



# **Banner Financial Aid 2016-2017 New Aid Year Checklist**

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# Introduction

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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 2016-2017 New Aid Year Checklist?*, Article # 000034376, 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.

## Overview

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The intent of this document is to ensure that you have set up the required tables for new aid year processing.



**Note:** You can also use this document to assist in a new implementation of Banner Financial Aid.

This checklist begins with a description of the Financial Aid New Year Roll process (ROPROLL). The ROPROLL process helps you to set up your Financial Aid system for the new aid year by rolling selected rules from one aid year to the next.

Following the description of the ROPROLL process, the checklist is organized by Financial Aid module. The order in which you set up each module is not important. This document ends with a listing of system validation forms and system tables required for Financial Aid processing.

The following special characters are used throughout the checklist to indicate if a form is required and why it is.

- \* An asterisk beside the form name indicates that the form is an optional system form.
- \*\* A double asterisk distinguishes those forms within a specified module that are required if Banner Human Resources or Banner Finance is installed.
- + A plus sign denotes those forms within a specified module that are required if you implement the specific function (for example, automatic packaging).

# New Year Start-Up Checklist

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## Financial Aid New Year Roll Process (ROPROLL)

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The ROPROLL process rolls over (copies) selected aid year-specific information from one aid year to the next. Through the process parameters, you have the option to select which rules will be rolled to the new aid year. Parameters 3 through 11 default to Y and Parameters 19 through 21 default to N. If you do not wish to use a certain parameter, you will need to change the parameter value to N. You can determine if the roll was successful by printing or reviewing online the ROPROLL output file created by this process.



**Warning!** If you manually enter rules for a module on the RORRULE, RORWEBQ, RORWTAB, RORWTXT, RPRALGR, RBRABRC, or RORALGO forms before you run ROPROLL, the rules that you have entered manually will not be overwritten. ROPROLL will only roll rules that do not yet exist for the new aid year.

*Example: You have entered a tracking rule for a group, INDVER, on RORRULE for the 2016-2017 aid year, but have not entered rules for other tracking groups. When you run ROPROLL for 2016-2017, the process will perform the Tracking Rules Roll step, if you select it, but it will not update the rules for the INDVER tracking group.*

Use the following checklist to assist you in running the ROPROLL process.



**Note:** The ROAINST value for **IM/EFM Need Calculation Installed** will be updated automatically when the applicable code for the IM Need Calculation process is installed (Early Decision Release or Winter Release).

The ROAINST value for **Banner FM Need Calculation Installed** will be updated when the applicable code for the FM Need Calculation process is installed (Winter Release).

Step 1: **Set up Institutional Options** (ROAINST/ROAUSIO or Parameter 11) -- Set up data on ROAINST and ROAUSIO for the new aid year. You can do this manually on ROAINST and ROAUSIO before you run ROPROLL, or you can use Parameter 11 to perform this step automatically when you run ROPROLL.

Data will only be rolled if it does not already exist in the new aid year.

**Financial Aid Options** (Parameter 11) -- Perform roll of Financial Aid Options data. This parameter rolls the aid year-specific Financial Aid Options data for the current aid year to the new aid year. If you select to use this option, values for parameters 12 through 18 must be entered.

*Tables* which are rolled include: ROBINST and RORINID.

Review the aid year-specific forms outlined in the Financial Aid Options Module section to assure that the aid year-required changes are made.



**Note:** When defining a default Aid Period code, ensure that Periods have been associated with the Aid Period on RORTPRD prior to creating Applicant records for the aid year.

Step 2: **Parameters for Financial Aid Options Roll** (Parameters 12-18) -- Enter values for Parameters 12 through 18 if you have selected to use Parameter 11 to roll the Financial Aid Options data.

- Parameter 12 -- Active  
Indicate if this is an active aid year or not. Values are [A]ctive or [I]nactive.
- Parameter 13 -- Pivot Date  
Enter the pivot date (DD-MON-YYYY).
- Parameter 14 -- Aid Year Description  
Enter a description to identify the aid year (up to 30 characters).
- Parameter 15 -- Aid Year Start Date  
Enter the full date the aid year begins (DD-MON-YYYY).
- Parameter 16 -- Aid Year Start Year  
Enter the year the aid year begins (YYYY).
- Parameter 17 -- Aid Year End Date  
Enter the full date the aid year ends (DD-MON-YYYY).
- Parameter 18 -- Aid Year End Year  
Enter the year the aid year ends (YYYY).

Step 3: **From and To Aid Year Code** (Parameter 01 and Parameter 02) -- Select the Aid Year to roll. Indicate in Parameter 01 the current aid year from which you want to roll the financial aid data. Indicate in Parameter 02 the new aid year into which you want to roll the financial aid data.

\_\_\_\_\_ Step 4: **Group Selection Rules Roll (Parameter 03)** -- Perform Roll of Group Rules. This parameter rolls Group Assignment Rules, Fund Awarding and Disbursement Rules, and Group Packaging Awarding Rules found in the current aid year to the new aid year. Review the aid year-specific forms outlined in each module to assure that the aid year-required changes are made.

*Tables which are rolled include RORGDAT, RORCMPL, RORGSQL and RPRALGR. (Records with inactive rules on RORGDAT and RPRALGR and records with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.)*

Both simple and expert (compiled) rules are being rolled. It is unnecessary to compile the rolled rules for use in processing.

Review the sections of this document devoted to the modules for the RORRULE form to assure that data within the rules is valid for the new aid year.

\_\_\_\_\_ Step 5: **Fund Aid Year-Specific Roll (Parameter 04)** - Perform roll of fund data. This parameter rolls the aid year-specific Funds Management Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Funds Management module to assure that the aid year-required changes are made.

*Tables which are rolled include: RFRASPC, RFRCOMM, RFRBCMP, RFRDETC, RFRREQ, RFRMESH, RPBLOPT, ROENRR and RPRSSFS. (Records in RFRREQ and RPBLOPT with an inactive **Tracking Requirement Code** on RTVREQ will have the **Tracking Requirement Code** set to NULL.)*

Review the Funds Management Section of this document for the specified forms to ensure that data within the rules is valid for the new aid year.

\_\_\_\_\_ Step 6: **Aid Year Budgeting Rules Roll (Parameter 05)** - Roll aid year budget data. This parameter rolls selected aid year-specific Budgeting Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Aid Year Budgeting Module section to assure that the aid year-required changes are made.

*Tables which are rolled include: RBRCOMP, RBRGMSG and RPRSSAB. (Records with inactive Budget Group Codes on RTVTGRP will not be rolled.)*

Review the Budgeting Module of this document for the forms RBRCOMP and RORMESH to assure that data within the rules is valid for the new aid year.

Step 7: **Tracking Rules Roll (Parameter 06)** - Perform roll of tracking data. This parameter rolls selected aid year-specific Tracking Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Tracking Module section to assure that the aid year-required changes are made.

*Tables* which are rolled include: RRRGREQ and RRRTMSG. (Records with inactive Tracking Group Codes or inactive Tracking Requirement Codes on RTVTGRP will not be rolled.)

Review the Tracking Module section of this document for the *forms* RRRGREQ and RORMESG to assure that data within the rules is valid for the new aid year.

Step 8: **Packaging Rules Roll (Parameter 07)** - Perform roll of packaging data. This parameter rolls selected aid year-specific Packaging Rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Packaging Module section to assure that the aid year-required changes are made.

*Tables* which are rolled include: RORAUDT, RPBOPTS, RPRGGAP, RPRGSHP, RPRGEQY, RPRDEFG, RPRDEFE, RPRDEFS, RPRFSRC, RPRFCAT, RPRGFND, RPRCLSS, RPRDEGR and RPRMAJR. (Records on RPRDEFE, RPRDEFG, RPRDEFS, RPRGEQY, RPRGGAP, RPRGSHP, and RPRGFND with inactive Algorithmic Packaging Group Codes on RTVALGR will not be rolled.)

Review the Packaging Module section of this document for the *forms* RPRAUDT, RPROPTS, RPRDEFR, RPRPCKR, RPRGFND, RPRCLSS, RPRDEGR, RPRMAJR, RPRFSRC, RPRFCAT, and RPRALGR to assure that data within the rules is valid for the new aid year.

Step 9: **Common Functions Rules Roll (Parameter 08)** - Perform roll of common data. This parameter rolls selected aid year-specific Common Functions rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Common Functions Module section to assure that the aid year required changes are made.

*Tables* which are rolled include: RORUSER, RORPOST, RORALGO, RCRINFR, RCRINFC, RORCAMP, RORCLVE, RORCODI, RTVINTL, RORWEBQ, RORWBQA, RORWSQL, RORWTAB, RORWTXT, RORWEBR, RORWEBA, RPRSSCS, ROBAPRD, ROBSAYR, RLRDMPO, RLRDMPS. (Records in RORCAMP with an inactive Pell Fund Code on RFRBASE will have the Pell Fund Code set to NULL.)

Review the Common Functions Module section of this document for the *forms* RORUSER, RORPOST, RORALGO, RCRDTSR, RORCODI, ROAUSIO, ROAINST, RORBBAY, RORPRDS, RORSAYR, RORWEBQ, RORWBQA, RORWSQL, RORWTAB and RORWTXT to ensure that data within the rules is valid for the new aid year.

\_\_\_\_\_ Step 10: **Student Employment Rules Roll (Parameter 09)** - Perform roll of employment data. This parameter rolls selected aid year-specific Student Employment rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Student Employment Module section to assure that the aid year-required changes are made.

*Tables which are rolled include: RJRPLRL.*

Review the Student Employment Module section of this document for the *form* RJRPLRL to assure that data within the rules is valid for the new aid year.

\_\_\_\_\_ Step 11: **Athletic Data Roll (Parameter 10)** - Perform roll of athletic data. This parameter rolls selected aid year-specific athletic data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Athletics Module section to assure that the aid year-required changes are made.

*Tables which are rolled include: RARPAGD and RARPAGS.*

Review the Athletic Module section of this document for the RAAPAGD form to assure the data within the rules is valid for the new aid year.

\_\_\_\_\_ Step 12: **Period Budget Rules Data Roll (Parameter 19)** - Roll period budget rules data. This parameter rolls selected aid year-specific Period Budget rules found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Period Budget Module section to assure that the aid year-required changes are made.

*Tables which are rolled include: RBRABRC, RBRBCAT, RBRPBCP, RBRPBGD, RBRPBTP and RPRSSPB.*

\_\_\_\_\_ Step 13: **Period Budget Detail Data Roll (Parameter 20)** - Roll period budget detail data. This parameter rolls selected aid year-specific Period Budget detail data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Period Budget Module section to assure that the aid year-required changes are made.

*Tables which are rolled include: RBRPGPT, RBRPELL, RBRPBDR, RBRPMSG, RFRPCMP.*

\_\_\_\_\_ Step 14: **Algorithmic Support Data Roll (Parameter 21)** - Roll algorithmic support data. This parameter rolls selected aid year-specific algorithmic support data found in the current aid year to the new aid year. If this step is selected, review the aid year-specific forms outlined in the Algorithmic Support Module section to assure that the aid year-required changes are made.

*Table which is include: RORALGS.*

# Common Functions Module (\*RESCOMN)

---

Review the following non-aid-year-specific forms within the Common Functions Module to assure that the codes meet the requirements for the new aid year.

- RTVAPRD    • RTVHOLD    • RTVMESG    • RTVSAPR    • ROALOGC
- RORWVAR    • RORNYVD    • RTVWEBQ    • RTVWTXT    • RTVELTM
- ROELTR    • ROELTF    • RTVWVAR    • RORRPCX    • RORTADM
- RORTESC    • RTVENRR    • ROAINST  
(this form is  
aid year  
specific)    • RTVALGO    • RTVSAYR

If you use Ellucian Recruiter, you need to set your Integration Rules for the New Year for each Integration User on RORINTR.

If you ran the ROPROLL process to roll the Common Functions information or the Group Selection information, review the forms that follow to assure that new aid year-required changes are made.

- RORUSER    • RORPOST    • RORCODI    • ROAUSIO    • RCRDTSR
- RORWTXT    • RORWBQA    • ROENRR    • RORALGO    • ROBAPRD
- RORBBAY    • RORSAYR    • RPRSHOP

If Group Selection Information was rolled, review all applicable simple and expert rules on the RORRULE form.

Additionally, review ROAINST to determine if changes need to be made to exclude course levels by Student Level.

Use this checklist to assist you with your setup of the Common Functions Module.

## Common Functions Module

### Aid Year-Specific Forms

\_\_\_\_\_RORPRDS

Create period definitions for use in the new aid year.

#### Prerequisites    Comments

STVTERM

Terms must be set up on STVTERM to be used in period definitions for the new aid year.

**Common  
Functions Module**

**Aid Year-Specific Forms (continued)**

|  |   |
|--|---|
| <p>_____ROAINST/<br/>_____ROAUSIO</p>  | <p>Create new aid year definition and aid year-specific institutional options.</p> <p>Although "Current Term Code" on the Options Tab of ROAINST is not a required column, it must be populated if you are using the RCPCTxx or RCBTPxx processes.</p>      |
| <p>RTVTREQ<br/>RTVTRST<br/>RTVAPRD<br/>RTVSAPR<br/>RTVTGRP<br/>RTVBGRP<br/>RTVPGRP<br/>STVLEVL</p> | <p>Create a new aid year before you enter the system rules forms.</p> <p>If you do not use the standard Banner aid year format (e.g., 1617), you must customize the system-required tables to reference your aid year definition (refer to Schedule B).</p> |

**Prerequisites    Comments**

RORPRDS    Ensure periods are setup to use on the Options Tab on ROAINST for "Current Period" and on the Credit Hours Tab.

\_\_\_\_\_RORDATA    Review the indicators for logging and Pell corrections to ensure that these fields are correctly set for the new aid year.

**Prerequisites    Comments**



The release for the new aid year is installed.    Values are delivered on this form with the new aid year updates of Banner Financial Aid. These values only become available with the install of the Winter release in January.

\_\_\_\_\_RORBBAY    **Prerequisites    Comments**

Define the Borrower-Based Academic Year data that will be used for the new aid year.



**Note:** Starting with the 2015-2016 aid year, your Direct Loan Academic Year dates and your disbursement schedules are setup on RORBBAY (for BBAY processing).

| _____RORSAYR | Prerequisites   | Comments   |
|--------------|---|--|
|              | RTVSAYR   | <p>Define the Scheduled Academic Years that will be used for the new aid year. If the Scheduled Academic Years were rolled, update the start and end date of each SAY and add the periods that are included in the definition of the SAY.</p>  |
|              |   | <p> <b>Note:</b> Starting with the 2015-2016 aid year, your Direct Loan Academic Year dates and your disbursement schedules are setup on RORSAYR (for SAY processing).</p>  |
| _____ROBAPRD | Prerequisites   | Comments   |
|              |   | <p>Define the aid periods that will be used for the new aid year. Review and/or update the Scheduled Academic Year (SAY) codes for each aid period.</p>  |
| _____RORTPRD |   | <p>Associate periods from RORPRDS to aid periods for the new aid year. Update the start and end dates of each period in the aid period to correctly reflect the dates of the enrollment/payment period. The start and end dates of the periods for the aid period assigned to the student are used for determining the loan period and payment period dates.</p> |
|              |   | <p> <b>Note:</b> An Aid Period used as a default on ROAINST should be created on RORTPRD with appropriate Periods to ensure the Applicant Period Status records (RORPRST) are created properly.</p>   |
|              | Prerequisites   | Comments   |
|              | ROAINST<br>RTVAPRD<br>RORPRDS<br>RTVSAYR<br>RORSAYR (for<br>SAY<br>processing)<br>ROBAPRD (for<br>BBAY<br>processing) | <p>Ensure that rules are setup for all aid periods that you will use.</p>  |

**Common  
Functions Module**

**Aid Year-Specific Forms (continued)**

---

|               |  |
|---------------|--|
| _____RORUSER  | Define optional institutionally defined field definitions for new aid year as needed.  |
|               | <b>Prerequisites</b> <b>Comments</b>   |
|               | ROAINST  |
| _____RORALGO  | Define general algorithmic rules that will be used for the aid year.   |
|               | <b>Prerequisites</b> <b>Comments</b>   |
|               | RTVALGO  |
| _____RORPOST  | Define batch posting rules for the new aid year as necessary.  |
|               | <b>Prerequisites</b> <b>Comments</b>   |
|               | ROAINST      You must define Selection IDs on GLRSLCT under the<br>GLRAPPL      defined Financial Aid application in order to complete the<br>GLRSLCT      RORPOST rules.<br>Related<br>Validations      These rules are not required in order to process financial<br>RORALGO      aid for the new year unless batch posting is a<br>requirement.<br><br>Be sure that the RTVPYTP validation form contains the<br>necessary system required values.<br><br>Review any Algorithmic Rules you will be using for the<br>Batch Posting Process. |
| _____ROENRR   | Update or define enrollment rules for the new aid year as necessary.   |
|               | <b>Prerequisites</b>   |
|               | RTVENRR  |
| _____RPRSHOP* | Update or define the Aid Year Budget Setup for the new year as necessary.  |
|               | <b>Prerequisites</b>   |
|               | RORCAMP  |

# Data Management Module (\*RESDATA)

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Prior to building aid year-specific rules, review the following non-aid-year-specific forms within the Data Management Module to assure that the codes meet the requirements for the new aid year. These forms can be found in the Data Management Menu (\*RESDATA) under the Financial Aid Common Functions Menu (\*RESCOMN).

- RTVINFC      • RCRTPTR      • GTVCMSC      • GORCMSC
- GORCMRL      • GORNAME      • RCRDTSR      • ROAINST/  
ROAUSIO  
(these forms  
are aid year-  
specific).

Use the following checklist to assist you in your setup of the Data Management Module.

| Data Management Module         | Aid Year-Specific Forms   |
|--------------------------------|---|
| _____ ROAINST                  | Populate year-specific fields.  |
| _____ GORCMRL<br>_____ RCRDTSR | Create Data Source Matching Rules for the new aid year for batch and online matching.   |
|                                | <b>Prerequisites    Comments</b>  |
|                                | RTVINFC   |
|                                | GTVCMSC   |
|                                | GORCMSC   |
| _____ GJAPDFT                  | Create a <i>Saved</i> parameter set for RCRTPx for each Data Source (e.g. CSS, EDE, CAL) for the new aid year for each user loading records online from suspense Financial Aid Suspended Records Maintenance (RCRSUSP). |

# Need Analysis Module (\*RESNEED)

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Review these Need Analysis Module forms prior to building aid year-specific rules to ensure that the codes meet the requirements for the new aid year.

- RORPRDS    • RORTPRD    • RPROPTS    • ROAINST    • RFRMGMT
- RPRCLSS    • RFRDEFA    • RORCODI    • ROAUSIO    • RFRASCH
- RTVCCOE



**Note:** The following steps for Pell grant processing are necessary when you perform the online Need Analysis calculation because this process may include the Pell calculation as a secondary phase. You are not required to complete these steps if you only run the Need Analysis calculation exclusively in batch mode or you have prevented the Automatic Pell Calculation on ROAUSIO.

Use the following checklist to assist you in your setup of the Need Analysis Module.

## Need Analysis Module

## Aid Year-Specific Forms

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\_\_\_\_\_RPROPTS

Check the following packaging fields for the new aid year.

### Prerequisites    Comments

|   |  |
|---|--|
| ROAINST<br>ROAUSIO<br>RTVTRST<br>STVTERM<br>RORPRDS | Set the Estimated Enrollment Indicator to Y if you want to permit the use of an applicant's estimated enrollment for a Pell or TEACH Grant in packaging. Enter a value in the <b>Default Estimated Enrollment</b> field for those cases in which an applicant's estimated enrollment does not exist (1 - Full Time, 2 - 3/4 Time, or 3 - Half Time). |
|---|--|

\_\_\_\_\_ROAINST/  
 \_\_\_\_\_ROAUSIO

Review the Global Institution Financial Aid Options form for the new aid year.

### Prerequisites    Comments

Check to see if all fields on the Options and Defaults tabs of the ROAINST form have been completed.

## Need Analysis Module

## Aid Year-Specific Forms *(continued)*

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|              |   |
|--------------|---|
| _____ROAUSIO | Review the U.S. Specific Institution Financial Aid Options form for the new aid year.   |
|              | <b>Prerequisites</b> <b>Comments</b>  |
|              | ROAINST      Check to see if all fields in the Institutional Defaults, Campus Defaults, and Grant and EDE sections of the ROAUSIO form have been completed.   |
| _____RFRMGMT | Review the Fund Management form for the new aid year and fund code.   |
|              | <b>Prerequisites</b> <b>Comments</b>  |
|              | RFRBASE      Enter the necessary data on the RFRMGMT form for the Pell and TEACH fund codes for this aid year.<br>RTVAWST   |
| _____RPRCLSS | Review the Class Code Translation form for this aid year.   |
|              | <b>Prerequisites</b> <b>Comments</b>  |
|              | STVLEVL      Use the RPRCLSS form to convert the Banner Student level code and class code combinations into Banner<br>STVCLAS      Financial Aid class codes. Ensure that you have a rule for each level code with a NULL class code. |
| _____RTVCCOE | Review to ensure that either the actual CSS Nation Code from RTVCCOE exists on STVNATN, or the appropriate Nation Code from STVNATN is set up in the RTVCCOE Crosswalk Code for the nation.   |
|              | <b>Prerequisites</b> <b>Comments</b>  |
|              | The Nation Codes and Country Coefficients for RTVCCOE are delivered each aid year with the Early Decision release so the data must be checked each year prior to performing dataload.   |

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## Requirements Tracking Module (\*RESTRACK)

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Review the following forms before you create aid year-specific rules for the Requirements Tracking Module to ensure that the codes meet the requirements for the new financial aid processing year (i.e., add the necessary aid year-specific tracking requirements).

- RORPRDS
- ROAINST
- RTVTGRP
- RTVTREQ
- ROAUSIO

If you ran the ROPROLL process to roll the Tracking information or the Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled Tracking information, review the following forms.

- RRRGREQ
- RORMESG

If you rolled Group Selection Rules, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Tracking Module.

| Tracking Module     | Aid Year-Specific Forms  |
|---------------------|--|
| <p>_____RRRGREQ</p> | <p>Associate tracking requirements to tracking groups for the new aid year. Use the <b>Copy</b> function to copy group rules from the prior year to the new year.</p> <p><b>Prerequisites</b>    <b>Comments</b></p> <p>RTVTGRP<br/>RTVTREQ<br/>ROAINST</p>  |
| <p>_____RORRULE</p> | <p>Create Group Assignment Rules for the new aid year. Use the <b>Copy</b> function to copy group rules from the prior year to the new aid year.</p> <p><b>Prerequisites</b>    <b>Comments</b></p> <p>RTVTGRP            Check the values in the rules to ensure that you do not need to update hard coded dates. Use ROIGRPI to verify that you set up all required rules for the new aid year (the <b>Rules Exist Indicator</b> is set to Y).</p> <p>ROAINST            Confirm that the <b>Default Group Code</b> exists on ROAINST for the new aid year.</p> <p>Use ROIGRPI from the prior year to derive the <b>Priority Codes</b> on RTVTGRP for the new aid year.</p> <p>Ensure that <b>Group Assignment Rules</b> that use the ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAXx, and ROVSTxx views utilize the new aid year.</p> <p>You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1617" would signify the 2016-2017 Aid Year). Other views use the<br/>ROBINST_AIDY_START_YEAR AND<br/>ROBINST_AIDY_END_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).</p> |

## Tracking Module

## Aid Year-Specific Forms *(continued)*

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\_\_\_\_\_RORMESG\* Associate new messages to tracking requirement codes for use in Tracking Letter Generation.

### Prerequisites    Comments

RTVMESG    Set up new message codes on the Message Code  
ROAINST    Validation (RTVMESG) form. Make sure that you update  
RTVTREQ    messages which may contain dated information that is  
hard-coded within the text.

\_\_\_\_\_RORPRDS Create period definitions for use in the new aid year as period specific tracking requirements on RRAAREQ.

### Prerequisites    Comments

STVTERM    Terms must be set up on STVTERM to be used in period  
definitions for the new aid year.

---

## Aid Year Budgeting Module (\*RESAIDYBUDG)

---

Review the following forms before you create aid year-specific rules for the Aid Year Budgeting Module to assure that the codes meet the requirements for the new aid year.

- ROAINST      • RTVAPRD      • RTVBTYPE
- RTVCOMP     • RTVBGRP      • RBRGTYP
- ROBAPRD     • RTVSAYR      • RORSAYR
- RORBBAY

If you ran the ROPROLL process to roll the Aid Year Budgeting information or the Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled Aid Year Budgeting information, review the following forms.

- RBRCOMP      • RORMESG      • RPRSHOP

If Group Selection information was rolled, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Budgeting Module.

**Aid Year  
Budgeting Module**

**Aid Year-Specific Forms**

\_\_\_\_\_RBRCOMP

Create budget component associations to Budget Group/Type/Period combinations.

**Prerequisites    Comments**

RTVBGRP  
RBRGTYP  
RTVAPRD  
ROBAPRD  
RTVCOMP

Create full 100% budgets first. You need to create prorated budgets if you do not want strict prorating of all component amounts. (You can only build 100% budgets for Pell budgets.)

Use the **Copy** function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.

Use RBIBUDG to track those budgets which have been built for the new aid year.

\_\_\_\_\_RORMESG\*

Associate budget messages to budget groups for use in award letter generation (if you desire).

**Prerequisites    Comments**

RTVMESG  
RTVBGRP

Set up new message codes on RTVMESG.

Review messages from the previous year to ensure that hard-coded date information is not embedded within the text of the message.

\_\_\_\_\_RORRULE

Create **Budget Group Assignment Rules** for the new aid year.

**Prerequisites    Comments**

ROAINST  
RTVBGRP

Use the **Copy** function to copy group assignment rules to the new aid year.

Use ROIGRPI to assure that you build all required rules. Check values in the rules to ensure that you do not need to update hard-coded dates.

If you use ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views, be certain that you use the correct aid year view.

You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1617" would signify the 2016-2017 Aid Year). Other views use the

ROBINST\_AIDY\_START\_YEAR AND ROBINST\_AIDY\_END\_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

Confirm that the Default Budget Group Code exists on ROAINST for the new aid year.

Use ROIGRPI from the prior year to derive priority codes for the new aid year on RTVBGRP.

\_\_\_\_\_RPRSHOP\*

Update or define the Aid Year Budget Setup for the new year as necessary.

**Prerequisites**

RTVCOMP

# Period Budgeting Module (\*RESPRDSBUDG)

---

Review the following forms before you create period-specific rules for the Period Budgeting Module to assure that the codes meet the requirements for the new aid year.

- ROAINST      • RTVAPRD      • RTVPBGP      • RTVPBTP
- RTVPBCP      • RTVBCAT      • RTVABRC      • ROBAPRD
- RTVSAYR      • RORSAYR      • RORBBAY

If you ran the ROPROLL process to roll the Period Budget Rules information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled Period Budgeting Rules information, review the following forms.

- RBRABRC      • RORALGS      • RPRSHOP

If you rolled Period Budgeting Detail information, review the following forms.

- RBRPBDR      • RBRPBGR

If Group Selection information was rolled, review all applicable simple and expert rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Period Budgeting Module.

## Period Budgeting Module    Aid Year-Specific Forms

---

\_\_\_\_\_RBRPBYR      Create period budget groups, types, categories and components for the aid year.

### Prerequisites    Comments

RTVPBGP      Review all groups, types, categories and components that  
 RTVPBTP      were rolled from the prior year to ensure they are valid for  
 RTVBCAT      the current aid year.  
 RTVPBCP

\_\_\_\_\_RBRPBGR      Create period budget group type associations and Full Time/Full Year Pell Budget Components.

### Prerequisites    Comments

RBRPBYR      Review all types and Pell budgets that were rolled from  
 RBRABRC      the prior year to ensure they are valid for the Budget  
                          Group for the current aid year.

**Period Budgeting Module    Aid Year-Specific Forms (continued)**

---

\_\_\_\_\_RBRPBDR                      Create period budget component associations to Budget Group/Type/Period combinations.

**Prerequisites    Comments**

RBRPBYR                      The form can be used to set up a budget component for a Budget Group and Budget Type that is valid for the entire aid year or a particular period. If a you do not include a Period in the setup, that budget components will be used for any period associated with the aid year where period specific rules have not been defined. If you set up budget components for a particular period then those components will be used for that period.

Use the Copy function to copy rules to the new aid year. After you copy the rules, use the adjustment functionality to update component amounts.

\_\_\_\_\_RBRABRC\*+                      Create optional algorithmic budgeting rules for the new aid year. Note that maintenance to algorithmic budgeting rules is only necessary if you use algorithmic rules within period budgeting.

**Prerequisites**

RTVABRC  
RORALGS

\_\_\_\_\_RORALGS\*                      Create optional algorithmic support rules to be used in algorithmic budgeting rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.

\_\_\_\_\_RPRSHOP\*                      Update or define the Period Budget Setup for the new year as necessary.

**Prerequisites**

RTVPBCP

# Funds Management Module (\*RESFUND)

---

Review the following forms before you create aid year-specific rules for the Funds Management Module to assure that the codes meet the requirements for the new aid year.

- RORPRDS      • ROAINST      • ROAUSIO      • RTVFSTYP
- RTVFSRC      • RORTPRD      • RFRBASE      • RTVAWST
- RORENRR      • RPRSHOP

If you ran the ROPROLL process to roll the Fund information or Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year-required changes are made.

If Fund information was rolled, review the RFRMGMT form.



**Note:** As a reminder, the Parent PLUS loan requires a FAFSA to be filed. Any fund codes used for Parent PLUS loan processing must have the “Need Analysis” flag checked on RFRMGMT.

If Group Selection information was rolled, review all simple and expert Fund Awarding and Fund Disbursement rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Funds Management Module.

## Funds Management Module

### Aid Year-Specific Forms

| _____ROAUSIO  | Check <b>Use Multi-Award Years Perkins MPN</b> field on the Institution Loan Options window if you use the Multi-Award Years Perkins MPN at your institution.  |                      |                 |   |   |
|---|--|----------------------|-----------------|---|---|
|   | <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Prerequisites</b></th> <th style="text-align: left;"><b>Comments</b></th> </tr> </thead> <tbody> <tr> <td>ROAINST</td> <td>Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST form have been completed.</td> </tr> </tbody> </table>       | <b>Prerequisites</b> | <b>Comments</b> | ROAINST   | Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST form have been completed. |
| <b>Prerequisites</b>                                | <b>Comments</b>  |                      |                 |   |   |
| ROAINST   | Check to see if all fields in the Institutional Defaults, Campus Defaults, and Pell and EDE sections of the ROAINST form have been completed.  |                      |                 |   |   |
| _____RFRMGMT  | Build aid year-specific data for each fund that you intend to use from RFRBASE in the new aid year.  |                      |                 |   |   |
|   | <table border="0"> <thead> <tr> <th style="text-align: left;"><b>Prerequisites</b></th> <th style="text-align: left;"><b>Comments</b></th> </tr> </thead> <tbody> <tr> <td>RTVAWST<br/>RTVCOMP<br/>RTVTREQ<br/>RTVMESG<br/>TSADETC</td> <td>Use budget totals from the prior year to help determine over-commitment rates for the new aid year.</td> </tr> </tbody> </table> | <b>Prerequisites</b> | <b>Comments</b> | RTVAWST<br>RTVCOMP<br>RTVTREQ<br>RTVMESG<br>TSADETC | Use budget totals from the prior year to help determine over-commitment rates for the new aid year.   |
| <b>Prerequisites</b>                                | <b>Comments</b>  |                      |                 |   |   |
| RTVAWST<br>RTVCOMP<br>RTVTREQ<br>RTVMESG<br>TSADETC | Use budget totals from the prior year to help determine over-commitment rates for the new aid year.  |                      |                 |   |   |

**Funds  
Management Module**

**Aid Year-Specific Forms (continued)**

\_\_\_\_\_RFRDEFA

Create period award and disbursement default schedules for the new aid year by aid period.

**Prerequisites    Comments**

ROBAPRD  
RTVAPRD  
RORPRDS  
RORTPRD  
RTVSAYR  
RORSAYR  
ROAINST  
RORBBAY  
RPROPTS

Banner uses these default rules when you do not specify fund specific award and disbursement rules (RFRASCH).

The **Memo Expiration Date** is required if funds are able to be memoed.

The disbursement date initially defaults from the period cut-off date as you define it on RPROPTS for the new aid year. If you do not define cut-off dates, Banner defaults the start date of the period from RORPRDS.

\_\_\_\_\_RFRASCH\*

Create optional period award and disbursement schedules for the new aid year by aid period and fund code.

**Prerequisites    Comments**

ROAINST  
RORPRDS  
RORTPRD  
RTVSAYR  
RORSAYR  
RORBBAY  
RFRMGMT  
RFRDEFA

You only need to define these rules if a different award and/or disbursement schedule is unique to the specific fund code.

If you use the Create Record function, Banner initially defaults schedules from RFRDEFA for the aid period.

---

|               |   |
|---------------|---|
| _____RORRULE  | <p>Create optional Fund Awarding Rules for the new aid year by fund code.</p> <p><b>Prerequisites</b>    <b>Comments</b></p> <p>ROAINST            Use the Copy function to copy rules from the prior aid<br/>RFRMGMT            year to the new aid year.</p> <p style="padding-left: 100px;">If you use the ROVA2xx, ROVADxx, ROVAMxx,<br/>ROVAYxx, ROVSAxx, and ROVSTxx views, be certain to<br/>use the new aid year views in your rules.</p> <p style="padding-left: 100px;">You should review the above views to be sure they meet<br/>your aid year definition. Some views are hardcoded with<br/>the aid year (e.g. "1617" would signify the 2016-2017 Aid<br/>Year). Other views use the<br/>ROBINST_AIDY_START_YEAR AND<br/>ROBINST_AIDY_END_YEAR instead of a hardcoded<br/>aid year (in this situation, may need to modify the view if<br/>you use multiple aid year codes with the same start and<br/>end years).</p> <p style="padding-left: 100px;">Check for embedded values in rules which are year-<br/>specific and update the values, if necessary.</p> |
| _____RPRSHOP* | <p>Update or define the Fund Setup for the new year as necessary.</p> <p><b>Prerequisites</b></p> <p>RFRBASE</p>  |

# Packaging And Disbursement Module (\*RESPACK)

Review the following forms before you create aid year-specific rules for the Packaging and Disbursement Module to assure that the codes meet the requirements for the new aid year.

- RORPRDS
- ROAINST
- RTVALGR
- RTVFCAT
- RTVPGRP
- RTVAWST
- ROAUSIO
- STVTERM
- STVMAJR  
(Aid Eligible Indicator)

If you ran the ROPROLL process to roll the Packaging information or the Group Selection information from the current aid year to the new aid year, review the forms that follow to assure that new aid year required changes are made.

If you rolled Packaging information, review the following forms.

- ROASECT
- RPRAUDT
- RPRFCAT
- RPRFSRC
- RPRALGR
- RPROPTS
- RPRDEFR
- RPRPCKR
- RPRGFND
- RPRCLSS
- RPRMAJR
- RPRDEGR
- RORALGS

If you rolled Group Selection, review all simple and expert Packaging Group Assignment and Packaging Group Fund Awarding rules on the RORRULE form.

Use the following checklist to assist you in your setup of the Packaging and Disbursement Module.

## Packaging & Disbursement Module

### Aid Year-Specific Forms

\_\_\_\_\_ RPROPTS

Create aid year-specific Packaging and Disbursement options.

#### Prerequisites    Comments

RORPRDS  
ROAINST  
RTVTRST  
STVTERM

Confirm that STVTERM has terms setup to be used on RORPRDS and RORPRDS has been setup to use periods for the new aid year.

**Packaging &  
Disbursement Module**

**Aid Year-Specific Forms (continued)**

\_\_\_\_\_RPRAUDT\*

Create aid year-specific rules for Audit Grading Mode courses for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS form.

**Prerequisites    Comments**

ROAINST

Define the Grading Modes or Registration Status Codes for courses which should be excluded from a student's enrollment hours for financial aid purposes.

Use the Copy To function to copy the rules to the new aid year.

\_\_\_\_\_ROASECT

ROAINST

Create aid-year-specific rules for excluding individual courses in the calculation of enrollment for disbursement processing if you elect to use adjusted enrollment hours on the RPROPTS form.

SSASECT

Complete the Banner Student SSASECT form or establish the Course sections in Student prior to entering data on ROASECT.

\_\_\_\_\_RPRCLSS

Create Class Code Translations for use in Disbursement Processing for the new aid year.

**Prerequisites    Comments**

ROAINST  
STVLEVL  
STVCLAS

Use this form in the translation of the **Class Code** and **Level** combinations from the Banner Student System to a Financial Aid **Class Code** for the disbursement of federal funds where you apply federal rules.

Confirm the accuracy of STVLEVL and STVCLAS values.

Note that in Banner Student, the **Class Code** can be a NULL value. Be sure that combinations of **Level Codes** and **Class Codes** include the possibility that the **Class Code** is NULL.

\_\_\_\_\_RORRULE\*+ Create Packaging Group Assignment Rules for the new aid year. Note that maintenance to package groups is only necessary if you use automated packaging.

**Prerequisites**   **Comments**

ROAINST      Use the **Copy** function to copy rules from the prior aid  
RTVPGRP      year to the new aid year.

Use ROIGRPI to ensure that you create all required rules for the new aid year.

Be sure to update rules with hard-coded, year-specific values. If you use ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx views, be sure to use the proper year view.

You should review the above views to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. "1617" would signify the 2016-2017 Aid Year). Other views use the ROBINST\_AIDY\_START\_YEAR AND ROBINST\_AIDY\_END\_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

Use ROIGRPI from the prior year to derive group priority codes for the new year on RTVPGRP. Ensure that the **Packaging Default Group Code** exists on ROAINST.

\_\_\_\_\_RPRDEFR\*+ If you use Gap, Self-Help, or Equity Packaging philosophies, create the default rules on the RPRPCKR form for packaging groups.

**Prerequisites**   **Comments**

ROAINST      The Financial Aid System uses the values on the  
RPRDEFR form to default values to the RPRPCKR form.  
It does not use the RPRDEFR values in processing.

\_\_\_\_\_RPRPCKR\*+ Create Gap, Self-Help, or Equity Packaging Rules by packaging group for the new aid year.

**Prerequisites**   **Comments**

ROAINST      Use the **Count Query Hits** function to query rules on  
RTVPGRP      RPRDEFR or the **Create Record** function to copy the  
default rules in each section.

\_\_\_\_\_RPRGFND\*+

Create fund code associations and algorithmic rule associations to packaging groups for the new aid year.

**Prerequisites**   **Comments**

|  |  |
|--|--|
| ROAINST<br>RTVPGRP<br>RFRMGMT<br>RTVALGR | RFRMGMT records must exist for the new aid year for the desired funds before you can build these rules.<br><br>Use these rules only in automatic packaging.<br><br>Use the <b>Copy</b> function to copy rules from the prior aid year to the current aid year. |
|--|--|

\_\_\_\_\_RORRULE\*+

Create optional group/fund awarding rules for the new aid year.

**Prerequisites**   **Comments**

|                               |  |
|-------------------------------|--|
| ROAINST<br>RTVPGRP<br>RPRGFND | Use the <b>Copy</b> function to copy rules from the prior aid year to the new aid year.<br><br>You must associate the fund with the Packaging Group on RPRGFND before you can create group-specific awarding rules.<br><br>Use the <b>Create Record</b> function to copy Fund Awarding rules from RORRULE for the aid year/fund code combination. Be sure to update rules with hard-coded, year-specific values. |
|-------------------------------|--|

\_\_\_\_\_RPREXPT\*

Create optional exemption interface rules.

The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The exemption must exist in TBBEXPT for the roll “to” term.

**Prerequisites**   **Comments**

|                               |   |
|-------------------------------|---|
| ROAINST<br>RPROPTS<br>TSAEXPT | You can only build rules for an exemption code if it is already built in Banner Accounts Receivable for the term.<br><br>Check the Packaging Options 'Interface Exemptions' indicator on RPROPTS for the new aid year in order to interface exemption codes.<br><br>Students only receive the estimate/payment amount in their package as a resource if you authorize the students for the exemption for the intended terms on TSAEXPT. |
|-------------------------------|---|

\_\_\_\_\_RPRCONT\*

Create optional Contract Interface rules for those contracts in which you want to count student recipient amounts as a resource in their aid package.

The Financial Aid Term Roll Process (ROPTERM) rolls existing data for third party contracts and exemptions from one term to a new term. The **Contract ID/Contract Number** must exist in TBBCONT for the new term.

**Prerequisites**   **Comments**

ROAINST  
RPROPTS  
TSACONT

You can only define contract interface rules for those contracts already built for the intended terms on TSACONT.

The Packaging Options **Interface Contracts Indicator** on RPROPTS must be checked in order to invoke rules and to count estimate/payment amounts as a resource in the student's aid package.

Students only receive the contract/payment amount as a resource in their package if the you authorize the students for the intended contract on TSACONT.

\_\_\_\_\_RPRFSRC\*

Create optional fund source maximum award rules for the new aid year.

**Prerequisites**   **Comments**

ROAINST  
RTVPGRP  
RTVFSRC

Use the **Copy** function to copy rules from the prior aid year to the new aid year.

Only one fund source code can have a maximum for each packaging group.

These rules are only invoked by the automatic packaging program.

\_\_\_\_\_RPRDEGR\*

Review the values in RPRDEGR for the necessary updates based on your institution's definition of Degree Award and to add the institution-specific values you have determined as eligible for TEACH Grants.

\_\_\_\_\_RPRMAJR\*

Review the values in RPRMAJR for the necessary updates based on your institution's TEACH Grant-eligible majors.

**Packaging & Disbursement Module**

**Aid Year-Specific Forms (continued)**

---

\_\_\_\_\_RPRALGR\*+ Create optional algorithmic packaging rules for the new aid year. Note that maintenance to algorithmic packaging rules is only necessary if you use algorithmic rules within automatic packaging.

**Prerequisites    Comments**

ROAINST            Use the Copy function to copy rules from the prior aid  
RTVFCAT            year to the new aid year.  
RTVPGRP

\_\_\_\_\_RORALGS\* Create optional algorithmic support rules to be used in algorithmic packaging rules. Note that maintenance to algorithmic support rules is only necessary if you use algorithmic rules within automatic packaging.

---

## Loan Processing Module (\*RESLOAN)

---

Review the following forms before you create aid year-specific rules for the Loan Processing Module to assure that the codes meet requirements for the new aid year.

- RORPRDS      • ROAINST      • ROAUSIO      • RTVLNST      • RPRLNDR
- RFRBASE

Use the following checklist to assist you in your setup of the Loan Module.

**Loan Module**

**Aid Year-Specific Forms**

---

\_\_\_\_\_RPRLOPT Create aid year-specific options for each loan fund that you process in the loan module.

**Prerequisites    Comments**

ROAINST            Set up fund codes for the loans you want to process  
RTVTREQ            through the loan module with the **Loan Process**  
RFRMGMT/            **indicator** checked on the RFRMGMT form for the new  
RFRBASE            aid year.  
RTVTRST  
RTVLNST  
RTVAWST  
RPRLNDR

**Loan Module**

**Aid Year-Specific Forms (continued)**

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\_\_\_\_\_RPRLPRD

Create valid loan periods for the new aid year.

It is recommended that a loan period be defined for each aid period a student would have at the time loans are created.



**Note:** Starting with the 2015-2016 aid year, this form is used only for Electronic and Manual loans. Loan Periods for Direct Loans are setup on RORTPRD (SAY processing) and/or RORBBAY.

**Prerequisites    Comments**

ROAINST  
RTVAPRD  
RORPRDS  
RORTPRD  
STVTERM

Create aid year-specific loan periods for the new aid year since rules are Period and date specific.

# Electronic Data Exchange (EDE) Module (\*RESEDE)

---

For Pell Corrections and COD processing, check the rules on the following forms to assure that you set the rules correctly for the new aid year. Also, refer to the most recent COD Handbook for more detail on set up.

Use the following checklist to assist you in your setup of the EDE Module.

## EDE Module

## Aid Year-Specific Forms

\_\_\_\_\_ROAUSIO

### Prerequisites

### Comments

*Grant and EDE Options tab  
Grants*

Update the desired options for Pell processing.

*EDE*

Update the desired options for EDE processing.

For EDE corrections logging and processing, check the EDE Correction Logging indicator for the new aid year.

*TEACH Grant*

Update the desired options for TEACH Grant processing.

*Institutional Defaults tab*

Enter the default COD Attending ID for the institution in the **Attending ID** field. This automatically populates the **Reporting ID**, **Source ID**, **Pell ID**, and **OPEID** fields on this tab, as well as the **Direct Loan School Code** field on the Loan Options tab with the data established for the **Attending ID** on the RORCODI form.

Enter the **Main Campus Entity ID** and the **Title IV Destination Number** assigned to your institution in the appropriate fields. If you use an EDE Service Agent, enter the code in the **Service Agent Code** field.

*Campus Defaults tab*

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

\_\_\_\_RORCODI

**Prerequisites**   **Comments**

Review the ID relationships built on RORCODI for the aid year to verify that relationships are correct. Ensure that one record is identified as the Institutional Default.

\_\_\_\_RORDATA

**Prerequisites**   **Comments**

This system required form is delivered with all EDE correctable fields checked.

EDE records are loaded through the standard Record Creation process. (Refer to the Record Creation Module section for more information.)

## Student Employment Module (\*RESEMPL)

---

Review the following forms before you create aid year-specific rules for Student Employment to assure that the codes meet the requirements for the new aid year.

- RTVAUST      • RTVRFST      • ROAINST

**Note** - Aid year start and end dates are used in creating authorizations.

- RJAPLBD      • RJRJREQ      • RJRJOBT

Use the following checklist to assist you in your setup of the Student Employment Module.

**Student  
Employment Module**

**Aid Year-Specific Forms**

|               |   |
|---------------|---|
| _____RJRSEDR* | Define default authorization rules for the new aid year.  |
|               | <b>Prerequisites</b> <b>Comments</b>  |
|               | ROAINST<br>RTVAUST  |
| _____RJRPLRL* | Create valid positions for each placement within the new aid year.  |
|               | <b>Prerequisites</b> <b>Comments</b>  |
|               | ROAINST      If Banner Human Resources/Finance applications are not<br>RJAPLBD      installed, the fields on this form are free-format.   |
| _____RJRPAYL  | Indicate the valid payrolls from Banner Human Resources which you want to load into Banner Financial Aid.   |
|               | <b>Prerequisites</b> <b>Comments</b>  |
|               | ROAINST      This form is only required if you use Banner Human<br>Banner HR/      Resources to load payroll compensation information back<br>Finance          to Banner Financial Aid. |

**Athletic Module (\*RESATHL)**

Review the following forms before you create aid year-specific rules for Athletics to assure that the codes meet the requirements for the new aid year.

- RTVFASP
- RTVAATP
- ROAINST

Use the following checklist to assist you in your setup of the Athletic Module.

**Athletic Module**

**Aid Year-Specific Forms**

|               |   |
|---------------|---|
| _____RAAPAGD* | Define default athletic grant amounts for the new aid year. |
|               | <b>Prerequisites</b> <b>Comments</b>                        |
|               | ROAINST<br>RTVFASP  |

## Schedule A — System validation and rules form reference

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| Table/Form | Description                                       | System Required   |
|------------|---|---|
| * ROAUSIO  | U.S. Specific Institutional Financial Aid Options | Required for U.S. Dataload, Needs Analysis and Federal Fund processing.   |
| * RORBBAY  | Borrower-Based Academic Year Data                 | Required for Borrower-Based Academic Year processing.   |
| * ROELTF   | E-Mail Letter Format Rules                        | Required for E-Mail Letters.  |
| * ROELTR   | E-Mail Letter Rules                               | Required for E-Mail Letters.  |
| * ROENRR   | Enrollment Rules                                  | Required. Establishes the rules to be used when calculating enrollment. The "STANDARD" enrollment is system required.                       |
| * RORMPRM  | Miscellaneous Parameters                          | Required and delivered with values. Establishes the rules for displaying data in Self-Service.  |
| * RORPARM  | Project Based Parameter Setup                     | Required and delivered with values. Use to configure institutional specific data to perform Federal Methodology Need Analysis calculations. |
| * RORNYVD  | Non Year User-Defined Variables Description       | Required for Non Year User-Defined fields.  |
| * RORPRDS  | Period Base Data                                  | Required. Create enrollment/payment periods for financial aid processing.   |
| * RORSAYR  | Scheduled Academic Year Rules                     | Required for academic year processing   |
| * ROBAPRD  | Aid Period Base Rules                             | Required. Aid Year specific aid periods that will be assigned to financial aid applicants.  |
| * RORRPCX  | Financial Aid Repeat Coursework Exclusion         | Required for excluding courses from the repeat course enrollment calculation.   |
| * RORTADM  | Ability-to-Benefit Test Administrator Rules       | Required for Ability-to-Benefit data on Applicant High School and Admission Data form.  |
| * RORTEC   | Ability-to-Benefit Test Score Rules               | Required for Ability-to-Benefit data on Applicant High School and Admission Data form.  |
| * RORUSER  | User-Defined Variables Description                | Required for User-Defined Fields.   |
| * RORWBQA  | Web Question and Answer Rules                     | Required for Self-Service Dynamic Questions.  |

| <b>Table/Form</b> | <b>Description</b>                         | <b>System Required</b>   |
|-------------------|--|--|
| * RORWTAB         | Web Tab Rules                              | Required for Self-Service Dynamic Text.                                  |
| * RORWTXT         | Web Text Rules                             | Required for Self-Service Dynamic Text.                                  |
| * RORWVAR         | Web Variable                               | Required for Self-Service Dynamic Variables.                             |
| * RPRDEGR         | Financial Aid Degree Rules                 | Required for TEACH-eligible degree codes.                                |
| * RPRMAJR         | Financial Aid Major Rules                  | Required for TEACH-eligible major codes.                                 |
| * RPRSHOP         | Federal Shopping Sheet Setup               | Required for institutions using the Federal Shopping Sheet functionality |
| * RTVAATP         | Athletic Aid Type Validation               | Required for Athletic Module.  |
| * RTVALGO         | General Algorithmic Rules Validation       | Required for General Algorithmic Rules functionality (RORALGO).          |
| * RTVALGR         | Algorithmic Packaging Rule Code Validation | Required for Algorithmic Rule Functionality within Automatic Packaging.  |
| * RTVAPRD         | Aid Period Validation                      | Required.  |
| * RTVARSC         | Resource Code Validation                   | Required for Other Resource Maintenance.                                 |
| * RTVAUST         | Employment Authorization Status Validation | Required for Student Employment Module.                                  |
| * RTVAWST         | Award Status Validation                    | Required.  |
| * RTVBGRP         | Budget Group Validation                    | Required.  |
| * RTVBTYP         | Budget Type Validation                     | Required.  |
| * RTVCCOM         | Comment Category Code Validation           | Required for Comment Category Codes.                                     |
| * RTVCINT         | Certification Initials Validation          | Required for Loan Module.  |
| * RTVCOMP         | Budget Component Validation                | Required.  |
| * RTVELTM         | E-Mail Letter Module Validation            | Required for E-Mail Letters.   |
| * RTVENRR         | Enrollment Rule Validation                 | Required for calculating Enrollment                                      |
| * RTVFASP         | Financial Aid Sport Validation             | Required for Athletic Module.  |
| * RTVFCAT         | Fund Category Validation                   | Required for Fund Category Functionality within Automatic Packaging.     |
| * RTVFSRC         | Fund Source Code Validation                | Required.  |
| * RTVFTYP         | Financial Aid Fund Type Validation         | Required.  |
| * RTVHOLD         | Hold Type Validation                       | Required for Hold Functionality.   |
| * RTVINFC         | Data Source Code Validation                | System Required and Delivered with Values.                               |
| * RTVLNST         | Loan Status Validation                     | Required for Loan Module.  |

| <b>Table/Form</b> | <b>Description</b>                        | <b>System Required</b>                       |
|-------------------|---|--|
| * RTVMESG         | Message Code Validation                   | Required for Messages in Letter Generation.  |
| * RTVPGRP         | Packaging Group Validation                | Required for Automated Packaging.            |
| * RTVPTYP         | Batch Posting Type Indicator Validation   | System Required and Delivered with Values.   |
| * RTVRFST         | Referral Status Validation                | Required for Student Employment Module.      |
| * RTVRJCT         | Rejection Code Validation                 | System Required and Delivered with Values.   |
| * RTVRPSR         | Repayment Source Validation               | Required for Short-Term Credit Module.       |
| * RTVRULO         | Selection Rules Schema Owners Validation  | Required for Selection Rules processing      |
| * RTVSAPR         | Satisfactory Academic Progress Validation | Required.                                    |
| * RTVSAYR         | Scheduled Academic Year Validation        | Required for Academic Year processing        |
| * RTVTGRP         | Requirements Tracking Group Validation    | Required.                                    |
| * RTVTREQ         | Requirements Tracking Validation          | Required.                                    |
| * RTVTRST         | Requirements Tracking Status Validation   | Required.                                    |
| * RTVWEBQ         | Web Question Validation                   | Required for Self-Service Dynamic Questions. |
| * RTVWTXT         | Web Text Rule Code Validation             | Required for Self-Service Dynamic Text.      |
| * RTVWVAR         | Web Variable Validation                   | Required for Self-Service Dynamic Variables. |

## Schedule B — Delivered system required data

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### Tables Reference

The following is a listing of system-required tables and associated forms (if applicable) which are required for Banner Financial Aid processing. The values in these tables are delivered and updated in the new year release, if required. Following the new year install, check these system-required forms to assure that the forms are accurate for the new aid year. Note that in addition to the aid year-specific tables listed below, the views ROVA2xx, ROVADxx, ROVAMxx, ROVAYxx, ROVSAxx, and ROVSTxx are also aid year-specific and must be customized to be sure they meet your aid year definition. Some views are hardcoded with the aid year (e.g. “1617” would signify the 2016-2017 Aid Year). Other views use the ROBINST\_AIDY\_START\_YEAR AND ROBINST\_AIDY\_END\_YEAR instead of a hardcoded aid year (in this situation, may need to modify the view if you use multiple aid year codes with the same start and end years).

| Table   | Description                               | Associated Form | Aid Year Specific ? |
|---------|---|-----------------|---------------------|
| RCRASMP | Financial Aid Assumption Rules Table      | RCIASMP         | YES                 |
| RFRFFID | Federal Fund ID Table                     | RFIFFID         | NO                  |
| RLRDFEE | Direct Loan Origination Table             | RLRDFEED        | YES                 |
| RNRGLBL | Need Analysis Global Policy Options Table | RNRGLxx         | YES                 |
| ROBLOGC | Logging Control Base Table                | ROALOGC         | NO                  |
| RORATBT | Ability-to-Benefit Test COD Rules Inquiry | ROIATBT         | NO                  |
| RORDATA | Data Dictionary Table                     | RORDATA         | YES                 |
| RORDVAL | Audit Log Form/Data Code Table            | [NONE]          | NO                  |
| RORLEXM | Local Exit Mapping Table                  | [NONE]          | NO                  |
| RORLOGC | Logging Control Repeating Table           | [NONE]          | NO                  |
| RORMVAL | Miscellaneous Validation Rules Table      | ROIMVAL         | NO                  |
| RORPELL | Pell Grant Payment Schedule Table         | [NONE]          | YES                 |
| RPRCIPC | Financial Aid CIP Code Rules Table        | RPICIPC         | NO                  |
| RPRFEDR | Federal Rules Table                       | RPIFEDR         | YES                 |
| RPRGRNT | Grant Rules Table                         | [NONE]          | YES                 |
| RPRSAHP | State Advanced/Honors Program Codes Table | RPISAHP         | NO                  |
| RTVCDNT | COD Nation Table                          | RTVCDNT         | NO                  |

| <b>Table</b> | <b>Description</b>                                 | <b>Associated Form</b> | <b>Aid Year Specific ?</b> |
|--------------|--|------------------------|----------------------------|
| RTVCDST      | COD State Table                                    | RTVCDST                | NO                         |
| RTVDLBT      | Batch Type Validation Table                        | [NONE]                 | YES                        |
| RTVELTM      | E-Mail Letter Module Validation Table              | RTVELTM                | NO                         |
| RTVICMT      | ISIR Comment Code Text Validation Table            | RTVICMT                | YES                        |
| RTVINFC      | Data Interface Validation Table                    | RTVINFC                | NO                         |
| RTVINTL      | International Translation Rules Table              | ROAINST                | YES                        |
| RTVPHAS      | CommonLine Loan Application Phase Validation Table | [NONE]                 | YES                        |
| RTVPRCD      | NSLDS Program Code Validation Table                | [NONE]                 | NO                         |
| RTVPTYP      | Posting Code Validation Table                      | RTVPTYP                | NO                         |
| RTVRJCT      | Rejection Code Validation Table                    | RTVRJCT                | NO                         |
| RTVYICD      | Year in College Description Table                  | [NONE]                 | NO                         |
| RURVERS      | Financial Aid Version Control Table                | GUAINST,<br>GUAABOT    | NO                         |