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# Banner Financial Aid COD Handbook

April 2014



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April 2014	New version that supports Banner Financial Aid software.

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# Overview

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## Documentation corrections/clarifications

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Any corrections/clarifications to this documentation that arise, subsequent to its posting, will be documented in the *Are there any corrections/clarifications to the documentation for Banner Financial Aid COD Handbook April 2014?*, Article # 000029604, and made available through the Ellucian Support Center (<http://www.ellucian.com/Solutions/Ellucian-Client-Support/>). Please refer to the Article periodically as you use to this document.

## Common Origination and Disbursement (COD) processing

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The Common Origination and Disbursement (COD) System was implemented in April 2002 by the Office of Federal Student Aid (FSA). COD re-engineered the process of delivering and reporting Federal Pell Grants and Direct Loans from two processes into one Common Origination and Disbursement Process.

### COD enhancements

Beginning on July 1, 2006, COD began a phased implementation of a new Direct PLUS Loan for graduate and professional student borrowers (Grad PLUS). The Grad PLUS loan was introduced in the Higher Education Reconciliation Act of 2005 (HERA).



**Note:** In regard to Grad PLUS, the HERA provision did not create a new loan program, but, rather introduced a new type of borrower – an eligible graduate or professional student – to borrow under the existing Direct PLUS Loan Program. The COD System processes Grad PLUS for the 2005-2006 award year and forward.

On September 27, 2007, Congress enacted the College Cost Reduction and Access Act (ACCRAA). As part of this legislation, the Teacher Education Assistance for College and Higher Education or TEACH Grant Program was established. Beginning with the 2008-2009 award year (July 1, 2008), the TEACH Grant was added to COD processing. The TEACH Grant provides funds for graduate and undergraduate students who intend to teach full-time in high-need subject areas.

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.

All schools are required to use the XML Common Record to exchange all grant and/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, origination, origination changes and disbursements can be combined within the same XML file. This eliminates the need for separate extracts and flat files for each record type.



**Warning!** COD does allow updates to student specific origination and disbursement data via the COD Web site. However, any change made via the COD Web site is not supported by Banner. If changes are made to a student record directly via the Web, Banner data and COD will not match.

## COD system changes for 2014-2015

### Banner Financial Aid dependency alert (described further in Article # 000029251)

To support recent US Regulatory changes under the *Moving Ahead for Progress in the 21st Century Act* (MAP-21) (Public Law 112-141), Banner Financial Aid dependencies, with regard to Banner Student, Banner General, and Banner Accounts Receivable, have changed with the 8.20 release. The prerequisite releases for Banner Financial Aid 8.20, must be installed before Banner institutions will be able to process 2014-2015 Pell, TEACH and/or Direct Loans.

#### *Dependency updates*

##### **Banner Student - 8.6.3**

Upon release (March 2014), the Banner Financial Aid dependency with Banner Student has been changed to 8.6.3.



**Note:** Banner Student releases 8.6.1 and 8.6.2 are not prerequisites for 8.6.3, so DBEU changes are not required for institutions applying 8.6.3 directly to 8.6.

##### **Banner General - 8.6**

The Banner Financial Aid dependency with Banner General has been changed from 8.3 to 8.6.

##### **Banner Accounts Receivable - 8.4.5**

The Banner Financial Aid dependency with Banner Accounts Receivable has been changed from 8.3 to 8.4.5.

Additionally, the following COD System updates have been made for 2014-2015:

- Eleven (11) new COD edit messages
- Expanded EFC length (from 5 to 6)
- New System-Generated SULA Acknowledgment Record message class (CRSU15OP)



**Note:** For a complete and detailed description of up-to-date COD System changes, refer to the *2014-2015 COD Technical Reference*.

## XML Schema changes for 2014-2015

The XML schema has been changed for the 2014-2015 aid year. COD files will now be processed using the 4.0a schema. The schema will be used for 2014-2015 COD files and for 2013-2014 system-generated files.

The 4.0a schema includes:

- Six (6) new tags in the Direct Loan award block
- Three (3) new tags in the Disbursement block for Direct Loans
- Two (2) new tags in the Disbursement block for TEACH
- Three (3) new tags in the Student response block
- Fourteen (14) new tags in the Direct Loan award response block

The RERIM4A process was created to support processing of 2013-2014 COD files in the 4.0a schema.

An XML Schema specifies the rules surrounding the logical structure of an XML document. It is a language that describes the allowed content of documents. The XML Schema defines the elements present in the document and the order in which they appear, as well as any attributes that may be associated with an element.



**Note:** Starting with the 2014-2015 aid year, COD will be validating files to ensure compliance with XML schema rules.

## Processing updates

The following extract file tags have been updated to support the new 4.0a XML schema for the 2014-2015 aid year:

- Common Record
  - <CommonRecord>
- Direct Loan origination records:
  - <PublishedPgmLengthYears> (RERSPGM\_LENGTH\_YRS)
  - <PublishedPgmLengthMonths> (RERSPGM\_LENGTH\_MONTHS)
  - <PublishedPgmLengthWeeks> (RERSPGM\_LENGTH\_WEEKS)

- <WeeksProgramsAcademicYear> (RERSPGM\_AY\_WEEKS)
- <SpecialPrograms> (RERSPGM\_SPECIAL\_PROGRAMS)
- <ProgramCredentialLevel> (RERSPGM\_CRED\_LEVEL)

These fields are populated using data from RERSPGM that matches the student term code for the period on the highest scheduled actual disbursement.

- If there are no actual disbursements, the period on the first scheduled disbursement is used.
- If the origination record already has a locked student program sequence number then information from RERSPGM for that sequence is used in the extract.

- Direct Loan disbursement records:

- <EnrollmentStatus> (RPRLADB\_ENROLLMENT\_STATUS)

The enrollment status is calculated as follows:

- For Edit and Advance pay disbursements, the default estimated enrollment is used if the estimated option is unchecked. Otherwise, an estimated enrollment is calculated using the student's period status and applicant status records, in that order.
- For Actual disbursements, the disbursement load will be translated to a COD enrollment status.

- <ProgramCIPCode> (RPRLADB\_CIP\_CODE)

The CIP Code is calculated as follows:

- If the Student Program Sequence is locked on the origination, the CIP Code from that RERSPGM record will be used.
- If the sequence is unlocked, the CIP Code from the RERSPGM record will be used, where the term code matches the student term using the period from the highest disbursement that is paid or authorized.
- If no disbursement is paid or authorized, the student term from the period on the first scheduled disbursement will be used.

- <PaymentPeriodStartDate> (RPRLADB\_PAY\_PD\_START\_DATE)

The payment period start date is calculated using the `rokmisc_period` package if the Use Attending Hours indicator is enabled on RFRMGMT. Otherwise, the process extracts the period start date from RORPRDS for the period on the disbursement record.

- TEACH Disbursement Records:

- <EnrollmentStatus> (RPRADSB\_ENROLLMENT\_STATUS)

The enrollment status is calculated on sequence 1 disbursement records.

- If the disbursement load is blank, the default estimated enrollment is used (if the estimated option is unchecked on RPROPTS). Otherwise, an estimated enrollment is calculated using the student's period status and applicant status records in that order.

– If the disbursement load is populated, the load is translated to an COD enrollment status.

- <ProgramCIPCode> (RPRADSB\_CIP\_CODE)

The CIP Code is populated for unpaid disbursements using the CIP Code on the RERSPGM record (RERSPGM\_CIP\_CODE) from the highest term code that is less than or equal to the student term for the period on the record. If the disbursement is paid then the CIP Code is populated using the value (RPRADSB\_CIP\_CODE) that exists on the record.

- <PaymentPeriodStartDate> (RPRADSB\_PAY\_PD\_START\_DATE)

The payment period start date is calculated using the `rokmisc_period` package if the **Use Attending Hours** indicator is enabled on RFRMGMT. Otherwise, the process extracts the period start date from RORPRDS for the period on the disbursement record.

## 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 Identifier Form (REASTID).



**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. When this report is received, you must review the REASTID form to determine whether or not the change indicated on the report must also be made on REASTID so that the identifier in Banner matches the identifier at COD.

## Disbursement reporting

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 once the disbursement has paid to the student's account (Non-Advance Pay) or has authorized (DL Advance Pay). The type of disbursement and its status are identified by the disbursement status code in the **Status** field of the **Disbursements Information** window of the Direct Loan Origination Form (RPALORG) for Direct Loan disbursements and in the **Action Code** field on the Grant Disbursement/Acknowledgement Form (READlxx) for TEACH Grant disbursements.

Pell disbursements are only extracted as Actual disbursements once 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.

## Reporting 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 REREXxx process which allows you to select one or the other.

## 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 Form (REICODD) records the transmission and receipt of all XML files. Use the Batch Control Form (RPIBATC) to view batch information for those files that COD still delivers in a flat-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.

## Web response files not supported

Web Response files are not supported by Banner Financial Aid and updates made to student data via the COD Website or any other system external to Banner are not supported.

## COD web site — setup options and reporting

Banner will not interface directly with the COD web site. There are many options that your school must set up on this web site to customize how you want to receive data and reports. Schools must go directly to the web site to perform this maintenance. Also, Banner does not recreate or display the same information that is available via this web site.

Direct Loan reports such as the following are available via the COD web site as comma-delimited files, pre-formatted text files, or PDF files and are not supported in Banner.

- 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



**Note:** For a complete list of Banner-supported files, refer to the *Supported message classes* section of this chapter.

Grant reports such as the following are available via the COD 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 LEU Budget Report
- TEACH Grant School Account Statement (SAS)
- TEACH Grant Inactive Grant Report



**Note:** For a complete list of Banner-supported files, refer to the *Supported message classes* section of this chapter.

## COD common record process

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The COD process is comprised of the following steps.

### 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

After the COD System receives the Common Record, the COD System generates a receipt. The receipt file simply tells the school that their record has been received by COD and is being processed. No student specific data is contained in the receipt file.

### 3. Common Record processing

After the COD System transmits a receipt, the COD System classifies the 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

Once 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

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Each piece of data in the XML document is reported within beginning and ending 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, 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 once per student in an XML document and 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.

## 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.

# 2014-2015 Banner grant processes for COD

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## REROR15 (2014-2015 Grant Origination Creation)

- Create Pell and TEACH origination records
- Extract Pell data request flat-file records

## REREX15 (2014-2015 COD Extract)

- Extract Pell and TEACH origination and disbursement records in XML format
- Select or create a COD student identifier
- Create an XML file, updated to use the new X.0x XML Schema, to be sent to COD through the *Student Aid Internet Gateway (SAIG)* using communication software such as *EDConnect*



**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 REREXxx may be run with an open population.

## RERIM15 (2014-2015 COD File Import)

This process imports only files received in the 4.0a version of the XML Schema:

- Import XML response records received from COD, including:
  - Pell and TEACH origination and disbursement response records
  - COD document receipt records
  - COD system-generated Pell negative disbursement records
  - COD system-generated TEACH Agreement to Serve records
  - COD system-generated TEACH Booking Notification records
  - COD system-generated TEACH Entrance Counseling records

## RERIMEX (COD Import/Export Report)

- Report student detail for a particular extracted or imported COD Document
- Report differences in student identifier data between the identifier sent to COD on REASTID and the student's current ISIR record on RNANAx

## RERFI15 (2014-2015 Grant File Import)

- Import flat-files received from COD. Files received in flat-file format and imported through this process are:
  - Year-to-date records for Pell
  - Reconciliation records for Pell
  - Data request responses for Pell
  - Statement of account records for Pell
  - Multiple reporting records for Pell and TEACH
  - TEACH ATS Discharge Report
  - TEACH Inactive Grant Report
  - TEACH Exit Counseling records

## RERGRNT (Grant COD Miscellaneous Report)

Various grant reports including:

- 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)

- Provides a means to batch post information to the Applicant High School and Admission Data table (RORHSDT) for display on the Applicant High School and Admission Data Form (ROAHSDT).
- Loads 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)

The RPEPELL process is used to calculate a student's Pell grant award for each period of enrollment.

See the *Crossover Pell* section in the Grant Procedures chapter for additional information on how Pell awards are calculated.

## RPRGRNT (Grant Calculation Process)

- The RPRGRNT Process calculates and awards TEACH grants for the 2014-2015 aid year.
- When this process is run in batch, the process calculates an aid year award for each fund code entered for each student in the population selection.
- When run online for a single student from the Immediate Process Form (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 Form (RPROPTS) and the Grant Award Percentages defined on Default Award and Disbursement Schedule Rules Form (RFRDEFA) or the Fund Award and Disbursement Schedule Rules Form (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.

## RERCD15 (2014-2015 COD Print Process)

- Reports detailed data for originations and/or disbursements by Document ID.
- Reports unsent origination records.

## 2014-2015 Banner grant forms for COD

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### REAOR15 (2014-2015 Grant Origination/ Acknowledgment)

Display, create or update student Pell and TEACH origination records.

- The Lifetime Eligibility Used field is displayed on the 2014-2015 Grant Origination/Acknowledgement form's Pell tab and displays the percentage of lifetime Pell eligibility used by the student.

### READI15 (2014-2015 Grant Disbursement/ Acknowledgment)

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 checked 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.
- 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 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?.*

## Enrollment School Code Processing

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 prior to 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 form now 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.

Once 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 checked 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.

Once 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 REREX15 process.

## ROAPELL (Applicant Pell Grant)

The ROAPELL form 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.

See the *Crossover Pell* section in the *Grant Procedures* chapter for additional information.

## 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 Form (RORCODI) with this **Attending ID** designated as the institutional default.
- Multi-campus schools set up COD identifiers on the RORCODI Form and assign a particular **Attending ID** from RORCODI to each campus on the **Campus Defaults** window of the ROAUSIO Form. You also need to determine which entry on this form is your institutional default value.

## RPAUCOD (Unmatched COD Records)

This form allows the school to enter, view, and manually match TEACH Entrance Counseling data received from COD in the AC system-generated message class.

When an AC system-generated document is received by the school, the COD File Import will attempt to match the entrance counseling record to a student in Banner:

- If a matching student is found, the record is loaded to the existing RPRLECS table and is displayed on the Electronic Counseling Status form. You will be able to view all unmatched Entrance Counseling records and match them to a student in Banner using the Unmatched COD Records form. When this is done, the data in the RPTUECS table will be inserted to the RPRLECS table with the appropriate PIDM and deleted from the RPTUECS table.
- If a TEACH Entrance Interview Requirement Code and Satisfied Status are listed on the Grant and EDE Options tab of the ROAUSIO form and that same requirement code is not satisfied on the RRAAREQ form, the requirements' status on the RRAAREQ form will be updated to the Satisfied Status code listed on the ROAUSIO form upon successfully matching the record.
- If a matching student is not found, the entrance counseling record will load to the RPTUECS table.

## RORPRDS (Period Base Data)

The RORPRDS form 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 block of the RORPRDS form. For example, if the 201430 period crosses the 1314 and 1415 aid year but is defined on STVTERM as part of 1314,

setting it up on RORPRDS in a crossover period allows you to utilize it in processing Pell for 1415.

See the *Crossover Pell* section in the *Grant Procedures* chapter for additional information.

## 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.

## REASTID (COD Identifier)

REASTID allows you to display, create, or update student identifier records.

- The form'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 'S'ent status. If you update this field, a pop-up window displays:

*\*WARNING\* Updating the Status Code may result in identifier records being out of sync with COD. Are you sure you want to update this field?*

## REICODD (COD Document Control)

REICODD displays COD XML documents that have been extracted or imported.

## RPIBATC (Batch Control)

This form displays batch IDs for the data request records still sent to and acknowledged by COD in flat-file format:

- Type: P=Grant/R=Grant Data Request Records

## REIRMRR (Multiple Reporting Record Inquiry)

This form displays Pell or TEACH Multiple Reporting Records received in flat-file format and imported through RERF115. Included in the Pell record displayed is the Pell Lifetime Eligibility Used.

## **REIYTDS (COD Year to Date Grant Summary)**

REIYTDS displays Pell Year to Date Summary Records received in flat-file format and imported through RERFI15.

## **REISSOA (Summary Statement of Account Inquiry)**

The Pell Summary Statement of Account records received in flat-file format and imported through RERFI15 are displayed on REISSOA.

## **REIDSOA (Detail Statement of Account Inquiry)**

This form displays Pell Detailed Statement of Account Records received in flat-file format and imported through RERFI15.

## **REIYTDO (COD Year to Date Grant Origination)**

This form displays Pell Year to Date Origination records received in flat-file format and imported through RERFI15.

## **REIYTDD (COD Year to Date Grant Disbursement)**

This form displays Pell Year to Date Disbursement records received in flat-file format and imported through RERFI15. Included in the record displayed is the Pell Lifetime Eligibility Used.

## **REIRECN (COD Grant Reconciliation)**

This form displays Pell Reconciliation records received in flat-file format and imported through RERFI15. Included in the record displayed is the Pell Lifetime Eligibility Used.

## **RERRDRQ (Data Request Record)**

This form creates Pell data requests that are extracted through REROR15 in a flat-file format. These records are sent to COD and a flat-file response is received and loaded through RERFI15.

## **RTVRJCT (Reject Code Validation)**

The RTVRJCT form displays:

- COD edit message/reject codes - Type Code: F
- Data Request Records reject codes - Type Code: R

## **RTVCDST (COD State Code Rules)**

The RTVCDST form:

- Displays the valid COD state codes as well as prior inactive codes which are no longer valid for processing. Addresses are validated against these state codes prior to 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 form:

- Displays the valid COD nation codes as well as prior inactive codes which are no longer valid for processing. Addresses are validated against these nation codes prior to extract.
- Allows the creation of a crosswalk code between the STVNATN nation code and a valid COD nation code.

## **RPATATS (TEACH Grant Agreement to Serve)**

The RPATATS form displays, creates or updates TEACH Agreement to Serve records.

## **RPILECS (Electronic Counseling Status)**

The RPILECS form displays TEACH Entrance and Exit Counseling records.

# 2014-2015 Banner Direct Loan processes for COD

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## RPRLORC (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 on RNANA15.

## REREX15 (2014-2015 COD Extract)

- Extract Direct Loan originations, origination changes and disbursement records in XML format
- Select or create a COD student identifier and a Parent PLUS loan parent identifier.
- Create an XML file to be sent to COD through the *Student Aid Internet Gateway (SAIG)* using communication software such as *EDConnect*



**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 REREXxx may be run with an open population.

## RERIM15 (2014-2015 COD File Import)

Import XML response records received from COD including:

- DL Origination, Origination Change and Disbursement response records
- COD Document Receipt records

COD System-Generated records:

- Promissory Note Records
- Credit Override Records
- Booking Notification Records
- Payment to Servicer Records
- PLUS Application Acknowledgement Records
- Direct Loan Entrance Counseling Records
- SULA Calculation Acknowledgement Records

## RERIMEX (COD Import/Export Report)

- Report student information for a particular extracted or imported COD Document
- Report differences in student identifier data between the identifier sent to COD on REASTID and the student's current ISIR record on RNANA15.

## RPRDSPT (Disclosure Statement Printing)

Create and print Direct Loan Disclosure Statements.

## RPRDU15 (2014-2015 Flat-File Upload)

Import Direct Loan flat-files received from COD including:

- AHSLDEOP - Ad-hoc Loan Exit Counseling Results
- DSDF15OP - Disbursement Level Loan Detail School Account Statement
- DSLF15OP - Loan Level Loan Detail School Account Statement
- DSMF15OP - Month-to-Date
- DSRF15OP - Date Range
- DSYF15OP - Year-to-Date
- EXITFFOP - NSLDS Exit Counseling
- MPNDISOP - MPN Discharge Report
- MPNINAOP - MPN Expired Report
- MPNEXPOP - MPNs Due to Expire Report

## Expired message class removal



**Note:** Logic used to load DECFENOP (Direct Loan Entrance) and DLFFEXOP (Exit Counseling) message classes has been disabled in the RPRDU15 process. Job submission output reports no longer reference the DECFENOP and DLFFEXOP message classes effective with the RPRDU15 process.

## 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 RPRDU15 process supports the import of data 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 RPRDU15 process will not load data from that AHSLDEOP message class file. As a result, the following error is produced in the associated `.log` output file:

```
%Error% - Unsupported AHSLDEOP Detail Record File Format (SECUD1)
```

## RERCD15 (2014-2015 COD Print Process)

- Report of detailed data for originations and/or disbursements by Document ID
- Report of unsent origination records

## RPRCP15 (Direct Loan Compare Extract Process)

- The process allows you to extract the Banner data into three different files that you can import into the *DL Tools for Windows* software for comparison with the reports supplied by COD. The system supports the generation of the *DLEXCASH*, *DLEXLOAN*, and *DLEXDISB* extract files. *DL Tools for Windows* is not supported by Banner Financial Aid.
- Create data files to import into the *DL Tools for Windows* software for comparing cash, loan, and disbursement records from Banner to the data received on the School Account Statement (SAS).
- The Direct Loan Compare Extract Process now includes an optional Direct Loan School Code parameter which provides the ability to only extract loan, disbursement and cash detail records pertaining to a certain Direct Loan School Code. When a Direct Loan School Code value is entered, the extract files will only contain the loan and disbursement records corresponding to the value entered, as well as the cash detail records corresponding to the value entered. This functionality provides the capability to reconcile Direct Loan School Code campuses/sites individually from one another.

If the Direct Loan School Code value is blank, the extract files will contain loan, disbursement, and cash detail data corresponding to all Direct Loan School Codes.



**Note:** The new aid year version of the RPRCPxx Process (where `xx` represents the aid year) is typically delivered with the Banner Financial Aid Summer Regulatory release.

# 2014-2015 Banner Direct Loan forms for COD

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## RPALORG (Direct Loan Origination)

- View and/or update Direct Loan origination and disbursement records
- Origination records
  - Origination records include the SAR Transaction Number
- 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 sequences for the disbursement number will be reported with that disbursement date from that sequence forward.
  - 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 or Actual disbursement record.
  - Reporting Edit disbursements is required by COD for Direct Loans.
  - The **Status**, **Disbursement Number**, and **Sequence Number** fields are updateable. 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?*

## 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 prior to 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, the form 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. Once 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.

## REASTID (COD Identifier)

Display, change, or update Student and Parent PLUS Borrower Identifier records.

- The form'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 'S'ent status. If you update this field, a pop-up window displays:

*\*WARNING\* Updating the Status Code may result in identifier records being out of sync with COD. Are you sure you want to update this field?*

## ROAALOG (Applicant Data Log Application)

View and/or resend Direct Loan change records.

## RPADLCR (Direct Loan Corrections)

View and/or delete pending Direct Loan change records.

## RPAPROM (Promissory Note)

View Direct Loan promissory notes.

## RPILECS (Electronic Counseling Status)

View Entrance or Exit Counseling information received in the AHSLDEOP flat-file and EXITFFOP flat-file and imported through RPRDU15, and the CRECMYOP XML file imported through RERIM15.

## RPACASH (Direct Loan Cash Drawdown)

View and/or update drawdown activity and matched school account statement information imported through RPRDU15.

## RPIDLAS (Direct Loan Account Summary)

View Direct Loan summary school account statement information imported through RPRDU15.

## REICODD (COD Document Control)

- View COD Documents that have been extracted or imported through the REREX15 or RERIM15 processes.

## 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 Form (RORCODI) with this **Attending ID** designated as the institutional default.
  - Multi-campus schools set up COD identifiers on the RORCODI Form and assign a particular **Attending ID** from RORCODI to each campus on the **Campus Defaults** window of the ROAUSIO Form. You also need to determine which entry on this form is your institutional default value.

## RTVRJCT (Reject Code Validation)

Display COD Edit Message reject codes - Type Code: F.

## RTVCDST (COD State Code Rules)

- Display the valid COD state codes and prior inactive codes no longer valid for processing
- Addresses are validated against these values prior to extract
- Allows the creation of a crosswalk code between the STVSTAT state code and a valid COD state code

## RTVCDNT (COD Nation Code Rules)

- Display 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 prior to extract
- Allows the creation of a crosswalk code between the STVNATN nation code and a valid COD nation code

## Supported message classes

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Message Classes and formats for COD that are supported by Banner Financial Aid are listed below.

## Supported XML files

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Program	Banner Import/Export	Banner Process	Message Class	Description
Pell	Export	REREX15	CRPG15IN	Common Record Documents containing Pell Grant data for the award year sent from the school to the COD System.
Pell	Import	RERIM15	CRPG15OP	Responses sent from the COD System to the school for Pell Grant data for the award year, received in the CRPG15IN message class.
Pell	Import	RERIM15	CRND15OP	System-generated Negative Disbursement Common Record.
TEACH	Export	REREX15	CRTH15IN	Common Records Documents containing TEACH data for the award year sent from the school to COD.
TEACH	Import	RERIM15	CRTH15OP	Responses sent from COD to the school for TEACH data for the award year, received in the CRTH15IN message class.
TEACH	Import	RERIM15	CRAT15OP	System-Generated Aid Year Specific Agreement To Serve Common Record
TEACH	Import	RERIM15	CRAC15OP	System-Generated Aid Year Specific TEACH Grant Counseling Acknowledgement Common Record
Pell/Direct Loan/TEACH	Export	REREX15	CRAA15IN	Common Record Documents containing data from any or multiple programs for the award year sent from the school to the COD System.
Pell/Direct Loan/TEACH	Import	RERIM15	CRAA15OP	Responses sent from the COD System to the school for data received in the CRAA15IN message class.
Pell/Direct Loan/TEACH	Import	RERIM15	CRRC15OP	Receipts sent from the COD System to the school for the Banner- supported incoming message classes CRAA15IN, CRPG15IN,CRTH15IN, and CRDL15IN.

<b>Program</b>	<b>Banner Import/Export</b>	<b>Banner Process</b>	<b>Message Class</b>	<b>Description</b>
Direct Loan	Export	REREX15	CRDL15IN	Common Record Documents containing Direct Loan data for the award year sent from the school to the COD System.
Direct Loan	Import	RERIM15	CRDL15OP	Responses sent from the COD System to the school for Direct Loan data for the award year received in the CRDL15IN message class.
Direct Loan/ TEACH	Import	RERIM15	CRBN15OP	System-generated Booking Notification Common Record.
Direct Loan	Import	RERIM15	CRPS15OP	System-generated Payment to Servicer Common Record.
Direct Loan	Import	RERIM15	CRCO15OP	System-generated Credit Decision Override Common Record.
Direct Loan	Import	RERIM15	CRPN15OP	System-generated Promissory Note Common Record.
Direct Loan	Import	RERIM15	CRSP15OP	System-generated Aid Year Specific DL PLUS Application Acknowledgement Common Record.
Direct Loan	Import	RERIM15	CRECMYOP	System-generated Non-Aid Year Specific DL Entrance Counseling Acknowledgement Common Record.
Direct Loan	Import	RERIM15	CRSU15OP	System-generated SULA Calculation Acknowledgement Record.

If the message class sent by the school is CRAA15IN, CRPG15IN, CRTH15IN, or CRDL15IN, the receipt is returned in message class CRRC15OP. While there are other message classes available for Receipt files, these message classes are not listed because they are sent in response to Common Record message classes not supported by the REREX15 process at this time.

## Supported Fixed Length Flat Files

The FILECAT PC utility can be used with the following flat-file message classes, however the program cannot be used for message class files received in XML format.

<b>Program</b>	<b>Banner Import/Export</b>	<b>Banner Process</b>	<b>Message Class</b>	<b>Description</b>
Pell	Extract	REROR15	PGRQ15IN	Pell Data Request Record
Pell	Import	RERFI15	PGRA15OP	Pell Data Request Record Response

<b>Program (continued)</b>	<b>Banner Import/ Export</b>	<b>Banner Process</b>	<b>Message Class</b>	<b>Description</b>
Pell	Import	RERFI15	PGMR15OP	Pell Multiple Reporting Record
Pell	Import	RERFI15	PGRC15OP	Pell Reconciliation Record
Pell	Import	RERFI15	PGYR15OP	Pell Year-To-Date Record
Pell	Import	RERFI15	PGAS15OP	Pell Electronic Statement of Account
TEACH	Import	RERFI15	ATSDISOP	TEACH Inactive Grant Report
TEACH	Import	RERFI15	THMR15OP	TEACH Multiple Reporting Record
TEACH	Import	RERFI15	EXTHFFOP	TEACH Exit Counseling Record
Direct Loan	Import	RPRDU15	DSD15OP	DL Disbursement Level Loan Detail School Account Statement
Direct Loan	Import	RPRDU15	DSL15OP	DL Loan Level Loan Detail School Account Statement
Direct Loan	Import	RPRDU15	DSMF15OP	Month-to-Date
Direct Loan	Import	RPRDU15	DSRF15OP	Date Range
Direct Loan	Import	RPRDU15	DSYF15OP	Year-to-Date
Direct Loan	Import	RPRDU15	AHSLDEOP	Ad-hoc Loan Exit Counseling Results
Direct Loan	Import	RPRDU15	EXITFFOP	NSLDS Exit-Counseling
Direct Loan	Import	RPRDU15	MPNDISOP	MPN Discharge Report
Direct Loan	Import	RPRDU15	MPNEXPOP	MPNs Due to Expire Report
Direct Loan	Import	RPRDU14	MPNINAOP	Expired MPN Report

# Grant Setup

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This section provides you with guidance on how to set up the necessary forms in order to process Pell and TEACH grants with Banner. It is not intended to replace the details provided in the *Banner Financial Aid User Guide* and in the *Banner Financial Aid Online Help*.

## Grants

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### Fund Base Data (RFRBASE)

This form enables you to establish a Pell or TEACH fund code as a federal grant fund.

#### Pell Funds

Establish a Pell fund code (or multiple codes) as a federal grant fund.

Additional required data for Pell records is included in the Federal Rules Table (RPRFEDR). This data controls eligible class years, enrollment requirements, and the maximum grant by program and class year.

Field	Field Value
Fund Code	Institutional Choice
Description	Institutional Choice
Accounts Receivable Detail	Institutional Choice
Fund Source	FDRL
Fund Type	GRNT
Federal Fund ID	PELL
Print Order	Institutional Choice
Message Number	Institutional Choice

## TEACH funds

Establish separate fund codes in Banner for TEACH Undergraduate and TEACH Graduate, as well as 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) form.

Additional required data is included in the Federal Rules Table (RPRFEDR). This data controls eligible class years, enrollment requirements, and the maximum grant by program and class year.

Field	Field Value
Fund Code	Institutional Choice - One separate level specific fund code representing TEACH Undergraduate and one separate level specific fund code representing TEACH Graduate are required.
Description	Institutional Choice
Accounts Receivable Detail	Institutional Choice
Fund Source	FDRL
Fund Type	GRNT
Federal Fund ID	TCH
Print Order	Institutional Choice
Message Number	Institutional Choice

## Fund Management (RFRMGMT or ROAMGMT)

### Pell funds

Enter fund data and options for the Pell fund code that you established on the Fund Base Data (RFRBASE) form.

Field	Field Value
Prior Balance	Actual Balance
Transferred	Actual Balance
Award Maximum	5730
Award Minimum	0

Field	Field Value
Automatic Packaging	Institutional Choice
Automatic Scheduling	Yes
Automatic Acceptance	Institutional Choice
Override Need	Yes
Award Using Estimated EFC	Institutional Choice
Override Need to Cost of Attendance	No
Override Satisfactory Academic Progress	No
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
Memo Credit	Institutional Choice
Disburse	System
Web Accept Flag	Institutional Choice (Depends on the <b>Automatic Acceptance</b> 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
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

Field	Field Value
If Selected for Verification but is not Complete	Institutional Choice
Override General Tracking Requirements	Institutional Choice
Create Promissory Note Requirements when Accepted	No

## 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 form (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 form (RPROPTS) and the Grant Award Percents defined on the Default Award and Disbursement Schedule Rules form (RFRDEFA) or the Fund Award and Disbursement Schedule Rules form (RFRASCH).

Beginning with the 2013-2014 aid year, TEACH grants are also calculated based on the TEACH Reduction Percentage defined on the Fund Management Form (RFRMGMT) or Funds Management Form (ROAMGMT).

TEACH Grants can also be manually awarded on the award forms 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.

The following table lists the recommended settings for the TEACH funds on the Fund Base Data form and the Fund Management form.

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

Field	Field Value
Override Satisfactory Academic Progress (SAP)	No
Override Requirement	Institutional Choice
Replace EFC	No
Reduce Need	Yes
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
Round Schedule	Round to Dollars
Memo Credit	Institutional Choice
Disburse	System (recommended)
Web Accept Flag	Institutional Choice (Depends on the <b>Automatic Acceptance</b> 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
If Disbursement Load Code is greater than the Package Load Code	No Disbursement
Payment Percent for Three Quarter Load	0
Payment Percent for Half Load	0
Payment Percent for less than Half Load	0

Field	Field Value
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) form establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID**, and **Direct Loan School Code**.

### Setting up 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 once 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 form.

### 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 form, you only need to set up one Entity ID relationship on the RORCODI form. For example, the following relationship would be set up on the RORCODI form 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	checked

By checking the default indicator on the RORCODI form, 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 form 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 in this handbook represent the specific aid year for which you wish to run the process. For example, if you wish to run REREXxx for the 2014-2015 aid year, you would run REREX15.

### 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 form (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 form. For example, the following relationship would be set up on the RORCODI form 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

RORCODI Window	Field	Value
Main	Direct Loan School Code	G12345
Main	OPEID	123456
Main	OPEID	00
Main	Institutional Default	checked

By checking the default indicator on the RORCODI form, 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 form 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 form.

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 form for each campus.

You must create records to establish the ID relationships for your other campuses on the RORCODI form. When establishing these records, an **Attending ID, Federal Pell ID, Direct Loan School Code, and OPEID (including Branch)** value can be used only once 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 form, substituting the example ID numbers for your institution's campus ID numbers and relationships:

	<b>Campus #1 (institutional default)</b>	<b>Campus #2 (not the institutional default)</b>	<b>Campus #3 (not the institutional default)</b>
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	checked	unchecked	unchecked

By checking the default indicator on the RORCODI form, 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 form 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:

	<b>Campus #1 (institutional default)</b>	<b>Campus #2 (not the institutional default)</b>	<b>Campus #3 (not the institutional default)</b>
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	checked	unchecked	unchecked

By checking the default indicator on the RORCODI form, 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 form 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:

<i>ROAUSIO Window</i>	<i>Field</i>	<i>Value</i>
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. Pell records are extracted only where the **Campus Pell ID** on the Grant Origination/Acknowledgement (REAORxx) form 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) form 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 (RPALORG) form 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/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 form 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 COD website at <https://cod.ed.gov> where that information is available.

# U.S. Specific Institution Financial Aid Options (ROAUSIO)

## Institutional Defaults tab

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 form.

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) form.

## Grant and EDE Options tab

Check the **Pell Reduced Eligibility** field if you want to automatically create Pell origination records when the Pell eligibility for a student is reduced (not required). Banner will automatically create the origination records for any increase in eligibility, as this is required.



**Note:** Award (origination) and disbursement records are one combined record that is extracted and sent to COD. Reducing the award amount on an origination record prior to sending in all Pell disbursement adjustments can result in rejected disbursement records. Therefore, it is suggested that you leave this indicator unchecked, as it is not required by COD to send in reduced origination records. Leaving this indicator unchecked will allow all remaining adjustment disbursement records for the student to be processed by COD without regard to a reduced origination award amount.

## Advance Pay for Pell

If your school would like to process Pell disbursements as Advance Pay, check the **Advance Pay for Pell** field. Checking this option will allow you to report expected Pell disbursements prior to actually paying them to the student's account. It will also require an acknowledgement of the reported expected disbursements prior to 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 check the **Advance Pay for Pell** field, enter the number of days prior to the scheduled disbursement date in the **Number of Days for Advance Pay for Pell** field to allow the disbursement record to be extracted. Based on the value in the **Number of Days for Advance Pay for Pell** field, the REREXxx Process allows a Advance Pay school's Pell funds to be extracted. The REREXxx Process picks up these records to submit for funding prior to payment. Valid values are: 0 - 7.



**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. Once Pell disbursements have been extracted for an aid year, do not update the Advance Pay indicator for that aid year.

## TEACH Grant window

For the TEACH Entrance Interview Requirement Code and Satisfied Status, enter the TEACH Entrance Interview Requirement Code as defined on the RTVTREQ form and the Satisfied Status as defined on the RTVTRST form.

These codes will be used when matching TEACH Entrance Interviews from the RPAUCOD form to a valid pidm, as well as importing matched TEACH Grant Entrance Interviews from the CRAC15OP message class. When successfully matched, the TEACH Entrance Interview will be moved into the RPILECS form and the corresponding TEACH Entrance Interview Requirement Code and Satisfied Status will be updated accordingly on the RRAAREQ form.

## Campus Defaults tab

Build all data related to each campus on the **Campus Defaults** Tab. 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) form before you enter the **Attending ID** on this form. 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.

For additional information about the ROAUSIO form, refer to the [Banner Online Help](#) for this form.

## Period Base Data (RORPRDS)

The RORPRDS form 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 block of the RORPRDS form. For example, if the 201430 period crosses the 1314 and 1415 aid year but is defined on STVTERM as part of 1314, setting it up on RORPRDS in a crossover period allows you to utilize it in processing Pell for 1415.

For each period you want to define as a crossover, you must check the **Crossover** box in the **Base Data** block and also state the Crossover Aid Year that the period will cross into.

If you normally process summer as a trailer, define crossover periods that will be used as a header in the upcoming academic year.

### *Examples:*

- Summer 2013 (Financial Aid Process Year on STVTERM = 1213) will need to be set up for 1314 Crossover Aid Year
- Summer 2014 (Financial Aid Process Year on STVTERM = 1314) will need to be set up for 1415 Crossover Aid Year

If you normally process summer as a header, define crossover periods that will be used as a trailer in the previous academic year.

### *Examples:*

- Summer 2013 (Financial Aid Process Year on STVTERM = 1314) will need to be set up for 1213 Crossover Aid Year
- Summer 2014 (Financial Aid Process Year on STVTERM = 1415) will need to be set up for 1314 Crossover Aid Year

## Global Institution Financial Aid Options (ROAINST)

On the Credit Hours Tab of this form you must define the number of credit hours, by level, the student has to be taking to be considered Full Time,  $\frac{3}{4}$  time, and  $\frac{1}{2}$  time. All periods for the aid year must be defined on this form including summer crossover periods you have defined on the RORPRDS form. If a period is defined as a crossover period on RORPRDS for the aid year, the **Crossover** indicator will be checked.

## Packaging Options (RPROPTS)

### 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 Pell summer crossover periods. Summer crossover periods must first be defined on the RORPRDS form. The **Crossover Period** indicator on this window will be checked 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 (N)ever disburse under such circumstances, (A)lways disburse the calculated disbursement amount (RPEDISB amount), or disburse the (L)esser of the award amount and calculated disbursement amount.

For purposes of the Pell calculation, the award amount is the amount of Pell that the RPEPELL process calculates for the Pell Grant at the time of awarding. The calculated disbursement amount is the amount the RPEDISB process calculates at the time of disbursement. The disbursement amount is the amount of Pell grant the RPEDISB process disburses based on the disbursement option selected. For purposes of the TEACH calculation, the award amount is the amount of grant that the RPRGRNT process or the RPEPKG 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 checked, the disbursement process requires the SAR EFC and System EFC to be exactly the same number in order for payment to occur. If you do check this field, the disbursement process recognizes the payment cell, so that when these numbers vary within the 100 point range of the cell, the disbursement process treats the EFC numbers as equal values and allows disbursement.

The next option is the **Delete Pell Award if Zero** option. If checked, when a Pell award is recalculated to zero it will be deleted and no longer displayed on the award forms. If this option is unchecked, when the Pell award is recalculated to zero it will remain on the Award forms 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 checked or unchecked.

## 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 Pell summer crossover periods as defined on the RORPRDS form.

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 tab of the ROASTAT form. Starting with the 2011-2012 aid year, this question is no longer available on the FAFSA application. This information is now captured on the ROASTAT form for the student and can be manually updated or populated via the batch posting process.
- The **Estimated ISIR/FAFSA Enrollment** status fields are period specific enrollment on the Period Status tab of the ROASTAT form. This information can be manually updated or populated via the batch posting process.

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.)

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

## Aid Period Validation (RTVAPRD)

Access this form to define single and multiple period aid periods for your institution. Both Regular Aid Periods and Pell Aid Periods are defined on this form.

A Regular Aid Period is the default aid period currently used for all financial aid processing and entered on the RBAABUD form.

A Pell Aid Period is one that allows the Pell calculation to automatically calculate the most beneficial award for a student from two aid years during a crossover period of enrollment. The Pell Aid Period is assigned to the student on the ROAPELL form if needed.

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.

If the aid period is to be used for summer crossover Pell processing as Pell Aid Period, the **Pell Crossover** indicator must be checked.

If your institution normally treats summer as a trailer, define aid periods where the crossover period would be a header rather than a trailer. A Pell aid period must be set up for each aid period combination to include the crossover period as a header.

### *Examples:*

- Fall/Spring create aid period Summer/Fall/Spring
- Fall/Spring/Summer create aid period Summer/Fall/Spring/Summer
- Fall/Winter/Spring create aid period Summer/Fall/Winter/Spring
- Fall/Winter/Spring/Summer create aid period Summer/Fall/Winter/Spring/Summer

If your institution normally treats summer as a header, define aid periods where the crossover period would be a trailer rather than a header. A Pell aid period must be set up for each aid period combination to include the crossover period as a trailer.

### *Examples:*

- Fall/Spring create aid period Fall/Spring/Summer
- Summer/Fall/Spring create aid period Summer/Fall/Spring/Summer
- Fall/Winter/Spring create aid period Fall/Winter/Spring/Summer
- Summer/Fall/Winter/Spring create aid period Summer/Fall/Winter/Spring/Summer



**Note:** The **Pell Crossover** indicator defines the aid period for use in Pell processing only.

To properly calculate Pell awards, the **Pell Full Year Percent** field must be populated for each aid period. For the 2014-2015 aid year, the maximum amount for this field is 100%.

To properly calculate TEACH grant awards, the **Grant Full Year Percent** field must be populated for each aid period. The maximum amount for this field is 100%.

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

## Aid Period Rules (RORTPRD)

This form 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 form. If the aid period has been defined on RTVAPRD as a Pell Aid Period, the **Pell Crossover** indicator will be checked in the Aid Period Base Information block. If appropriate periods are not assigned to each aid period, assign the periods to the correct aid periods. If a period within the aid period is defined on RORPRDS as a crossover period, the **Crossover** indicator will be checked in the **Aid Period Rules** block, only when accessing the aid year, into which the period crosses.

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

## Default Award and Disbursement Schedule Rules (RFRDEFA)

Use this form 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 RTVAPRD that should be awarded for each period.

## Fund Award and Disbursement Schedule Rules (RFRASCH)

The Fund Award and Disbursement Schedule Rules (RFRASCH) form 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 RTVAPRD that should be awarded for each period.

## Federal Rules Inquiry (RPIFEDR)

Access this form to review the federal rules for Pell and TEACH delivered with the system.

## Detail Code Control Form - 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 form is then assigned to the appropriate fund code on the RFRBASE form.

## Class Code Translation (RPRCLSS)

Pell and TEACH awards and origination records are based on a student's expected class level as reported on the RNANAx form. 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 form.

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.

For additional information about the RPRCLSS form, refer to the Class Code Translation form (RPRCLSS) section in the *Packaging and Disbursement* section of the *Banner Financial Aid User Guide*.

## 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.

For additional information about the RPRDEGR form, refer to the online help for this form.

## Financial Aid Major Rules (RPRMAJR)

This form 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 checked 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 check the **TEACH Eligible** indicator. You can also add comments.

## COD State Code Rules (RTVCDST)

The COD State Code Rules (RTVCDST) form 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 form.

You can enter your own values to represent a state code on STVSTAT in the **Crosswalk Code** field on RTVCDST. The **Crosswalk Code** field is an optional field. If you enter a Crosswalk Code for a COD State Code, both the Direct Loan Record Creation (RRLORC) and COD Extract Process (RERExxx) use this field to translate the non-COD state code on the Banner Student State/Province Code Validation (STVSTAT) form to the valid COD state code value on this form.

## COD Nation Code Rules (RTVCDNT)

The COD Nation Code Rules (RTVCDNT) form 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 form.

You can enter your own values to represent a nation code on STVNATN in the **Crosswalk Code** field on RTVCDNT. The **Crosswalk Code** field is an optional field. If you enter a Crosswalk Code for a COD Nation Code, both the Direct Loan Record Creation (RRLORC) and COD Extract Process (RERExxx) use this field to translate the non-COD nation code on the Banner Student Nation Code Validation (STVNATN) form to the valid COD nation code value on this form.

# Direct Loan Setup

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## Banner Direct Loan prerequisites

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To enable the Banner Financial Aid System to process Direct Loans, you need to enter values on the forms identified in this section.

### Fund Base Data (RFRBASE)

This form 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 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
Federal Fund ID	PLUS
Print Order	Institutional Choice
Message Number	Institutional Choice

For additional information about the RFRBASE form, refer to online help for that form.

## Fund Management (RFRMGMT)

### Fund Management--first window

Enter base fund information and allocate dollars to the fund.

### Packaging window

Complete packaging option fields that are applicable to Direct Loans, as follows.

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** - Check for unsubsidized and PLUS Loans.
4. **Reduce Need** - Check this box for subsidized loans. A check in this box reduces any remaining unmet need automatically.
5. **Need Analysis** - Check this box for subsidized, unsubsidized, Parent PLUS loans, and Graduate PLUS loans.
6. **Loan Process** - Check this box for Direct Loans.

7. **Rebate Fee Percent** - For all Direct Loans, enter a rebate fee percentage in this field. This is a default rebate fee percent that is used on all loan originations. You can change this default for an individual loan by updating the **Rebate Fee Percent** field in the **Direct Loan Origination** window of the RPALORG form. Banner calculates the corresponding fee and net amounts based on this rebate percent.

If you need to change the rebate on a loan that has already been originated in Banner and sent to COD, you must change the existing loan on the RPALORG form.

8. **Loan Fee Percentage** - For all Direct Loans, enter a loan fee percentage in this field. This is a default fee percent that is used on all loan originations. You can change this default for an individual loan by updating the **Loan Fee Rate** field in the **Direct Loan Origination** window of the RPALORG form. Banner calculates the corresponding fee and net amounts based on this fee percent.

If you need to change the fee on a loan that has already been originated in Banner and sent to COD, you must change the existing loan on the RPALORG form just as is required for changes to the rebate percentage.

9. **Direct Loan Indicator** - Choose the applicable indicator: S (Subsidized), U (Unsubsidized), P (Parent PLUS) or G (Graduate/Professional PLUS).

10. **Memo Credit** (optional field) - Memos contain either net or gross amounts. Memos for Direct Loans contain the gross amount until an origination record is created.

For a Gross Amount:

If a memo should contain the gross amount for a loan, the following items exist:

- The **Memo Credit** field contains a value of Offered or Accepted.
- The **Memo Actual Amount** field on the RPRLOPT form is blank.

For a Net Amount:

If a memo should contain the net amount for a loan, the following items are true:

- The **Memo Credit** field contains a value of Accepted.
- The **Memo Actual Amount** checkbox on the RPRLOPT form is checked.



**Note:** For Direct Loan memo processing, the enrollment requirement is only checked if a Direct Loan origination exists on the RPALORG form. If no origination exists, a Direct Loan fund may memo even when the student is not enrolled.

11. **Disburse** - This field is set to None because the **Loan Process** field is checked. The loan process controls disbursement using fields from the **Disbursements Information** window of the Direct Loan Origination (RPALORG) form.

Refer to the Funds Management (RFRMGMT) form section in the *Funds Management* section of the *Banner Financial Aid User Guide* for additional information regarding the other fields on this form.

## COD Entity ID Rules (RORCODI)

The COD Entity ID Rules (RORCODI) form establishes the COD processing relationships between the **Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, **OPEID (including Branch)**, and **Direct Loan School Code**.

### Setting up 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 once 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 form.

#### *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 form, you only need to set up one Entity ID relationship on the RORCODI form. For example, the following relationship would be set up on the RORCODI form 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	checked

By checking the default indicator on the RORCODI form, 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 form 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 in this handbook represent the specific aid year for which you wish to run the process. For example, if you wish to run REREXxx for the 2014-2015 aid year, you would run REREX15.

### *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 form (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 form. For example, the following relationship would be set up on the RORCODI form 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	checked

By checking the default indicator on the RORCODI form, 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 form 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 form.

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 (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 form for each campus.

You must create records to establish the ID relationships for your other campuses on the RORCODI form. When establishing these records, an **Attending ID**, **Federal Pell ID**, **OPEID (including Branch)**, or **Direct Loan School Code** value can be used only once 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 form, substituting the example ID numbers for your institution's campus ID numbers and relationships:

	<b>Campus #1 (the institutional default)</b>	<b>Campus #2 (not the institutional default)</b>	<b>Campus #3 (not the institutional default)</b>
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	checked	unchecked	unchecked

By checking the default indicator on the RORCODI form, 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 form 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	checked	unchecked	unchecked

By checking the default indicator on the RORCODI form, 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 form 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) form 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) form 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 (RPALORG) form 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/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 form 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 COD website at <http://www.cod.ed.gov> where that information is available.

## U.S. Specific Institution Financial Aid Options (ROAUSIO)

### Loan Options window

Review the following fields on the **Loan Options** window that are related to Direct Loan programs.

The **Loan Process Type** field enables you to select the type of loans you want to offer. From the pull-down list, select **D (Direct)** for Direct Loans only or **B (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 as well as 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 form.

Check the **Multi-Year Note Eligibility** field if your school qualifies to use the Multi-Year Note functionality of the Master Promissory Note (MPN). Effective with the 2003-2004 Aid Year - PLUS Loan MPN functionality is available in addition to the subsidized and unsubsidized programs. 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 in order to calculate a student's 30-day delay.

If this field is checked, the following steps to determine a first-year, first-time borrower are used:

1. Determine if the student has been disbursed a prior Stafford, SLS, Direct Subsidized, or Direct Unsubsidized loan using:
  - 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.

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) form. The Electronic Counseling Status (RPILECS) form displays information from the Exit Counseling Results (AHSLDEOP and EXITFFOP) files sent to you by COD and uploaded into Banner with the RPRDUxx process and from the Entrance Counseling Results (CRECMYOP) files sent to you by COD and uploaded into Banner with the RERIMxx process.

## Advance Pay for Direct Loan

If your school wishes to process Direct Loan disbursements as Advance Pay, check the **Advance Pay for Direct Loan** field. Checking this option will allow you to report an actual Direct Loan disbursement (**Disbursement Release Indicator = True**) up to seven (7) calendar days prior to the disbursement date. When the current date is seven (7) calendar days or less prior to 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 check the **Advance Pay for Direct Loan** field, enter the number of days prior to 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 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.

## 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) form where the **Institutional Default** indicator is checked.

## 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) form before you enter the **Attending ID** on this form. 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 form 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 are as follows:

### Loan Options (main window)

1. Check the **Memo Actual Loan Amount** box to send a memo containing the net loan amount.
2. Check the **Authorize Loan** box to create loan authorizations during the current year.
3. Check that **Direct Loan origination** and **disbursement** options are set correctly for your institution.

For additional information about the RPRLOPT form, refer to the *Banner Online Help* for this form.

## Aid Period Validation (RTVAPRD)

Access this form to review the single and multiple period aid periods for which loans are usually certified.

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

## Aid Period Rules (RORTPRD)

This form enables you to specify the periods that you want to associate with an aid period. If all appropriate periods are not entered on the form, associate the periods with their correct aid periods.

## Default Award and Disbursement Schedule Rules (RFRDEFA)

Use this form 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. Dates entered here are used for loan periods associated with an aid period.



**Note:** You must also establish disbursement dates for loans on the Loan Period Base Data Rules (RPRLPRD) form.

## Fund Award and Disbursement Schedule Rules (RFRASCH)

The Fund Award and Disbursement Schedule Rules (RFRASCH) form enables you to create award and disbursement schedules unique to the aid year, aid period, and fund.



**Note:** You must also establish disbursement dates for loans on the Loan Period Base Data Rules (RPRLPRD) form.

## Federal Rules Inquiry (RPIFEDR)

Access this form to review the Direct Loan federal rules delivered with the system.

## Detail Code Control Form - 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) form.

## Packaging Options (RPROPTS)

To determine the student's enrollment level for loan awarding, one of the following is used.

- The default option as entered on this form, or
- The Expected Annual Enrollment on the ROASTAT form.

## 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 RNANAx form. These loans do not use the class level as determined by the Banner Student System class level code translation rules on the RPRCLSS form.

### 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 RNANAx form.

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 form. 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 since 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 form 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 form 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 unchecked.

Statuses on the Loan Status Validation form are the values entered on the RPRLOPT Loan Options form.

For additional information about the RTVLNST form, refer to the Banner Online Help for this form.

## Loan Period Base Data (RPRLPRD)

This form enables you to create and maintain loan period information for all possible loan periods. You can either associate the loan period to an aid period or link the loan period to a period schedule.

### Adding loan schedule rules for a period

If you do not associate a Loan Period with an Aid Period, use the Loan Schedule Rules window to add Loan Schedule Rules for each period within the loan period. Be sure to enter memo expiration dates. Memo expiration dates used for period-based loans should match those used for the same period on the RFRDEFA or RFRASCH form.

### Creating disbursement schedules for each loan period

You can use this window to create a disbursement schedule for each loan period. You can enter a maximum of twenty disbursements per loan period (the total must equal 100 percent). The **Memo Expiration Date** field is not used.

For additional information about the RPRLPRD form, refer to the *Banner Online Help* for this form.

## Default Parameter Value Validation (GJAPDFT)

Use this form to define specific user-level default values for all parameters of specific processes. Before a process can be accessed by a form, it must exist and be defined in the system using the Process Maintenance (GJAJOB) form. Then, the process' parameters must be defined on the GJAPDFT form.

Each user with the authority to originate loans must use the GJAPDFT form to create parameters for the RPRLORC Loan Origination Process.

- Defining these parameters enables you to use the *Create Loan Applications* option on the award forms (RPAAWRD, RPAAPMT, and ROARMAN forms). You must perform this set up prior to 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 RPRLORC and RPRELAP processes via the GJAPDFT form 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 RPRLORC or RPRELAP batch job via job submission.

## COD State Code Rules (RTVCDST)

The COD State Code Rules (RTVCDST) form 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 form.

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 Record Creation (RPRLORC) and COD Extract Process (REREXxx) use this field to translate the non-COD state code on the Banner Student State/Province Code Validation (STVSTAT) form to the valid COD state code value on this form.

## COD Nation Code Rules (RTVCDNT)

The COD Nation Code Rules (RTVCDNT) form 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 form.

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 Record Creation (RPRLORC) and COD Extract Process (REREXxx) use this field to translate the non-COD nation code on the Banner Student Nation Code Validation (STVNATN) form to the valid COD nation code value on this form.

# Grant Procedures

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## COD Student Identifier

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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 for ease of maintenance and review.

## COD Student Identifier 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 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 is extracted by the COD Extract Process (REREXxx) based on the current EDE record. The student identifier is not aid year specific and may have already been created during a year prior to 2014-2015. Once 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.



**Note:** All instances of xx in this handbook represent the specific aid year for which you wish to run the process. For example, if you wish to run REREXxx for the 2014-2015 aid year, you would run REREX15.

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.

## Updating the COD Student Identifier

COD sends the *SSN/Name/Date of Birth Change Report* to schools to report any changes made to the 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. Once this report is received, you must determine if the same change must be made on the COD Identifier (REASTID) form 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.

1. Use the Duplicate Record function on the COD Identifier (REASTID) form 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 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 RNANAx for **Last Name, SSN, or Date of Birth** differs from the current Student Identifier on REASTID.

## Extracting the COD Student Identifier

The COD Extract Process (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 REASTID form.

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 RNANAx form. If the values do not match, the record will not be extracted unless the Update Student Identifier parameter is set to  $\checkmark$ . When this is set to  $\checkmark$  the process will create a new Student Identifier record for the student with the data from RNANAx and extract it with the awards and/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 award and no TEACH award, the accepted Direct Loan award on RPALORG 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 block.

## Importing the COD Student Identifier

The COD File Import Process (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**.

*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 REASTID form to create a new identifier record or the RREXxx process is run with the Update Student Identifier parameter set to  $\checkmark$  to update the identifier to the current information on the RNANAx form.

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 REASTID so that for future extracts and imports the current Student Identifier information at COD will be used.

## Pell Grant origination process

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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.

## Post 9/11 deceased veteran dependent and Iraq or 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 now eligible for the maximum Pell award as if they had a zero EFC. Additionally, students that are not Pell eligible are now eligible for the new Iraq Afghanistan Service Grant. The Iraq 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 forms 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.

# Origination Process

## 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) form.

When calculating Pell, the RPEPELL process will award periods based on the Pell Aid Period if populated on the ROAPELL form. 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 RBAABUD form. This processing is specific for Pell awards and includes the ability to award Pell for summer crossover periods from the most beneficial aid year. See the *Crossover Pell* section in this chapter for additional information on awarding Crossover Pell.

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 (RNANAx) form. 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.

## 2. Review Pell Origination Indicator on award form (optional)

All students who are receiving an initial Pell award or whose award is increasing will have the **Pell Origination** field checked on the **Pell and Loan** window on the RPAAWRD or RPAAPMT forms, or via the **Maintain Awards** button on the ROARMAN form. (This field is also checked if you reduce Pell awards — if you check the **Pell Reduced Eligibility Indicator** field on the ROAUSIO form.) You can also manually set this field for students on the same three forms.

## 3. Run the RERORxx Process to create Origination Records

Although you can also manually create origination records for one student at a time with the REAORxx form, this step assumes that you want to create origination records for a larger group of students with the Grant Origination Creation Process (RERORxx).

Enter the required *Aid Year Code* parameter and enter *Y* (Yes) for the *Create Pell Origination Records* parameter. The RERORxx creates origination records for all students who have the **Pell Origination** field checked on the **Pell and Loan** window on the RPAAWRD or RPAAPMT forms, or via the **Maintain Awards** button on the ROARMAN form. (Refer to the RERORxx entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for additional parameter options).

- The RERORxx process creates an origination record for those students who already have Pell awards for the year, but do not yet have an origination record.

- If there is already an origination record for the student that has not yet been extracted for submission to COD, the 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 check the **Origination Lock Indicator** field for a student on the Grant Origination/Acknowledgement (REAORxx) form.
- If the **Origination Lock Indicator** field on the Grant Origination/Acknowledgement (REAORxx) form is set to Y, a new origination record will not be created automatically through the 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 form or in batch using the RERORxx process.
- The REAORxx form prevents the creation of a subsequent origination record for a student if the prior one has been sent, but has not yet been acknowledged (the **Action Code** field is S - Sent).



**Note:** The system does not allow you to create an updated origination record either manually or online if the current origination record has not yet received an acknowledgement.

You can use population selection with the 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 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 checking the **Pell Origination** field on one of the award forms, for the RERORxx process to do so automatically.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you will need to run the REROR15 process to create originations for the summer crossover awards awarded in the 2014-2015 aid year. Originations for all other summer awards that are awarded from the 2013-2014 aid year will be created using the REROR14 process.

#### 4. Review Origination Records with the REAORxx form and/or the RERCDxx COD print process (optional)

When you enter Y (Yes) for the *Create Pell Origination Records* parameter of the RERORxx process, you create the origination records without extracting the records in preparation for the transmission of the records to COD.

- **REAORxx form** - This allows you to review the origination records on the REAORxx form prior to sending the records.
- **RERCDxx process** - You can also print a listing of the “unsent” Pell Origination records if you enter an *Aid Year* and a U (Unsent) for the *Origination Report parameter* for the COD Print Process (RERCDxx). Review and correct the origination records (if necessary).



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you can view originations for the summer crossover awards awarded in the 2014-2015 aid year on the REAOR15 form. Originations for all other summer awards that are awarded from the 2013-2014 aid year can be viewed on the REAOR14 form.

## 5. Extract the Origination Records with the REREXxx process

The 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 *Y (Yes)* for the required *Extract Pell Funds* parameter. The REREXxx Process extracts the origination records and creates the necessary output files.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you will need to run the REREX15 process to extract originations for the summer crossover awards awarded in the 2014-2015 aid year. Originations for all other summer awards that are awarded from the 2013-2014 aid year will be extracted using the REREX14 process.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

- 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.

`crrg15in_jobsubnumber.xml` — (Pell data only)

or

`craa15in_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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.
- `rerex15_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.

- `rerimex_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 RERIMEX report parameter is set to Y.
- `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.

The system populates the **Date Sent** field on the REAORxx form when origination Records are picked up for transmission (extracted) and updates the **Action Code** to S - *Sent*. You cannot change the current origination record after this point.

Only eligible origination records are extracted. Otherwise COD will reject the origination.



**Note:** If the Pell Origination process does not execute successfully, the Ability To Benefit (ATB) Code may be the cause.

First, to isolate the condition, identify the problem ID(s) and compare each record's data with either of the two examples below:

1. The need analysis record on the Need Analysis (RNANAx) form for the student in question indicates that the student did not graduate but the student is eligible based on ATB criteria.
  - Continue to **Section A**, below, for corrective action.

or
2. The High School information in the need analysis record on the Need Analysis (RNANAx) form for the student in question is blank or missing.
  - Continue to **Section B**, below, for corrective action.

Take the appropriate corrective action, either A or B, according to the condition(s), above:

#### **Section A**

1. Open the Applicant High School and Admission Data (ROAHSDT) form to update the necessary ATB fields for the student's specific eligibility scenario.
2. Repeat the above process for each failed ID of this type.
3. Re-execute the REREXxx process.

#### **Section B**

1. Open the Need Analysis (RNANAx) form to update the current Need Analysis record with the student's correct High School information:
  - Update the High School Diploma or Equivalent field with the correct high school completion value.
2. Repeat this above process for each failed ID of this type.
3. Re-execute the REREXxx process.

The initial Student Identifier is created at the time the first award record is extracted for a student by REREXxx. The Student Identifier is not aid year specific. Therefore, if an Identifier record exists from a prior aid year for the student, it will be used by the REREXxx process. If no student identifier exists for the student at the time that REREXxx is run, the initial Student Identifier will be created by the process. You can review and maintain COD Student Identifiers on the REASTID form.

The Document ID for the extracted document is populated on the REAORxx form for Pell origination records, the READIxx form for Pell disbursement records, and the REASTID form 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 receipt and response information for the document, on the REICODD form.

**6. Transfer crpg15in.xml or craa15in.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.

**7. 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 to send the Pell origination records to COD. As mentioned previously, the message class that contains the Pell originations is either:

crpg15in (Pell data only) or

craa15in (Combined Pell, TEACH or Direct Loan data)

**8. COD returns receipt and response files**

*Receipt Files* — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. There is no student specific information contained in the Receipt file.

*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 receipt and 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.

**10. Transfer receipt and response files to the Banner server**

Transfer the files from the PC to the server on which Banner resides.

## 11. Upload receipt and response files with RERIMxx process

The RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you will need to run the RERIM15 process to import origination response and system-generated records for the summer crossover awards awarded in the 2014-2015 aid year. Origination response and system-generated records for all other summer awards that are awarded from the 2014-2015 aid year will be imported using the RERIM15 process.

## Pell receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to extracted message classes CRAAxxIN and CRPGxxIN.

## Pell response files

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, as well as Origination Change and Disbursement records in response to the CRAAxxIN message class.

Enter the Pell receipt or Pell response file name for the RERIMxx *XML Import Document Filename* parameter. The output report to the RERIMxx Process only provides control summary information for the RERIMxx process and any errors encountered during import. Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX report and provide detailed student information about the records imported.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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 form are:

- A (Accepted),
- C (Corrected),
- D (Duplicate) — not currently used by COD, or
- R (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 Process creates an updated record if you enter data changes and check the **Pell Origination** field checked on the **Pell and Loan** window on the RPAAWRD or RPAAPMT forms, or via the **Maintain Awards** button on the ROARMAN form.

You can check information about the response files with the COD Document Control (REICODD) form.

1. Enter the applicable aid year in the **Aid Year** field.
2. Select `RS=Response` in the **Document Type** field.

The response records imported by the RERIMxx Process also update Student Identifier records on the COD Identifier (REASTID) form.

## Pell Grant Disbursement Process

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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.



**Note:** 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 records

The required data elements for an actual Pell Grant disbursement are:

- Disbursement Number
- Disbursement Amount
- Disbursement Date
- **Disbursement Release** Indicator set to “true”
- 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.

### 1. 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) form for one student.

## Warnings regarding Pell disbursement processing

### 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. Doing so may result in subsequent disbursement records being extracted with incorrect disbursement dates. Once 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 forms (RPAAWRD, RPAAPMT, and ROARMAN) 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.

### 2. Extract the disbursement records with the REREXxx process

The 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 **Y (Yes)** for the required *Extract Pell Funds* parameter. The REREXxx Process extracts the disbursement records and creates the necessary output files.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you will need to run the REREX15 process to extract disbursement records for the summer crossover awards awarded in the 2014-2015 aid year. Disbursement records for all other summer awards that are awarded from the 2013-2014 aid year will be extracted using the REREX14 process.

The 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 checked 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.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

`crpg15in_jobsubnumber.xml` — (Pell data only)

or

`craa15in_jobsubnumber.xml` — (Not a single type, but a combination of Direct Loan, TEACH, or Pell data.)



**Note:** The value *15* 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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.

- `rerex15_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.
- `rerimex_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 RERIMEX report parameter is set to Y.
- `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.

### 3. Review Pell disbursement information on READIxx form (optional)

Access the Grant Disbursement/Acknowledgement (READIxx) form 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 *S* (*Sent*) until the disbursement acknowledgements are later received from COD and loaded into Banner.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you can view disbursement records on the READI15 form for the summer crossover awards awarded in the 2014-2015 aid year. Disbursement records for all other summer awards that are awarded from the 2013-2014 aid year can be viewed on the READI14 form.

### 4. Transfer `crpg15in.xml` or `craa15in.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.

### 5. 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 to send the Pell disbursement records to COD. As mentioned previously, the message class that contains the Pell disbursements is either

`crpg15in` (Pell data only) or

`craa15in` (Combined Pell, TEACH, or Direct Loan data).

### 6. COD returns receipt and response files

*Receipt Files* — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. There is no student specific data included in the receipt file.

*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 receipt and 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.

**8. Transfer receipt and response files to Banner Server**

Transfer the files from the PC to the server on which Banner resides.

**9. Upload receipt and response files with RERIMxx process**

The 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.



**Note:** When implementing the regulations to determine the most beneficial Pell award for summer crossover periods for the 2013-2014 aid year, you will need to run the RERIM15 process to import disbursement response and system-generated records for the summer crossover awards awarded in the 2014-2015 aid year. Disbursement response and system-generated records for all other summer awards that are awarded from the 2013-2014 aid year will be imported using the RERIM14 process.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to extracted message classes CRAAxxIN and CRPGxxIN.

## Response files

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, as well as 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 Pell receipt or Pell response file name for the RERIMxx XML *Import Document Filename* parameter. The output report to the RERIMxx Process provides control summary information about the process. Set the Print RERIMEX Report parameter to B or I for the RERIMxx process to automatically generate the RERIMEX report and provide detailed student information about the records imported.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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 READxx form are:

- *A (Accepted)* — All data was accepted,
- *C (Corrected)* — COD changed the disbursement amount to be consistent with other data; the acknowledgement record contains the accepted value, not the reported value,
- *D (Duplicate)* — not currently in use by COD,
- *R (Rejected)* — Errors were made on one or more data fields and the record was rejected. You must make corrections., 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 check information about the response files with the COD Document Control (REICODD) form.

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response or ND=Negative Disbursement in the **Document Type** field.

The response records imported by the RERIMxx Process also update Student Identifier records on the COD Identifier (REASTID) form.

## Crossover Pell

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This section provides an overview of how Crossover Pell processing works in Banner and has separate sections for both header and trailer schools.

## Trailer schools

### Key points

- The Pell aid period is used to assign an aid period consisting of periods for the next aid year to the student. The Pell aid period is then used to evaluate which of the aid years will provide the most beneficial award to the student for a crossover period. This allows a Pell award to be made from the upcoming aid year for the crossover period and have the amount properly reflected as estimated financial assistance (EFA) for the current year.

- Student must have an ISIR record in the system for both the current and upcoming aid years for both years to be evaluated. If an ISIR record does not exist for one of the aid years, no comparison will be made by the Pell process.
- The Pell eligibility checks are used as part of the evaluation for both aid years, however verification does not need to be completed prior to determining the most beneficial aid year for Pell.

## 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 year which includes the crossover period. This allows the Pell process to compare the 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 next aid year.

### *Examples:*

#### **Student A**

- Student assigned Fall/Spring/Summer aid period for 1314
  - Pell Aid Period leave blank. Because Summer, which is the crossover period, is part of the current aid period, the Pell process will evaluate eligibility for the summer period.
- Student assigned Fall/Spring aid period for 1415
  - Pell Aid Period assign the Summer/Fall/Spring aid period. This aid period has the Summer period defined with the crossover aid year of 1415. By assigning the Pell Aid Period of Summer/Fall/Spring, the Pell process will compare the 1314 Pell award to the 1415 Pell award to determine which is the most advantageous for the Summer crossover period.

#### **Student B**

- Student assigned Fall/Winter/Spring/Summer aid period for 1314
  - Pell Aid Period leave blank. Because Summer, which is the crossover period, is part of the current aid period, the Pell process will evaluate eligibility for the summer period.
- Student assigned Fall/Winter/Spring aid period for 1415
  - Pell Aid Period assign the Summer/Fall/Winter/Spring aid period. This aid period has the Summer period defined with the crossover aid year of 1415. By assigning the Pell Aid Period of Summer/Fall/Winter/Spring, the Pell process will compare the 1314 Pell award to the 1415 Pell award to determine which is the most advantageous for the Summer crossover period.



**Note:** Depending on when your institution awards crossover periods such as summer, you will need to either initially or later update the Pell Aid Period to include the crossover as a trailer. For example, when evaluating Student A for the most beneficial Pell for the Summer of 2014 (compare 1314 to 1415), you would need to update the Pell Aid Period to Summer/Fall/Spring/Summer for the 1314 aid year. This is necessary because the Pell process will look first to see if a Pell aid period exists for the student and if so, calculate Pell based on the periods which exist in the Pell aid period; without the Summer 2014 trailer period added to the Pell aid period for 1314, Pell would not be calculated in the comparison of 1314 to 1415 for Summer 2014. If no Pell aid period exists, the Pell process will use the regular aid period for calculating Pell.

Pell Processing Rule: If a Pell aid period exists, the Pell aid period will be used for determining the periods to schedule for Pell. If no Pell aid period exists, the regular aid period will be used.



**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 Calculation Process (RPEPELL)

The Pell process performs the comparison between the current aid year and the upcoming aid year to determine which aid year results in the most beneficial award for the student.



**Note:** When running the Pell process in batch or online, both aid years will be automatically compared if the Pell Crossover Cutoff Date on RPROPTS has not passed, the student has a Pell aid period in the crossover aid year, and the student has an ISIR for both years for which Pell is being processed.

## Batch Processing - RPEPELL

When the process is run in batch, the Aid Year Code in Parameter 01 (e.g. 1314) will be reviewed for the scheduled award amount and then the process will look at the Next Aid Year Code (e.g. 1415) in Parameter 08 to determine which aid year would be the most beneficial.

- If the current aid year is most beneficial, then the crossover period amount will be awarded in the current aid year and a 0 award will be reflected for upcoming aid year for the crossover period.
- If the upcoming aid year is most beneficial, then the crossover period amount will result in 0 for the current aid year and will be awarded for upcoming aid year.

## On-line – ROAIMMP, RBAABUD, RNANAxX, RNASUxx, RNAOVxx

The on-line process can be run in either the current aid year or the crossover aid year, as long as the Pell Crossover Cutoff Date on RPROPTS has not passed, the student has a Pell aid period in the crossover aid year, and the student has an ISIR for both years for which Pell is being processed.

If the Pell Crossover Cutoff Date has passed, then no further comparisons will be allowed for students in crossover periods.

If a student does not have a Pell aid period in ROPELL for the crossover aid year, then no comparison will take place across aid years for the crossover period.

If the student does not have an ISIR on file for either of the aid years being processed, then the Pell calculation will only be run for the aid year in which the ISIR is on file.

## Disbursement Process (RPEDISB)

Just like the Pell process, the disbursement process will determine the most beneficial award at the time of disbursement.

## Batch Processing - 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 as well as the upcoming aid year.
- 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 forms (RPAAWRD/RPAAPMT)

The award forms will display the results of the Pell process and Disbursement process. Depending on which aid year results in the most beneficial award will dictate the results displayed.

When current aid year is most beneficial award:

Current Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = 0</li> <li>• Crossover Aid Year = Upcoming Aid Year</li> <li>• Pell Aid Period = NULL</li> </ul>
	Award Schedule Tab	Crossover period = Period award amount
Upcoming Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = NULL</li> <li>• Crossover Aid Year = NULL</li> <li>• Pell Aid Period = Summer, Fall, Spring or Summer, Fall, Spring, Summer aid period</li> </ul>
	Award Schedule Tab	Crossover period = 0

When upcoming aid year is most beneficial award:

Current Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = Amount of the crossover period award from the upcoming aid year</li> <li>• Crossover Aid Year = Upcoming Aid Year</li> <li>• Pell Aid Period = NULL</li> <li>• Offered amount (Estimated Financial Assistance – EFA)</li> </ul> <p><b>Note</b> - Reflects the amount of the crossover period award from the upcoming aid year.</p>
	Award Schedule Tab	Crossover period = 0
Upcoming Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = NULL</li> <li>• Crossover Aid Year = NULL</li> <li>• Pell Aid Period = Summer, Fall, Spring or Summer, Fall, Spring, Summer aid period</li> <li>• Offered amount (EFA)</li> </ul> <p><b>Note</b> - The crossover period amount shown on the Award Schedule Tab is not reflected in the EFA because it was already counted in the current aid year.</p>
	Award Schedule Tab	Crossover period = Amount of the crossover period for this upcoming aid year

## Header schools

### Key points

- Pell aid period is used to assign an aid period consisting of periods for the previous aid year to the student. The Pell aid period is then used to evaluate which of the aid years will provide the most beneficial award to the student for a crossover period. This allows a Pell award to be made from the previous aid year for the crossover period and have the amount properly reflected as estimated financial assistance (EFA) for the current year.
- Student must have an ISIR record in the system for both the previous and current aid years for both years to be evaluated. If an ISIR record does not exist for one of the aid years, no comparison will be made by the Pell process.
- The Pell eligibility checks are used as part of the evaluation for both aid years, however verification does not need to be completed prior to determining the most beneficial aid year for Pell.

### 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 previous year which includes the crossover period. This allows the Pell process to compare the previous 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 aid year.

#### *Examples:*

##### **Student A**

- Student assigned Summer/Fall/Spring aid period for 1415
  - Pell Aid Period leave blank. Because Summer, which is the crossover period, is part of the current aid period, the Pell process will evaluate eligibility for the summer period.
- Student assigned Fall/Spring aid period for 1314
  - Pell Aid Period assign the Fall/Spring/Summer aid period. This aid period has the Summer period defined with the crossover aid year of 1213. By assigning the Pell Aid Period of Fall/Spring/Summer, the Pell process will compare the 1314 Pell award to the 1415 Pell award to determine which is the most advantageous for the Summer crossover period.

## Student B

- Student assigned Summer/Fall/Winter/Spring aid period for 1415
  - Pell Aid Period leave blank. Because Summer, which is the crossover period, is part of the current aid period, the Pell process will evaluate eligibility for the summer period.
- Student assigned Fall/Winter/Spring aid period for 1314
  - Pell Aid Period assign the Fall/Winter/Spring/Summer aid period. This aid period has the Summer period defined with the crossover aid year of 1314. By assigning the Pell Aid Period of Fall/Spring/Summer, the Pell process will compare the 1314 Pell award to the 1415 Pell award to determine which is the most advantageous for the Summer crossover 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 Processing Rule: If a Pell aid period exists, the Pell aid period will be used for determining the periods to schedule for Pell. If no Pell aid period exists, the regular aid period will be used.

## Pell Calculation Process (RPEPELL)

The Pell process performs the comparison between the previous aid year and the current aid year to determine which aid year results in the most beneficial award for the student.



**Note:** When running the Pell process in batch or online, both aid years will be automatically compared if the Pell Crossover Cutoff Date on RPROPTS has not passed, the student has a Pell aid period in the crossover aid year, and the student has an ISIR for both years for which Pell is being processed.



**Warning!** When running RPEPELL for 2 aid years simultaneously, Parameter 01 must be set to your previous aid year (e.g. 1314) and Parameter 08 must be set to your current aid year (e.g. 1415). If not run this way, it could result in the summer crossover period getting awarded in both aid years.

## Batch processing - RPEPELL

When the process is run in batch, the Aid Year Code in Parameter 01 will be looked at for the scheduled award amount and then the process will look at the Next Aid Year Code in Parameter 08 to determine which aid year would be the most beneficial.

- If the current aid year is most beneficial, then the crossover period amount will be awarded in the current aid year and a 0 award will be reflected for previous aid year for the crossover period.
- If the current aid year is most beneficial, then the crossover period amount will result in 0 for the previous aid year and will be awarded for current aid year.

## On-line – ROAIMMP, RBAABUD, RNANAxX, RNASUxx, RNAOVxx

can be run in either the current aid year or the crossover aid year, as long as the Pell Crossover Cutoff Date on RPROPTS has not passed, the student has a Pell aid period in the crossover aid year, and the student has an ISIR for both years for which Pell is being processed.

If the Pell Crossover Cutoff Date has passed, then no further comparisons will be allowed for students in crossover periods.

If a student does not have a Pell aid period in ROAPELL for the crossover aid year, then no comparison will take place across aid years for the crossover period.

If the student does not have an ISIR on file for the either of the aid years being processed, then the Pell calculation will only be run for the aid year in which the ISIR is on file.

## Disbursement Process (RPEDISB)

Just like the Pell process, the disbursement process will determine the most beneficial award at the time of disbursement.

## Batch Processing - 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 previous aid year as well as the current aid year.
- 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

- Previous aid year
  - Run disbursement process, when applicable, for each period in the aid year
- Current 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 forms (RPAAWRD/RPAAPMT)

The award forms will display the results of the Pell process and Disbursement process. Depending on which aid year results in the most beneficial award will dictate the results displayed.

When current aid year is most beneficial award:

Current Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = 0</li> <li>• Crossover Aid Year = Previous Aid Year</li> <li>• Pell Aid Period = NULL</li> </ul>
	Award Schedule Tab	Crossover period = Period award amount

Previous Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = NULL</li> <li>• Crossover Aid Year = NULL</li> <li>• Pell Aid Period = Fall, Spring, Summer or Summer, Fall, Spring, Summer aid period</li> </ul>
	Award Schedule Tab	Crossover period = 0

When previous aid year is most beneficial award:

Current Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = Amount of the crossover period award from the previous aid year</li> <li>• Crossover Aid Year = Previous Aid Year</li> <li>• Pell Aid Period = NULL</li> <li>• Offered amount (Estimated Financial Assistance – EFA)</li> </ul>
	Award Schedule Tab	Crossover period = 0

**Note** - Reflects the amount of the crossover period award from the previous aid year.

Previous Aid Year	Award Maintenance Tab – Summary Tab	<ul style="list-style-type: none"> <li>• Crossover Pell Award = NULL</li> <li>• Crossover Aid Year = NULL</li> <li>• Pell Aid Period = Summer, Fall, Spring or Summer, Fall, Spring, Summer aid period</li> <li>• Offered amount (EFA)</li> </ul> <p><b>Note</b> - The crossover period amount shown on the Award Schedule Tab is not reflected in the EFA because it was already counted in the current aid year.</p>
	Award Schedule Tab	Crossover period = Amount of the crossover period for this previous aid year

## Banner Financial Aid Considerations for TEACH Grants

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### TEACH Grant eligibility requirements

The following are the TEACH Grant eligibility requirements as outlined in the *2014-2015 COD Technical Reference*.

#### TEACH student eligibility

In order 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- or four-year program. TEACH Grant funds are disbursed based on the degree award code rules defined on the RPRDEGR form.

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) form. Disbursement validation compares the student's major to the majors in the RPRMAJR table where the **TEACH Eligible** indicator is checked 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 ATS can only be completed by the student electronically and must be completed once per aid year. Once completed, 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) form 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 form.

## Awarding the TEACH grant

Please see the *TEACH Calculation* section for more information on how these grants are awarded and disbursed.

### 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 (RNANAx) form. 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

### Year in college

The student's year in college must match the TEACH level defined on the Fund Management form (RFRMGMT) for the fund code being awarded. The Banner Year in College will be checked 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 to the student, the award will reject, and this error message will be produced: AWARD NOT PACKAGED - CLASS INVALID FOR TEACH Fund Level.

## Grade Point Average requirements

GPA is not something automatically checked within the Banner processes due to the flexibility institutions have in calculating GPA. Therefore, it is suggested that you set up a Fund Awarding rule on the RORRULE form to check the GPA eligibility for the TEACH Grant funds.

For TEACH Grants, an indicator has been provided on the ROAHSDT form 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 check 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 form. 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

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You must send an origination record to COD to establish a record for each potential TEACH 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 every TEACH grant for which a student will receive a disbursement.

### 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 (RORGRNT). 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) form. Refer to the *TEACH Grant Eligibility Requirements Banner Financial Aid Considerations for TEACH Grants* sections for more information.

### 2. Run the RERORxx Process to create TEACH origination records

Although you can also manually create origination records for one student at a time with the REAORxx form, this step assumes that you want to create origination records for a larger group of students with the Grant Origination Creation Process (RERORxx).

Enter the required *Aid Year Code* parameter and enter *Y* (Yes) for the *Create TEACH Origination*, parameter. (Refer to the RERORxx entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for additional parameter options.)

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 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 REAORxx form.

- For TEACH grants, the TEACH Level must be defined for the TEACH fund on the Fund Management (RFRMGMT) form. 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 *S* (Sent) status in the **Action Code** field on the **TEACH** window of the REAORxx form, a new origination is not created for the fund code.

For example, if the student's existing origination for fund code *TEACHU* in a *S* (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 *S* (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 form, 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 form.

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 process.

3. Review Origination Records with the REAORxx form and/or the RERCDxx COD print process (optional)

When you enter *Y* (Yes) for the *Create TEACH Origination* parameter of the RERORxx process, you create the origination records in preparation for the transmission of the records to COD.

- **REAORxx form** - This allows you to review the origination records on the REAORxx form prior to sending the records.
- **RERCDxx process** - You can also print a listing of the “unsent” TEACH origination records if you enter an *Aid Year* and a *U (Unsent)* for the *Origination Report parameter* for the COD Print Process (RERCDxx). Review and correct the origination records (if necessary).

4. Extract the Origination Records with the REREXxx process

The 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 *Y* (Yes) for the required *Extract TEACH Funds* parameter. The REREXxx Process extracts the origination records and creates the necessary output files.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

- 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.

`crth15in_jobsubnumber.xml` — (TEACH data only)

or

`craa15in_jobsubnumber.xml` — (Not a single type, but a combination of Direct Loan, TEACH, or Pell data.)



**Note:** The value *15* 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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.
- `rerex15_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.
- `rerimex_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 RERIMEX report parameter is set to Y.
- `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.

The system populates the **Date Sent** field on the REAORxx form when origination Records are picked up for transmission (extracted) and updates the **Action Code** to *S - 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 record is extracted for a student by REREXxx. The Student Identifier is not aid year specific. Therefore, if an Identifier record exists from a prior aid year for the student, it will be used by the REREXxx process. If no student identifier exists for the student at the time that REREXxx is run, the initial Student Identifier will be created by the process. You can review and maintain COD Student Identifiers on the REASTID form.

The Document ID for the extracted document is populated on the REAORxx form for TEACH origination records, the READlxx form for TEACH disbursement records, and the REASTID form 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 receipt and response information for the document, on the REICODD form.

5. Transfer the `crth15in.xml`, or `craa15in.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.
6. 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 to send the origination records to COD.

## COD Returns Receipt and Response Files

*Receipt Files* — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. There is no student specific information contained in the Receipt file.

*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.

7. Receive Receipt and 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.
8. Transfer Receipt and Response files to the Banner server  
Transfer the files from the PC to the server on which Banner resides.
9. Upload Receipt and Response files with RERIMxx process  
The RERIMxx process uses the receipt and 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 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.  
  
Refer to the COD File Import (RERIMxx) process entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to extracted message classes CRAAxxIN or CRTHxxIN.

## Response files

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, as well as Origination Change and Disbursement records in response to the CRAAxxIN message class.

## System-generated files

CRBNxxOP — TEACH Booking Notification records

CRATxxOP — TEACH Agreement to Serve records

CRACxxOP — TEACH Entrance Counseling records

Enter the receipt or response file name for the RERIMxx *XML Import Document Filename* parameter. Parameters provided in the 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 RERIMxx Process only provides control summary information for the RERIMxx process and any errors encountered during import. Run the COD Import/Export Report (RERIMEX) if you want more detailed student information about the records loaded. Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX 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 REASTID if one exists or to the identifier data elements on RNANAx 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 RPRLECS table for the matching student.
- If a matching student is not found, then the record is imported to the RPTUECS temporary table so that it can be matched manually through the RPAUCOD form.

## Matched records

The TEACH Entrance Interview Requirement Code and Satisfied Status values on the **Grant and EDE Options** window of the ROAUSIO form are used with the Entrance Counseling Results processing to allow you to establish which requirement code and status will be used to satisfy the Entrance Interview requirements on the Applicant Requirements (RRAAREQ) form for TEACH grants.

The RERIMxx logic checks 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 RERIMEX report generated by RERIMxx.
- If the student has the specified Requirement record and the Entrance Interview requirement exists on the RRAAREQ form, the requirement is changed to a Satisfied status.

## Unmatched records

The RERIMEX report generated by RERIMxx indicates the records for which a matching student was not found. These unmatched records are loaded to the RPTUECS temporary suspense table and displayed on the RPAUCOD form. These records can then be manually matched to a student by entering the matching student ID on this form 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 form. The data is also deleted from the RPTUECS temporary table.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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 form are:

- *A (Accepted)*,
- *C (Corrected)*,
- *D (Duplicate)* — *not currently used by COD, or*
- *R (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 READlxx form 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. See the *TEACH Disbursement Process* section for details on Actual Disbursement records.

You can check information about the response files with the COD Document Control (REICODD) form.

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.

The response records imported by the RERIMxx Process also update Student Identifier records on the COD Identifier (REASTID) form.

## Disbursing TEACH Grants

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### Grant requirements



**Note:** Please see the *TEACH Calculation* section for more information on how these grants are awarded and disbursed.

### Grade Point Average requirements

You will need to perform tests for eligible Grade Point Average for TEACH (3.25 GPA on a 4.0 scale) via Fund Disbursement Rules you set up on the RORRULE form. An indicator has been provided on the ROAHSDT form 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 using NSLDS and Prior Year Paid amount

Disbursement validation checks 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 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 checked 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) form 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).

Once 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 checks prior 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

### Eligible Field of Study

To be eligible to receive a TEACH Grant, the student must be enrolled in an eligible major at the time of disbursement. Eligible majors are determined by your institution and must be defined on the RPRMAJR form 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.

In order to allow for the instance where a student is not required to declare their major prior to his third academic year, the ability to override the disbursement edit indicating the student's intended eligible major has been provided. The Award Maintenance (RPAAWRD) form and the Package Maintenance (RPAAPMT) form allow you to enter a valid major code for each period in the student's award to be used for the Disbursement Process. Once 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) form 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) form 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

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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

The required data elements for a TEACH Grant disbursement are:

- 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.

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) form for one student.

2. Extract the Disbursement Records with the REREXxx process

The 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 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.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

`crth15in_jobsubnumber.xml` — (TEACH data only)

or

`craa15in_jobsubnumber.xml` — (Not one single type, but more than one type of some combination of Direct Loan, TEACH or Pell data)



**Note:** The value *15* 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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.

- `rerex15_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.
- `rerimex_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 RERIMEX report parameter is set to Y.
- `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.

3. Review TEACH disbursement information on READIxx form (optional)

Access the Grant Disbursement/Acknowledgement (READIxx) form and select TEACH in the **Grant Type** field to view TEACH 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 S (*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 `crth15in.xml`, or `craa15in.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.

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 to send the disbursement records to COD. As mentioned previously, the message class that contains the TEACH disbursements is:

`crth15in` (TEACH data only) or  
`craa15in` (Combined Pell, TEACH, and Direct Loan data)

6. COD Returns Receipt and Response files

**Receipt Files** — COD Receipts are generated for every Common Record document received via SAIG by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. There is no student specific data included in the receipt file.

**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 Receipt and 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.

## 8. Transfer Receipt and Response files to Banner server

Transfer the files from the PC to the server on which Banner resides.

## 9. Upload Receipt and Response files with RERIMxx process

The 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.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to extracted message classes CRAAxxIN or CRTHxxIN.

## Response files

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 receipt or response file name for the RERIMxx XML *Import Document Filename* parameter. The output report to the RERIMxx Process provides control summary information about the process. Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX report and provide detailed student information about the records imported.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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 form are Actual Disbursements:

- *A (Accepted)* — All data was accepted,
- *C (Corrected)* — COD changed the disbursement amount to be consistent with other data; the acknowledgement record contains the accepted value, not the reported value,

- *D (Duplicate)* — not currently in use by COD,
- *R (Rejected)* — Errors were made on one or more data fields and the record was rejected. You must make corrections, 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.

## Reviewing information about Response files

You can check information about the response files with the COD Document Control (REICODD) form.

1. Enter the applicable aid year in the **Aid Year** field.
2. Select RS=Response or ND=Negative Disbursement in the **Document Type** field.

The response records imported by the RERIMxx Process also update Student Identifier records on the COD Identifier (REASTID) form.

## Grant Processing Best Practices

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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. This list should be used in conjunction with the detailed procedures included in the handbook for processing these records.

1. After running REREXxx and extracting a document to send to COD, receive and import the response document from COD prior to 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 SA/G mailbox, also import those to Banner prior to 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. Prior to running REREXxx, run 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. Prior to running 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. Prior to running REREXxx, run RPPSPGM to update any student program information records to ensure that edit TEACH disbursement records extract without error.
6. Always review the REREXxx log file for any errors that need to be resolved on student records in order for them to extract. Once the data has been updated to resolve the error, the records will extract the next time that REREXxx is run.
7. Each time you run REREXxx, set the Print RERIMEX 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 REREXxx, run 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 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 RERIMxx, set the Print RERIMEX 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 prior to 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. Once a document has been imported, run the 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: 1415

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 RERIMEX with the following parameters:

Parameter 01: 1415

Parameter 02: B

Parameter 03: Blank

Parameter 04: E

Parameter 05: 01-Jan-2014

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, check 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 REREXxx to resend this document to COD.



**Warning!** *It is imperative that you verify the document has not been processed by COD prior to running a resend through 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 prior to making a second disbursement to the student.

Set parameter Select System Gen Disb Nos 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 checked 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 Advance Pay no disb acknowledge parameter set to Y to determine what disbursement record in Banner are still waiting for a response from COD prior to disbursing. Also run RERGRNT with the Select Advance Pay 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

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This section addresses the calculation of load-based TEACH awards introduced for the 2009-2010 award year. The processing is modeled in a similar way to the 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) form which were previously used exclusively for Pell award and disbursement calculations are now also used to calculate award and disbursement amounts for TEACH awards.

Grant Award Percent values found on the Fund Award and Disbursement Schedule Rules (RFRASCH) form and the Default Award and Disbursement Schedule Rules (RFRDEFA) form are now also used in the calculation of TEACH awards.



**Note:** Prior to the 2009-2010 aid year, TEACH awards could not be calculated based on period load values. They were packaged by RPEPCKG and could be added and updated on the award forms just like any other fund.

Starting with the 2009-2010 aid year, the period awards can be calculated and disbursed based on a variety of award and disbursement load options from the RPROPTS form, similar to the way in which Pell awards have been calculated. In order to accomplish this, a new database package (RPK\_GRANT\_CALC) has been created, and will be used by the Packaging Process (RPEPCKG) in order to calculate awards. In addition, a new Grant Calculation Process (RPRGRNT) has been created and 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) forms, or the creation or updating of these awards from the Batch Posting (RORBPST) process will not be prevented; however, these forms and processes will bypass the new period load calculations and use the standard Default Award Schedule (RFRDEFA) rules and Fund Award Schedule (RFRASCH) rules without regard to period load values, and may give unexpected results.

## Calculations

If the award option is not set on the **Grant Options** window of the Packaging Options (RPROPTS) form, the calculation uses the values from the **Packaging Options** window of RPROPTS. If the disbursement options are not set on the **Grant Options** window of RPROPTS, the calculation uses the disbursement option from the **Enrollment Cutoff Date Rules** window of RPROPTS. If disbursement options are not set on the **Enrollment Cutoff Date Rules** window, the calculation uses the default **Disbursement Options** from the **Packaging Options** window of RPROPTS.

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 forms. 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 forms in the same way as you can for Pell. This allows you to make changes to awards for a period and lock the awards so that the awards are not recalculated at the time of disbursement.

### Examples

Below are some examples of how TEACH are calculated.



**Note:** These examples use the full scheduled award amounts and are not reduced based on the TEACH Reduction Percentage.

#### Student packaged full-time, enrolled $\frac{3}{4}$ 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  $\frac{3}{4}$  time. RPEDISB calculates the eligible disbursement amount based on the disbursement options on the **Grant Options** window on RPROPTS and only disburses a  $\frac{3}{4}$  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 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 form, you can manually add TCHU2 and use the Federal Limits Override to award the proper amount for the second scheduled TEACH award for the aid year. This override must be updated on both the TCHU1 and TCHU2 fund codes.



**Note:** Adjustments must be made on the **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 form will not use the `rpk_grant_calc` database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full \$4000, with period amounts as follows:

Fall	\$2000	(FT Expected Enrollment, 50% Award Percent)
Spring	\$2000	(FT Expected Enrollment, 50% Award Percent)
Summer	\$0	(FT Expected Enrollment, 0% Award Percent)

### Batch Post a \$4000 TEACH award using RORBPST (not recommended)

The RPAAWRD form will not use the `rpk_grant_calc` database package, which calculates grants based on period load, and will not use the RPROPTS Grant Award Enrollment Percent options.

Based on RFRDEFA/RFRASCH Award Percent values, the student receives the full \$4000, with period amounts as follows:

Fall	\$2000	(FT Expected Enrollment, 50% Award Percent)
Spring	\$2000	(FT Expected Enrollment, 50% Award Percent)
Summer	\$0	(FT Expected Enrollment, 0% Award Percent)

### Use the RPEPCKG or RPRGRNT process to calculate the TEACH award (recommended)

The `rpk_grant_calc` package will calculate the TEACH grant by period, based on RPROPTS Grant Award Enrollment Options, RFRDEFA/RFRASCH Grant Award Percent values, and the student enrollment load for each period.

The award will be calculated as \$4000, with period amounts as follows:

Fall	\$1500	(3/4 time ISIR enrollment, 50% Grant Award Percent)
Spring	\$1500	(3/4 time ISIR enrollment, 50% Grant Award Percent)
Summer	\$1000	(3/4 time, 50% Grant Award Percent, remaining amount)

## Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period did not change (not recommended)

Assume the existing award is \$4000, and had been calculated by RPEPCKG as:

Fall	\$1500
Spring	\$1500
Summer	\$1000

The form will not use the `rpk_grant_calc` database package which calculates grants based on period load and will not use the RPROPTS Grant Award Enrollment options.

The award is rescheduled based on `RFRDEFA_AWARD_PCT` or `RFRASCH_AWARD_PCT`:

Fall	\$2000
Spring	\$2000
Summer	\$0

## Use the RPAAWRD Reschedule Indicator to reschedule the periods when aid period changed (not recommended)

Assume the existing award is \$3000 FA/SPR and had been calculated by RPEPCKG using the `rpk_grant_calc` package and ISIR Term expected enrollment as:

Fall	\$1500
Spring	\$1500

The student changed from FA/SPR to FA/SPR/SUMMER. The student ISIR term enrollment for summer is 2 (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)

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 ( $\frac{3}{4}$  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)

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 ( $\frac{3}{4}$  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 $\frac{1}{2}$ time Adjusted hours)
Spring	\$1000 (based on $\frac{1}{2}$ time Adjusted hours)
Summer	\$2000 (based on Full Time Adjusted hours)

## Disbursement

Assuming the RPROPTS Grant Award Disbursement Percent values were also set to **A** (Adjusted hours) for all periods, the student would be paid the same amounts as were awarded:

Fall	\$1000 (based on ½ time Adjusted hours)
Spring	\$1000 (based on ½ time Adjusted hours)
Summer	\$2000 (based on Full Time Adjusted hours)

## Use the RPRGRNT process to recalculate the award when the aid period changed (recommended)

Assume the existing award is \$3000 FA/SPR, and had been calculated by RPEPCKG using the `rpk_grant_calc` package and 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

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)

## Additional Grant Processing Considerations

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### 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 prior to disbursing to the student, the functionality in Banner is exactly the same.

- If you wish to use the Advance Pay functionality in Banner, you must check the **Advance Pay for Pell** field on the ROAUSIO form.
- You must also enter a value in the **Number of Days for Advance Pay for Pell** field on the ROAUSIO form. Based on the value in this field, the REREXxx process allows an Advance Pay school's Pell funds to be extracted. The REREXxx process picks up these records to submit for funding prior to payment. Valid values are now 0 - 7.

### Banner Corrected Pell disbursement record processing

Corrected Pell disbursement record processing in Banner is an automated process that imports the disbursement acknowledgement data via the RERIMxx Process. This process checks to see if your school is a Advance Pay school or not.

- 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 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.

## Disbursement reference numbers 66-99 and the 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 form 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 form

The **Lock Pell Disbursement** field on the ROAPELL form 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 RERFlxx 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 unchecking the box on the ROAPELL form.

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. Once these record types are resolved and the lock removed, the funds can be disbursed to the students.

The RERFlxx 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 (REREXxx) and disbursement processing

Disbursement records that have been rejected (**Action Code** field is *R* or *3* on the READlxx form) will not be resubmitted to COD when the **Lock** field is checked on the READlxx form. The student can have multiple rejected disbursement records at the same time; only those records with the **Lock** field unchecked 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. Once 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 section 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 READlxx form. Only then can the disbursement status move from *Authorized* to *Paid*.

If the **Action Code** field value is *R* on the READlxx form, 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 check the **Lock** field on the READlxx form 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.

Once 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, once 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:

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 READlxx form.

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:*

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:*

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:*

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 prior to receiving a disbursement acknowledgement back from COD. (The indicator must be set to report disbursements to COD prior to 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 check 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 checking. Any school that wants to report up to 7 days prior to 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 prior to 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 checked (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 checked, the **Disbursement Amount** and **Reported Disbursement Amount** will both be \$0 since COD does not allow both a disbursement amount change and disbursement date change on the same disbursement sequence.

Once the disbursement sequence has been inserted with the **Pell AP Disbursement Date Change** indicator checked (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 checked (Y).

## Enrollment School Code Processing

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 REREX15 process will determine the appropriate code to insert. Once changed, the Status will be removed, allowing the disbursement sequence to be extracted the next time the REREX15 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. Once 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. Once copied, the value is updateable to another value or to blank. If blank, the REREX15 process will determine the appropriate code to insert. The disbursement sequence will be extracted the next time the REREX15 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. Once 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 REREX15 process to extract the sequence.

## 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.

- Once extracted, the Enrollment School Code will not be updateable. Additionally, the user will not be allowed to insert a new sequence.
- Once 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.

- Once 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. Once 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.

## 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) Processing

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Multiple Reporting Records (MRRs) provide information to an institution about a student's origination and disbursement status at other institutions and the amount of the scheduled award disbursed. This allows you to identify the two primary types of multiple reporting conditions: concurrent enrollment and eligibility overaward.

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.

1. Schedule a multiple reporting record data request with the RERRDRQ form (Pell only)

Access the Data Request Record (RERRDRQ) form.

- Enter the **Aid Year**.
- Enter the **Program Type (Pell)** and select Next Block.
- 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
<p>O - Originated Institution</p> <p>See the preceding warning regarding the volume of MRR records you may receive given certain request combinations.</p>	<p>A - All Students</p>	<p>Originated students for all schools.</p> <p>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.</p> <p>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.</p>
<p>O - Originated Institution</p>	<p>S - Select Students</p>	<p>Selected originated students.</p> <p>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.</p> <p>The <b>Multiple Reporting Request SAR ID</b> (the social security number and the first 2 characters of the student's last name), the <b>Current SSN, Last Name, First Name, Middle Initial</b>, and <b>Date of Birth</b> are required for this combination.</p>

<b>Multiple Reporting Request Originated or Disbursed Institution Field</b>	<b>Multiple Reporting Request Student or Institution Field</b>	<b>COD Response to your Reporting Record Request</b>
<p>O - Originated Institution</p> <p>See the preceding warning regarding the volume of MRR records you may receive given certain request combinations.</p>	<p>I - Institutions</p>	<p>Originated students for selected institutions.</p> <p>COD will return information about all students originated at the schools you specify.</p> <p>For example, you might use this option to specify all records from a school in your area from which many of your students transfer.</p> <p>The <b>Multiple Reporting Request Institutional Pell ID</b> is required for this combination.</p>
<p>D - Disbursed Institution</p>	<p>A - All Students</p>	<p>Disbursed students for all institutions.</p> <p>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.</p>
<p>D - Disbursed Institution</p>	<p>S - Select Students</p>	<p>Selected disbursed students.</p> <p>COD will return information about whether other schools have submitted disbursement records for the students you specify.</p> <p>The <b>Multiple Reporting Request SAR ID</b> (the social security number and the first 2 characters of the student's last name), the <b>Current SSN, Last Name, First Name, Middle Initial,</b> and <b>Date of Birth</b> are required for this combination.</p>
<p>D - Disbursed Institution</p>	<p>I - Institutions</p>	<p>Disbursed students for selected institutions.</p> <p>COD will return information about all students who had disbursement records submitted on their behalf at the schools you specify.</p> <p>The <b>Multiple Reporting Request Institutional Pell ID</b> is required for this combination.</p>

2. Run the RERORxx process to extract the MRR Request file (Pell only)

Enter the required *Aid Year Code* parameter and enter Y (Yes) or N (No) for the *Proc Pell Data Request Records* parameter. The RERORxx Process extracts the MRR requests from Banner.

The message class code required by COD for processing data request record extract files is *PGRQxxIN* (Pell).

- *pgrq15in\_yyyyyy.dat* — This is the actual file that you will send to COD.
- *reror15\_yyyyyy.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* file contains the reason so that you can correct the record for the next process run of RERORxx.
- *reror15\_yyyyyy.log* — This file is the standard process log file.



**Note:** The value 15 represents the end year of the aid year and *yyyyyy* represents the process (job) number of the process which created the file. The length of the process number as well as 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 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 form. This verifies that this data has been extracted.



**Note:** The RERRDRQ form 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 Process extracts records for the request types (if present) to the same *PGRQ15IN\_yyyyyy.DAT* file for processing.

3. Transfer the extract file to a local PC (Pell only)

Transfer the data file created by the RERORxx 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 to send the Pell request file to COD. As mentioned previously, the file name is one of the following:

*PGRQ15IN\_yyyyyy.DAT*,



**Note:** The value 15 represents the end year of the aid year and *yyyyyy* represents the process (job) number of the process which created the file. The length of the process number as well as 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 (RERFlxx process) to Banner

The RERFlxx 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 RERFlxx 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. Refer to the *Reports and Processes* a section of the *Banner Financial Aid User Guide* for more information about this utility.

COD returns one of two files:

- The data request acknowledgement file is `PGRA15OP.DAT` (acknowledgement of general data request - Pell only).
- The MRR file that contains the requested MRR data is `PGMR15OP.DAT` or `THMR15OP.DAT`. Note that the TEACH MRR file (`THMR15OP.DAT`) is sent to schools automatically, rather than requested through a data request file.

Enter the acknowledgement file name of `PGRA15OP.DAT` - or the MRR file name of `PGMR15OP.DAT` or `THMR15OP.DAT` (with the file extension) - for the `RERFlxx Grant Filename with extension` parameter. Enter `Y (Yes)` for the `Accepted Records Print Option` if you want to print a listing of the records.

## Banner processing of 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 form. The reject codes display on the **Edit/Reject Codes** window of the same form.

## Banner processing 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) form.

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 prior to 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 form and the **Concurrent Enrollment** and **Potential Overpayment** fields on the READlxx form. 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 once 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 his eligibility, that school gets back an MRR record with the codes of *PR (blocker institution)* or *RC (blocker institution and concurrent enrollment)*. These are sent automatically to the school and are informational only. However, it also notifies the school that no further disbursement records can be processed, because disbursement records will also be corrected to a lesser amount.

When MRR records are loaded back into Banner via the RERFlxx 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 form is automatically checked. 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 check** on the ROAPELL form is automatically removed by the RERFlxx process. This allows disbursement activity to occur again. Banner then processes any remaining disbursement activity and those records can be submitted to COD.

If the student is truly eligible for a change in his Pell disbursement while this lock is set, 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 forms.

## TEACH Grant Entrance and Exit Counseling Interview Upload Process

This section provides steps for importing the TEACH Grant Entrance Interview XML files received in the CRACxxOP message class and the next section provides instruction for importing the TEACH Grant Exit Interview fixed-length files received in the EXTHFFOP message class.

## TEACH Grant 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 uses the institution set requirement code and status code as defined on the U.S. Specific Institution Financial Aid Options (ROAUSIO) form when attempting to satisfy a requirement code. For each aid year, institutions can specify their **TEACH Entrance Interview** requirement code and its' respective **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) form when the matching Entrance Counseling record already exists in the RPRLECS table/RPILECS form.
- By inserting an Entrance Counseling record in the RPRLECS table/RPILECS form when a matching tracking requirement record already exists in the RRAAREQ form.

A **TEACH Grant Exit Interview** requirement code and status code can also be satisfied by passing the corresponding tracking requirement code and satisfied status values in parameters 03 and 04 in the Grant File Import (RERFIxx) process. The same API is used to satisfy the corresponding tracking requirement code statuses in the RRAAREQ form upon executing the RERFIxx job process.

The following text explains the exact logic for satisfying the **TEACH Entrance Interview** and **TEACH Exit Interview** tracking requirement codes via the `rb_requirement` API.

## TEACH Entrance Interview

If inserting or updating a tracking requirement code equal to the TEACH Entrance Interview code listed on the ROAUSIO form (ROBINST\_TREQ\_CODE\_TEACH\_ENTR) for the same aid year.

- Check to see if a record exists in the RPRLECS table/RPILECS form (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 form (RRRAREQ\_TRST\_CODE) will be set to equal the **Satisfied Status** code listed on the ROAUSIO form (ROBINST\_TRST\_CODE\_TEACH\_ENTR).

## TEACH Exit Interview

If updating a tracking requirement code equal to the **TEACH Exit Requirement** code entered in parameter 03 of the RERFlxx process for the same aid year:

- Check to see if a tracking requirement record exists in the RRAAREQ form for the same aid year where:

- The tracking requirement code (RRRAREQ\_TREQ\_CODE) equals the same value entered in parameter 03 of the RERFlxx process

And

- The corresponding status code is not satisfied

If a tracking requirement record exists, the **Requirement Status Code** listed on the RRAAREQ form (RRRAREQ\_TRST\_CODE) will be set to equal the Exit Satisfied Status code listed in parameter 04 of the RERFlxx process.

## Importing XML TEACH Grant Entrance and fixed-length TEACH Grant Exit Counseling files

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.

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 RERIMxx process

Upload the CRACxxOP file with the Banner RERIMxx Process. During processing, RERIMxx logic attempts to load the data by first matching the student identifier information to the student identifier on REASTID. If no match is found, the student identifier is matched to the need analysis record on RNANAx.

- If a matching student is found on either REASTID or RNANAx, the data is loaded for the student and displayed on the RPILECS form.
- If a matching student is not found, the data is loaded to the RPTUECS temporary suspense table and displayed on the RPAUCOD form.

### Matched records

The **TEACH Entrance Interview Requirement Code** and its' respective **Satisfied Status** code on the Grant and EDE Options tab of the ROAUSIO form are used with the Entrance Counseling Results processing to allow you to establish which requirement code and status will be used to satisfy the TEACH Entrance Interview requirement on the Applicant Requirements (RRAAREQ) form for TEACH grants.

If you enter data for these ROAUSIO fields, the RERIMxx logic checks 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 RERIMEX report generated by RERIMxx. If the student has the specified Requirement record and the Entrance Interview requirement exists on the RRAAREQ form, the requirements are changed to a Satisfied status.

### Unmatched records

The RERIMEX report generated by RERIMxx indicates the records for which a matching student was not found. These unmatched records are loaded to the RPTUECS temporary suspense table and displayed on the RPAUCOD form. These records can then be manually matched to a student by entering the matching student ID on this form and saving the record.

#### 5. Updates the Electronic Counseling Status (RPILECS) form

This form supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function. Entrance counseling records that have been matched either on import through RERIMxx or manually on the RPAUCOD form are displayed on this form.

#### 6. Review and update unmatched records on the COD Unmatched Records (RPAUCOD) form

Review the unmatched Entrance Counseling records on the RPAUCOD form 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 form. The data is also deleted from the RPTUECS temporary table.

#### 7. Review Borrower Information on the RPILECS form

Review the borrower information related to entrance interview counseling on the RPILECS form.

## Importing fixed-length TEACH Grant Exit Counseling files

1. DLSC Sends Exit Counseling Interview results

The Direct Loan Servicing Center (DLSC) sends the borrower's exit counseling results to schools on a daily, weekly, or monthly (default) basis.

2. Receive the EXTHFFOP file in fixed-length format from DLSC

Download the statement(s) using the *Student Aid Internet Gateway (SAIG)* and communication software such as the Department of Education's *EDConnect* PC software.

3. Transfer the EXTHFFOP 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 RERFlxx process

Upload the EXTHFFOP statement(s) with the Banner RERFlxx process.

During processing, the RERFlxx 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 form. 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 RERFlxx 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) form for TEACH grants. If you enter data for these parameters, the RERFlxx logic checks 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 form, the requirements are changed to a Satisfied status.

5. Updates the Electronic Counseling Status (RPILECS) form

This form supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function.

6. Review Borrower Information on the RPILECS form

Review the borrower information related to entrance interview and exit interview counseling on the RPILECS form.

## Electronic Statement of Account (ESOA) Processing

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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.

If you request an ESOA, you will receive the last statement produced at the end of the last accounting cycle for which the institution had transactions processed. The ESOA includes both summary and detail data. The summary reports the current status of your account, as well as the status of the account when the last Electronic Statement of Account was delivered and the total disbursements processed since the receipt of the last statement. The detail data provides institutions with the batch numbers processed since the last statement was received, as well as the corresponding funding amounts.

1. Schedule an ESOA request with the RERRDRQ form

Access the Data Request Record (RERRDRQ) form.

- Enter the **Aid Year**.
- Enter the **Program Type (Pell)** and select Next Block.
- 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 process to extract the ESOA request file

Enter the required *Aid Year Code* parameter and enter *Y* (Yes) or *N* (No) for the *Proc Pell Data Request Records* parameter. The RERORxx Process extracts the ESOA requests from Banner.

The message class code required by COD for processing data request record extract files is *PGRQxxIN* (Pell).

- *pgrq15in\_yyyyyy.dat* — This is the actual file that you will send to COD.
- *reror15\_yyyyyy.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 *REROR15.lis* file contains the reason so that you can correct the record for the next process run of RERORxx.
- *reror15\_yyyyyy.log* — This file is the standard process log file.



**Note:** The value 15 represents the end year of the aid year and *yyyyyy* represents the process (job) number of the process which created the file. The length of the process number as well as 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 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 form. This verifies that this data has been extracted.



**Note:** The RERRDRQ form 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 Process extracts records for the request

types (if present) to the same PGRQ15IN\_YYYYYY.DAT file for processing.

**3. Transfer the extract file to a local PC**

Transfer the data file created by the RERORxx 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 to send the request file to COD. As mentioned previously, the file name is:

PGRQ15IN\_YYYYYY.DAT,



**Note:** The value 15 represents the end year of the aid year and YYYYYY represents the process (job) number of the process which created the file. The length of the process number as well as 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 (RERFlxx process) to Banner**

The RERFlxx 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 RERFlxx 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. Refer to the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more information about this utility.

COD returns one of two files. The data request acknowledgement file is the PGRA15OP.DAT (acknowledgement of general data request). The PGAS15OP.DAT

(Statement of Account Records) file contains the requested data. These files are in response to the PGRQ15IN\_YYYYYY.DAT file which was created by the RERORxx Process and sent to COD.

Enter the acknowledgement file name of PGRA15OP.DAT - or the ESOA file name of PGAS15OP.DAT (with the file extension) - for the RERFlxx *Grant Filename with extension* parameter.

## Banner processing of 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 PGRA15OP.DAT file updates the acknowledgment data on the RERRDRQ form. The reject codes display on the **Edit/Reject Codes** window of the same form.

## Banner processing 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) form. You can view the detail information on the Detail Statement of Account Inquiry (REIDSOA) form. Refer to Banner Online Help for information regarding these forms.

# Electronic Year-to-Date Processing

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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. 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.

### 1. Schedule a Year-to-Date Request with the RERRDRQ form

Access the Data Request Record (RERRDRQ) form.

- Enter the **Aid Year**.
- Enter the **Program Type (Pell)** and select Next Block.

- 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 *Y (Year-to-Date)* and *R (Reconciliation)* request types. You cannot enter six zeros for the *S (Statement of Account)* and *M (Multiple Reporting)* **Request Type** field options.

- Enter *Y (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 process to extract the year-to-date request file

Enter the required *Aid Year Code* parameter and enter *Y (Yes)* or *N (No)* for the *Proc Pell Data Request Records* parameter. The RERORxx 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)*.

- *pgrq15in\_yyyyyy.dat* — This is the actual file that you will send to COD.
- *reror15\_yyyyyy.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 *REROR15.lis* file contains the reason so that you can correct the record for the next process run of RERORxx.
- *reror15\_yyyyyy.log* — This file is the standard process log file.



**Note:** The value 15 represents the end year of the aid year and *yyyyyy* represents the process (job) number of the process which created the file. The length of the process number as well as 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 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 form. This verifies that this data has been extracted.



**Note:** The RERRDRQ form 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 Process extracts records for the request types (if present) to the same *PGRQxxIN\_yyyyyy* file for processing.

3. Transfer the extract file to a local PC

Transfer the data file created by the RERORxx 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 to send the Pell request file to COD. As mentioned previously, the file name is:

PGRQ15IN\_yyyyyy.DAT



**Note:** The value 15 represents the end year of the aid year and yyyyyy represents the process (job) number of the process which created the file. The length of the process number as well as 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 year-to-date account file

COD reviews the transmitted file and returns an acknowledgement file and the file that contains the year-to-date account file.

6. Receive acknowledgement records or 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. Download this file by using the Federal Communications Software (*EDConnect*).

7. Transfer acknowledgement file or year-to-date 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 year-to-date file (RERFlxx process) to Banner

The RERFlxx process uses the acknowledgement or year-to-date statement of account 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 RERFlxx 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. Refer to the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more information about this utility.

The data request acknowledgement file is the PGRA15OP.DAT (acknowledgement of general data request). The PGYR15OP.DAT (Year-To-Date Records) file contains the requested data. These files are in response to the PGRQ15IN\_yyyyyy.DAT file which was created by the RERORxx Process and sent to COD.

Enter the acknowledgement file name of PGRA15OP .DAT - or the year-to-date file name of PGYR15OP .DAT (with the file extension) - for the RERFlxx *Grant Filename with extension* parameter.

## Banner processing of 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 PGRA15OP .DAT file updates the acknowledgment data on the RERRDRQ form. The reject codes display on the **Edit/Reject Codes** window of the same form.

## Banner processing 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 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 RERSTID 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) form, the year-to-date origination information on the COD Year to Date Origination (REIYTDO) form, and the year-to-date disbursement information on the COD Year to Date Disbursement (REIYTDD) form. Refer to the Banner Online Help for information regarding these forms.

## Reconciliation Record Processing

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The reconciliation file is a one-record summary of the data COD has for the student. 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.

1. Schedule a reconciliation record request with the RERRDRQ form

Access the Data Request Record (RERRDRQ) form.

- Enter the **Aid Year**.
- Enter the **Program Type (Pell)** and select Next Block.
- 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 *Y (Year-to-Date)* and *R (Reconciliation)* request types. You cannot enter six zeros for the *S (Statement of Account)* and *M (Multiple Reporting)* **Request Type** field options.

- Enter *R (Reconciliation)* in the **Request Type** field.
- Save the record.

2. Run the RERORxx process to extract the reconciliation request file

Enter the required *Aid Year Code* parameter and enter *Y (Yes)* or *N (No)* for the *Proc Pell Data Request Records* parameter. The RERORxx Process extracts the reconciliation request from Banner.

The message class code required by COD for processing data request record extract files is *PGRQxxIN (Pell)*.

- `pgrq15in_yyyyyy.dat` — This is the actual file that you will send to COD.
- `reror15_yyyyyy.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` file contains the reason so that you can correct the record for the next process run of RERORxx.
- `reror15_yyyyyy.log` — This file is the standard process log file.



**Note:** The value 15 represents the end year of the aid year and `yyyyyy` represents the process (job) number of the process which created the file. The length of the process number as well as 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 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 form. This verifies that this data has been extracted.



**Note:** The RERRDRQ form 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 Process extracts records for the request types (if present) to the same `PGRQ15IN_YYYYYY.DAT` file for processing.

3. Transfer the extract file to a local PC

Transfer the data file created by the RERORxx 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 to send the Pell request file to COD. As mentioned previously, the file name is:

`PGRQ15IN_YYYYYY.DAT`,



**Note:** The value 15 represents the end year of the aid year and `yyyyyy` represents the process (job) number of the process which created the file. The length of the process number as well as 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 reconciliation file

COD reviews the transmitted file and returns an acknowledgement file and the file that contains the reconciliation records.

6. Receive acknowledgement records or reconciliation records 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 Federal Communications Software (*EDConnect*).

7. Transfer acknowledgement file or 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).

8. Upload acknowledgement file or reconciliation file (RERFlxx process) to Banner

The RERFlxx process uses the acknowledgement or reconciliation 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 RERFlxx 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. Refer to the Reports and Processes Chapter for more information about this utility.

COD returns two files. The data request acknowledgement file is the PGRA15OP.DAT (acknowledgement of general data request). The PGRC15OP.DAT or THMR15OP.DAT (Reconciliation records) file contains the requested data. These files are in response to the PGRQ15IN\_YYYYYY.DAT file which was created by the RERORxx Process and sent to COD.

Enter the acknowledgement file name of PGRA15OP.DAT - or the year-to-date file name of PGRC15OP.DAT (with the file extension) - for the RERFlxx *Grant Filename with extension* parameter.

## Banner processing of 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 form. The reject codes display on the **Edit/Reject Codes** window of the same form.

## Banner processing 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) form. It is also used in the Year to Date Reports generated through the RERGRNT process. Refer to the “Forms” and “Reports and Processes” chapters of the *Banner Financial Aid User Guide* for information.

# Direct Loan Procedures

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## Introduction

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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 via the Common Origination and Disbursement (COD) System. Three loan types are included in the Direct Loan program. The loan types are (1) Stafford Subsidized loans (the government does not charge interest on the loan while the student is in school), (2) Stafford Unsubsidized loans (the student accrues interest on the loan beginning with the period of time the student is attending school), and (3) PLUS (Parent Loans for Undergraduate Students and Graduate and Professional PLUS Loans).

## Booking 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 [StudentLoans.gov](http://StudentLoans.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.

## Reconciling 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 via the COD Web site. Changes made via the Web may not be loaded into Banner and could cause your data to not match that of COD.*

## COD Student Identifier

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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 for ease of maintenance and review.

## COD Student Identifier 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

The first time the identifier is created within Banner is when the student's first award is extracted by the COD Extract Process (REREXxx) based on the current EDE record. The student identifier is not aid year specific and may have already been created during a year prior to 2014-2015.



**Note:** All instances of xx in this handbook represent the specific aid year for which you wish to run the process. For example, if you wish to run REREXxx for the 2014-2015 aid year, you would run REREX15.

Once 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.

## Updating the COD Student Identifier

COD sends the *SSN/Name/Date of Birth Change Report* to schools to report 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. Once this report is received, you must determine if the same change must be made on the COD Identifier (REASTID) form 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.

1. Use the Duplicate Record function on the COD Identifier (REASTID) form 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 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 RNANAx for **Last Name**, **SSN**, or **Date of Birth** differs from the current Student Identifier on REASTID.

## Extracting the COD Student Identifier

The COD Extract Process (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 REASTID form. 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 RNANAx form. 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 RNANAx and extract it with the awards and/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 RPALORG 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 block.

## Importing the COD Student Identifier

The COD File Import Process (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**.

*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 REASTID form to create a new identifier record or the RREXxx process is run with the Update Student Identifier parameter set to *Y* to update the identifier to the current information on the RNANAx form.

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 REASTID so that for future extracts and imports the current Student Identifier information at COD will be used.

## COD Borrower Identifier

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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 when the first Parent PLUS award record for that parent is extracted by the COD Extract Process (REREXxx) for the aid year. This information is created when the Parent PLUS loan for the student is extracted by the REREXxx Process based on the parent data for the particular loan on RPALORG.

If more than one Parent PLUS borrower exists for a student, the identifier must be tracked separately. Therefore, the **PLUS Number** in the key block of the REASTID form increases to the next sequential number with each new PLUS loan Borrower Identifier created for the aid year (in those cases when the **SSN**, **Date of Birth**, and **Last Name** are not equal to an identifier currently on the REASTID form for the aid year).

When reporting a new Parent PLUS award, the REREXxx process updates the **PLUS Number** field in the Key Block of the REASTID form and also updates the **PLUS Borrower ID No** field in the **PLUS Parent** Window of the Direct Loan Origination (RPALORG) form.

Once the Borrower Identifier data has initially been extracted, you may need to change elements of the new COD Borrower Identifier at the borrower level and send those changes to COD to update that system.

When you send a change to the Borrower Identifier data, the Response record received still contains the original Borrower Identifier. If the change has been accepted, any subsequent records must use the new Borrower Identifier. If the change has been rejected, all subsequent records must use the last accepted Borrower Identifier.



**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.

## Updating the COD Borrower Identifier

To update the Borrower Identifier, please note that you may need to correct the RPALORG data as well.

1. Make the necessary changes to the loan data record on the Direct Loan Origination (RPALORG) form.
2. Use the Duplicate Record function on the COD Identifier (REASTID) form 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.
3. Create the new Borrower Identifier by changing the values of the incorrect data.
4. Save the change.
5. When the new record is saved, it will have a **Status Code** of blank.

## Extracting the COD Borrower Identifier

The COD Extract Process (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 REASTID form.

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 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.

## Importing the COD Borrower Identifier

The COD File Import Process (RERIMxx) loads the Response records. When the Response record of the PLUS award block 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 Borrower Identifier.

*R- 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 REASTID form to create a new Borrower Identifier record.

## Direct Loan Origination Process

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### 1. Award Direct Loan funds

Based on information originally submitted by a student via the FAFSA application, Direct Loans are awarded to the student in Banner via batch packaging or when manual awards are entered on the RPAAWRD, RPAAPMT, or ROARMAN forms.

Banner validates eligibility using rules delivered and visible on the RPIFEDR form as well as packaging rules established on the RFRMGMT and RPROPTS forms. Multiple Direct Loan funds for each type (Subsidized, Unsubsidized, Graduate/Professional PLUS, and Parent PLUS) can be defined on the RFRMGMT form 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 RPRLPRD form for the student's aid period.

- Online. Use the RPAAWRD, RPAAPMT, or ROARMAN form to create Direct Loan origination records with the *Create Loan Application* option. The Create Loan Application option initiates the Direct Loan Record Creation Process (RPRLORC) for the student ID.

Each user that is authorized to originate loans with the *Create Loan Application* option must establish their own set of parameters for the RPRLORC Loan Origination Process on the Default Parameter Value Validations (GJAPDFT) form.

- Batch Processing. Use the Direct Loan Record Creation Process (RPRLORC) to create Direct Loan origination records for a larger population of students based on student Federal Direct Loan awards.

Refer to the RPRLORC entry in the *Reports and Processes* section of the *Financial Aid User Guide* for information regarding this process. The *School Promissory Note Status* parameter enables you to select a default promissory note status that indicates whether the student is expected to complete a paper or an E-MPN.



**Note:** Starting in 2009-2010 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 RPRLORC to properly create the origination record, the **Dependent Without Parent Data** indicator on the award form must be checked (= Y).

3. Enter additional parent information (Parent PLUS loans only)

If the loan is a Parent PLUS loan, you must enter additional parent information in the **PLUS Data** window of the RPALORG form.

4. Run the RPPSPGM process to update Student Program information on the RPAASUI form. This process should be run prior to every run of the RREXxx process to ensure the most accurate and current program information is reported to COD.
5. Extract Loan Origination Records for export to COD

The RREXxx 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. In order to be selected by this process, the student's loan origination record must have an origination status code of *N (Not ready)* or *R (Ready to send)* in the **Origination Status** field on the RPALORG form. Starting with the 2010-2011 aid year, the records extracted are determined based on the value in the DL Origination Status parameter: R (Ready to send), N (Not ready to send), or B (Both).

For Grad PLUS loan records, the values in the Borrower Identifier block within the XML output document must exactly match the values in the Student Identifier block. To enforce this match, the Student Identifier values are copied into the Borrower Identifier block for Grad PLUS loans.

The **Year in College** value and **Dependency Status** on the RPALORG form are checked 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 D (Dependent).
- For Grad PLUS loans (**Loan Type** is G), the **Year in College** must equal 6 or 7, and the **Dependency Status** must equal I (Independent) or P (Professional Judgement). (P is converted to I for COD processing.)

If the **Year in College** and/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.

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 REREXxx Process extracts the origination records and creates the necessary output files.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

- 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.

`crdl15in_jobsubnumber.xml` — (Direct Loan data only) Parameter 02 (DL Fund Codes) and Parameter 04 (DL Records to Extract) of the REREXxx Process is populated.

or

`craa15in_jobsubnumber.xml` — (Not one single type, but more than one type of some combination of Direct Loan, TEACH, and Pell data)



**Note:** The value *15* represents the last 2 digits of the award year. The */N* 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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.
- `rerex15_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.
- `rerimex_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 RERIMEX report parameter is set to *Y*.
- `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to *Y*.

Only eligible origination records are extracted. Otherwise, the COD process will reject the origination.

The initial Student Identifier is created at the time the first award record is extracted for a student by REREXxx. The Student Identifier is not aid year specific. Therefore, if an Identifier record exists from a prior aid year for the student, it will be used by the REREXxx process. If no student identifier exists for the student at the time that REREXxx is run, the initial Student Identifier will be created by the process. You can review and maintain COD Student Identifiers on the REASTID form.

The Document ID for the extracted document is populated on the main window of RPALORG for Direct Loan Origination records, on the **Disbursements Information** window of RPALORG for Direct Loan Disbursement records, on the ROAALOG form for Direct Loan Origination Change records, and on the REASTID form for the Student Identifier and the Parent PLUS Borrower 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 receipt and response information for the document, on the REICODD form.

6. Transfer `crdl15in.xml` or `craa15in.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.

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 to send the Direct Loan origination records to COD. As mentioned previously, the message class that contains the Direct Loan originations is either:

`crdl15in` (Direct Loan data only) or

`craa15in` (Combined Pell, TEACH, and Direct Loan data)

8. COD returns Receipt and Response files

*Receipt Files* — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. Receipt records do not contain any student specific data.

*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 Receipt and 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.

10. Transfer Receipt and Response files to Banner server

Transfer the files from the PC to the server on which Banner resides.

11. Upload Receipt and Response files with the RERIMxx process

The RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to the CRAAxxIN and CRDLxxIN records extracted from Banner.

## Response files

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 receipt or Direct Loan response file name for the RERIMxx *XML Import Document Filename* parameter. The output report to the RERIMxx Process provides control summary information for the process and any errors encountered during import. Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX report and provide detailed student information about the records imported.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

The possible statuses for the Subsidized/Unsubsidized Acknowledgement files that appear in the **Origination Status** field of the RPALORG form are:

- A (Accepted) or
- B (Rejected).



**Note:** An **E-MPN Acknowledgement** indicator is included in the origination file. Students can electronically sign an E-MPN via the Direct Loan website without a loan origination record ever having been created by a school. You may need to determine whether or not you want to create an origination record for the students that could not be matched with an existing Banner record. Refer to the *Electronic Master Promissory Note Processing* section directly following the *Direct Loan Promissory Note Processing* procedure for more information.

Statuses for the PLUS loans that appear on the **Origination Status** field are:

- A (Accepted),
- B (Rejected),
- C (Accepted, Credit Accepted),
- D (Accepted, Credit Check Denied), or
- X (Accepted, Credit Check pending).

PLUS Acknowledgements also update the **Current Credit Check Status** field. Statuses related to the PLUS credit check response are:

- A (Credit Approved),
- C (Credit Override, New Information),
- D (Credit Denied, Endorser Denied),
- E (Credit Override, Endorser OK), or
- N (Credit Denied, Endorser Required).

The Confirmation Date is also updated by these files. You can check information about the response files with the COD Document Control (REICODD) form.

- Enter the applicable aid year in the **Aid Year** field.
- Select RS=Response in the **Document Type** field.

The response records imported by the RERIMxx Process also update Student Identifier records on the COD Identifier (REASTID) form.

## 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 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 (RPRLAPP\_DL\_STATUS) on the **DL Origination** window of the Direct Loan Origination form (RPALORG) 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 RPALORG 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 check 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.*

## 12. Print and forward disclosure statement to borrower

After the origination process is complete, COD or the school sends the borrower a disclosure statement. The disclosure statement is a separate document that provides the borrower with information about loan types, loan amounts, the loan fee rate, the amount of the loan fee, anticipated disbursement dates, and net disbursements. Disclosure statements are printed for Subsidized, Unsubsidized and PLUS loans.

You can allow COD to print the Disclosure Statement or you can use the Banner Direct Loan Disclosure Statement Print Process (RPRDSPT) to print the disclosure statement.

### 1. Allow COD to print and send disclosure statement to borrower

Set the *Default Disclosure Print Ind* parameter for the RPRLORC Process to Y (COD) if you want COD to print and send the disclosure statement to the borrower. With this option, when the origination record is created, a field on the origination record is set to indicate to COD that COD should print and send the disclosure statement to the borrower before the first disbursement of Direct Loan funds.

No further processing on your part is needed. You should not run the Banner Disclosure Statement Print Process (RPRDSPT).

You can check to see if a borrower's disclosure statement is set to be printed by COD if you access the **Additional Information** window of the RPALORG form and verify that the **Allow COD to Print Disclosure Statement** checkbox is checked. This field is only checked if the *Default Disclosure Print Ind* parameter for the RPRLORC Process was set to Y (COD) during the creation of the origination record.

(The **Disclosure Statement Print Date** field only relates to locally school-printed disclosure statements. This field is blank for disclosure statements printed by COD.)

The screenshot shows the 'Additional Information' tab of the RPALORG form. The 'Disclosure Statement Options' section contains a checked checkbox for 'Allow COD to Print Disclosure Statement' and a blank 'Disclosure Statement Print Date' field. Other sections include 'Servicer Refunds' (a table with columns for Disbursement Number, Sequence Number, Servicer Posting Date, Batch Number, Document ID, Refund Amount, and Previous Sequence Number), 'Account Statement Loan Detail' (fields for Booked Date, Gross Amount, Fee Amount, Rebate Amount, Net Amount, SAS End Date, Process Date, Batch Number, Sequence Number, and Servicer), and 'Booking Information' (fields for Booking Date, Booking Amount, and Booking Document ID).

## COD Disclosure Statement Reprints

To request a COD reprint of the disclosure statement, check the **Disclosure Reprinting Requested** checkbox on the **PN Summary** window of the RPALORG form. This request is extracted with the Origination Change Records via the REREXx Process and transmitted to COD.

The screenshot shows the 'PN/Loan Schedule' tab of the RPALORG form. The 'PN Summary' section includes fields for School PN Status (E=E-MPN signed), Print Date, Satisfied Date (27-MAR-2014), Print Sequence Number, Promissory Note Shipped, Batch ID, PN Document ID, Acknowledgment Date, Promissory Note Status (A=Accepted), and five Reject Reason fields. The 'MPN Reprinting Requested' dropdown is set to '(None)'. The 'Disclosure Reprinting Requested' checkbox is checked. The 'Loan Schedule' table at the bottom shows two periods (201510 and 201520) with a 50% loan percent, a requested amount of 1,750.00, and an approved amount of 1,750.00.

2. Print the disclosure statement locally and send to borrower

- Set the *Default Disclosure Print Ind* parameter for the RPRLORC Process to S (School) if you want to print and send your own disclosure statements to the borrower. See the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more information on the RPRLORC Process.
- Run the Banner Disclosure Statement Print Process (RPRDSPT).

The *COD Technical Reference Manual* recommends that Disclosure Statements be printed using Courier font, 10 point, 12 pitch. These print formatting commands are embedded in the print file.

The RPRDSPT uses a parameter option so you can print to a laser printer with Postscript commands embedded in the print file or omit the print commands, if desired. With the embedded print commands, you can send the print file directly to a Postscript-capable laser printer. Without the print commands, you can import the print file into a word processor to format the final output.

Refer to the Disclosure Statement Print Process (RPRDSPT) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for details about this process.

You can check to see if a borrower's disclosure statement was printed by the school by accessing the **Additional Information** window of the RPALORG form. The **Disclosure Statement Print Date** field contains the last date that a Disclosure Statement was printed for this loan by the school. If the **Date** field is blank, the Disclosure Statement has not yet been printed by the school.

The screenshot shows the 'Additional Information' window of the RPALORG form. At the top, there are fields for 'Aid Year' (1415) and 'ID' (777111201). Below this is a tabbed interface with 'Additional Information' selected. The window is divided into several sections:

- Servicer Refunds:** A table with columns: Disbursement Number, Sequence Number, Servicer Posting Date, Batch Number, Document ID, Refund Amount, and Previous Sequence Number. The table is currently empty.
- Disclosure Statement Options:** Contains a checked checkbox for 'Allow COD to Print Disclosure Statement' and a 'Disclosure Statement Print Date' field with the value '09-APR-2014'.
- Account Statement Loan Detail:** Fields for Booked Date, Gross Amount, Fee Amount, Rebate Amount, Net Amount, SAS End Date, Process Date, Batch Number, Sequence Number, and Servicer.
- Booking Information:** Fields for Booking Date, Booking Amount, and Booking Document ID.

## School Disclosure Statement reprints

To request a local reprint of the disclosure statement, delete the date in the **Disclosure Statement Print Date** field on the **Additional Information** window of the RPALORG form. As long as the **Allow COD to Print Disclosure Statement** field is unchecked and the **Disclosure Statement Print Date** field is blank, the disclosure statement will be printed the next time you run the RPRDSPT Process.

## Direct Loan Origination Change Process

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When changes to Direct Loan borrower information occur, schools must notify COD by forwarding those changes.

### Change Direct Loan information on the RPALORG form

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.

Record changes to the student's loan information on the RPALORG form. These changes are later extracted from the Banner database and sent to COD so that the corrections can be made to the original record stored in the COD database.

### Logging of loan information changes

Once the **Origination Status** of a loan on RPALORG is S (Sent), A (Acknowledged), B (Rejected), C (Accepted, Credit Check accepted), D (Accepted, Credit Check Denied), or X (Accepted, Credit Check Pending), changes made to the loan on RPALORG automatically log into the ROBALOG table. You can see these logging records on the Applicant Data Log Application (ROAALOG), the Data Log Inquiry (ROILOG), the Applicant Data Log Inquiry (ROIALOG), and the Direct Loans Corrections (RPADLCR) forms.

Changes to fields on the Direct Loan Record Creation form (RPALORG) update the following forms and tables.

- ROBALOG Audit Log Table - Changes to RPALORG fields update the ROBALOG Audit Log Table directly.
- The Applicant Data Log Application (ROAALOG), Data Log Inquiry (ROILOG), Applicant Data Log Inquiry (ROIALOG), and Direct Loans Corrections (RPADLCR) forms display logged changes
- RORDATA (Data Log Rules) - Fields that will be logged automatically when data is changed are indicated by the Direct Loan columns of the form.



**Note:** The RORALOG Report does not purge unspent Direct Loan logging changes.

### 3. Review Direct Loan changes on RPADLCR (optional)

Access the Direct Loan Corrections (RPADLCR) form to view Direct Loan changes that have been logged and are pending for extract. You can remove a pending change by checking the **Delete?** checkbox. All pending changes are removed from this form after the REREXxx extracts the change.



**Note:** Changes for both loan period code start and end dates as well as loan period start and end dates are logged no matter which has changed.

### 4. Extract Loan Correction records for export to COD

The REREXxx Process extracts changes to accepted loan origination records in the format required by COD. Changes to fields on the RPALORG form update the ROBALOG Audit Table. When you run the REREXxx process, the changes recorded in the ROBALOG table are automatically extracted for transmission to COD.

In order to be selected by this process, the student's loan origination record must have an origination status code of *A (Accepted)* or *C (Accepted/Credit Accepted)* in the **Origination Status** field on the RPALORG form.



**Note:** Records are not extracted if the Origination Status is set to *S (Sent)*. Changes to a record with a status of *S* are logged but are not extracted until the origination record is accepted. However, most fields prevent changes to be made when the origination is in *S (Sent)* status.

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 REREXxx Process extracts the DL Change records and creates the necessary output files.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

- 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.

`crdl15in_jobsubnumber.xml` — (Direct Loan data only) Parameter 02 (DL Fund Codes) and Parameter 04 (DL Records to Extract) of the REREXxx Process is populated.

or

`craa15in_jobsubnumber.xml` — (Not one single type, but more than one type of some combination of Direct Loan, TEACH, and Pell data)



**Note:** The value 15 represents the last 2 digits of the award year. 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.

`rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.

`rerex15_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.

`rerimex_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 RERIMEX report parameter is set to Y.

`rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.

5. Transfer `crdl15in.xml` or `craa15in.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.

6. 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 to send the Direct Loan origination records to COD. As mentioned previously, the message class that contains the Direct Loan originations is either:

`crdl15in` (Direct Loan data only) or

`craa15in` (Combined Pell, TEACH, and Direct Loan data)

7. COD returns receipt and response files

*Receipt Files* — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. Receipt records do not contain any student specific data.

*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 receipt and 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*.

**9. Transfer receipt and response files to Banner server**

Transfer the files from the PC to the server on which Banner resides.

**10. Upload receipt and response files with RERIMxx process**

The RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System to the school in response to CRAAxxIN and CRDLxxIN records extracted from Banner.

## Response files

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 receipt or Direct Loan response file name for the RERIMxx *XML Import Document Filename* parameter. The output report to the RERIMxx Process provides control summary information for the process and any errors encountered during import. Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX 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 ROAALOG form.

If necessary, you can resend a Direct Loan correction that was rejected by checking the **Resend** field on the ROAALOG form. When you check 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 ROAALOG form. The records set to resend will be extracted the next time the REREXxx Process is run with the DL records to extract parameter set to B or C.

## Direct Loan PLUS Application Process

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Parent and Graduate student PLUS borrowers are able to complete a PLUS loan application on the studentloans.gov website. When this application is completed, the schools indicated by the borrower will receive the CRSP15OP XML file which includes the result of the PLUS application. This message class is imported with the RERIM15 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 (RPALORG) form, but can now be delivered in PLUS Application files.
- `<SchoolCreditBalanceOption>` - This value already exists on the Direct Loan Origination (RPALORG) form, 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.

## Importing Direct Loan PLUS Application records

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.
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 RERIMxx process

Upload the CRSPxxOP file with the Banner RERIMxx Process. During processing, RERIMxx logic attempts to load the data by first matching the student identifier information to the student identifier on REASTID. If no match is found, the student identifier is matched to the need analysis record on RNANAx.

  - If a matching student is found on either REASTID or RNANAx, 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 RPALORG form.
    - If a matching origination is not found, the data is loaded to the RPTUAPP temporary suspense table for the student and displayed on the RPAUCOD form.
  - 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 RPAUCOD form.
5. Updates the Direct Loan Origination (RPALORG) form

PLUS Application data that has been matched to an Origination record is displayed on the **PLUS Data** window of the RPALORG form for the matching origination.
6. Review and update unmatched records on the Unmatched COD Records (RPAUCOD) form

Review the unmatched PLUS Application records on the RPAUCOD form and manually match to either a student and/or PLUS origination record.

### Matched Records - no matching 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 RPAUCOD form 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 RPRLAPP and removed from the RPTUAPP table for the PLUS Application.

Also, when the RPRLORC 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.

## 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 RPAUCOD form. Once the data is displayed it can be manually matched to a student. Once 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 RPRLAPP and removed from the RPTUAPP table for the PLUS Application. Also, once the record has been matched to a student, when the RPRLORC 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.

### 7. Review Borrower Information on the RPALORG form

Review the borrower information related to the PLUS Application on the RPALORG form.

## Direct Loan Promissory Note Process

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After you create origination records with the RPRLORC Process (see the Direct Loan Origination Process), the REREXxx Process extracts data from the Banner database and creates the XML file that contains Direct Loan origination records for transmission to COD. Promissory note requirement information is also automatically created with the RPRLORC Process. You can review the promissory note requirement information on the **PN Summary** window of the RPALORG form.



**Note:** Beginning with the 2014-2015 aid year, Promissory Notes should only be processed using Electronic Promissory Notes.

## Electronic Master Promissory Note processing

Students can sign an E-MPN via the Direct Loan website without a loan origination record ever having been created by a school. Unfortunately, this opens the possibility that the student:

- may not have an origination record existing in Banner,
- may not have a RORSTAT record existing for the aid year, and
- may not have a SPRIDEN record existing in Banner.

Therefore, you need to review the exceptions reported during the RERIMxx upload of the promissory note acknowledgement file to determine whether or not you want to create an origination record (create the loan) for the students that could not be matched with an existing Banner record. These students are listed in the output for the RERIMxx Process.

When the origination record containing the **E-MPN** indicator is processed and acknowledged, Banner updates the **Promissory Note Status** to *A - Accepted* and records the date in the **Acknowledgement Date** field. There is no need for COD to send another promissory note acknowledgement file because COD has already acknowledged the signed E-MPN in the response to the loan origination. This satisfies the promissory note requirement for disbursement.

The **School PN Status** codes of *Q - E-MPN Ready* and *E - E-MPN Signed* assist you in identifying the type of promissory note associated with a student. These statuses help you distinguish between the processes that are necessary for paper MPNs, but are not required with an E-MPN. For example, signed electronic MPNs entered into Banner (the **School PN Status** is set to *E (E-MPN signed)*) are ignored by the Promissory Note Printing Process (RPRPNPT) and the Promissory Note Manifest Process (RPRDLPM). Also, when an origination acknowledgement for a PLUS loan is received and the credit check has been denied, the School PN Status will be updated to a status of *P - PLUS Denied*. This status will prevent the promissory note requirement for the loan from being displayed in Self-Service and in the requirements channel so that it does not appear that there is an outstanding requirement that must be completed for the student.

A status of *E (E-MPN signed)* in an acknowledgement file updates the Promissory Note non-coded requirements that exist in the **Promissory Notes** block of the **Additional Requirements** window of the Applicant Requirements (RRAAREQ) form by updating the **Satisfied Indicator** and **Satisfied Date** fields as occurs when the **School PN Status** field is set to *S (Signed/Returned)*. These requirements were originally established by the creation of the loan record. Each requirement is linked to the Direct Loan Fund Code.

When you manually update the **School PN Status** to *E - E-MPN Signed*, the **Satisfied Date** field is automatically updated with the system date of the change. If you prefer, you can replace this date with the date recorded in the RERIMxx output.

## Promissory Note Record creation

The RPRLORC process determines when a new promissory note (an RFRPROM database record in Banner) must be created on the **PN Summary** window of the RPALORG form as it creates each new loan.

## No Multi-Year MPN processing

A new RFRPROM record is created for each loan when an institution is processing their loans and not using multi-year MPN processing. Your choice for MPN processing is established on the **Multi-Year Note Eligibility** field (the value is not checked) on the **Loan Option** window of the ROAUSIO form. The new MPN record is created using the selected **School PN Status** parameter (paper or electronic promissory note) for the RPRLORC Process.

## Multi-Year MPN processing

If you elect to use multi-year MPN processing by checking the **Multi-Year Note Eligibility** field, the RPRLORC process must determine whether a new RFRPROM record is required for each loan application. If the RPRLORC process creates a new record, it uses the selected *School PN Status* parameter (paper or electronic promissory note) for the RPRLORC process. However, if a new record is not required, the **School PN Status** field is set to *None* on the **PN Summary** window of the RPALORG form.

The following describes the series of events that occur during the creation of PLUS Loan applications when multi-year MPN processing is selected.

1. For Graduate PLUS loans, RPRLORC first reviews the current NSLDS data located on the Student Loan Data (RNASLxx) form. The process checks the **DL Graduate PLUS MPN** field on the **NSLDS Summary** window. If the value in this field is A=Active, the **School PN Status** is set to *None* and the **MPN Status** field is set to B=Banner generated.

If the preceding conditions are not met, the process moves to the following step.



**Note:** This step does not apply to Parent PLUS loans.

2. The RPRLORC process determines whether a prior PLUS Loan currently exists and whether that loan contains an endorser amount (**Endorser Amount** field on the **PLUS Loan Data** window of the RPALORG form) that is greater than \$0. If both conditions are met, a new RFRPROM record is created for the new application with the School PN Status parameter setting for the RPRLORC Process and the **MPN Status** field on the **PN Summary** window of the RPALORG form set to *None*.

Next, it checks to see if a prior PLUS Loan exists where there is no **Endorser Amount** or the **Endorser Amount** equals \$0.00.

- If the prior PLUS Loan does not have a **Promissory Note Status** of *A-Accepted* on the **PN Summary** window of the RPALORG form, it creates a new RFRPROM record.
- However, if the **Promissory Note Status** is *A-Accepted*, no new record is created. The **School PN Status** is set to *None* and the **MPN Status** field is set to *B - Banner generated*.



**Note:** If a Parent PLUS Loan previously existed, the Parent data is copied to the new loan application from the prior application. If you want to modify the borrower information, you must then update this Parent Data to correctly reflect the information for the new borrower. You must also reset the **School PN Status** to *Q- E-MPN Ready* and reset the **MPN Status** to *None* on the **PN Summary** window.

This section describes what occurs when creating Subsidized/Unsubsidized applications when multi-year MPN processing is selected after the RPRLORC Process first determines the need for a new RFRPROM record for PLUS Loans.

1. RPRLORC first reviews the current NSLDS data located on the Student Loan Data (RNASLxx) form. The process first checks the **NSLDS Summary** window for the **DL Master Promissory Note** flag.

If the value in this field is A=Active, RPRLORC creates the new loan application without creating a new RFRPROM record. The **School PN Status** is set to *None* and the **MPN Status** is set to B=Banner Generated.

If the preceding conditions are not met, the process moves to the following step.

2. RPRLORC checks for prior Sub/Unsub Loans existing with a **Promissory Note Status** of *A-Accepted*. The **Promissory Note Status** field is on the **PN Summary Window** of the RPALORG form and provides status recorded by COD. If a record is located, the new loan application is created without creating a new RFRPROM record. The **School PN Status** is set to *None* and the **MPN Status** field is set to *B-Banner Generated*.
3. If neither of the above conditions exist, a new RFRPROM record is created for the application with the School PN Status that was defined in the RPRLORC parameters and the **MPN Status** is set to *None*.

## Banner Generated MPN processing

The MPN Status is updated to Banner generated by the RPRLORC process at the time the origination is created if an existing active MPN is found for the student. This is true for both Graduate PLUS and Subsidized/Unsubsidized loans. However, the MPN can become inactive due to timing issues between when the origination was created and when it was actually sent to COD for processing. When this occurs, a new promissory note requirement must be created for the student. Therefore, when RERIMxx imports an origination response that has not linked to a valid MPN and the MPN Status in Banner indicates *Banner generated* a new RFRPROM record will be created with the School PN Status indicated in the RERIMxx *Unsatisfied School PN Status* parameter.

## Credit Decision Override Responses

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 decision override or submits an Endorser Addendum, a Credit Decision Override Response is generated by the COD System and sent to a school to provide the status of a credit override or the credit decision results of an endorser. A COD system-generated Credit Decision Override Response contains a Document Type of "CO."

Use the COD File Import Process (RERIMxx) to upload the CRCOxxOP message class that contains the system-generated Credit Decision Override Common Record.

- The **Current Credit Check Status**, **Credit Check Date**, and **Credit/Application Document ID** fields are updated and display on the **PLUS Loan Data** window of the Direct Loan Origination (RPALORG) form.
- 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 (RPALORG) form. 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-year 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.

## Endorser information

Endorser information will be provided to schools and using two methods, as described in the charts below.

### Endorser addendum via StudentLoans.gov

If the endorser completes the Endorser Addendum . . .	AND the endorsed amount is . . .	AND the School has . . .	THEN the school will receive . . .	To resolve, the school . . .
Via StudentLoan.gov Web site	Greater than or equal to the requested award amount	Not originated an award	An updated PLUS Request (SP) response file with the endorsed amount in the <EndorserAmount> tag	Originates the award
		Originated an award	A Credit Override (CO) response file with E in the <CreditOverrideCode> Tag and the endorsed amount in the <EndorserAmount> tag	No further action necessary
	Less than the requested award amount	Not originated an award	An updated SP response file with the <i>lower</i> endorsed amount in the <EndorserAmount> tag	Originates the award
		Originated an award	A CO response file with D in the <CreditOverrideCode> tag and COD Warning Edit 184 and the <i>lower</i> endorsed amount in the <EndorserAmount> tag	Resubmits the award, <i>using the same PLUS Loan ID</i> , with the lower award amount (it must be less than or equal to the endorsed amount). In this case, the <i>entire</i> award must be submitted (meaning all required tags for an award origination must be submitted); the school cannot submit a change to the award amount only.

## Endorser addendum via paper process

If the endorser completes the Endorser Addendum ...	AND the endorsed amount is ...	AND the School has ...	THEN the school will receive ...	To resolve, the school ...
Via paper process and returns it to the Department of Education	Greater than or equal to the requested award amount	Not originated an award	N/A; no response file is sent to the school	Originates the award (in this case, the school will need to receive notification from the borrower that his or her endorser submitted the addendum via the paper process)
		Originated an award	A CO response file with E in the <CreditOverride Code> Tag and the endorsed amount in the <Endorser Amount> tag	No further action necessary
	Less than the requested award amount	Not originated an award	N/A; no response file is sent to the school	Originates the award (in this case, the school will need to receive notification from the borrower that his or her endorser submitted the addendum via the paper process)
		Originated an award	A CO response file with D in the <CreditOverride Code> tag and COD Warning Edit 184 and the <i>lower</i> endorsed amount in the <EndorserAmount> tag	Resubmits the award, <i>using the same PLUS Loan ID</i> , with the lower award amount (it must be less than or equal to the endorsed amount). In this case, the <i>entire</i> award must be submitted (meaning all required tags for an award origination must be submitted); the school cannot submit a change to the award amount only.

## Direct Loan Funds Drawdown

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You draw down and return Direct Loan funds directly from ED's G5 System via an electronic drawdown request. G5 notifies COD of the amount and date of the drawdown. These activities are performed outside of Banner. Consult the *2014-2015 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 form (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 form 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 form:

- 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 form are populated when the DSDFxxOP School Account Statement file is imported by the RPRDUxx process and matched to an existing entry on the RPACASH form. See the School Reconciliation Process section for additional information on importing the School Account Statement files.

School Account Summary Details for each record imported are also displayed on the RPIDLAS form.

## Direct Loan Disbursement Process

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### Required Direct Loan disbursement data elements

The COD System can accept Direct Loan Disbursement information in advance, on, or after the Disbursement Date.

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”:
  - A **Disbursement Release** Indicator = “false.” False indicates edit (anticipated) disbursement information.
  - A **Disbursement Release** Indicator = “true.” 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



**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 (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 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 form is set to Y.

If the **Advance Pay for Direct Loan** indicator is set to Y, then the REREXxx process will select records to extract where:

- The **Scheduled Date** (RPRLADB\_DISBURSE\_DATE) on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) is within the number of days defined in the **Number of Days** field (ROBINST\_DL\_AP\_NO\_DAYS) on the **Loan Options** tab of the U.S. Specific Institution Financial Aid Options form (ROAUSIO)

And

- The **Authorized** Indicator (RPRLADB\_DL\_AUTHORIZED\_IND) on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) is equal to Y

And

- The **Status** code (RPRLADB\_DISB\_STATUS) on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) 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 (RPRLADB\_REPT\_DISB\_DATE) on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) 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. 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 NULL or set to N:

And:

- The **Paid Date** field on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) does not contain a value:

And:

- The **Disbursement Sequence** field on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) has a sequence number of 01.

Or:

2. If the Advance Pay for **Direct Loan** indicator is set to Y:

And:

- The **Feed Indicator** on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) does not equal Y:

And:

- The **Authorized Indicator** on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) is equal to N.

## Actual disbursement

An actual disbursement record is submitted to the COD System in order to request or substantiate funding. Actual Disbursement Records post to a student/borrower's award. They either release funds available to a school via 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 NULL or set to N:

And:

- The **Paid Date** field on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) contains a paid date:

And:

- The **Disbursement Sequence** field on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) contains a sequence number of 01 or greater:

Or:

2. If the Advance Pay for **Direct Loan** indicator is set to Y:

And:

- The **Feed Indicator** on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) does not equal Y:

And:

- The **Schedule Date** on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) is within the number of days defined in the **Number of Days** field on the **Loan Options** tab of the U.S. Specific Institution Financial Aid Options form (ROAUSIO):

And:

- The **Authorized Indicator** on the **Disbursements Information** window of the Direct Loan Origination form (RPALORG) is equal to Y.

## Advance Pay

When processing Direct Loans using Advance Pay, a disbursement will not pay to the student's account unless the Disbursement Status (RPRLADB\_DISB\_STATUS) equals A. 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 RPRLORC Process (see the Direct Loan Origination Process), disbursement information (scheduled), based on loan period rules established on the RPRLPRD form, is also automatically created. If you have checked the **Apply First-Year, First-Time Borrower Rule** check box on the ROAUSIO form, 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 Information** window of the RPALORG form.



**Warning!** *It is strongly recommended that no changes be made for Direct Loan data via the COD Web site. Changes made via the Web may not be loaded into Banner and could cause your data to not match that of COD.*

## Attending Hours usage when processing Advance Pay

When processing, if the fund code is not using attending hours (RFRASPC\_ATTENDING\_HR\_IND = N), as defined on the Fund Management form (RFRMGMT), then:

- Update the **Authorized** indicator (RPRLADB\_DL\_AUTHORIZED\_IND) to Y when a Direct Loan disbursement is authorized.
- Update the **Authorized** indicator (RPRLADB\_DL\_AUTHORIZED\_IND) 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 the fund code is set to use attending hours (RFRASPC\_ATTENDING\_HR\_IND = Y), as defined on the Fund Management form (RFRMGMT), then:

- Update the **Authorized** indicator (RPRLADB\_DL\_AUTHORIZED\_IND) 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 form (ROAUSIO).
- Update the **Authorized** indicator (RPRLADB\_DL\_AUTHORIZED\_IND) 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 form.



**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, once 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 prior to 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.

## 1. Disburse Direct Loans

Once the loan origination records and the promissory notes 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) form for one student.



**Note:** The acceptance of the origination and/or promissory note record by COD is not required by Banner for the Disbursement Process. The Direct Loan Disbursement options in the **Direct Lending Information** window of the RPRLOPT form determine whether or not the origination and promissory notes 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 (RPRLADB\_DISBURSE\_DATE) on the **Disbursements Information** tab of the Direct Loan Origination form (RPALORG). If the loan does not disburse until after this date, then a new actual disbursement date must be reported to COD in order 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 (RPRLADB\_FEED\_DATE) is greater than the Reported Disbursement Date (RPRLADB\_REPT\_DISB\_DATE) on a Sequence 1 record (RPRLADB\_SEQ\_NO), then the following steps will be taken by the RPEDISB process in order to accomplish this task:

- The RPEDISB process will insert a new record into the RPRLADB table for the same Disbursement Number (RPRLADB\_DL\_DISB\_NO) with a Sequence Number (RPRLADB\_SEQ\_NO) of 2.



**Note:** This can only occur when the **Feed** indicator (RPRLADB\_FEED\_IND) is equal to F.

- The new disbursement will have the following values match the sequence 1 record:
  - RPRLADB\_PIDM
  - RPRLADB\_FUND\_CODE
  - RPRLADB\_APPL\_NO
  - RPRLADB\_DL\_DISB\_NO
  - RPRLADB\_PERIOD
  - RPRLADB\_TERM\_CODE
  - RPRLADB\_DISBURSE\_DATE
  - RPRLADB\_PN\_DISB\_DATE
  - RPRLADB\_FEED\_DATE
- The new disbursement will have the following values that are different than the Sequence 1 disbursement:

Column	Value
RPRLADB_DL_GROSS_AMT	0
RPRLADB_CHECK_AMT	0
RPRLADB_DL_FEE_AMT	0
RPRLADB_DL_REBATE_AMT	0
RPRLADB_FEED_IND	F
RPRLADB_REPT_DISB_DATE	RPRLADB_FEED_DATE
RPRLADB_LOAN_PCT	0
RPRLADB_DL_AUTHORIZED_IND	N



**Note:** For this Sequence, the RPRLADB\_REPT\_DISB\_DATE should be the same as the RPRLADB\_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. Once 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 RPALORG and ROIDISB forms (optional)

If the loan disbursed, a date displays in the **Paid Date** field of the **Disbursements Information** window of the RPALORG form. 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, check the following items:

- You can view disbursement errors on the ROIDISB form. 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 RPALORG form.
  - Ensure that the award has been accepted. Check the **Accepted** field on the RPAAWRD form.
  - Ensure all disbursement requirements have been satisfied. Verify that the **Satisfied** field contains a Y on the Requirements block and the **Satisfied** check box is checked on the Promissory Notes block of the **Additional Requirements** tab on the RRAAREQ form.
  - Ensure that the **Official Source Indicator** is set to 1 (Official) on the RNARSxx form.
  - Make sure an admissions application exists for the student on the Admissions Application (SAAADMS) form. If you do not have security access to the SAAADMS form, you can check for an admissions application in the Admissions Status Detail block of the Applicant Status (ROASTAT) form. (It is possible that an admissions application may not be created for students during a conversion. In this case, a General Student record must be created; the Disbursement Process looks for the existence of such a General Student record.)
  - Make sure Enrollment hours exist for the student, either on the ROAENRL form, or on the SFAREGS form 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 form and check the **Consortium Indicator**.
  - Sometimes indicators are set on the RPRLOPT form to require an acknowledgment to the Promissory Note before disbursement can occur. Check that the **School PN Status** is set to *S (Signed/Returned)* or *E (E-MPN Signed)* and that the **Promissory Note Status** is set to *A (Accepted)* on the **PN Summary** window of the RPALORG form, or that a signed MPN exists for this year or a prior year.
3. Run the RPPSPGM process to update Student Program information on the RPASSUI form. This process should be run each time prior to extracting records with REREXxx to ensure the correct student program information is extracted and sent to COD.
4. Extract the disbursements with the REREXxx process

The REREXxx Process extracts all Direct Loan disbursement records (both subsidized and unsubsidized) as well as all of the PLUS loan disbursement records in the format required by COD.

REREXxx also processes authorized disbursements for Direct Loans for schools that have checked the **Advance Pay for Direct Loan** indicator, based on the **Number of Days** field.

The 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 REREXxx Process extracts the origination and disbursement records and creates the necessary output files.

Refer to the COD Extract Process (REREXxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

- 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.

`crdl15in_jobsubnumber.xml` — (Direct Loan data only) Parameter 02 (*DL Fund Codes*) and Parameter 04 (*DL Records to Extract*) of the REREXxx Process are populated.

or

`craa15in_jobsubnumber.xml` — (Not one single type, but more than one type of some combination of Direct Loan, TEACH and Pell data)



**Note:** The value *15* represents the last 2 digits of the award year. 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.

- `rerex15_jobsubnumber.lis` — This file shows the activity that took place when the process was run.
  - `rerex15_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.
  - `rerimex_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 RERIMEX report parameter is set to Y.
  - `rerimex_jobsubnumber.log` — This file is the standard process log file. This output file is only produced if the Print RERIMEX report parameter is set to Y.
5. Transfer `crdl15in.xml` or `craa15in.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.

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 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:

crdl15in (Direct Loan data only) or

craa15in (Combined Pell, TEACH, and Direct Loan data)

7. COD Returns Receipt and Response files

**Receipt Files** — COD Receipts are generated for every Common Record document received via *SAIG* by the COD System. The COD Receipt indicates that the Common Record document was received and can be read by the COD System. No student specific data is included in the Receipt record.

**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 Receipt and 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.

9. Transfer Receipt and Response files to Banner server

Transfer the files from the PC to the server on which Banner resides.

10. Upload Receipt and Response files with RERIMxx process

The RERIMxx process uses the receipt and response files sent back from COD as input data to update various records in the Banner database.

Refer to the COD Import Process (RERIMxx) entry in the *Reports and Processes* section of the *Banner Financial Aid User Guide* for more details about this process and its parameters.

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.

## Receipt files

CRRCxxOP — COD Document receipt records sent from the COD System in response to the CRAAxxIN and CRDLxxIN files extracted from Banner.

## Response files

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 RERIMxx *XML Import Document Filename* parameter. The output report to the RERIMxx Process provides control summary information for the process and any errors encountered during import.

Set the Print RERIMEX Report parameter to **B** or **I** for the RERIMxx process to automatically generate the RERIMEX report and provide detailed student information about the records imported

### 11. Correct rejected disbursements (if necessary)

To review the complete list of disbursement reject codes, access the RTVRJCT form, enter an **F** (COD Edit Messages) in the **Type Code** field and select Next Block. These codes are derived from specifications listed in the *2014-2015 COD Technical Reference*.

## Adjusting 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 prior to actually paying to the student's account. 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) has been updated to recognize 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 RPRLADB table to back-out the disbursement from the student's account. To accomplish this, the RPEDISB process will:

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 form (ROIDISB) even though the disbursement paid to the student account.
3. Insert a new record into the RPRLADB table for the same Disbursement Number (RPRLADB\_DL\_DISB\_NO) and with the next sequential Sequence Number (RPRLADB\_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:
  - RPRLADB\_PIDM
  - RPRLADB\_FUND\_CODE
  - RPRLADB\_APPL\_NO
  - RPRLADB\_DL\_DISB\_NO
  - RPRLADB\_PERIOD
  - RPRLADB\_TERM\_CODE
  - RPRLADB\_DISBURSE\_DATE
  - RPRLADB\_PN\_DISB\_DATE
6. The new disbursement record will also have the following values that are different than the prior sequence disbursement record:

Column	Value
RPRLADB_DL_GROSS_AMT	Same amount as prior sequence * -1
RPRLADB_CHECK_AMT	Same amount as prior sequence * -1
RPRLADB_DL_FEE_AMT	Same amount as prior sequence * -1
RPRLADB_DL_REBATE_AMT	Same amount as prior sequence * -1
RPRLADB_LOAN_PCT	0
RPRLADB_DL_AUTHORIZED_IND	N

## Adjusting disbursements and loan amounts downward

Once the Direct Loans are disbursed, you can make adjustments to disbursements and loan amounts. 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.

1. Create an adjustment to the disbursement record on RPALORG

Access the **Disbursements Information** window of the RPALORG form. The original loan disbursement amount data is entered on the record created by the system. Once this disbursement is an actual disbursement and has been fed, updates are not allowed to that disbursement record including entry of a returned amount. Instead, you need to insert a new loan disbursement record and modify its contents to record adjustments to the original data.

To illustrate, select the existing disbursement record for the period that you want to modify (this record must be a detail transaction that has already been fed to the Banner Accounts Receivable module—indicated by an **F** in the **Feed** field). Press the Insert Record function to insert a new record.

The new record that is inserted has the same **Disbursement Number**, **Period Code**, **Scheduled Date**, and **PN Disbursement Date** as the record identified by your placement of the cursor when you pressed the function key and the next **Sequence Number**. The **Disbursement Percent** on the new record is 0, so the sum of all records for the loan application still equals 100%. The **Feed** indicator is set to **N**. All other fields are empty. These manually inserted records allow you to input an amount in the **Gross Amount** field or a returned amount in the **Returned Amount** field, but not both on the same record. All downward adjustments must be entered on one of these manually inserted records.

Because you want to reduce the amount of the disbursement, enter the disbursement reduction amount in the **Returned Amount** field. For example, if you want to reduce the disbursement from \$2,000 to \$1,500, enter 500 in the **Returned Amount** field. The **Returned Date** is automatically updated with today's date when you tab to that field. Select Save to commit the transaction to the Banner database.

2. Change the approved amount on RPALORG

Access the first window of the RPALORG form. Enter the updated loan amount in the **Approved Amount** field in the Loan Information Summary block.

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 form (ROAIMMP) for one student.

4. Perform the Direct Loan Disbursement and DL Origination change process

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 as well as process COD disbursement and DL origination change responses.



**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.

5. Update Offered/Accepted amounts on award form

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 Detail block of one of the award forms—RPAAWRD or RPAAPMT.

## Adjusting disbursements and loan amounts upward

Once the Direct Loans are disbursed, you can make adjustments to loan amounts. Adjustments update actual disbursement amounts that previously have been transmitted to and accepted by COD in a disbursement record.

1. Update Offered/Accepted amounts on award form

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 Detail block of one of the award forms—RPAAWRD or RPAAPMT.



**Note:** When an award amount is increased on the award forms, you have the option of running the RPRLORC process to create a new Direct Loan origination record for the increased amount or increasing the amount on an existing origination. If you choose to create a new origination record, simply select *Create Loan Applications* from the options menu on the award form after this first step and then skip to step 4. If you choose to increase the amount on an existing origination, continue to step 2.

2. Change the approved amount on RPALORG

Access the first window of the RPALORG form. Enter the updated loan amount in the **Approved Amount** field in the Loan Information Summary block.

3. Create an adjustment to the disbursement record on RPALORG

Access the **Disbursements Information** window of the RPALORG form. The original loan data is entered on the record created by the system. You need to insert a new loan disbursement record and modify its contents to record adjustments to the original data.

## To increase the disbursement on the same date as the actual disbursement

Select the existing disbursement record for the period that you wish to modify (this record must be a detail transaction that has already been fed to the Banner Accounts Receivable module - indicated by an F in the **Feed** field). Choose the Insert Record function to insert a new record with the same disbursement reference number and a new sequence number.



**Note:** Be sure to choose Insert Record in this scenario and *not* Duplicate Record, as this may cause amounts to be calculated incorrectly.

The new record that is inserted has the same Disbursement Number and new Sequence number. For example, if the sequence number on the previous record is 01, this new record will have a sequence number of 02. The new record also has the same Period, Scheduled Date, and PN Disbursement Date as the record identified by your placement of the cursor when you pressed the function key. The Disbursement Percent on the new record is 0, so the sum of all records for the loan application still equals 100%. The **Feed** indicator is set to N. All other fields are empty. These manually inserted records allow you to input an amount in the **Gross Amount** field. All upward adjustments must be entered on one of these manually inserted records.

Because you want to increase the amount disbursed, enter the disbursement increase amount in the **Gross Amount** field. For example, if you want to increase the disbursement from \$1,500 to \$2,000, enter 500 in the **Gross Amount** field. Select Save to commit the transaction to the Banner database.

## To increase the disbursement on a date different than the actual disbursement

Select the existing disbursement record for the period you wish to modify (this record must be a detail transaction that has already been fed to the Banner Account Receivable module - indicated by an F in the **Feed** field). Choose Record then Duplicate from the menu to insert a new record with a new disbursement reference number. Using a new disbursement reference number on upward adjustments is required, based on guidance from COD. If the disbursement is increased and not paid to the student's account on the same day as the original disbursement, the increased amount must be reported with a new disbursement reference number.

The record created has a new Disbursement Number and Sequence 01. The new disbursement reference number will increase to the next number based on the student's current highest disbursement number. The new record also has the same Period as the record identified by your placement of the cursor when you duplicated the record. The Scheduled Date will be the current date. The Disbursement Percent on the new record will initially be 0, so the sum of all records for the loan application still equals 100%. The **Feed** indicator is set to N. All other fields are empty.

Because you want to increase the amount disbursed, enter the disbursement increase amount in the **Gross Amount** field. For example, if you want to increase the disbursement from \$1,500 to \$2,000, enter 500 in the **Gross Amount** field. Enter the PN Disbursement Date. Choose Save to commit the transaction to the Banner database. Once the record is saved the Fee Amount, Rebate Amount, and Net Amount should populate. The Disbursement Percent should change to an amount greater than zero.

The unpaid disbursements may need to 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.

## To 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.

### 4. 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) form for one student.

### 5. 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 (see previous pages) and the Direct Loan Disbursement Process (see previous pages) to transmit the DL origination change and DL disbursement records to COD. COD forwards a response accepting the change and disbursement records.

## 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 REREX15 process will determine the appropriate code to insert. Once changed, the Status will be removed, allowing the disbursement sequence to be extracted the next time the REREX15 process is run for the Fund Code and Attending ID.

If the Enrollment School Code needs to be changed on an actual disbursement, a new disbursement sequence must be inserted. Once inserted, the Enrollment School Code value will be copied from the highest previous sequence of that disbursement. Once copied, the value is updateable to another value or to blank. If blank, the REREX15 process will determine the appropriate code to insert. The disbursement sequence will be extracted the next time the REREX15 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. Once 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.

### *Examples*

The following are examples of when the Enrollment School Code will be updateable in a sequence or when a new sequence will be inserted.



**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.

Once 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.

Once it has been extracted, 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.

Once 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 (RPRLADB_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

## Booking 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 (RERIMxx) to upload the CRBNxxOP message class that contains the system-generated 2014-2015 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 (RPALORG) form.

There are two other Booking Dates within the Direct Loan Origination (RPALORG) form, 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** block and delivered in the DSLFxxOP file, and the COD Booked Date, which can be found on the **Account Statement** block of the Disbursement Details window and delivered in the DLDFxxOP 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 2014-2015 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 (RPALORG) form.

## MPN Discharge, Expired MPN, and MPNs Due to Expire Report Upload Process

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COD generates three fixed-length Direct Loan MPN reports. These reports are sent to all reporting schools with loans linked to the MPNs in question, as well as 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.

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.

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 RPRDUxx process

Upload the MPNDISOP, MPNINAOP, and MPNEXPOP file(s) with the Banner RPRDUxx 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 – once 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 Direct Loan Origination (RPALORG) form

MPN expiration information displays in the **MPN Expiration Date**, **MPN Expiration Code**, and **MPN Expiration Description** fields in **PN Summary** window of the RPALORG form. These fields will be updated for any aid year when a match for the MPN ID in the MPNDISOP or MPNINAOP files is found. MPNs that are matched from the MPNEXPOP file will not update any data in Banner as these are not MPNs that are actually expired, but are due to expire.



**Note:** If an origination record has already been accepted by COD for the aid year the **MPN Status** will not be updated to Inactive as disbursements are still valid for that origination.

6. Review MPN expiration information on the RPALORG form

Review the MPN expiration information in the **PN Summary** window of the RPALORG form.



**Note:** MPN Expiration Date data is also received in the Response records and in the COD system-generated Promissory Note (PN) records. This data can also be updated on the RPALORG form. However, all Banner processing continues to use the **MPN Status** field to determine whether or not the MPN is active.

## Entrance and Exit Counseling Interview Upload Process

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COD provides Direct Loan electronic entrance counseling to students on the studentloans.gov website. The results of this entrance 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 RPRDU15 process and their results are visible on the RPILECS form.

## 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) form 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, as well as 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) form when the matching Entrance or Exit Counseling record already exists in the RPRLECS table/RPILECS form.
- By inserting an Entrance or Exit Counseling record in the RPRLECS table/RPILECS form when a matching tracking requirement record already exists in the RRAAREQ form.
- 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 form.

The following text explains the exact logic for satisfying Stafford Entrance Interview, Stafford Exit Interview, and Grad PLUS Entrance Interview tracking requirement codes via the `rb_requirement` API.

## Stafford Entrance

If inserting or updating a tracking requirement equal to the Stafford Entrance Interview code listed on the ROAUSIO form (`ROBINST_TREQ_CODE_ENTER_INTV`) for the same aid year

- Check to see if a record exists in the RPRLECS table/RPILECS form (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 form (`RRRAREQ_TRST_CODE`) will be set to equal the Satisfied Status code listed on the ROAUSIO form (`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 form (`RRRAREQ_TRST_CODE`) to equal the Satisfied Status code listed on the ROAUSIO form (`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 form (`ROBINST_TREQ_CODE_ENTER_INTV`)
- AND

- Satisfied indicator (RRRAREQ\_SAT\_IND) = N

Once the value of `true` is imported for the `<EntranceCounseling>` tag, the Entrance Counseling Complete indicator (RPRLAPP\_ENTRANCE\_IND) on the Student Data tab of the Direct Loan Origination (RPALORG) form 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 form. 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 prior to 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 wish to not satisfy tracking requirement codes via 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 form.

## Grad PLUS Entrance

If inserting or updating a tracking requirement equal to the Grad PLUS Entrance Interview code listed on the ROAUSIO form (ROBINST\_TREQ\_CODE\_GP\_ENTR) for the same aid year.

- Check to see if a record exists in the RPRLECS table/RPILECS form (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 form (RRRAREQ\_TRST\_CODE) will be set to equal the Satisfied Status code listed on the ROAUSIO form (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 form (RRRAREQ\_TRST\_CODE) to equal the Satisfied Status code listed on the ROAUSIO form (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 form (ROBINST\_TREQ\_CODE\_GP\_ENTR)

AND

- **Satisfied** indicator (RRRAREQ\_SAT\_IND) = N

Once the value of `true` is imported for the `<EntranceCounseling>` tag, the Entrance Counseling Complete indicator (RPRLAPP\_ENTRANCE\_IND) on the Student Data tab of the Direct Loan Origination (RPALORG) form 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 form. 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 prior to 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 wish to not satisfy tracking requirement codes via 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 form.

## Stafford Exit

If inserting or updating a tracking requirement equal to the Stafford Exit Interview code listed on the ROAUSIO form (ROBINST\_TREQ\_CODE\_EXIT\_INTV) for the same aid year.

- Check to see if a record exists in the RPRLECS table/RPILECS form (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 form (RRRAREQ\_TRST\_CODE) will be set to equal the Satisfied Status code listed on the ROAUSIO form (ROBINST\_TRST\_CODE\_EXIT\_INTV).

In the Importing of Direct Loan Exit Counseling Files section below, further detail is provided regarding the match criteria upon loading a Direct Loan Exit Counseling file.

This section provides steps for importing the fixed-length files received in message classes AHSLDEOP and EXITFFOP and the next section provides instructions for importing the XML file received in the CRECMYOP message class.

## Financial Awareness Counseling

In July 2012, COD initiated Financial Awareness Counseling via the StudentLoan.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 via 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 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 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 `RERIM15.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 Counseling records in the CRECMYOP message class file will continue to be imported.

## Importing fixed-length Exit Counseling files

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.

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 RPRDUxx process

Upload the AHSLDEOP or EXITFFOP statement(s) with the Banner RPRDUxx process.

During processing, the RPRDUxx 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 form. 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 form are used with the Entrance and Exit Counseling Results processing to allow you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements (RRAAREQ) form for Stafford and Grad PLUS Loans. If you enter data for these ROAUSIO fields, the RPRDUxx logic checks 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 Entrance/Exit Interview requirements exist on the RRAAREQ form, the requirements are changed to a Satisfied status.

5. Updates the Loan Electronic Counseling Status (RPILECS) form

The form is a query-only form that supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function.

6. Review Borrower Information on the RPILECS form

Review the borrower information related to entrance interview and exit interview counseling on the RPILECS form.

## Importing XML Direct Loan Entrance Counseling Files

1. COD sends Entrance Counseling interview results

COD generates and sends an XML file containing the borrower's entrance 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.

3. Transfer the CRECMYOP 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 RERIMxx process

Upload the CRECMYOP file with the Banner RERIMxx Process. During processing, RERIMxx logic attempts to load the data by first matching the student identifier information to the student identifier on REASTID. If no match is found, the student identifier is matched to the need analysis record on RNANAx.

- If a matching student is found on either REASTID or RNANAx, the data is loaded for the student and displayed on the RPILECS form.
- If a matching student is not found, the data is loaded to the RPTUECS temporary suspense table and displayed on the RPAUCOD form.

Review the RERIMxx .log job submission output file to view the Financial Awareness Counseling records which were not imported into Banner.

## 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 form are used with the Entrance Counseling Results processing to allow 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) form for Stafford and Grad PLUS Loans.

If you enter data for these ROAUSIO fields, the RERIMxx logic checks 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 RERIMEX report generated by RERIMxx. If the student has the specified Requirement record and the Entrance/Exit Interview requirements exist on the RRAAREQ form, the requirements are changed to a Satisfied status.

## Unmatched records

The RERIMEX report generated by RERIMxx indicates the records for which a matching student was not found. These unmatched records are loaded to the RPTUECS temporary suspense table and displayed on the RPAUCOD form. These records can then be manually matched to a student by entering the matching student id on this form and saving the record.

#### 5. Updates the Electronic Counseling Status (RPILECS) form

The form is a query-only form that supports both Entrance and Exit Interview data and allows you to review multiple records with the Previous Record/Next Record function. Entrance counseling records that have been matched either on import through RERIMxx or manually on the RPAUCOD form are displayed on this form.

#### 6. Review and update Unmatched Records on the Unmatched COD Records (RPAUCOD) form

Review the unmatched Entrance Counseling records on the RPAUCOD form 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 form. The data is also deleted from the RPTUECS temporary table.

7. Review Borrower Information on the RPILECS form

Review the borrower information related to entrance interview counseling on the RPILECS form.

## School Reconciliation Process

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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 an electronic file called the School Account Statement (SAS) to your school monthly. The file allows 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 RPRDUxx 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 via the COD website. The two fixed length message classes are *DSDFxxOP* and *DSLFXxOP* which contain the following information.

### 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 (Optional)
- Loan Detail – Disbursement Level Section (Optional)

### 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 (Optional)
- Loan Detail – Loan Level Section (Optional)

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 DSDFxOP/DSLFXOP.



**Note:** You are responsible for using this information to reconcile your own records with the SAS. There is also an annual reconciliation process to close out the entire year using the *DL Tools for Windows* software provided by COD.

2. Receive DSDFxOP and/or DSLFXOP 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.

3. Transfer the DSDFxOP and/or DSLFXOP file(s) to the Banner server

Transfer the School Account Statement 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 SAS file to Banner with the RPRDUxx process

Upload the DSDFxOP and/or DSLFXOP statement(s) with the RPRDUxx process. The SAS shows cash transactions that COD has on file. The process attempts to match up to the data on the RPACASH form. It displays disbursements that COD has recorded as booked in the past month. If a matching record is found on the RPACASH form, the data for the record is updated and displayed on the form. Also, detailed information for each statement is imported and displayed on the RPIDLAS form.

The RPRDUxx **Print Loan Detail on SAS?** option is only used when you upload the DSDFxOP/DSLFXOP files. If you set the **Print Loan Detail on SAS?** option to Y (Yes), the loan detail section is added to the report. If this option is set to N, the loan detail section of the report is not printed.

RPRDUxx loads the information from the DSDFxOP and/or DSLFXOP files. You have an option to select both message classes. Because they both contain some of the same shared information as previously noted for the same period of time, RPRDUxx handles the receipt and loading of both files without the creation of duplicate records. When RPRDUxx attempts to load the duplicate data that was already loaded via the first file, it writes a message to the output in the log file indicating that the "Monthly/Year-to-date Cash and Disbursement Summaries were previously loaded via Batch No. xxxxxxxxxx" for that portion of the data that was previously loaded via the first file.

5. 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.

Reports and forms that can be used to assist you in the reconciliation process include:

## Forms:

- 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

## Direct Loan Compare for the Reconciliation Process

The Comparison software provided by COD for non-EDE users to compare data from the reports to data from an external database is part of *DL Tools for Windows* and can be downloaded at no cost from the <http://www.FSAdownload.ed.gov> website. Instructions for installing, using and support of the *DL Tools for Windows* are provided in the Install Guide as part of the download.

The Banner Direct Loan Compare Process (RPRCPxx) enables you to extract the Banner data into three different files that you can import into the *DL Tools for Windows* software, along with the School Account Statement (SAS) files, for comparison with the reports supplied by COD. The reports produced by the RPRCPxx Process are:

DLEXCASH — Provides data about the cash summary

DLEXLOAN — Provides a summary of loan disbursement data

DLEXDISB — Provides data related to individual disbursement transactions

It is possible when using Advance Pay that a Direct Loan will be booked at COD but not yet disbursed in Banner (DL disbursement sent to COD as “actual” but the disbursement date has not yet been reached in Banner). During this time, schools could receive the SAS file consisting of a booked loan for the student(s) in this situation. Because the loan has not yet been disbursed in Banner, this loan will not be captured when running the RPRCPxx process. The loan would appear in *DL Tools for Windows* because it would be included in the SAS file, which was loaded into *DL Tools for Windows*. This is intended functionality as the loan has not yet been disbursed in Banner.

The Direct Loan Compare Extract Process now includes an optional **Direct Loan School Code** parameter which provides the ability to only extract loan, disbursement and cash detail records pertaining to a certain Direct Loan School Code. When a **Direct Loan School Code** value is entered, the extract files will only contain the loan and disbursement records corresponding to the value entered, as well as the cash detail records corresponding to the value entered. This functionality provides the capability to reconcile **Direct Loan School Code** campuses/sites individually from one another.

If the **Direct Loan School Code** value is blank, the extract files will contain loan, disbursement and cash detail data corresponding to all Direct Loan School Codes.

The system supports the generation of the DLEXCASH, DLEXLOAN, and DLEXDISB extract files. *DL Tools for Windows* is software provided by the Department of Education and not supported by Banner Financial Aid.

# Reports and Processes

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This chapter lists each process and report that are directly related to COD. The processes and reports are listed in alphabetical order according to their seven-character names. Please refer to the *Reports and Processes* section of the *Banner Financial Aid User Guide* for complete information regarding these reports and processes.



**Note:** All instances of xx in this handbook represent the specific aid year for which you wish to run the process. For example, if you wish to run REREXxx for the 2014-2015 aid year, you would run REREX15.

## COD XML processes

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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 (REREXxx)
- COD File Import Process (RERIMxx)

## Grant reports and processes

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The following reports and processes are used for Pell and TEACH processing.

- COD Import/Export Report (RERIMEX)
- COD Print Process (RERCDxx)
- Grant File Import Process (RERFIxx)
- Grant COD Miscellaneous Report (RERGRNT)
- Grant Origination Creation Process (RERORxx)
- High School and Admission Data Posting Process (RORHSDP)
- Grant Calculation Process (RPRGRNT)
- Student Program Info Process (RPPSPGM)

## Direct Loan reports and processes

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The following reports and processes are used for Direct Loan processing.

- COD Import/Export Report (RERIMEX)
- Direct Loan Compare Extract Process (RPRCPxx)
- Direct Loan Flat-File Upload (RPRDUxx)
- Batch Promissory Note Manifest (RPRDLPM)
- Disclosure Statement Print Process (RPRDSPT)
- Direct Loan Record Creation (RPRLORC)
- Student Program Info Process (RPPSPGM)

## PC utility

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- File Concatenation Process (FILECAT)