software updates to the SaaS implementation are automatic and instantaneous (no update/upgrade actions are required by the institution).



Configuration Checklists

A series of IM Need Analysis Off-Premise checklist items used to determine desired function.

Batch Need Analysis (Required)

Define Batch Need Analysis configuration.

About this task

Procedure

1. The `finaidimlogin.jar` must be updated with the institution's login credentials. Refer to the *Updating finaidimlogin.jar* procedure.
2. The job submission server must open outgoing port 443 to allow the batch process `rnpimxx.jar` to connect to server URLs:

   https://im.ellucian.com

Run immediate Need Analysis (with Advanced Queuing)

While better performance is noted using the immediate IM Need Analysis configuration, using Advanced Queuing requires specific configuration.

Procedures

Individual procedures provide a stand-alone set of instructions associated with a particular IM Need Analysis function.

This information is provided for reference only and is not intended to be followed sequentially. Other information that follows reinforces or instructs you to perform certain necessary steps.

The following procedural information is listed here:

- Encrypting authentication code for IM Need Analysis
- Updating `finaidimlogin.jar`
- Updating `finaiddbseed.jar`
- Administrative Banner (AB)

Encrypt authentication code for IM Need Analysis

Each institution licensed to run the IM Need Analysis Web Service is provided a unique user id (httpusername) and password (httppassword) to login to the Web Service.

About this task

The httppassword needs to be encrypted in the `finaidimlogin.jar` file as described in the next procedure.

To encrypt the password, please follow these steps:

Procedure

1. Position yourself in the $BANNER_HOME/finaid/plus directory
2. Login to SQL*Plus as user baninst1 or a user that can execute plus scripts.
3. Execute script `rencrypt.sql`.

4. Enter the httppassword assigned to your institution when prompted. If the password contains a single quote (') you will need to add a second single quote as a delimiter for successful string encryption.

   Example:

   123'123 should be entered as 123''123

   Note: The unencrypted httppassword does not display on entry, be careful not to add extra spaces or characters.

   Note: The Ellucian-assigned IM credentials will be different from the Ellucian-assigned FM credentials.

5. Copy the encrypted string, as this will be needed in the next procedure for the `nas.properties` file.

   Example:

   $ sqlplus

   Enter user-name: baninst1

   Enter password:

```
Connected to:
```

```
Oracle Database xxx Enterprise Edition Release x.x.x.x
```

```
SQL> @rencrypt.sql
```

```
Enter the String to encrypt : <enter assigned httppassword here>
```

```
Encrypted String is:
```

```
<encrypted string for nas.properties file>
```

```
PL/SQL procedure successfully completed.
```

Update finaidimlogin.jar

Embedded within the object `finaidimlogin.jar`, is a `nas.properties` file.

About this task

This file must be modified to allow each institution to connect to the Financial Aid Institutional Methodology Need Analysis system. The `finaidimlogin.jar` file can be found:

- Under UNIX

  $BANNER_HOME/baninas/java

  and is linked to $BANNER_LINKS.
- Under Windows

  ${banner_home}\baninas\java

Steps 1 through 4 are identical for both Windows and Unix. The additional step 5 is required for Unix, only.

Procedure

1. Use the following command to extract the `nas.properties` file from `finaidimlogin.jar`:

   ```
   jar xf finaidimlogin.jar com/ellucian/finaid/login/nas.properties
   ```

   Note: Note: Value points to the location of the file within `finaidfmlogin.jar: com/ellucian/finaid/login/nas.properties`.
2. Open the `com/ellucian/finaid/login/nas.properties` file in a text editor.
3. Change the user name and password values, the text to the right of the equal sign, for these properties. Be careful not to leave any trailing spaces after the values.

   httpusername=

   httppassword=

   Note: Use the Ellucian-assigned credentials provided when the institution applied for the offpremise status. Ensure that the httpusername is unencrypted and the httppassword is encrypted.
4. Use the following command to update the `finaidimlogin.jar` with the edited `nas.properties`:

   ```
   jar uf finaidimlogin.jar com/ellucian/finaid/login/nas.properties
   ```
5. Unix only: Use the following command to relink `finaidimlogin.jar` to $BANNER_LINKS:

   `ln -f $BANNER_HOME/baninas/java/finaidimlogin.jar` $BANNER_LINKS

Redirect Administrative Banner (AB) to the Plus one (+1) URL

When there are changes made to the IM Need Analysis calculation, institutions will have the opportunity to direct their Administrative Banner (AB) test environment's IM Calculator to this non-production code.

The non-production URL is also called the Plus one, or simply +1. Whenever this URL is available, a separate communication will be sent to alert the Banner community of its status. The following configuration procedures describes the steps necessary to switch an AB test environment to use the +1 URL.

After completing these steps, the institution will only be able to do IM Need Analysis calculations using the job submission option for online/immediate processing.

Batch processing of IM Need Analysis will continue to work as before, except it will reference the +1 calculator.

Note: The +1 URL is intended to be used for client non-production testing only. It is not meant to be used for production. In addition, the purpose of the testing is to evaluate the latest changes to the functionality of the Need Analysis calculation that resides on the server. The +1 URL is not intended to test the institution's installation of Need Analysis on Banner.

Switch the IM Need Analysis Calculator to use the non-production (+1) URL:

Configuration steps associated with use of the non-production (+1) URL.

Procedure

1. Login into Administrative Banner (AB) and navigate to the RORPARM page.
2. Select the Calculation Type = Institutional Methodology and click **Go**.
3. For parameter WS_ENDPOINT:
   - Clear the **Active** indicator for URL:

     `https://im.ellucian.com/bsg/BSINAS`
   - Select the **Active** indicator for URL:

     `https://im.ellucian.com/bsg/BSINAS_1`
4. Save your RORPARM changes.

Switch the IM Need Analysis Calculator back to the production URL

Configuration steps used to return the IM Need Analysis calculator to the production URL

Procedure

1. Login into Administrative Banner (AB) and navigate to the RORPARM page.
2. Select the Calculation Type = Institutional Methodology and click **Go**.
3. For parameter WS_ENDPOINT:
   - Select the Active indicator for URL:

     `https://im.ellucian.com/bsg/BSINAS`
   - Clear the Active indicator for URL:

     `https://im.ellucian.com/bsg/BSINAS`
4. Save your RORPARM changes.

Advanced Queuing (AQ) Configuration (Optional)

To help with performance, Advanced Queuing (AQ) is available as an option.

Requirements

None

Pre-Configuration

An Oracle user login that can run a Banner batch process from the host/command line is needed to start the AQ enabled processes.

Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx, RNPIMxx, and RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RNPIMxx processes (for institutions that license College Board IM Need Calculation), RPRSSBP and RNRQINI (for example faisusr).

For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

Configuration

Procedures used to enable/disable Advanced Queuing (AQ).

Start AQ - For IM Need Calculation

Use this procedure to start Advanced Queuing for FM Need Calculation operations.

Before you begin

If AQ for Financial Aid is already running for any process, follow the steps necessary to Stop AQ, before modifying GTVSDAX.

Procedure

1. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RNPIM%
   - **Translation Code** - FINAID%

   Each Aid Year-specific process will include two records:

   - FINAID_AQ
   - FINAID_AQ_RTN

     Both records must have the **External Code** set to a value of Y.
2. From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx in addition to RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RNPIMxx processes (for institutions that license College Board IM Need Calculation), RPRSSBP, and RNRQINI.
3. If multiple Financial Aid process are setup in GTVSDAX to use AQ, a single run of RNRQINI will start any Financial Aid process using AQ.

Stop AQ

Use this procedure to stop Advanced Queuing operations.

Procedure

1. From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. To prevent the IM Need Calculation process from being restarted the next time RNRQINI is started, login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RNPIM%
   - **Translation Code** - FINAID%

     Each process will have two records:

     – FINAID_AQ

     – FINAID_AQ_RTN

     Both records must have the **External Code** set to a value of N.

3. To prevent other processes that use AQ from restarting the next time RNRQINI is started, login into AB and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - R%
   - **Translation Code** - FINAID%

     Each process will have one record:

     `FINAID_AQ`

     This record must have the **External Code** set to a value of N.

     Note:

     The AQ enabled processes RNPIMxx (beginning with RNPIM19), RNPFMxx (beginning with RNPFM13) and RPRSSBP, behave very similar to GURJOBS, General's job submission process. After you have setup GTVSDAX once, you can add the command to run RNRQINI with the start-up script that starts Banner. This would be the same start-up script that starts GURJOBS.

     Likewise, to stop the processes, you can add RNRQINI to the stop scripts that also stops GURJOBS.

Troubleshoot configuration issues

Use items listed to resolve IM Need Analysis issues.

Proxy not authorized

Potential solution for proxy not authorized condition.

Related Error Message
java.sql.SQLException ORA-28150: proxy not authorized to connect as client

	Description
Symptom:	The user login into Administrative Banner (AB) is not setup to allow proxy login.
Solution:	Review: Required installation (step 1).

Unauthorized

Potential solution for unauthorized condition.

Related Error Message
org.apache.axis2.AxisFault: Transport error: 401 Error: Unauthorized

	Description
Symptom:	The `nas.properties` file embedded within the `finaidimlogin.jar` must be updated with the correct unencrypted httpusername and encrypted password to allow a successful login to the server.
Solution:	Review: Required installation (step 3).

Certification path

Potential solution for certification path error condition.

Related Error Message
org.apache.axis2.AxisFault: sun.security.validator.ValidatorException: PKIX path building failed: sun.security.provider.certpath.SunCertPathBuilderException: unable to find valid certification path to requested target. OR org.apache.axis2.AxisFault: com.ibm.jsse2.util.h: PKIX path building failed: java.security.cert.CertPathBuilderException: PKIXCertPathBuilderImpl could not build a valid CertPath.

	Description
Symptom:	The JVM does not have the correct certificate loaded to connect to the server using HTTPS (SSL enabled).
Solution:	Review: Loading certificate to JVM. The `im_ellucian.cer` certificate needs to be loaded. The `im_ellucian.cer` certificate can be found in the /finaid/java/ directory.

AQ Times out

As a default, the advanced queues for any Financial Aid process using AQ will timeout after four days of inactivity.

About this task

A longer interval may be set using the GTVSDAX IDLEWAIT parameter. To change the IDLEWAIT setting from the default External Code value of 0 (hard coded to mean 4 days), do the following:

Procedure

1. Stop RNRQINI as follows:

   From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, the same host level userid that started AQ should be used when stopping the queue. This is usually the same special userid that is used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:
   - **Code** - IDLEWAIT
   - **Group** - RNPIM%
3. Change the **External Code** value from the default of 0 to be the number of seconds desired before timeout.

   Note:

   The **External Code** value is in seconds. So, 60 sec * 60 min * 24 hours * 4 days = 345600 units.

   If a 0 is used the logic in `rokadvq.f_get_idlewait` will return the default value of 345600 or 4 days. Therefore, for RNPFMXX and RPRSSBP, 0 = 4 days.

   If you do not want the AQ process to timeout after 4 days of inactivity, please change this value from **External Code** = 0 to the desired number of seconds, for example 30 days: 60 sec * 60 min * 24 Hours * 30 days = 2592000 **External Code** = 2592000

   Please note it is recommended you set the IDLEWAIT value to less than 50 days (4,320,000 seconds)

4. Restart AQ as follows:

   From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs will be created in the home directory of the host user that starts RNRQINI at the host, it is recommended that the same userid that is used to start the GURJOBS process be used to start RNRQINI (for example, banjobs). For both Unix and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx , RNPIMxx, and RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RNPIMxx processes (for institutions that license College Board IM Need Calculation), RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

FAQs

Common questions associated with and off-premise IM Need Analysis configuration.

Note: Additional articles for RNPFMxx, RNPIMxx, RPRSHOP and related error messages and common issues may be found by searching in the Ellucian Customer Center.

Q1: Do I need to open port 443 on the Oracle database server to allow connection to ?

A: No. For security reasons, the Need Analysis has been intentionally coded not to make a web service call directly from the Oracle database server and the Administrative Banner (AB) server. However, the job submission server will need port 443 open to allow the batch process to connect to server.

Q2: When setting up `finaidimlogin.jar`, where can I find my institution's authentication credentials, the values needed for in the `nas.properties` file?

httpusername=

httppassword=

A. Ellucian provided your institution's IT staff with authentication credentials that grant access to the IM calculation. The IM credentials differ from your institution's FM credentials. If the authentication credentials cannot be found, contact the Ellucian Action Line for assistance.

College Financing Plan Batch Process (RPRSSBP) Configuration

Technical details associated with configuration of Banner to support the PDF version of the College Financing Plan (formerly Shopping Sheet) from Banner Self-Service 8.x.

Note: The following information does not currently apply to institutions using Banner Student Self-Service 9.10 or higher for Banner Self-Service.

Introduction

The College Financing Plan is not an Ellucian SaaS offering but also uses Advanced Queuing (AQ) and is documented here because stopping and starting RNRQINI has a direct operational impact.

Banner supports one method for Financial Aid office staff to print the College Financing Plan from Administrative Banner (AB) and, in Banner Self-Service 8.x, two methods for Students to print the College Financing Plan from Self-Service (HTML or PDF).

Note: Banner Student Self-Service 9.x offers only the HTML option for the College Financing Plan and does not use RPRSSBP or AQ.

- AB users print the College Financing Plan Patch Process (RPRSSBP) through standard Job Submission (GJAPCTL).

  AQ is not used for AB users. No additional instruction is provided for AB usage.
- Students access the College Financing Plan through Banner Self-Service either in HTML format or PDF Format. Only PDF format requires AQ.

  Included, are only those steps required to run the RPRSSBP process using AQ for the Self-Service PDF Option.

Configuration

Beginning with Banner 8.16, institutions using Banner Financial Aid Self-Service 8.x have the option of allowing students to access the College Financing Plan in HTML format, PDF format, or both. You must configure the RPRSSBP process to run through Advanced Queuing if selecting PDF format.

Start Advanced Queuing (AQ)

Use this procedure to start Advanced Queuing (AQ).

Before you begin

If AQ for Banner is already running for any process, follow the steps necessary to stop AQ before modifying GTVSDAX.

Procedure

1. Login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:
   - **Group** - RPRSSBP%
   - **Translation Code** - FINAID%

     The process includes two records with the following Translation Codes:

     FINAID_AQ

     FINAID_AQ_RTN

     Both records must have the **External Code** set to a value of Y.
2. From host, run the following command:

   rnrqini user/password START

   Note: For UNIX systems, because the QUEUE logs exist in the home directory of the host user that starts RNRQINI at the host, Ellucian recommends that the same userid used to start the GURJOBS process start RNRQINI (for example, banjobs). For both UNIX and Windows, because RNRQINI will start all Financial Aid queues (RNPFMxx, RNPIMxx, and RPRSSBP), the userid/password specified in the command line must be a user with BAN_DEFAULT_M access to the RNPFMxx processes, RNPIMxx processes (for institutions that license College Board IM Need Calculation), RPRSSBP, and RNRQINI (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.
3. If multiple Financial Aid processes are setup in GTVSDAX to use AQ, a single run of RNRQINI will start any Financial Aid process using AQ.

Stop Advanced Queuing (AQ)

Use this procedure to stop Advanced Queuing (AQ).

About this task

Procedure

1. From host, run the following command:

   rnrqini user/password STOP

   Note: For UNIX systems, use the same host level userid that started AQ when stopping the queue. This is usually the same special userid used to start the gurjobs process. For both UNIX and Windows, the userid/password specified in the command line must be the same one used to start AQ (for example faisusr).

   For additional security, some institutions choose to create an AQUSER userid with minimal permissions, specifically for this purpose.

2. To prevent the College Financing Plan process from being restarted the next time RNRQINI is started, login into Administrative Banner (AB) and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - RPRSSBP%
   - **Translation Code** - FINAID%

     Each process will have two records:

     FINAID_AQ

     FINAID_AQ_RTN

     Both records must have the External Code set to a value of N.

3. To prevent other processes that use AQ from restarting the next time RNRQINI is started, login into AB and open the Crosswalk Validation (GTVSDAX) page. Filter on:

   - **Group** - R%
   - **Translation Code** - FINAID%

     Each process will have one record:

     FINAID_AQ

     This record must have the External Code set to a value of N.

     Note: The AQ enabled processes, RNPFMxx (beginning with RNPFM13) and RPRSSBP, behave very similarly to GURJOBS, General's job submission process. When you have setup GTVSDAX one time, you can add the command to run RNRQINI with the start up script that starts Banner. This would be the same start-up script that starts GURJOBS.

     Likewise, to stop the processes, you can add RNRQINI to the stop scripts that also stops GURJOBS.

New Aid Year Checklist

Information included ensures proper configuration of required Banner Financial Aid tables for new aid year processing.

Note: This information also applies to a new implementation of Banner Financial Aid.

This checklist begins with a description of the Financial Aid New Year Roll process (ROPROLL). The ROPROLL process helps you to set up your Financial Aid system for the new aid year by rolling selected rules from one aid year to the next.

Following the description of the ROPROLL process, the checklist is organized by Financial Aid module. The order in which you set up each module is not important. This document ends with a listing of system validation pages and system tables required for Financial Aid processing.

The following special characters are used throughout the checklist to indicate if a page is required and why.

* An asterisk beside the page name indicates that the page is an optional system page.

** A double asterisk distinguishes those pages within a specified module that are required if Banner Human Resources or Banner Finance is installed.

+ A plus sign denotes those pages within a specified module that are required if you implement the specific function (for example, automatic packaging).

New Year Start-Up Checklist

This checklist organizes the process used to create a new Banner Financial Aid aid year.

Aid Year creation

Creation of the new aid year record no longer requires manual entry (using ROAINST or by running ROPROLL) before installing the new aid year upgrade.

By design, using this release (and each new year release going forward), the installation process automatically creates a skeleton aid year record (ROBINST). This allows you to perform a release installation without manual intervention when the aid year does not exist. The value of the ROBINST column (robinst_sys_ind) determines the type of aid year creation:

- Y - Created using ROPROLL or manually on ROAINST/ROAUSIO
- N - Created by release upgrade

Note: All previously existing aid years carry a value of Yes.

Creation of the aid year record (ROBINST table) as part of release installation, still allows you to run the ROPROLL process, as in the past. Use of the ROPROLL process updates the skeleton aid year record (identified by robinst_sys_ind - No) and rolls a prior aid year to create the new aid year, based on the parameters entered. ROPROLL then updates the robinst_sys_ind to Yes, preventing the record's removal.

Financial Aid New Year Roll Process (ROPROLL)

The ROPROLL process rolls over (copies) selected aid year-specific information from one aid year to the next.

Through the process parameters, you have the option to select which rules will be rolled to the new aid year. Parameters 3 through 11 default to Y and Parameters 19 through 21 default to N. If you do not want to use a certain parameter, you will need to change the parameter value to N. You can determine if the roll was successful by printing or reviewing online the ROPROLL output file created by this process.

Warning! If you manually enter rules for a module on the RORRULE, RORWEBQ, RORWTAB, RORWTXT, RPRALGR, RBRABRC, or RORALGO pages before you run ROPROLL, the rules that you have entered manually will not be overwritten. ROPROLL will only roll rules that do not yet exist for the new aid year.

Example: You have entered a tracking rule for a group, INDVER, on RORRULE for the 2021/2022 aid year, but have not entered rules for other tracking groups. When you run ROPROLL for 2021/2022, the process will perform the Tracking Rules Roll step, if you select it, but it will not update the rules for the INDVER tracking group.

Use the following checklist to assist you in running the ROPROLL process.

Note: The ROAINST value for IM/EFM Need Calculation Installed will be updated automatically when the applicable code for the IM Need Calculation process is installed (College Board IM Need Analysis inas8xxxx Release). The ROAINST value for **Banner FM Need Calculation Installed** will be updated when the applicable code for the FM Need Calculation process is installed (Banner Financial Aid res8xxxx Release).

_____	Step 1:	Set up Institutional Options (ROAINST/ROAUSIO or Parameter 11) -- Set up data on ROAINST and ROAUSIO for the new aid year. You can do this manually on ROAINST and ROAUSIO before you run ROPROLL, or you can use Parameter 11 to perform this step automatically when you run ROPROLL. Data will only be rolled if it does not already exist in the new aid year. Financial Aid Options (Parameter 11) -- Perform roll of Financial Aid Options data. This parameter rolls the aid year-specific Financial Aid Options data for the current aid year to the new aid year. If you select to use this option, values for parameters 12 through 18 must be entered. Tables rolled include: ROBINST and RORINID. Review the aid year-specific pages to assure that the aid year-required changes are made. **Note:** When defining a default Aid Period code, ensure that Periods have been associated with the Aid Period on RORTPRD before creating Applicant records for the aid year.

_____	Step 2: (optional)	Parameters for Financial Aid Options Roll (Parameters 12-18) -- Enter values for Parameters 12 through 18 if you have selected to use Parameter 11 to roll the Financial Aid Options data. • Parameter 12 -- Active Indicate if this is an active aid year or not. Values are Active or Inactive. • Parameter 13 -- Pivot Date Enter the pivot date (DD-MON-YYYY). • Parameter 14 -- Aid Year Description Enter a description to identify the aid year (up to 30 characters). • Parameter 15 -- Aid Year Start Date Enter the full date the aid year begins (DD-MON-YYYY). • Parameter 16 -- Aid Year Start Year Enter the year the aid year begins (YYYY). • Parameter 17 -- Aid Year End Date Enter the full date the aid year ends (DD-MON-YYYY). • Parameter 18 -- Aid Year End Year Enter the year the aid year ends (YYYY).
_____	Step 3:	From and To Aid Year Code (Parameter 01 and Parameter 02) -- Select the Aid Year to roll. Indicate in Parameter 01 the current aid year from which you want to roll the financial aid data. Indicate in Parameter 02 the new aid year into which you want to roll the financial aid data.
_____	Step 4:	Group Selection Rules Roll (Parameter 03) -- Perform Roll of Group Rules. This parameter rolls Group Assignment Rules, Fund Awarding and Disbursement Rules, and Group Packaging Awarding Rules found in the current aid year to the new aid year. Review the aid year-specific pages outlined in each module to assure that the aid year-required changes are made. Tables rolled include RORGDAT, RORCMPL, RORGSQL and RPRALGR. (Records with inactive rules on RORGDAT and RPRALGR and records with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.) Both simple and expert (compiled) rules are being rolled. It is unnecessary to compile the rolled rules for use in processing. Review the sections of this document devoted to the modules for the RORRULE page to assure that data within the rules is valid for the new aid year.

_____	Step 5:	Fund Aid Year-Specific Roll (Parameter 04) - Perform roll of fund data. This parameter rolls the aid year-specific Funds Management Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the Funds Management module to assure that the aid year-required changes are made. Tables rolled include: RFRASPC, RFRCOMM, RFRBCMP, RFRDETC, RFRTREQ, RFRMESG, RPBLOPT, RORENRR and RPRSSFS. (Records in RFRTREQ and RPBLOPT with an inactive Tracking Requirement Code on RTVTREQ will have the Tracking Requirement Code set to NULL.) Review the *Funds Management Module (*RESFUND)* for the specified pages to ensure that data within the rules is valid for the new aid year. **Note:** If the Fund Management (RFRMGMT) **Round Schedule** value of a fund code with a Federal Fund ID equal to "PELL" is set to RC=Round Cents or TC=Truncate Cents, and that fund is rolled to an aid year with an end year greater than or equal to 2021, that **Round Schedule** value will be automatically converted to RD=Round Dollars or TD=Truncate Dollars, respectively, upon executing the ROPROLL process.
_____	Step 6	Aid Year Budgeting Rules Roll (Parameter 05) - Roll aid year budget data. This parameter rolls selected aid year-specific Budgeting Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the Aid Year Budgeting Module section to assure that the aid year-required changes are made. Tables rolled include: RBRCOMP, RBRGMSG and RPRSSAB. (Records with inactive Budget Group Codes on RTVTGRP will not be rolled.) Review the *Aid Year Budgeting Module (*RESAIDYBUDG* for the pages RBRCOMP and RORMESG to assure that data within the rules is valid for the new aid year.

_____	Step 7	Tracking Rules Roll (Parameter 06) - Perform roll of tracking data. This parameter rolls selected aid year-specific Tracking Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Requirements Tracking Module (*RESTRACK)* to assure that the aid year-required changes are made. Tables rolled include: RRRGREQ and RRRTMSG. (Records with inactive Tracking Group Codes or inactive Tracking Requirement Codes on RTVTGRP will not be rolled.) Review the *Requirements Tracking Module (*RESTRACK)* for the pages RRRGREQ and RORMESG to assure that data within the rules is valid for the new aid year.
_____	Step 8	Packaging Rules Roll (Parameter 07) - Perform roll of packaging data. This parameter rolls selected aid year-specific Packaging Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Packaging And Disbursement Module (*RESPACK)* to assure that the aid year-required changes are made. Tables rolled include: RORAUDT, RPBOPTS, RPRGGAP, RPRGSHP, RPRGEQY, RPRDEFG, RPRDEFE, RPRDEFS, RPRFSRC, RPRFCAT, RPRGFND, RPRCLSS, RPRDEGR and RPRMAJR. (Records on RPRDEFE, RPRDEFG, RPRDEFS, RPRGEQY, RPRGGAP, RPRGSHP, and RPRGFND with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.) Review the *Packaging And Disbursement Module (*RESPACK)* for the pages RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, RPRFSRC, RPRFCAT, and RPRALGR to assure that data within the rules is valid for the new aid year.

_____	Step 9	Common Functions Rules Roll (Parameter 08) - Perform roll of common data. This parameter rolls selected aid year-specific Common Functions rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Common Functions Module (*RESCOMN)* to assure that the aid year required changes are made. Tables rolled include: RORUSER, RORPOST, RORALGO, RCRINFR, RCRINFC, RORCAMP, RORCLVE, RORCODI, RTVINTL, RORWEBQ, RORWBQA, RORWSQL, RORWTAB, RORWTXT, RORWEBR, RORWEBA, RPRSSCS, ROBAPRD, ROBSAYR, RLRDMPO, RLRDMPS. (Records in RORCAMP with an inactive Pell Fund Code on RFRBASE will have the Pell Fund Code set to NULL.) Review the *Common Functions Module (*RESCOMN)* for the pages RORUSER, RORPOST, RORALGO, RCRDTSR, RORCODI, ROAUSIO, ROAINST, RORBBAY, RORPRDS, RORSAYR, RORWEBQ, RORWBQA, RORWSQL, RORWTAB and RORWTXT to ensure that data within the rules is valid for the new aid year.
_____	Step 10	Student Employment Rules Roll (Parameter 09) - Perform roll of employment data. This parameter rolls selected aid year-specific Student Employment rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Student Employment Module (*RESEMPL)* to assure that the aid year-required changes are made. Tables rolled include: RJRPLRL. Review the *Student Employment Module (*RESEMPL)* for the page RJRPLRL to assure that data within the rules is valid for the new aid year.
_____	Step 11	Athletic Data Roll (Parameter 10) - Perform roll of athletic data. This parameter rolls selected aid year-specific athletic data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Athletic Module (*RESATHL)* to assure that the aid year-required changes are made. Tables rolled include: RARPAGD and RARPAGS. Review the *Athletic Module (*RESATHL)* for the RAAPAGD page to assure the data within the rules is valid for the new aid year.

_____	Step 12	Period Budget Rules Data Roll (Parameter 19) - Roll period budget rules data. This parameter rolls selected aid year-specific Period Budget rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Period Budgeting Module (*RESPRDSBUDG)* to assure that the aid year-required changes are made. Tables rolled include: RBRABRC, RBRBCAT, RBRPBCP, RBRPBGP, RBRPBTP and RPRSSPB.
_____	Step 13	Period Budget Detail Data Roll (Parameter 20) - Roll period budget detail data. This parameter rolls selected aid year-specific Period Budget detail data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the *Period Budgeting Module (*RESPRDSBUDG)* to assure that the aid year-required changes are made. Tables rolled include: RBRPGPT, RBRPELL, RBRPBDR, RBRPMSG, RFRPCMP.
_____	Step 14	Algorithmic Support Data Roll (Parameter 21) - Roll algorithmic support data. This parameter rolls selected aid year-specific algorithmic support data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific pages outlined in the Algorithmic Support Module to assure that the aid year-required changes are made. Tables rolled include: RORALGS.

Related reference

Funds Management Module (*RESFUND) on page 809
Aid Year Budgeting Module (*RESAIDYBUDG) on page 806
Requirements Tracking Module (*RESTRACK) on page 804
Packaging And Disbursement Module (*RESPACK) on page 812
Common Functions Module (*RESCOMN) on page 797
Student Employment Module (*RESEMPL) on page 821
Athletic Module (*RESATHL) on page 822
Period Budgeting Module (*RESPRDSBUDG) on page 808

Common Functions Module (*RESCOMN)

Review the following non-aid-year-specific pages within the Common Functions Module to assure that the codes meet the requirements for the new aid year.

RTVAPRD	RTVHOLD	RTVMESG	RTVSAPR	ROALOGC
RORWVAR	RORNYVD	RTVWEBQ	RTVWTXT	RTVELTM
RORELTR	RORELTF	RTVWVAR	RORRPCX	RORTADM

RORTESC	RTVENRR	ROAINST (this page is aid year specific)	RTVALGO	RTVSAYR

If you use Ellucian Recruiter, you need to set your Integration Rules for the New Year for each Integration User on RORINTR.

If you ran the ROPROLL process to roll the Common Functions information or the Group Selection information, review the pages that follow to assure that new aid year-required changes are made.

RORUSER	RORPOST	RORCODI	ROAUSIO	RCRDTSR
RORWTXT	RORWBQA	RORENRR	RORALGO	ROBAPRD
RORBBAY	RORSAYR	RPRSHOP	RORACYR	

If Group Selection Information was rolled, review all applicable simple and expert rules on the RORRULE page.

Additionally, review ROAINST to determine if changes need to be made to exclude course levels by Student Level.

Use this information to assist you with your setup of the Common Functions Module.

Common Functions Module	**Aid Year-Specific Pages**	
_____ RORPRDS	Create period definitions for use in the new aid year.	
	Prerequisites	**Comments**
	STVTERM	Terms must be set up on STVTERM to be used in period definitions for the new aid year.
_____ ROAINST/ _____ROAUSIO	Create new aid year definition and aid year-specific institutional options. Although "Current Term Code" on the Options section of ROAINST is not a required column, it must be populated if you are using the RCPCTxx or RCPTPxx processes.	

Common Functions Module	Aid Year-Specific Pages	
	RTVTREQ RTVTRST RTVAPRD RTVSAPR RTVTGRP RTVBGRP RTVPGRP STVLEVL	Create a new aid year before you enter the system rules pages. If you do not use the standard Banner aid year format (e.g., 21/22), you must customize the system-required tables to reference your aid year definition (refer to *Schedule B - Delivered system required data*).
	Prerequisites	**Comments**
	RORPRDS	Ensure periods are setup to use on the Defaults section on ROAINST for Current Period and on the Credit Hours section.
_____ RORDATA	Review the indicators for logging and Pell corrections to ensure that these fields are correctly set for the new aid year.	
	Prerequisites	**Comments**
	The release for the new aid year is installed.	Values are delivered on this page with the new aid year updates of Banner Financial Aid. These values only become available with the install of the EDE release in October.
_____ RORBBAY	**Prerequisites**	**Comments**
		Define the Borrower-Based Academic Year data that will be used for the new aid year.
_____ RORSAYR	**Prerequisites**	**Comments**
	RTVSAYR	Define the Scheduled Academic Years that will be used for the new aid year. If the Scheduled Academic Years were rolled, update the start and end date of each SAY and add the periods that are included in the definition of the SAY.
_____ ROBAPRD	**Prerequisites**	**Comments**

Common Functions Module	Aid Year-Specific Pages	
		Define the aid periods that will be used for the new aid year. Review and update the Scheduled Academic Year (SAY) codes for each aid period.
_____ RORTPRD	Associate periods from RORPRDS to aid periods for the new aid year. Update the start and end dates of each period in the aid period to correctly reflect the dates of the enrollment/payment period. The start and end dates of the periods for the aid period assigned to the student are used for determining the loan period and payment period dates.	
	Note: An Aid Period used as a default on ROAINST should be created on RORTPRD with appropriate Periods to ensure the Applicant Period Status records (RORPRST) are created properly.	
	Prerequisites	**Comments**
	ROAINST RTVAPRD RORPRDS RTVSAYR ROBAPRD RORSAYR (for SAY processing) RORBBAY (for BBAY processing)	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	
_____ RORALGO	Define general algorithmic rules that will be used for the aid year.	
	Prerequisites	
	RTVALGO	
_____ RORPOST	Define batch posting rules for the new aid year as necessary.	
	Prerequisites	

Common Functions Module	Aid Year-Specific Pages	
	ROAINST GLRAPPL GLRSLCT Related Validations RORALGO	You must define Selection IDs on GLRSLCT under the defined Financial Aid application to complete the RORPOST rules. These rules are not required to process financial aid for the new year unless batch posting is a requirement. Be sure that the RTVPTYP validation page contains the necessary system required values. Review any Algorithmic Rules you will be using for the Batch Posting Process.
_____ RORENRR	Update or define enrollment rules for the new aid year as necessary.	
	Prerequisites	
	RTVENRR	
_____ RPRSHOP*	Update or define the Aid Year Budget Setup for the new year as necessary.	
	Prerequisites	
	RORCAMP	

Related reference

Schedule B - Delivered system required data on page 825

Data Management Module (*RESDATA)

Before building aid year-specific rules, review the following non-aid-year-specific pages within the Data Management Module to assure that the codes meet the requirements for the new aid year.

These pages can be found in the Data Management Menu (*RESDATA) under the Financial Aid Common Functions Menu (*RESCOMN).

RTVINFC	RCRTPTR	GTVCMSC	GORCMSC
GORCMRL	GORNAME	RCRDTSR	ROAINST/ROAUSIO (these pages are aid year-specific).

Use the following information to assist you in your setup of the Data Management Module.

Data Management Module	Aid Year-Specific Pages	
_____ ROAINST	Populate year-specific fields.	
_____ GORCMRL _____ RCRDTSR	Create Data Source Matching Rules for the new aid year for batch and online matching.	
	Prerequisites	**Comments**
	RTVINFC GTVCMSC GORCMSC	
_____ GJAPDFT	Create a Saved parameter set for RCRTPxx for each Data Source (e.g. CSS, EDE, CAL) for the new aid year for each user loading records online from suspense Financial Aid Suspended Records Maintenance (RCRSUSP).	

Need Analysis Module (*RESNEED)

Review these Need Analysis Module pages before building aid year-specific rules to ensure that the codes meet the requirements for the new aid year.

RORPRDS	RORTPRD	RPROPTS	ROAINST	RFRMGMT
RPRCLSS	RFRDEFA	RORCODI	ROAUSIO	RFRASCH
RTVCCOE				

Note: The following steps for Pell grant processing are necessary when you perform the online Need Analysis calculation because this process may include the Pell calculation as a secondary phase. You are not required to complete these steps if you only run the Need Analysis calculation exclusively in batch mode or you have prevented the Automatic Pell Calculation on ROAUSIO.

Use the following information to assist you in your setup of the Need Analysis Module.

Need Analysis Module	Aid Year-Specific Pages (continued)	
_____ RPROPTS	Check the following packaging fields for the new aid year.	
	Prerequisites	**Comments**

Need Analysis Module	Aid Year-Specific Pages (continued)	
	ROAINST ROAUSIO RTVTRST STVTERM RORPRDS	Set the Estimated Enrollment Indicator to Y if you want to permit the use of an applicant's estimated enrollment for a Pell or TEACH Grant in packaging. Enter a value in the **Default Estimated Enrollment** field for those cases in which an applicant's estimated enrollment does not exist (1 - Full Time, 2 - 3/4 Time, or 3 - Half Time).
_____ ROAINST/ _____ROAUSIO	Review the Global Institution Financial Aid Options page for the new aid year.	
	Prerequisites	**Comments**
		Check to see if all fields on the Options and Defaults sections of the ROAINST page have been completed.
_____ ROAUSIO	Review the U.S. Specific Institution Financial Aid Options page for the new aid year.	
	Prerequisites	**Comments**
	ROAINST	Check to see if all fields in the Institutional Defaults, Campus Defaults, and Grant and EDE sections of the ROAUSIO page have been completed.
_____ RFRMGMT	Review the Fund Management page for the new aid year and fund code.	
	Prerequisites	**Comments**
	RFRBASE RTVAWST	Enter the necessary data on the RFRMGMT page for the Pell and TEACH fund codes for this aid year.
_____ RPRCLSS	Review the Class Code Translation page for this aid year.	
	Prerequisites	**Comments**
	STVLEVL STVCLAS	Use the RPRCLSS page to convert the Banner Student level code and class code combinations into Banner Financial Aid class codes. Ensure that you have a rule for each level code with a NULL class code.
_____ RTVCCOE	Review to ensure that either the actual CSS Nation Code from RTVCCOE exists on STVNATN, or the appropriate Nation Code from STVNATN is set up in the RTVCCOE Crosswalk Code for the nation.	
	Prerequisites	**Comments**

Need Analysis Module	Aid Year-Specific Pages (continued)	
		The Nation Codes and Country Coefficients for RTVCCOE are delivered each aid year with the Early Decision release so the data must be checked each year before performing dataload.

Requirements Tracking Module (*RESTRACK)

Review the following pages before you create aid year-specific rules for the Requirements Tracking Module to ensure that the codes meet the requirements for the new financial aid processing year (i.e., add the necessary aid year-specific tracking requirements).

RORPRDS	ROAINST	RTVTGRP
RTVTREQ	ROAUSIO	

If you ran the ROPROLL process to roll the Tracking information or the Group Selection information from the current aid year to the new aid year, review the pages that follow to assure that new aid year required changes are made.

If you rolled Tracking information, review the following pages.

RRRGREQ	RORMESG

If you rolled Group Selection Rules, review all applicable simple and expert rules on the RORRULE page.

Use the following information to assist you in your setup of the Tracking Module.

Tracking Module	Aid Year-Specific Pages	
_____ 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**

Tracking Module	Aid Year-Specific Pages	
	RTVTGRP ROAINST	Check the values in the rules to ensure that you do not need to update hard coded dates. Use ROIGRPI to verify that you set up all required rules for the new aid year (the **Rules Exist Indicator** is set to Y). Confirm that the **Default Group Code** exists on ROAINST for the new aid year. Use ROIGRPI from the prior year to derive the **Priority Codes** on RTVTGRP for the new aid year. Ensure that **Group Assignment Rules** that use the ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views use the new aid year. You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "21/22" would signify the 2021/2022 Aid Year). Other views use the ROBINST_AIDY_START_YEAR and ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).
_____ RORMESG*	Associate new messages to tracking requirement codes for use in Tracking Letter Generation.	
	Prerequisites	**Comments**
	RTVMESG ROAINST RTVTREQ	Set up new message codes on the Message Code Validation (RTVMESG) page. Make sure that you update messages which may contain dated information that is hard-coded within the text.
_____ RORPRDS	Create period definitions for use in the new aid year as period specific tracking requirements on RRAAREQ.	
	Prerequisites	**Comments**
	STVTERM	Terms must be set up on STVTERM to be used in period definitions for the new aid year.

Aid Year Budgeting Module (*RESAIDYBUDG)

Review the following pages before you create aid year-specific rules for the Aid Year Budgeting Module to assure that the codes meet the requirements for the new aid year.

ROAINST	RTVAPRD	RTVBTYP
RTVCOMP	RTVBGRP	RBRGTYP
ROBAPRD	RTVSAYR	RORSAYR
RORBBAY		

If you ran the ROPROLL process to roll the Aid Year Budgeting information or the Group Selection information from the current aid year to the new aid year, review the pages that follow to assure that new aid year required changes are made.

If you rolled Aid Year Budgeting information, review the following pages.

RBRCOMP	RORMESG	RPRSHOP

If Group Selection information was rolled, review all applicable simple and expert rules on the RORRULE page.

Use the following information to assist you in your setup of the Budgeting Module.

Aid Year Budgeting Module	**Aid Year-Specific Pages (continued)**	
_____ RBRCOMP	Create budget component associations to Budget Group/Type/Period combinations.	
	Prerequisites	**Comments**
	RTVBGRP RBRGTYP RTVAPRD ROBAPRD RTVCOMP	Create full 100% budgets first. You need to create prorated budgets if you do not want strict prorating of all component amounts. (You can only build 100% budgets for Pell budgets.) Use the Copy function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts. Use RBIBUDG to track those budgets which have been built for the new aid year.
_____ RORMESG*	Associate budget messages to budget groups for use in award letter generation (if you desire).	
	Prerequisites	**Comments**

Aid Year Budgeting Module	Aid Year-Specific Pages (continued)	
	RTVMESG	Set up new message codes on RTVMESG.
	RTVBGRP	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 hard-coded dates. If you use ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views, be certain that you use the correct aid year view. You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "21/22" would signify the 2021/2022 Aid Year). Other views use the ROBINST_AIDY_START_YEAR and ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years). Confirm that the Default Budget Group Code exists on ROAINST for the new aid year. Use ROIGRPI from the prior year to derive priority codes for the new aid year on RTVBGRP.
_____ RPRSHOP*	Update or define the Aid Year Budget Setup for the new year as necessary.	
	Prerequisites	
	RTVCOMP	

Period Budgeting Module (*RESPRDSBUDG)

Review the following pages before you create period-specific rules for the Period Budgeting Module to assure that the codes meet the requirements for the new aid year.

ROAINST	RTVAPRD	RTVPBGP	RTVPBTP
RTVPBCP	RTVBCAT	RTVABRC	ROBAPRD
RTVSAYR	RORSAYR	RORBBAY	

If you ran the ROPROLL process to roll the Period Budget Rules information from the current aid year to the new aid year, review the pages that follow to assure that new aid year required changes are made.

If you rolled Period Budgeting Rules information, review the following pages.

RBRABRC	RORALGS	RPRSHOP

If you rolled Period Budgeting Detail information, review the following pages.

RBRPBDR	RBRPBGR

If Group Selection information was rolled, review all applicable simple and expert rules on the RORRULE page.

Use the following information to assist you in your setup of the Period Budgeting Module.

Period Budgeting Module	**Aid Year-Specific Pages**	
_____ RBRPBYR	Create period budget groups, types, categories and components for the aid year.	
	Prerequisites	**Comments**
	RTVPBGP RTVPBTP RTVBCAT RTVPBCP	Review all groups, types, categories and components that were rolled from the prior year to ensure they are valid for the current aid year.
_____ RBRPBGR	Create period budget group type associations and Full Time/Full Year Pell Budget Components.	
	Prerequisites	**Comments**
	RBRPBYR RBRABRC	Review all types and Pell budgets that were rolled from the prior year to ensure they are valid for the Budget Group for the current aid year.
_____ RBRPBDR	Create period budget component associations to Budget Group/Type/Period combinations.	

Period Budgeting Module	Aid Year-Specific Pages	
	Prerequisites	**Comments**
	RBRPBYR RORPRDS	The page can be used to set up a budget component for a Budget Group and Budget Type that is valid for the entire aid year or a particular period. If a you do not include a Period in the setup, that budget components will be used for any period associated with the aid year where period specific rules have not been defined. If you set up budget components for a particular period then those components will be used for that period. Use the Copy function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.
_____ RBRABRC*+	Create optional algorithmic budgeting rules for the new aid year. Note that maintenance to algorithmic budgeting rules is only necessary if you use algorithmic rules within period budgeting.	
	Prerequisites	
	RTVABRC RORALGS	
_____ RORALGS*	Create optional algorithmic support rules to be used in algorithmic budgeting rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.	
_____ RPRSHOP*	Update or define the Period Budget Setup for the new year as necessary.	
	Prerequisites	
	RTVPBCP	

Funds Management Module (*RESFUND)

Review the following pages before you create aid year-specific rules for the Funds Management Module to assure that the codes meet the requirements for the new aid year.

RORPRDS	ROAINST	ROAUSIO	RTVFTYP
RTVFSRC	RORTPRD	RFRBASE	RTVAWST
RORENRR	RPRSHOP		

If you ran the ROPROLL process to roll the Fund information or Group Selection information from the current aid year to the new aid year, review the pages that follow to assure that new aid year-required changes are made.

If Fund information was rolled, review the RFRMGMT page.

Note: As a reminder, the Parent PLUS loan requires a FAFSA to be filed. Any fund codes used for Parent PLUS loan processing must have the Need Analysis flag selected on RFRMGMT.

If Group Selection information was rolled, review all simple and expert Fund Awarding and Fund Disbursement rules on the RORRULE page.

Use the following information to assist you in your setup of the Funds Management Module.

Funds Management Module	Aid Year-Specific Pages	
_____ ROAUSIO	Select **Use Multi-Award Years Perkins MPN** field on the Institution Loan Options window if you use the Multi-Award Years Perkins MPN at your institution.	
	Prerequisites	**Comments**
	ROAINST	Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST page have been completed.
_____ RFRMGMT	Build aid year-specific data for each fund that you intend to use from RFRBASE in the new aid year. **Note:** If the Fund Management (RFRMGMT) **Round Schedule** value of a fund code with a Federal Fund ID equal to "PELL" is set to RC=Round Cents or TC=Truncate Cents, and that fund is rolled to an aid year with an end year greater than or equal to 2021, that **Round Schedule** value will be automatically converted to RD=Round Dollars or TD=Truncate Dollars, respectively, upon executing the ROPROLL process.	
	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 period award and disbursement default schedules for the new aid year by aid period.	
	Prerequisites	**Comments**

Funds Management Module	Aid Year-Specific Pages	
	ROBAPRD RTVAPRD RORPRDS RORTPRD RTVSAYR RORSAYR ROAINST RORBBAY RPROPTS	Banner uses these default rules when you do not specify fund specific award and disbursement rules (RFRASCH). The **Memo Expiration Date** is required if funds are able to be memoed. The disbursement date initially defaults from the period cut-off date as you define it on RPROPTS for the new aid year. If you do not define cut-off dates, Banner defaults the start date of the period from RORPRDS.
_____ RFRASCH*	Create optional period award and disbursement schedules for the new aid year by aid period and fund code.	
	Prerequisites	**Comments**
	ROAINST RORPRDS RORTPRD RTVSAYR RORSAYR RORBBAY RFRMGMT RFRDEFA	You only need to define these rules if a different award 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.
_____ RORRULE	Create optional Fund Awarding Rules for the new aid year by fund code.	
	Prerequisites	**Comments**

Funds Management Module	Aid Year-Specific Pages	
	ROAINST RFRMGMT	Use the Copy function to copy rules from the prior aid year to the new aid year. If you use the ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views, be certain to use the new aid year views in your rules. You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "21/22" would signify the 2021/2022 Aid Year). Other views use the ROBINST_AIDY_START_YEAR and ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years). Check for embedded values in rules which are year-specific and update the values, if necessary.
_____ RPRSHOP*	Update or define the Fund Setup for the new year as necessary.	
	Prerequisites	
	RFRBASE	

Packaging And Disbursement Module (*RESPACK)

Review the following pages before you create aid year-specific rules for the Packaging and Disbursement Module to assure that the codes meet the requirements for the new aid year.

RORPRDS	ROAINST	RTVALGR	RTVFCAT
RTVPGRP	RTVAWST	ROAUSIO	STVTERM
STVMAJR (Aid Eligible Indicator)			

If you ran the ROPROLL process to roll the Packaging information or the Group Selection information from the current aid year to the new aid year, review the pages that follow to assure that new aid year required changes are made.

If you rolled Packaging information, review the following pages.

ROASECT	RPRAUDT	RPRFCAT	RPRFSRC	RPRALGR	RPROPTS
RPRDEFR	RPRPCKR	RPRGFND	RPRCLSS	RPRMAJR	RPRDEGR

RORALGS

If you rolled Group Selection, review all simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE page.

Use the following information to assist you in your setup of the Packaging and Disbursement Module.

Packaging & Disbursement Module	**Aid Year-Specific Pages**	
_____ RPROPTS	Create aid year-specific Packaging and Disbursement options.	
	Prerequisites	**Comments**
	RORPRDS ROAINST RTVTRST STVTERM	Confirm that STVTERM has terms setup to be used on RORPRDS and RORPRDS has been setup to use periods for the new aid year.
_____ 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 page.	
	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 page.
	SSASECT	Complete the Banner Student SSASECT page or establish the Course sections in Student before entering data on ROASECT.
_____ RPRCLSS	Create Class Code Translations for use in Disbursement Processing for the new aid year.	
	Prerequisites	**Comments**

Packaging & Disbursement Module	Aid Year-Specific Pages	
	ROAINST STVLEVL STVCLAS	Use this page in the translation of the **Class Code** and **Level** combinations from the Banner Student System 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.	
	Prerequisites	**Comments**

Packaging & Disbursement Module	Aid Year-Specific Pages	
	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 rules with hard-coded, year-specific values. If you use ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views, be sure to use the proper year view. You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "21/22" would signify the 2021/2022 Aid Year). Other views use the ROBINST_AIDY_START_YEAR and ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years). Use ROIGRPI from the prior year to derive group priority codes for the new year on RTVPGRP. Ensure that the **Packaging Default Group Code** exists on ROAINST.
_____ RPRDEFR*+	If you use Gap, Self-Help, or Equity Packaging philosophies, create the default rules on the RPRPCKR page for packaging groups.	
	Prerequisites	**Comments**
	ROAINST	The Financial Aid System uses the values on the RPRDEFR page to default values to the RPRPCKR page. It does not use the RPRDEFR values in processing.
_____ RPRPCKR*+	Create Gap, Self-Help, or Equity Packaging Rules by packaging group for the new aid year.	
	Prerequisites	**Comments**

Packaging & Disbursement Module	Aid Year-Specific Pages	
	ROAINST RTVPGRP	Use Filter to return rules on RPRDEFR or the **Create Record** function to copy the default rules in each section.
_____ RPRGFND*+	Create fund code associations and algorithmic rule associations to packaging groups for the new aid year.	
	Prerequisites	**Comments**
	ROAINST RTVPGRP RFRMGMT RTVALGR	RFRMGMT records must exist for the new aid year for the desired funds before you can build these rules. Use these rules only in automatic packaging. Use the Copy function to copy rules from the prior aid year to the current aid year.
_____ RORRULE*+	Create optional group/fund awarding rules for the new aid year.	
	Prerequisites	**Comments**
	ROAINST RTVPGRP RPRGFND	Use the Copy function to copy rules from the prior aid year to the new aid year. You must associate the fund with the Packaging Group on RPRGFND before you can create group-specific awarding rules. Use the Create Record function to copy Fund Awarding rules from RORRULE for the aid year/fund code combination. Be sure to update rules with hard-coded, year-specific values.
_____ RPREXPT*	Create optional exemption interface rules. The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The exemption must exist in TBBEXPT for the roll "to" term.	
	Prerequisites	**Comments**

Packaging & Disbursement Module	Aid Year-Specific Pages	
	ROAINST RPROPTS TSAEXPT	You can only build rules for an exemption code if it is already built in Banner Accounts Receivable for the term. Select the Packaging Options **Interface Exemptions** indicator on RPROPTS for the new aid year to interface exemption codes. Students only receive the estimate/payment amount in their package as a resource if you authorize the students for the exemption for the intended terms on TSAEXPT.
_____ RPRCONT*	Create optional Contract Interface rules for those contracts in which you want to count student recipient amounts as a resource in their aid package. The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The **Contract ID/Contract Number** must exist in TBBCONT for the new term.	
	Prerequisites	**Comments**
	ROAINST RPROPTS TSACONT	You can only define contract interface rules for those contracts already built for the intended terms on TSACONT. The Packaging Options **Interface Contracts Indicator** on RPROPTS must be selected 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**

Packaging & Disbursement Module	Aid Year-Specific Pages	
	ROAINST RTVPGRP RTVFSRC	Use the Copy function to copy rules from the prior aid year to the new aid year. Only one fund source code can have a maximum for each packaging group. These rules are only invoked by the automatic packaging program.
_____ RPRDEGR*	Review the values in RPRDEGR for the necessary updates based on your institution's definition of Degree Award and to add the institution-specific values you have determined as eligible for TEACH Grants.	
_____RPRMAJR*	Review the values in RPRMAJR for the necessary updates based on your institution's TEACH Grant-eligible majors.	
_____ RPRALGR*+	Create optional algorithmic packaging rules for the new aid year. Note that maintenance to algorithmic packaging rules is only necessary if you use algorithmic rules within automatic packaging.	
	Prerequisites	**Comments**
	ROAINST RTVFCAT RTVPGRP	Use the Copy function to copy rules from the prior aid year to the new aid year.
_____ RORALGS*	Create optional algorithmic support rules to be used in algorithmic packaging rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.	

Loan Processing Module (*RESLOAN)

Review the following pages before you create aid year-specific rules for the Loan Processing Module to assure that the codes meet requirements for the new aid year.

RORPRDS	ROAINST	ROAUSIO	RTVLNST	RPRLNDR
RFRBASE				

Use the following information to assist you in your setup of the Loan Module.

Loan Module	Aid Year-Specific Pages	
_____ RPRLOPT	Create aid year-specific options for each loan fund that you process in the loan module.	
	Prerequisites	Comments

Loan Module	Aid Year-Specific Pages	
	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** selected on the RFRMGMT page for the new aid year.
_____ RPRLPRD	Create valid loan periods for the new aid year. It is recommended that a loan period be defined for each aid period a student would have at the time loans are created.	
	Prerequisites	**Comments**
	ROAINST RTVAPRD RORPRDS RORTPRD STVTERM	Create aid year-specific loan periods for the new aid year because rules are Period and date specific.

Electronic Data Exchange (EDE) Module (*RESEDE)

For Pell Corrections and COD processing, check the rules on the following pages to assure that you set the rules correctly for the new aid year.

Use the following information to assist you in your setup of the EDE Module.

EDE Module	Aid Year-Specific Pages	
_____ ROAUSIO		
	Prerequisites	**Comments**

EDE Module	Aid Year-Specific Pages	
		Grant and EDE Options section Grants Update the desired options for Pell processing. EDE Update the desired options for EDE processing. For EDE corrections logging and processing, select the **EDE Correction Logging** indicator for the new aid year. TEACH Grant Update the desired options for TEACH Grant processing. Institutional Defaults section Enter the default COD Attending ID for the institution in the **Attending ID** field. This automatically populates the **Reporting ID**, **Source ID**, **Pell ID,** and **OPEID** fields in this section, in addition to the **Direct Loan School Code** field on the Loan Options section with the data established for the **Attending ID** on the RORCODI page. Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field. Campus Defaults section Build all data related to each campus on the Campus/EDE Defaults section.
_____ 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**

EDE Module	Aid Year-Specific Pages
	This system required page is delivered with all EDE correctable fields selected. EDE records are loaded through the standard Record Creation process.

Student Employment Module (*RESEMPL)

Review the following pages before you create aid year-specific rules for Student Employment to assure that the codes meet the requirements for the new aid year.

RTVAUST	RTVRFST	ROAINST **Note:** Aid year start and end dates are used in creating authorizations.
RJAPLBD	RJRJREQ	RJRJOBT

Use the following information to assist you in your setup of the Student Employment Module.

Student Employment Module	Aid Year-Specific Pages	
_____ 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 page are free-format.
_____ RJRPAYL	Indicate the valid payrolls from Banner Human Resources which you want to load into Banner Financial Aid.	
	Prerequisites	**Comments**
	ROAINST Banner HR/Finance	This page is only required if you use Banner Human Resources to load payroll compensation information back to Banner Financial Aid.

Athletic Module (*RESATHL)

Review the following pages before you create aid year-specific rules for Athletics to assure that the codes meet the requirements for the new aid year.

RTVFASP	RTVAATP	ROAINST

Use the following information to assist you in your setup of the Athletic Module.

Athletic Module	**Aid Year-Specific Pages**	
_____ RAAPAGD*	Define default athletic grant amounts for the new aid year.	
	Prerequisites	**Comments**
	ROAINST RTVFASP	

Schedule A - System validation and rules page reference

	Table/Page	Description	System Required
*	ROAUSIO	U.S. Specific Institutional Financial Aid Options	Required for U.S. Dataload, Needs Analysis and Federal Fund processing.
*	RORACYR	Academic Year Rules	Required for Pell Formula 3 processing.
*	RORBBAY	Borrower-Based Academic Year Data	Required for Borrower-Based Academic Year processing.
*	RORELTF	E-Mail Letter Format Rules	Required for E-Mail Letters.
*	RORELTR	E-Mail Letter Rules	Required for E-Mail Letters.
*	RORENRR	Enrollment Rules	Required. Establishes the rules to be used when calculating enrollment. The STANDARD enrollment is system required.
*	RORMPRM	Miscellaneous Parameters	Required and delivered with values. Establishes the rules for displaying data in Self-Service.
*	RORPARM	Project Based Parameter Setup	Required and delivered with values. Use to configure institutional specific data to perform Federal Methodology Need Analysis calculations.
*	RORNYVD	Non Year User-Defined Variables Description	Required for Non Year User-Defined fields.

	Table/Page	Description	System Required
*	RORPRDS	Period Base Data	Required. Create enrollment/ payment periods for financial aid processing.
*	RORSAYR	Scheduled Academic Year Rules	Required for academic year processing
*	ROBAPRD	Aid Period Base Rules	Required. Aid Year specific aid periods that will be assigned to financial aid applicants.
*	RORRPCX	Financial Aid Repeat Coursework Exclusion	Required for excluding courses from the repeat course enrollment calculation.
*	RORTADM	Ability-to-Benefit Test Administrator Rules	Required for Ability-to-Benefit data on Applicant High School and Admission Data page.
*	RORTESC	Ability-to-Benefit Test Score Rules	Required for Ability-to-Benefit data on Applicant High School and Admission Data page.
*	RORUSER	User-Defined Variables Description	Required for User-Defined Fields.
*	RORWBQA	Web Question and Answer Rules	Required for Self-Service Dynamic Questions.
*	RORWTAB	Web Tab Rules	Required for Self-Service Dynamic Text.
*	RORWTXT	Web Text Rules	Required for Self-Service Dynamic Text.
*	RORWVAR	Web Variable	Required for Self-Service Dynamic Variables.
*	RPRDEGR	Financial Aid Degree Rules	Required for TEACH-eligible degree codes.
*	RPRMAJR	Financial Aid Major Rules	Required for TEACH-eligible major codes.
*	RPRSHOP	Federal Shopping Sheet Setup	Required for institutions using the Federal Shopping Sheet functionality
*	RTVAATP	Athletic Aid Type Validation	Required for Athletic Module.
*	RTVALGO	General Algorithmic Rules Validation	Required for General Algorithmic Rules functionality (RORALGO).
*	RTVALGR	Algorithmic Packaging Rule Code Validation	Required for Algorithmic Rule Functionality within Automatic Packaging.

	Table/Page	Description	System Required
*	RTVAPRD	Aid Period Validation	Required.
*	RTVARSC	Resource Code Validation	Required for Other Resource Maintenance.
*	RTVAUST	Employment Authorization Status Validation	Required for Student Employment Module.
*	RTVAWST	Award Status Validation	Required.
*	RTVBGRP	Budget Group Validation	Required.
*	RTVBTYP	Budget Type Validation	Required.
*	RTVCCOM	Comment Category Code Validation	Required for Comment Category Codes.
*	RTVCINT	Certification Initials Validation	Required for Loan Module.
*	RTVCOMP	Budget Component Validation	Required.
*	RTVELTM	E-Mail Letter Module Validation	Required for E-Mail Letters.
*	RTVENRR	Enrollment Rule Validation	Required for calculating Enrollment
*	RTVFASP	Financial Aid Sport Validation	Required for Athletic Module.
*	RTVFCAT	Fund Category Validation	Required for Fund Category Functionality within Automatic Packaging.
*	RTVFSRC	Fund Source Code Validation	Required.
*	RTVFTYP	Financial Aid Fund Type Validation	Required.
*	RTVHOLD	Hold Type Validation	Required for Hold Functionality.
*	RTVINFC	Data Source Code Validation	System Required and Delivered with Values.
*	RTVLNST	Loan Status Validation	Required for Loan Module.
*	RTVMESG	Message Code Validation	Required for Messages in Letter Generation.
*	RTVPGRP	Packaging Group Validation	Required for Automated Packaging.
*	RTVPTYP	Batch Posting Type Indicator Validation	System Required and Delivered with Values.

	Table/Page	Description	System Required
*	RTVRFST	Referral Status Validation	Required for Student Employment Module.
*	RTVRJCT	Rejection Code Validation	System Required and Delivered with Values.
*	RTVRPSR	Repayment Source Validation	Required for Short-Term Credit Module.
*	RTVRULO	Selection Rules Schema Owners Validation	Required for Selection Rules processing
*	RTVSAPR	Satisfactory Academic Progress Validation	Required.
*	RTVSAYR	Scheduled Academic Year Validation	Required for Academic Year processing
*	RTVTGRP	Requirements Tracking Group Validation	Required.
*	RTVTREQ	Requirements Tracking Validation	Required.
*	RTVTRST	Requirements Tracking Status Validation	Required.
*	RTVWEBQ	Web Question Validation	Required for Self-Service Dynamic Questions.
*	RTVWTXT	Web Text Rule Code Validation	Required for Self-Service Dynamic Text.
*	RTVWVAR	Web Variable Validation	Required for Self-Service Dynamic Variables.

Schedule B - Delivered system required data

The following is a listing of system-required, aid year specific, tables and associated pages (if applicable) required for Banner Financial Aid processing.

Table Reference

The values in these aid year specific tables are delivered and updated in the new year release, if required.

Following the new year install, check these system-required pages to assure that the pages are accurate for the new aid year. Note that in addition to the aid year-specific tables listed below, the views ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx are also aid year-specific and must be customized to be sure they meet your aid year definition. Some views are hardcoded with the aid year (21/22 indicates the 2021/2022 aid year). Other views use the ROBINST_AIDY_START_YEAR and ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

The following is not intended to be a complete listing of Banner Financial Aid tables for a new instance:

Note: Article 000010967 in the Ellucian Customer Center provides a complete listing of tables and values that must be carried forward when creating a new, clean (scrubbed) instance.

Table	Description	Associated Page	Aid Year Specific?
RCRASMP	Financial Aid Assumption Rules Table	RCIASMP	YES
RLRDFEE	Direct Loan Origination Table	RLRDFEE	YES
RLRDMPO	Direct Loan Master Promissory Note Options	ROAUSIO	YES
RLRDMPS	Direct Loan Master Promissory Note Status Rules	ROAUSIO	YES
RNRGLBL	Need Analysis Global Policy Options Table	RNRGLxx	YES
RORDATA	Data Dictionary Table	RORDATA	YES
RORENRR	Enrollment Rules	RORENRR	YES
RORPELL	Pell Grant Payment Schedule Table	[NONE]	YES
RPRFEDR	Federal Rules Table	RPIFEDR	YES
RPRGRNT	Grant Rules Table	[NONE]	YES
RTVDLBT	Batch Type Validation Table	[NONE]	YES
RTVICMT	ISIR Comment Code Text Validation Table	RTVICMT	YES
RTVINTL	International Translation Rules Table	ROAINST	YES
RTVPHAS	CommonLine Loan Application Phase Validation Table	[NONE]	YES