

Banner Financial Aid Direct Loans Training Workbook

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4/30/2008	New version that supports Banner 8 software.
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1/7/2008	Update that supports Banner 8.3 software.
4/28/2009	Update that supports Banner Financial Aid 8.4 software.

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Think before you print.

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Introduction



Course goal

The goal of this workbook is to become familiar with the commonly used forms and processes in the Financial Aid Direct Loan module, manage the loan origination process, and work with promissory notes and initiate disbursement and reconciliation activities.

The workbook is divided into three sections.

1. Introduction
2. Set Up
3. Day-to-day operations

Intended audience

Financial Aid office administrators and staff.

Prerequisites

To complete this course, you should have

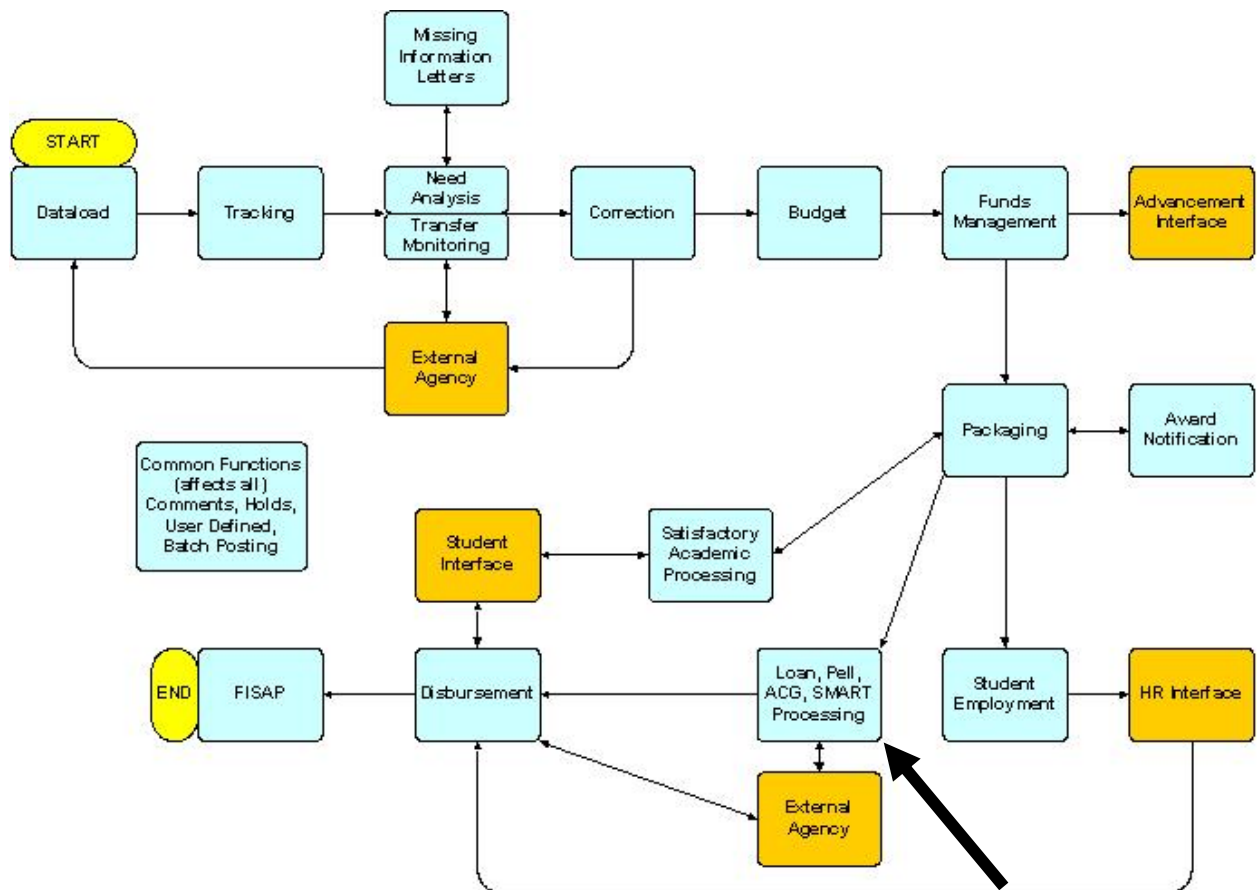
- completed the Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals* or have equivalent experience navigating in Banner
- administrative rights to create rules and set validation codes in Banner
- completed the Financial Aid Overview, Funds Management, and Packaging training workbooks
- training on Banner General: Job Submission
- ensure that the rules and validation codes in Banner needed for handling direct loans have been set up for you.

Process Introduction

Introduction

This workbook explains the processing of direct loans in the Banner Loan Processing module.

Flow diagram



About the process

The Direct Loan module in the Banner Financial Aid system enables you to create and maintain direct loan data in the manner outlined by the Department of Education's *Direct Loan Technical Reference*. The Banner approach to direct lending functionality is to have the capabilities self-contained within the Banner software as opposed to linking to EExpress for direct lending functionality.

Based on this approach, the key requirements for direct lending as a component of Banner are to

- perform loan origination activities
- maintain loan origination change logs for corrections processing
- print promissory notes for subsidized, unsubsidized, and PLUS Loans
- perform promissory note tracking
- perform disbursement eligibility and processing
- perform reconciliation functions
- generate reports and lists.

Set Up



Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up Banner for direct loan processing.

Objectives

At the end of this section you will be able to

- identify and describe Banner forms and processes used for set-up
- create rules and set parameters used to process data.

Assigning a Direct School Code

Purpose

The U.S. Specific Financial Aid Options Form (ROAUSIO) is used to assign a direct loan school code. 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. This form contains fields formerly found on the Institution Financial Aid Options Form (ROAINST).

Note: For additional information about the ROAINST and ROAUSIO forms, refer to their respective sections in the Financial Aid Common Functions chapter of the *Using Banner Financial Aid* manual.

Banner form

The screenshot shows the Banner ROAUSIO form with the following details:

- Window Title:** U.S. Specific Institution Financial Aid Options ROAUSIO 8.3 (s10b80)
- Aid Year:** 0910 (2009-2010 Financial Aid year)
- Tabs:** Institutional Defaults, Pell and EDE Options, **Loan Options**, Campus Defaults
- Electronic and Direct Section:**
 - Loan Process Type:** N=Neither
 - Health Profession Programs Amount (HPPA) Limits
 - Apply First-Year, First-Time Borrower Rule
- Electronic Section:**
 - Electronic School Code:** []
 - Electronic Branch ID:** []
 - Process Electronic Change Transaction
 - Number of Days for Electronic Changes:** []
- Direct Section:**
 - Direct Loan School Code:** G80006
 - Multi-Year Note Eligibility
 - Stafford Entrance Interview Requirement Code:** []
 - Satisfied Status:** []
 - Stafford Exit Interview Requirement Code:** []
 - Satisfied Status:** []
- Perkins Section:**
 - Use Multi-Award Year Perkins MPN

Procedure

Follow these steps to complete the process.

1. Access the U.S. Specific Financial Aid Options Form (ROAUSIO).
2. Select the **Loan Options** tab.
3. From the drop-down list in the **Loan Process Type** field, select *D* (Direct) for Direct Loans only or *B* (Both) to process both Common line and Direct Loans.

Note: The Loan Electronic Counseling Status Form (RPILECS) displays information from the Entrance Counseling Results (DECENOP) files, or the Exit Counseling Results (DLFFEXOP) files sent to you by the LOC and uploaded into Banner with the RPRDUxx Process.

4. Enter your Department of Education assigned direct loan school code in the **Direct Loan School Code** field.

Note: The one beginning with a G or E.

5. Click the **Multi-Year Note Eligibility** checkbox if your school qualifies to use the Multi-Year Note function of the Master Promissory Note (MPN).
6. The **Stafford Entrance Interview Requirement Code/Exit Interview Requirement** fields and their **Satisfied Status** fields in the Institution Loan Options window are used with the Entrance and Exit Counseling Results processing.

Note: This allows you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ) once the student does the counseling on the DE Web site and the DECENOP or the DLFFEXOP files are uploaded into Banner.

EDE/Campus tab

1. Select the **Campus Defaults** tab.
2. Enter your Department of Education assigned direct loan school code in the **Direct Loan School Code** field for each campus.

Verifying Association of Terms with Aid Periods

Purpose

The Aid Period/Term Rules Form (RORTPRD) enables you to specify the terms that are associated with an aid period from the Aid Period Validation Form (RTVAPRD).

Banner form

Term Code	Term Description	Start Date	End Date	Activity Date
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

1. Access the Aid Period/Term Rules Form (RORTPRD).
2. Select the aid year by double-clicking in the **Aid Year** field.
3. Select the aid period by double clicking in the **Aid Period** field.
4. Perform a **Next Block** function to access the Aid Period/Term Code Rules block.

Note: The **Aid Period Base Information** block automatically fills in.

5. Verify that all **Term Code**(s) are associated with the aid period.
6. Click the **Exit** icon.

Verifying Award Distributions

Purpose

The Default Award & Disbursement Schedule Rules Form (RFRDEFA) establishes 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: Establish disbursement dates for loans on the Loan Period Base Data Rules Form (RPRLPRD).

Banner form

The screenshot shows a software window titled "Default Award and Disbursement Schedule Rules RFRDEFA 8.0 (BAN8)". At the top, there are two dropdown menus: "Aid Year" set to "0809" and "2008 - 2009 Aid Year", and "Aid Period" set to "FALL-S".

The main content is divided into two sections:

- Award Schedule:** A table with five columns: "Term Code", "Award Percent", "Pell Award Percent", "Memo Expiration Date", and "Activity Date". Each column has a header and a grid of input fields. Below the grid is the instruction: "** Press INSERT RECORD to default an Award Schedule **".
- Disbursement Schedule:** A table with five columns: "Term Code", "Disbursement Percent", "Disbursement Date", "+/- Days", and "Activity Date". Each column has a header and a grid of input fields. The "Disbursement Percent" field in the first row is pre-filled with the value "100".

Procedure

Follow these steps to complete the process.

1. Access the Default Award & Disbursement Schedule Rules Form (RFRDEFA).
2. Select the aid year by double-clicking in the **Aid Year** field.
3. Select the aid period by double clicking in the **Aid Period** field.
4. Perform a **Next Block** function to access the Award Schedule block.
5. Verify that default award schedule rules have been established for each aid period defined in RTVAPRD for the aid year. If it is not complete, navigate through the form and complete required information.
6. Perform a **Next Block** function to access the Disbursement Schedule block.
7. Verify the default disbursement schedule rule is complete for the Aid Period.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Verifying Loaded Data

Purpose

The Federal Rules Inquiry Form (RPIFEDR) displays valid federal fund IDs and a set of rules for the major student financial aid programs. Processes in the Financial Aid system use these hard coded rules to validate some federal awards and disbursements.

Note: SunGard updates the information on this form each year. You cannot update this data.

Banner form

Federal Rules Inquiry RPIFEDR 8.0 (BAN8)

Aid Year: 0708 2007-2008 Aid Year

Federal Fund ID	Class Code	Minimum Load	Preparatory or Teacher Certification	HPPA Ind	Additional Stafford	Maximum Annual	Maximum Cumulative
ACG	1 1st (never att.)	1 Full-time	N No	<input type="checkbox"/>	<input type="checkbox"/>	750.00	750.00
ACG	2 1st (prev. att.)	1 Full-time	N No	<input type="checkbox"/>	<input type="checkbox"/>	750.00	750.00
ACG	3 2nd Year	1 Full-time	N No	<input type="checkbox"/>	<input type="checkbox"/>	1,300.00	2,050.00
PELL	1 1st (never att.)	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PELL	2 1st (prev. att.)	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PELL	3 2nd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PELL	4 3rd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PELL	5 4th Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PELL	6 5th/more ungrad.	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,310.00	999,999.00
PERK	0 3rd Yr+/grad	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	6,000.00	40,000.00
PERK	1 1st (never att.)	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	8,000.00
PERK	2 1st (prev. att.)	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	8,000.00
PERK	3 2nd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	8,000.00
PERK	4 3rd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	20,000.00
PERK	5 4th Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	20,000.00
PERK	6 5th/more ungrad.	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,000.00	20,000.00
PERK	7 1st Yr/grad/prof	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	6,000.00	40,000.00
PERK	8 2nd Yr/grad/prof	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	6,000.00	40,000.00

Steps

Follow the steps to complete the process.

1. Access the Federal Rules Inquiry Form (RPIFEDR).
2. Select the aid year by double-clicking in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Verify that the accurate data exists on the form.

Note: If the form is not populated, contact your IT support person for assistance.

5. Click the **Exit** icon.

Procedure

Follow the steps to complete the process.

1. Access the Fund Base Data Form (RFRBASE).
2. Verify that Fund Codes have been established for Direct Subsidized, Direct Unsubsidized, Direct Grad PLUS and Direct PLUS funds. Can have multiple Direct Loan Fund codes is desired.

Note: If these have not been established, refer to the Funds Management section of the *Using Banner Financial Aid* manual for set-up of funds.

3. Click the **Exit** icon.

Entering Fund Information

Purpose

On the Fund Management Form (RFRMGMT), you need to establish fund attributes for each of these direct loan funds.

- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Direct Grad PLUS Loan
- Direct PLUS Loan

Note: You can have more than one code per loan type if desired.

Banner form

The screenshot shows a web browser window titled "Fund Management: RFRMGMT 8.2". The page displays the following information:

Aid Year: 0809 **Fund Code:** DIRECT Federal Direct Stafford Loan

Navigation tabs: Fund, Packaging, Disbursement, Disbursement Locks, Fund Comments, Budget, Detail Code Rules, Tracking, Messages, Copy

Base Fund

Fund Source: FDRL Federal
Fund Type: LOAN Loan
Federal Fund ID: STFD
Long Description: Federal Direct Stafford Loan

Accounts Receivable Detail: FDSL Active

Aid Year Specific

Prior Balance:	.00
Transferred:	.00
Budget Allocated:	9,999,999.00
Total Allocated:	9,999,999.00
Available to Offer:	9,999,999.00
Over Commitment Percent:	100

Procedure

Follow these steps to complete the process.

1. Access the Fund Management Form (RFRMGMT).
2. Enter the aid year in the **Aid Year** field.
3. Enter the fund code established on the Fund Base Data Form (RFRBASE) in the **Fund Code** field.
4. Perform a **Next Block** function.
5. Allocate dollars to the fund by completing the **Budget Allocated** amount.
6. Enter an amount in the **Available to Offer** field or a percent in the **Over Commitment Percent** field.

Packaging tab

Fund Management RFRMGMT 8.4 (s10b80)

Aid Year: 0910 Fund Code: DIRECT Federal Direct Stafford Loan

Fund Packaging Disbursement Disbursement Locks Fund Comments Budget Detail Code Rules Tracking Messages Copy

Award Maximum: 8,500.00
Award Minimum: .00

Offer Status: OFRD Offered
Accept Status: ACPT Accepted
Decline Status: DECL Declined
Web Accept Status: WA Web Accept
Web Decline Status: WD Web Decline

Automatic Packaging
 Automatic Scheduling
 Automatic Acceptance
 Award Using Estimated EFC
 Override Need
 Override Need to Cost of Attendance
 Override Satisfactory Academic Progress
 Override Requirement
 Replace EFC
 Reduce Need
 Loan Process
 Need Analysis
 Award Letter

Rebate Fee Percentage: 1.5
Loan Fee Percentage: 3
Interest Rate: 7.43
Direct Loan Indicator: S=Subsidized
Electronic Loan Indicator: (None)
Manual Loan Indicator: (None)
Self Help Reduction Percentage:
CLM Loan Fund:
Alternative Loan Program Type:
ACG Grade Level: (None)
SMART Grade Level: (None)
TEACH Level: (None)
Round Award: 1
Round Schedule: RC=Round Cents
Memo Credit: A=Accepted
Disburse: N=No disbursement

Web Accept Flag
 Equity Fund
 Allow Web Lender Selection
 Eligible to Roll
 Display PN Requirement on Web
 Count for NCAA

Procedure

Follow the steps to complete the process.

1. Select the **Packaging** tab.

Note: The packaging option can vary depending upon the type of loan it is - subsidized, unsubsidized, and PLUS. Also, each fund can vary on some of the other indicators.

2. Enter the maximum loan that could be made to any student during the combined terms of the aid year in the **Award Maximum** field.
3. Enter *0.00* in the **Award Minimum** field.
4. Click the **Replace EFC** checkbox for unsubsidized and PLUS Loans.
5. Click the **Reduce Need** checkbox for subsidized loans.

Note: A check in this box reduces any remaining unmet need automatically.

6. Leave the **Need Analysis** checkbox blank for PLUS loans.

7. Click the **Loan Process** checkbox for Direct Loans.

8. In the **Rebate Fee Percentage** field, enter *1.5*.

Notes: This field determines the default for the **Rebate Fee Percentage** field in the Loan Information Summary Block of the RPALORG form.

Direct Loan borrowers who make their first 12 consecutive payments on time receive a 1.5% rebate on the origination fee when the loan is disbursed.

9. Enter a loan processing percentage in the **Loan Fee Percentage** field.

Notes: This is a default fee percent that is used on all loan originations. You can change this default for the Subsidized and Unsubsidized Direct Loan Fund Codes. 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 rather than start over again.

Example: On June 16, 1999, the Department of Education announced its intention to reduce the loan fees charged on Direct Loans from the current 4% to 3%. This reduction was available to all loans where the first disbursement was made on or after August 15, 1999. Because the fee reduction applied only to loans where the first disbursement was on or after August 15, 1999, you might have created multiple loans to take advantage of the fee reduction. If you originated a loan for Summer, Fall, and Spring and the Summer disbursement was before August 15, 1999, the fee on the entire loan must have been 4%. However, if you separated the loan into one for the Summer only and another for the Fall/Spring, the Summer loan could be processed with a 4% fee and the Fall/Spring loan could be processed with a 3% fee.

10. Choose the applicable indicator in the **Direct Loan Indicator** field: *S* (Subsidized), *U* (Unsubsidized), *P* (Parent PLUS), or *G* (Graduate/Professional PLUS). An *O* (Other).

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

IF a memo should contain the...	THEN...	ITEMS...
gross amount for a loan	the following items exist.	<p>The Memo Credit field contains a value of Offered or Accepted</p> <p>The code on the RTVLNST form is <i>Active</i></p> <p>The Memo Actual Amount field on the RPRLOPT Form is blank</p>
net amount for a loan	the following items are true.	<p>The Memo Credit field contains a value of Accepted</p> <p>The code on the RTVLNST form is <i>Active</i></p> <p>The Memo Actual Amount checkbox on the RPRLOPT Form is checked</p>

12. The **Disburse** field is set to *None* since the **Loan Process** field is checked.

Note: The loan process controls disbursement using fields from the Loan Disbursement Form (RPALDSB).

Disbursement tab

Procedure

Follow the steps to complete the process.

1. Select the **Disbursement** tab.
2. Leave the **Create Promissory Note Requirements when Accepted** field unchecked for all Direct Loans.

Note: Refer to the Funds Management Form (RFRMGMT) section in the Funds Management chapter of the *Using Banner Financial Aid* manual for additional information regarding the other fields on this form.

3. Click the **Save** icon.
4. Click the **Exit** icon.

Establishing Detail Code

Purpose

Detail codes are required for funds that will disburse to the student's account on the Accounts Receivable system. This form is owned by AR and is used to create the Detail Codes associated with Financial Aid Funds on the RFRBASE form.

Banner form

The screenshot displays the 'Detail Code Control Form - Student TSAETC 8.0 (s10b80)' with three entries for detail codes. Each entry includes fields for Detail Code, Type, Category, Grant Type, Priority, Refund Code, and various checkboxes for payment and reporting options. A 'Defaults' section is also present for each entry.

Detail Code	Type	Category	Grant Type	Priority	Refund Code	Direct Deposit	Refundable	Receipt	Term Based	Like Term	Like Aid Year	GL Enterable	Active	Pay Type	Tax Type	Title IV	Institutional Charges	Exclude Invoice Print	Payment History	Amount	Term	Effective Date
ACG2	P	FA		799		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
ACTC	C	MSC		999		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75.00		
ACTF	C	FEE		999		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Procedure

The Student Accounts personnel are responsible for establishing Detail Codes for Direct Loan Funds.

Note: Names as shown above is what will appear on billing statement.

Indicating Additional Unsubsidized Amounts

Purpose

Use the Packaging Options Form (RPROPTS) to determine loan awarding. One of the following is used:

- Default option
- Expected Annual Enrollment on the RNANAx form

Banner form

The screenshot shows the RPROPTS 8.1 form with the following sections:

- Aid Year:** 0809 (dropdown), 2008-2009 aid year
- Packaging Options:**
 - Use Estimated Enrollment
 - Default Estimated Enrollment: 1=Full Time (dropdown)
 - Package Using Estimated EFC
 - Package if SAR C-Flag Exists
 - Additional Stafford Eligibility Default
 - Source of Award History: N (dropdown)
 - Allow Award Mass Acceptance
 - Offer Expiration Days: (text input)
 - Tracking Requirement Status: E (dropdown)
- Exemptions and Contracts Options:**
 - Interface Exemptions
 - Interface Third Party Contracts
 - Always Use Estimated
 - Assume Full Time
 - Three Quarter Time Percentage: (text input)
 - Half Time Percentage: (text input)
 - Less than Half Time Percentage: (text input)
- Disbursement Options:**
 - Disburse if Charges Not Accepted
 - Allow Memos When Previously Disbursed
 - Disburse if SAR C-Flag Exists
 - Enrollment Option for Disbursement: A=Adjusted Hours (dropdown)

Procedure

Follow the steps to complete the process.

1. Access the Packaging Options Form (RPROPTS).
2. Perform a **Next Block** function.
3. Click the **Additional Stafford Eligibility Default** field.

Notes: When the **Additional Stafford Eligibility Default** indicator is checked, then all independent students will be eligible to receive the higher level of unsubsidized Stafford Loan.

4. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loan by setting an Additional Stafford indicator to (Y) es on one of the following forms: RPAAWRD, RPAAPMT or RPAALMT.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Equating Student System Class Codes

Purpose

Direct loans are awarded based on FAFSA (Free Application for Federal Student Aid) expected class level. This class level is determined by the Student System class level code and the translation rules on the Class Code Translation Rules Form (RPRCLSS).

The Banner Year in College is found on RNANAx and is based on the student's response from the FAFSA.

Equate Student System class codes 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 these Financial Aid class levels:

- For an undergraduate student, select a level of 1.
- For a graduate student, select a level of 7.

Banner form

Class Code Translation RPRCLSS 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year

Student System Level	Student System Class	Financial Aid Class	Activity Date
GR	GR	8=2nd Yr/grad/prof	10-DEC-2007
GR	L2	8=2nd Yr/grad/prof	10-DEC-2007
GR	L3	9=3rd Yr/grad/prof	10-DEC-2007
GR	M1	8=2nd Yr/grad/prof	10-DEC-2007
GR		7=1st Year Graduate/Professional	10-DEC-2007
LW	L1	7=1st Year Graduate/Professional	10-DEC-2007
LW	L2	8=2nd Yr/grad/prof	10-DEC-2007
LW	L3	9=3rd Yr/grad/prof	10-DEC-2007
LW	PG	0=Continuing Grad/Prof or beyond	10-DEC-2007
LW		7=1st Year Graduate/Professional	10-DEC-2007
TG		0=Continuing Grad/Prof or beyond	10-DEC-2007
UG	01	1=1st time freshman, no prior college	10-DEC-2007
UG	02	3=Sophomore, (2nd year undergrad)	10-DEC-2007
UG	03	4=Junior, (3rd year undergrad)	10-DEC-2007
UG	04	5=Senior, (4th year undergrad)	10-DEC-2007
UG	FR	2=Freshman, prior college	10-DEC-2007
UG	JR	4=Junior, (3rd year undergrad)	10-DEC-2007
UG	SO	3=Sophomore, (2nd year undergrad)	10-DEC-2007

Procedure

Follow the steps to complete the process.

1. Access the Class Code Translation Rules Form (RPRCLSS).
2. Select the aid year by double-clicking in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Select the appropriate level code in the **Student System Level** field.
5. Select the appropriate class code in the **Student System Class** field.
6. Enter an equivalent Financial Aid class code in the **Financial Aid Class** field.

Valid values for this field include

- 1=1st time freshman, no prior college
 - 2=Freshman, prior college
 - 3=Sophomore, (2nd year undergrad)
 - 4=Junior, (3rd year undergrad)
 - 5=Senior, (4th year undergrad)
 - 6=5th Year/Other undergrad
 - 7=1st Year Graduate/Professional
 - 9 – 3rd year grad/prof
 - 0=Continuing Grad/Prof or beyond
7. 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.
 8. Click the **Save** icon.
 9. Click the **Exit** icon.

Establishing Status Codes

Purpose

This Loan Status Validation Form (RTVLNST) enables you to define and maintain all possible loan statuses necessary for loan application processing.

RTVLNST is used to capture and maintain the **Loan Status** code and **Loan Description**, **Inactive** indicator, **Hold** indicator and **Activity Date**.

Statuses entered on the Loan Options Form (RPRLOPT) appear on the Loan Status Validation Form (RTVLNST).

A check in the **Inactive** indicator prevents disbursements and memos. You must create one inactive loan status.

A check in the **Hold** field prevents processing.

Options

You may decide to enter an Active (approved) code on the Loan Options Form (RPRLOPT) initially so that all loans will receive a memo.

Alternate method

Another method is to check the **Inactive** checkbox and change the status to Active manually, after the origination record and/or promissory note are approved.

Banner form

Loan Status Validation RTVLNST 8.0 (s10b80)

Loan Status	Loan Description	Inactive	Hold	VR Msg No	Activity Date
APPR	Approved	<input type="checkbox"/>	<input type="checkbox"/>	3280	06-OCT-1995
CANC	Loan Cancelled	<input checked="" type="checkbox"/>	<input type="checkbox"/>		04-JAN-1995
INFO	Additional Information Needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3281	06-OCT-1995
PROC	Processed	<input type="checkbox"/>	<input type="checkbox"/>	3282	06-OCT-1995
RECD	Received	<input type="checkbox"/>	<input type="checkbox"/>	3283	06-OCT-1995
RECM	Recommended	<input type="checkbox"/>	<input type="checkbox"/>		04-JAN-1995

Procedure

Follow these steps to complete the process.

1. Access the Loan Status Validation Form (RTVLNST).

Result: Several **Loan Status** codes are delivered with Banner. You may add other codes to meet your needs. The Inactive Indicator prevents disbursement and memos. The Hold Indicator stops processing until removed.

2. Click the **Save** icon.
3. Click the **Exit** icon.

Establishing Loan Periods

Purpose

The Loan Period Base Data Form (RPRLPRD) 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 term schedule.

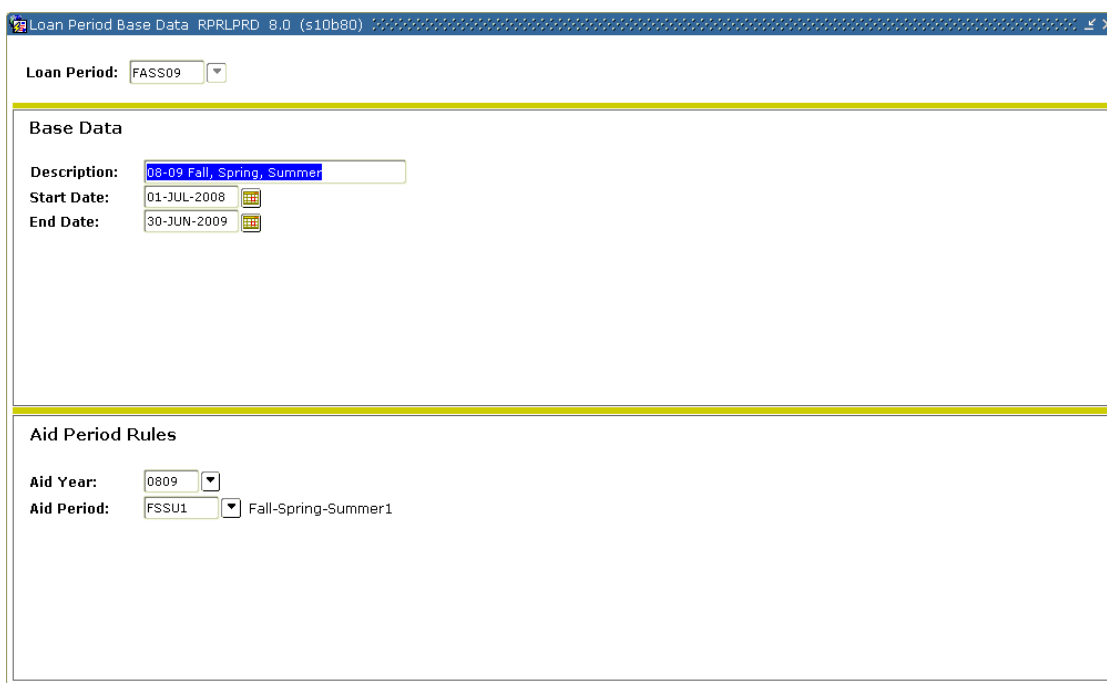
Use the Adding Loan Periods for a Term block to create additional loan periods associated with a term to be used for students in multi-term aid periods that want one-term loans.

Example: For the fall/spring aid period, a student wants a loan for fall only.

Note: Be sure to enter disbursement dates and memo expiration dates. Memo expiration dates used for term-based loans should match those used for the same term on the RFRDEFA form.

You can use the Creating Disbursement Schedules for Each Loan Period block to create a disbursement schedule for each loan period. You can enter a maximum of four disbursements per loan period (the total must equal 100 percent). The Number of Days for memo field is not used.

Banner form



The screenshot shows the 'Loan Period Base Data' form (RPRLPRD) in Banner. The window title is 'Loan Period Base Data RPRLPRD 8.0 (s10b90)'. The form is divided into two main sections: 'Base Data' and 'Aid Period Rules'. In the 'Base Data' section, the 'Loan Period' is set to 'FASS09'. The 'Description' is '08-09 Fall, Spring, Summer'. The 'Start Date' is '01-JUL-2008' and the 'End Date' is '30-JUN-2009'. In the 'Aid Period Rules' section, the 'Aid Year' is '0809' and the 'Aid Period' is 'FSSU1' with a dropdown arrow next to it, and the text 'Fall-Spring-Summer1' is visible to the right.

12. Enter the percent of the award to be disbursed in the **Disbursement Percent** field.

Warning: For direct lending, **Disbursement Promissory Note Date** and **Memo Expiration Days** fields are not used.

Note: A minimum of two disbursement dates is required for a single term code. The disbursement dates could be set one day apart with the **Disbursement Percent** field set to disburse 100 percent on the first disbursement date and 0 (zero) percent for the second disbursement date.

13. Click the **Save** icon.

14. Click the **Exit** icon.

Defining Loan Origination Options

Purpose

The Loan Options Form (RPRLOPT) allows you to enter loan processing information. You can also use this form to select options that control the performance of related functions in the Financial Aid System.

Example: For manual loans, use RPRLOPT to direct the system to create an award in the packaging module when you enter a loan application in the loan module. Or, you can specify whether or not you want the entry of a loan application to satisfy a tracking requirement. The create loan options may not be used for Direct or Electronic Loans.

The values that you enter on the Loan Options Form (RPRLOPT) are used as the default values when loan origination records are created.

Note: Refer to *Direct Loan Processing with Banner Financial Aid* documentation for additional help.

Banner form

Loan Options RPRLOPT 8.0 (s10b80)

Aid Year: 0809 **Fund:** DIRECT Federal Direct Stafford Loan

Create Application:
 When Loan Accepted
 When Requirement Satisfied

Initial Loan Status: RECD Received

Default Return ID: 500000041 ABC Trucking Company

Default Lender ID: 111 Banner Test company

Default Guarantor ID: ABCTRUCK ABC Trucking Company

Process Electronic Change Transaction
 Satisfy Loan Application Requirement

Loan Application Requirement Code: [dropdown]
Loan Application Requirement Status: [dropdown]

Memo Actual Loan Amount
 Authorize Loan
 Request Amount Required for Certification
 Disbursement Amount greater than Loan Amount

Returned Check Detail Codes
Student Charge or Payment: [dropdown]
Return Payment: [dropdown]
Return Refund: [dropdown]

Direct Loan Origination Options
 PN Required
 Disbursement Required

Direct Loan Disbursement Options
 Acknowledgement of Origination Required
 Acknowledgement of PN Required

Manual Loan Packaging Options
 Create Award for Loan Within Packaging
 Use Requested Amount
Loan Application Award Status Code: [dropdown]

Procedure

Follow the steps to complete the process.

1. Access the Loan Options Form (RPRLOPT).
2. Enter an aid year or select one by double-clicking in **Aid Year** field.
3. Enter a fund or select one by double-clicking in the **Fund** field.
4. Perform a **Next Block** function.
5. Enter a loan status in the **Initial Loan Status** field to establish a default loan status value at the time of the automatic creation of a loan origination application.
6. Click the **Memo Actual Loan Amount** checkbox to send a memo containing the net loan amount, if desired.
7. Click the **Authorize Loan** checkbox to create loan authorizations during the current year, if desired.
8. Click the **Request Amount Required for Certification** checkbox to certify the loan with a requested amount, if desired. Note: This will require that each Direct Loan origination must be reviewed and updated prior to being extracted.
9. Click the **Disbursement Amount greater than Loan Amount** checkbox to prevent loan disbursement when the dollar amount of disbursement is greater than the loan amount, if desired.
10. If applicable, enter return check detail code in the **Student Charge or Payment field**. Access the validation table by clicking on the **Search** icon.

Note: Coordinate with Accounts Receivable staff members to determine your loan return procedure.

11. Click the **PN Required** checkbox if you want to require a signed promissory note before sending an origination record to COD.
12. Click the **Disbursement Required** checkbox if you want to require actual disbursement before sending an origination record to COD.

13. Check the **Acknowledgement of Origination Required** checkbox if you want to require COD acknowledgement of an origination record before disbursement.
14. Check the **Acknowledgement of PN Required** checkbox if you want to require COD acknowledgement of a promissory note before disbursement.
15. Click the **Save** icon.
16. Click the **Exit** icon.

Defining First-Year, First-Time Borrowers

Purpose

The U.S. Specific Financial Aid Options Form (ROAUSIO) collects undergraduate campus codes to identify first-year first time borrowers who need to have their first loan disbursement delayed by 30 days.

U.S. Specific Institution Financial Aid Options - ROAUSIO 8.4 (s10b80)

Aid Year: 0910 2009-2010 Financial Aid year

Institutional Defaults Grant and EDE Options **Loan Options** Campus Defaults

Electronic and Direct

Loan Process Type: B=Both

Health Profession Programs Amount (HPPA) Limits

Apply First-Year, First-Time Borrower Rule

Electronic

Electronic School Code: 620004

Electronic Branch ID: 00

Process Electronic Change Transaction

Number of Days for Electronic Changes: 6

Direct

Direct Loan School Code: G80009

Multi-Year Note Eligibility

Stafford Entrance Interview Requirement Code: []

Satisfied Status: []

Stafford Exit Interview Requirement Code: []

Satisfied Status: []

Perkins

Use Multi-Award Year Perkins MPN

Loan Process Type

Record: 1/1 | ... | <OSC>

U.S. Specific Institution Financial Aid Options ROAUSIO 8.4 (s10b80)

Aid Year: 0910 2009-2010 Financial Aid year

Institutional Defaults Grant and EDE Options Loan Options **Campus Defaults**

Campus Code: A Annandale
 Attending ID:
 Reporting ID:
 Source ID:
 Federal Pell ID:
 Pell Fund Code:
 Federal School Code:
 OPEID:
 OPEID Branch:
 Direct Loan School Code:
 Electronic School Code:
 Branch ID:
 Payment Method: 1=Cr Hr w/Std Terms >= 30 wks
 Academic Calendar: 3=Semesters
 Expected Hours:
 Expected Weeks:
 School Hours:
 School Weeks:
 Number of Months to Pay: 2

Prevent Automatic Pell Calculation
 Apply First-Year, First-Time Borrower Rule
 COD Institutional Cross Reference

Return of Title IV Funds
 Return Indicator
 Rounding Indicator

Campus Code; press LIST for valid codes
 Record: 1/? ... List of Valu... <OSC>

Establishing User-level Defaults

Use the Default Parameter Value Validation Form (GJAPDFT) to define specific user-level default values for all parameters of specific processes.

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

This 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 FFEL/Electronic Loans, you must set up both the RPRLORC and RPRELAP processes via the GJAPDFT Form.

Notes: Before a form can access it, a process must be created and defined in the system using the Process Maintenance Form (GJAJOB5). Then, the processes' parameters must be defined on the GJAPDFT form.

Parameters must be created for each user authorized to certify loans for the On-Line and Batch processes to work. Parameters for BATCH RPRLORC should be established and saved by each user as a parameter set.

Banner form

Process Submission Controls GJAPCTL 8.0

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Aid Year Code"/>	<input type="text"/>
<input type="text" value="02"/>	<input type="text" value="Create if Awrd in Offer Status"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Application ID"/>	<input type="text"/>
<input type="text" value="04"/>	<input type="text" value="Selection ID"/>	<input type="text"/>
<input type="text" value="05"/>	<input type="text" value="Creator ID"/>	<input type="text"/>
<input type="text" value="06"/>	<input type="text" value="Not used at this time"/>	<input type="text"/>
<input type="text" value="07"/>	<input type="text" value="Not used at this time"/>	<input type="text"/>
<input type="text" value="08"/>	<input type="text" value="Process Indicator"/>	<input type="text" value="B"/>

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code

Submission

Save Parameter Set as Name: Description: Hold Submit

Steps

Follow the steps to complete the process.

1. Access the Default Parameter Value Validation Form (GJAPCTL).
2. Enter *RPRLORC* in the **Process** field or select using the **Search** icon.
3. Use this table to enter the values for the parameters of the job.

Req	Parameter	Description
✓	01 - Aid Year Code	Enter aid year. This will need to be changed when working with both aid years.
✓	02 - Create Award in Offer Status:	Y or N.
✓	03 - 05 Application ID, Selection ID, Creator ID	These three parameters are used to identify a population selection.
Skip	06 – 07	Not used at this time.
Skip	08 - Process Indicator	Leave blank.
Skip	09 - Student ID	Leave this blank.
✓	10 - Permanent Address Type Default	Indicate the permanent address type.
✓	11 - Local Address Type Default	Indicate the local address type.
Skip	12 Default Academic Year Start Dt	Leave blank. This will be created from RPALORG.
Skip	13 Default Academic Year End Dt	Leave blank. This will be created from RPALORG.
✓	14 Default Disclosure Pint Ind	Y = COD Prints and Sends to Borrower; S = School Prints.
✓	15 User ID	This parameter is used along with 03-05 to identify a population selection.
✓	16 School Promissory Note Status	Q =Electronic MPN Ready to Sign; R = Paper MPN Ready to Print.

17	Direct Loan School Code	Enter the direct loan school code, if multiple school codes and they are to be extracted separately
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4. Click the **Save** icon.
5. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

Which tab on the Fund Management Form (RFRMGMT) is used to enter the packaging option fields that are applicable to Direct Loans?

- a. Aid Year Specific Data – Disbursement tab
- b. Aid Year Specific Data – Fund tab
- c. Aid Year Specific Data – Packaging tab

Question 2

If you need to change the fee on a loan that has already been originated in Banner and sent to the LOC, you must change the existing loan rather than start over again.

True or False

Question 3

Which form includes a DL School Code field to collect the Department of Education assigned Direct Loan School code?

- a. Direct Loan Origination Form (RPALORG)
- b. U.S. Specific Institution Financial Aid Option Form (ROAUSIO)
- c. Direct Loan Correction Form (RPADLCR)

Question 4

The Packaging tab on the Fund Management Form (RFRMGMT) contains the Direct Loan Indicator field that identifies funds to be treated as Direct Loan funds. The field values that will create loan origination records to be used in the Promissory Note Print process are the values of S, U, and T.

True or False

Answer Key for Self-Check

Question 1

Which tab on the Fund Management Form (RFRMGMT) is used to enter the packaging option fields that are applicable to Direct Loans?

- a. Aid Year Specific Data – Disbursement tab
- b. Aid Year Specific Data – Fund tab
- c. **Aid Year Specific Data – Packaging tab**

Question 2

If you need to change the fee on a loan that has already been originated in Banner and sent to the LOC, you must change the existing loan rather than start over again.

True

Question 3

Which form includes a DL School Code field to collect the Department of Education assigned Direct Loan School code?

- a. Direct Loan Origination Form (RPALORG)
- b. **U.S. Specific Institution Financial Aid Option Form (ROAUSIO)**
- c. Direct Loan Correction Form (RPADLCR)

Question 4

The Packaging tab on the Fund Management Form (RFRMGMT) contains the Direct Loan Indicator field that identifies funds to be treated as Direct Loan funds. The field values that will create loan origination records to be used in the Promissory Note Print process are the values of S, U, and T.

False

Day-to-day Operations



Introduction

The purpose of this section is to explain the day-to-day or operational procedures for direct loans.

Objectives

This section provides basic information needed by staff that handles Banner activities related to the U.S. Department of Education's William D. Ford Federal Direct Loan Program.

At the end of this section you will be able to

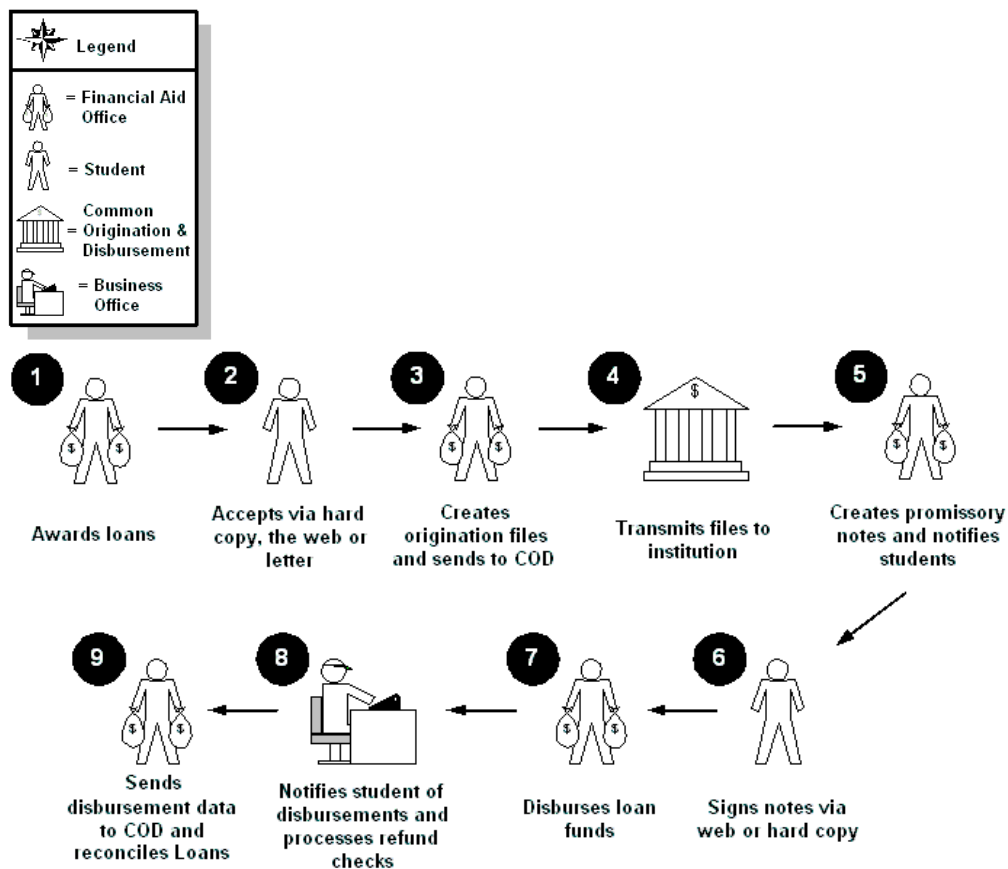
- state the data elements and data definitions within Direct Loan
- discuss the data processing steps for the Direct Loan processing flow
- process applications and monitor disbursement of checks
- generate reports and run processes
- view information available in the Banner Student System.

Process Introduction

Introduction

After rules and validation tables are created, the Financial Aid office must complete a series of procedures to process the loan.

Process flow



What happens

Below are the steps in the process.

Step	Action
1	FA office awards loans.
2	Student accepts the fund via Banner Self-Service, hard copy or letter.
3	The FA office creates origination files and sends them to COD.
4	COD transmits the files to the institution.
5	The FA office creates promissory notes and notifies the students.
6	Student signs the notes on the web or from a hard copy.
7	The FA office disburses the loan funds.
8	The Business office notifies the students of the disbursements and processes the refund checks.
9	The FA office sends the disbursement data to COD and the loan is reconciled.

Awarding Loan Funds

Purpose

Manually or Auto-package Direct Loan Funds for Subsidized, Unsubsidized, and PLUS to a student.

Award loan funds via one of these procedures:

- Award Maintenance Form (RPAAWRD)
- Package Maintenance Form (RPAAPMT)
- Financial Aid Record Maintenance Form (ROARMAN)
- Packaging Process (RPEPCKG)
- Applicant Immediate Process (ROAIMMP)

Note: Award funds must be set up for automatic packaging for the RPEPCKG process or ROAIMMP awarding.

Banner form

Award Maintenance RPAAWRD 8.4 (s10b80)

Aid Year: 0910 ID: [] []

Award Maintenance Fund Awards by Term Disbursement Schedule

Fund Awards

Fund	Description	Status	Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Reschedule
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
[]	[]	[]	[]	[]	[]	[]	[]	<input type="checkbox"/>
Total:			[]	[]	[]	[]	[]	

Summary Packaging Group

Budget: [] Resource: [] Offered: []

Group: [] Pell EFC: [] Aid Period: []

EFC: [] Gross Need: [] Unmet Need: []

FM: [] IM: [] Subsidized Loan Exclusion Amount: []

Procedure

Follow these steps to complete the process.

1. Access the Award Maintenance Form (RPAAWRD).
2. Select the aid year by double-clicking in **Aid Year** field.
3. Enter a student **ID** or use the **Search** icon to search by the name of the student.
4. Perform a **Next Block** function to access the Fund Awards block.

Note: The Summary Information block fills in automatically.

5. Enter the fund name in the **Fund** field or double-click in the field to select the direct loan fund.

Note: Alternatively, if the student has not been packaged online, selecting Automatic Packaging from the Options menu can perform automatic packaging.

6. Enter the accept status in the **Status** field.
7. Enter the desired amount in the **Offered** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Banner form

Package Maintenance RPAAPMT 8.4 (s10b80)

Aid Year: 0910 ID: []

Award Maintenance Fund Awards by Term Disbursement Schedule

Fund: [] Status: [] Status Date: []

Expiration Date: [] Lock: [] System: []

	Amount	Date
Original Offer:	[]	[]
Offered:	[]	[]
Accepted:	[]	[]
Declined:	[]	[]
Cancelled:	[]	[]
Memoed:	[]	[]
Authorized:	[]	[]
Paid:	[]	[]

Reschedule Information Access

Overrides

Unmet Need: (None) Replace EFC: (None) Tracking Requirement: (None) Federal Limit: (None) Fund Limit: (None) Fund Award Rule: (None) Year in College: (None) No Pell: (None)

Summary Packaging Group

Budget:	Group:	EFC	Gross Need	Unmet Need
Resource:	Pell EFC:	FM:	[]	[]
Offered:	Aid Period:	IM:	[]	[]
		Subsidized Loan Exclusion Amount:	[]	[]

Procedure

Follow these steps to complete the process.

1. Access the Package Maintenance Form (RPAAPMT).
2. Select the aid year by double-clicking in **Aid Year** field.
3. Enter a student **ID** or use the **Search** icon to search by the name of the student.
4. Perform a **Next Block** function to access the Fund Award block.

Note: The Summary Information block automatically fills in.

5. Manually enter the fund by typing in the fund name in the **Fund** field or double-click in the field to access the Fund Validation table to select the direct loan fund.
6. Enter the accept status in the **Status** field.

7. Enter the desired amount in the **Offered** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Banner form

Steps

Follow these steps to complete the process.

1. Access the Financial Aid Record Maintenance Form (ROARMAN).
2. Select the aid year by double-clicking in **Aid Year** field.
3. Enter a student **ID** or use the **Search** icon to search by the name of the student.
4. Perform a **Next Block** function to access the Award Detail block.

Note: The Summary block automatically fills in.

5. Click the **Maintain Awards** button to navigate to RPAAWRD
6. Manually enter the fund by typing in the fund name in the **Fund** field or double-click in the field to access the Fund Validation table to select the direct loan fund.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.0 (BAN8)". The form is divided into several sections:

- Process:** A dropdown menu with "RPEPCKG" selected and a text field containing "Packaging Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A "Printer:" dropdown menu, a "Special Print:" text field, a "Lines:" text field with "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains 8 rows of data:

Number	Parameters	Values
01	Aid Year	0809
02	Process Indicator	B
03	Action Indicator	A
04	Applicant ID	
05	Packaging Group Code	
06	Application Code	
07	Selection ID	
08	Creator ID	

Below the table, there is a note: "LENGTH: 4 TYPE: Character O/R: Required M/S: Single Valid/Active Aid Year Code".

- Submission:** A "Save Parameter Set as" checkbox, a "Name:" text field, a "Description:" text field, a "Hold" radio button, and a "Submit" radio button.

Procedure

Follow these steps to complete the process.

1. Access the Packaging Process (RPEPCKG).
2. Enter *DATABASE* in the **Printer** field or double-click the field to access a list from the Printer Validation Form (GTVPRNT).

3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year	Enter or select the aid year.
Parameter 02: Process Indicator	Enter a B for batch.
Parameter 03: Action Indicator	Enter A for actual or S for Simulated Packaging.
Parameter 04: Applicant ID	Enter a student ID if you want to assign a package individually.
Parameter 05: Packaging Group Code	Only individuals with the selected group code will be packaged.
Parameter 06: Application Code	System generated FINAID defaults into this field.
Parameter 07: Selection ID	Enter the ID of the person who created the selection group
Parameter 08: Creator ID	Enter the parameter set creators ID
Parameter 09 User ID	Enter the ID of the user who ran GLBDATA.
Parameter 10 Ignore Package Completion Date	Enter Y if running in Simulation Mode, otherwise enter an N.
Parameter 11: Print Report	Determines the report output

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

Applicant Immediate Process ROAIMMP 8.0 (BAN8)

Aid Year: 0809 ID: ALLEN Mr. Matthew A Allen, Jr.

	Action Indicator	Term	Current Status	Completion Date
Tracking Group Assignment:	(None)			
Budgeting Group Assignment:	(None)			
Packaging Group Assignment:	(None)			
	<input type="checkbox"/> SAP	Calculated From:		
		Effective:		
Packaging Fund Assignment:	(None)			
Need Analysis Calculation:	(None)			
	<input type="checkbox"/> Immediate Pell Calculation			
	<input type="checkbox"/> Disbursement Date Update			
	<input type="checkbox"/> Authorize or Disburse Available Aid			

Letter Generation

Letter Code: []

Term Code: []

Wait Days: []

Initial Code: []

Procedure

Follow these steps to complete the process.

1. Access the Applicant Immediate Process (ROAIMMP).
2. Enter the aid year in the **Aid Year** field.
3. Select or enter a student ID in the **ID** field.
4. Perform a **Next Block** function.
5. Select a Packaging Group Assignment in the **Action Indicator** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Creating Loan Originations Online

Purpose

The Direct Loan Origination Record Creation program creates origination records based on students' Federal Direct Loan Awards. The program creates origination records for all Fund codes identified as Direct Loan funds. Enterprises choosing to send Direct Loan Promissory Notes with the students' award letters need to create Promissory Notes after the origination records are created and before origination records are sent to the Servicer.

Create loan originations online via one of these procedures:

- Award Form (RPAAWRD)
- Financial Aid Record Maintenance Form (ROARMAN)

Note: An organization may wish to wait for approved (or denied) origination records to be returned from the Servicer before generating Promissory Notes.

Warning: There is set-up required to complete the following procedures. Make sure that your administrator has completed the set-up process.

Procedure

Follow these steps to complete the process.

1. Access the Award Maintenance Form (RPAAWRD).
2. Enter the student **ID** for a student that is different from the student that you used previously.
3. Add a Direct Loan Award to the Award Form, if one does not already exist. Include the **Fund, Status** and the dollar amount for the loan **Offered** field.
4. Click the **Save** icon.

Result: The system checks if the student is eligible for financial aid and saves the data entered.

5. Select **Create Loan Applications** from the **Options** menu to create a loan origination record for this particular student.

Result: By selecting this option, Banner will automatically access the Federal Direct Loan Origination Form (RPALORG).

6. Review various areas of the form to be certain all information is correct.

Note: Banner automatically generates a **Loan ID** and **School PN Status** field changes to Ready to Print.

7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

Financial Aid Record Maintenance ROARMAN 8.0 (BAN8)

Aid Year: 0809 ID: ALLEN Mr. Matthew A Allen, Jr.

Summary

Budget:	<input type="text"/>	Pell	<input type="text"/>	FM	<input type="text"/>	IM	<input type="text"/>	Status	Tracking
Resources:	<input type="text"/>	Gross Need:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Eligibility	Pell Information
Offered Aid:	<input type="text"/>	Unmet Need:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Applicant Immediate Process	Application Data
Budget Group:	<input type="text"/>							Enrollment	Resource
Aid Period:	<input type="text"/>	Subsidized Loan Exclusion Amount:	<input type="text"/>					Budget	Maintain Awards

Award Detail

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Procedure

Follow these steps to complete the process.

1. Access the Financial Aid Record Maintenance Form (ROARMAN).
2. Enter the aid year in the **Aid Year** field.
3. Enter the student **ID** for a student that is different from the student that you used previously.
4. Navigate to Maintain Awards (RPAAWRD)
5. Add a direct loan award to the Award Form, if one does not already exist. Include the **Fund, Status** and the dollar amount for the loan in the **Offered** field.
6. Click the **Save** icon.

Result: The system checks if the student is eligible for financial aid and saves the data entered.

7. Select **Create Loan Applications** from the **Options** menu to create a loan origination record for this particular student.

Result: By selecting this option, Banner will automatically access the Federal Direct Loan Origination Form (RPALORG).

8. Review various areas of the form to be certain all information is correct.

Note: Banner automatically generates a **Loan ID** and **School PN Status** field changes to Ready to Print.

9. Click the **Save** icon.
10. Click the **Exit** icon.

Creating a Loan Origination in Batch

Purpose

To create a loan origination in batch, there are three forms you must access:

- Award (RPAAWRD)
- Direct Lending Record Creation Process (RPRLORC)
- Federal Direct Loan Origination Form (RPALORG)

Banner form

The screenshot displays the 'Award Maintenance RPAAWRD 8.4 (s10b80)' window. At the top, there are fields for 'Aid Year' (set to 0910) and 'ID'. Below this are three tabs: 'Award Maintenance', 'Fund Awards by Term', and 'Disbursement Schedule'. The 'Fund Awards' section is active, showing a table with columns for 'Fund', 'Description', 'Status', 'Offered', 'Accepted', 'Declined or Cancelled', 'Memoed or Authorized', 'Paid', and 'Reschedule'. A 'Total' row is at the bottom of the table. Below the table are two tabs: 'Summary' and 'Packaging Group'. The 'Summary' section contains several input fields: 'Budget:', 'Resource:', 'Offered:', 'Group:', 'Pell EFC:', 'Aid Period:', 'EFC', 'Gross Need', 'Unmet Need', 'FM:', 'IM:', and 'Subsidized Loan Exclusion Amount:'.

Procedure

Follow these steps to complete the process.

1. Access the Award Form (RPAAWRD).
2. Enter the student ID for a student for which need analysis has already been performed in the **ID** field.
3. Does a direct loan award exist?

IF a direct loan award...	THEN
exists	skip to next Procedure
does not exist	continue to step 4 below.

4. Add a Direct Loan Award to the Award Form. Include the **Fund** code, **Status** code, and the dollar amount for the loan offered.
5. Click the **Save** icon.

Result: The system checks if the student is eligible for financial aid and saves the data entered.

6. Click the **Exit** icon.

Banner form

Process Submission Controls GJAPCTL 8.0

Process: RPRLORC Direct Loan Record Creation Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Create if Awrd in Offer Status	
03	Application ID	
04	Selection ID	
05	Creator ID	
06	Not used at this time	
07	Not used at this time	
08	Process Indicator	B

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Direct Lending Record Creation Process (RPRLORC).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year	Enter or select the aid year.

Parameter 02: Create if Award is in Offer status	Enter N for No or Y for Yes. If you enter N for this parameter, only those awards that are in Accepted status will generate a Loan Origination record. If you enter Y for this parameter, a Loan Origination record is created for awards that have statuses of either Offer or Accepted.
Parameter 03: Application ID	Skip - you would use this parameter if you were using population selection with this exercise.
Parameter 04: Selection ID	Skip - you would use this parameter if you were using population selection with this exercise. This parameter identifies the desired sub-population.
Parameter 05: Creator ID	Skip - You would use this parameter if you were using population selection with this exercise. This parameter identifies the ID that created the Selection ID.
Parameter 06: Not used at this time	Skip, these parameters are not used at this time.
Parameter 07: Not used at this time	Skip, these parameters are not used at this time.
Parameter 08: Process Indicator	Enter B for Batch processing. This process can also be run online for an individual student from the Award Form (RPAAWRD), as shown in Option 2 of this exercise.
Parameter 09: Student ID	Skip - this field is only used if you enter Online for Parameter 08.
Parameter 10: Permanent Address Type Default	Enter the Address type that you wish to use for creating the loan record permanent address. Ex: PR for permanent address. Note: Check the address types that exist on the Student Identification Form (SPAIDEN), in that form's address block.
Parameter 11: Local Address Type Default	Enter the address type that you wish to use for creating the loan record local address. See Parameter 10 instructions.
Parameter 12: Default Academic Year Start Date	Enter the date that you wish to as the start date for the students' academic year. This value should be borrower based.

Parameter 13: Default Academic Year End Date	Enter the date that you wish to as the end date for the students' academic year. This value should be borrower based.
Parameter 14: Default Disclosure Print Ind	Skip - this parameter is used to indicate whether the disclosure statements are being printed by the institution (indicated by leaving the field blank), or being printed locally (indicated by a value of Y).
Parameter 15: User ID	Skip - this identifies the ID of the person using the subpopulation rule.
Parameter 16: School Prom Note Status	Indicates Paper (R) or Electronic (Q) prom note to be used for Direct Loans of all types
Parameter 17: Direct Loan School Code	Enter the direct loan school code.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description for your parameter set in the **Name** and **Description** fields.
6. Click the **Submit** button.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Banner form

Direct Loan Origination RPAORG 8.4 (s10b80)

Aid Year: 0910 ID: [] []

Loan Summary

Loan ID:	[]	Application Number:	[]
Loan Type:	(None)	Loan Sequence Number:	[]
<input type="checkbox"/> Lock		Origination Status:	(None)
School Code:	[]	Date Created:	[]
Fund:	[]	Date Sent:	[]
Approved Amount:	[]	Batch ID:	[]
Requested Amount:	[]	Document ID:	[]
Loan Period:	[]	SAR Transaction Number:	[]
Loan Period Start:	[]	Confirmation Date:	[]
Loan Period End:	[]	Loan Status:	[]
Academic Year Start:	[]	Booking Date:	[]
Academic Year End:	[]	Booking Amount:	[]
Graduation Date:	[]	Booking Batch:	[]
Year in College:	(None)	Booking Document ID:	[]
Loan Fee Rate:	[]	PLUS Credit Check Status:	(None)
Rebate Fee Percent:	[]	PLUS Credit Check Date:	[]
		Credit Check Document ID:	[]
		Preparatory or Teacher Certification:	(None)
		<input type="checkbox"/> Parent PLUS to Student	
		<input type="checkbox"/> HPPA	

Procedure

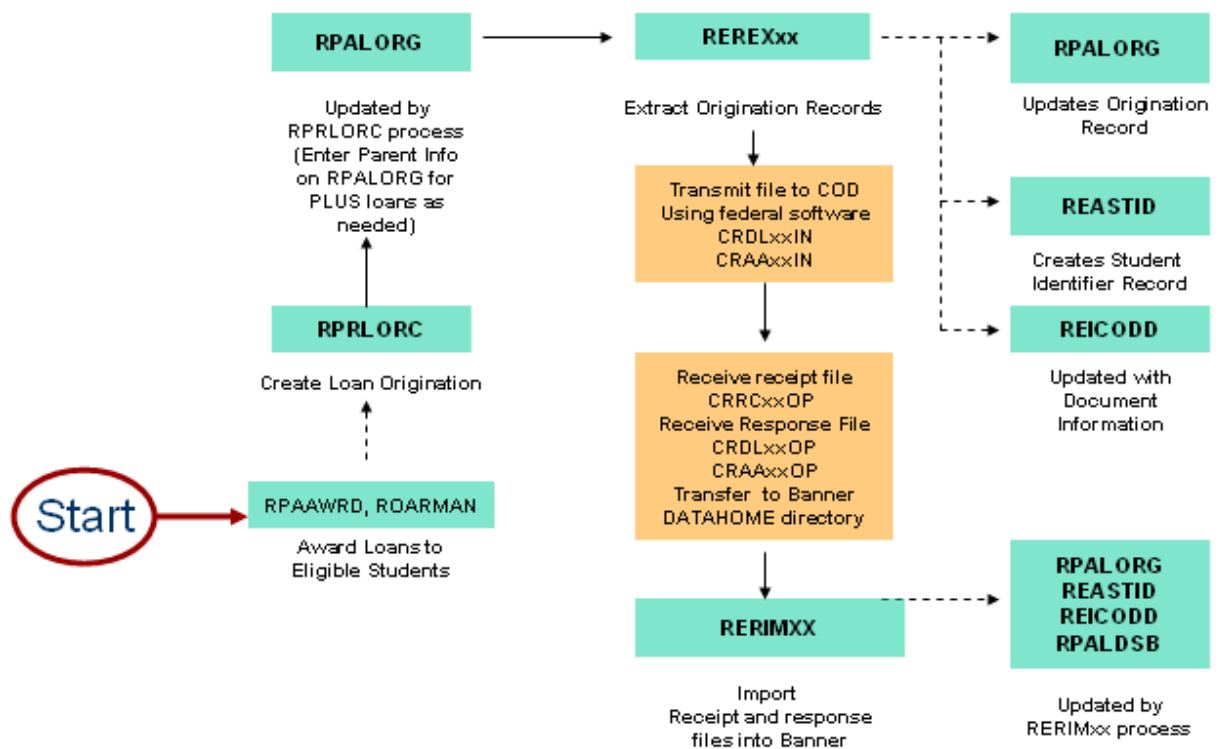
Follow the steps to complete the process.

1. Access the Federal Direct Loan Origination Form (RPAORG).
2. Review various areas of the form to be certain all information is correct.
3. Click the **Exit** icon.

Loan Origination Process Flow

Process flow

DL Loan Origination



Running the Loan Origination Extract Process

Purpose

The Loan Origination Extract process creates files to be sent to the Servicer.

To be selected by this process, the student's loan origination record must have one of the following Origination Status codes.

Code	Meaning
N	Not ready to originate.
R	Ready to originate.

This process extracts loan originations to be sent to COD for all records in 'Ready or 'Not Ready status on the RPALORG form.

There are two forms required to run the loan origination extract process:

1. COD Extract Process (REREXxx)
2. Direct Loan Origination (RPALORG)

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.2 (s10b80)". The form contains the following sections:

- Process:** A dropdown menu set to "REREX10" and a text field containing "2009-2010 COD Extract Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** Fields for "Printer:", "Special Print:", "Lines:" (checkbox), and "Submit Time:" (checkbox).
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains 8 rows of parameters. Below the table, it specifies "LENGTH: 4 TYPE: Character O/R: Required M/S: Single" and provides instructions: "Enter your aid year code for the 2009-2010 aid year."
- Submission:** A checkbox for "Save Parameter Set as", fields for "Name:" and "Description:", and radio buttons for "Hold" and "Submit".

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the aid year
Parameter 02: DL Fund Code(s)	Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.

Parameter 03: Extract Pell Funds	Enter 'Y' or leave blank for Direct Loan extraction.
Parameter 04: DL Records to Extract	C - Extract only Direct Loan Changes O - Extract only Direct Loans that do not have changes B - Extract both Direct Loan changes and those without changes
Parameter 05: Promissory Note Print	0 = Schools prints from Banner R = COD prints, sends to school S = COD prints, sends to borrower
Parameter 06: Extract ACG Funds	Enter 'N' to skip extracting ACG funds
Parameter 07: Extract SMART Funds	Enter 'N' to skip extracting SMART funds
Parameter 08: Attending School ID (Optional)	Enter the Attending School Routing Number
Parameter 09: Response Type	F = Full Response
Parameter 10: Resend Document ID (Optional)	Use to resend a prior file.
Parameters 11 - 14: (Optional)	use for population selections
Parameter 15: Print RERIMEX Report	Y = Print Report N = Do Not Print Report
Parameter 16: Update Student Identifier	Select Yes or No

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.

6. Click the **Submit** radio button.

7. Click the **Save** icon.

Result: CRDLxxIN and CRAAxxIN output files are generated from this process. Use a binary transfer utility to move files to a location accessible by your PC then transmit to the COD.

8. Click the **Exit** icon.

Banner form

Direct Loan Origination RPAORG 8.4 (s10b80)

Aid Year: 0910 ID: []

Loan Summary

Loan ID:	[]	Application Number:	[]
Loan Type:	(None)	Loan Sequence Number:	[]
<input type="checkbox"/> Lock		Origination Status:	(None)
School Code:	[]	Date Created:	[]
Fund:	[]	Date Sent:	[]
Approved Amount:	[]	Batch ID:	[]
Requested Amount:	[]	Document ID:	[]
Loan Period:	[]	SAR Transaction Number:	[]
Loan Period Start:	[]	Confirmation Date:	[]
Loan Period End:	[]	Loan Status:	[]
Academic Year Start:	[]	Booking Date:	[]
Academic Year End:	[]	Booking Amount:	[]
Graduation Date:	[]	Booking Batch:	[]
Year in College:	(None)	Booking Document ID:	[]
Loan Fee Rate:	[]	PLUS Credit Check Status:	(None)
Rebate Fee Percent:	[]	PLUS Credit Check Date:	[]
		Credit Check Document ID:	[]
		Preparatory or Teacher Certification:	(None)
		<input type="checkbox"/> Parent PLUS to Student	
		<input type="checkbox"/> HPPA	

Procedure

Follow these steps to complete the process.

1. Access the Federal Direct Loan Origination Form (RPAORG).
2. Review the form information.

Note: The **Origination Status** changes to *S* for Sent and the **Batch ID** field is automatically populated.

3. Click the **Exit** icon.

Note: RERIMxx - Inputs information from the COD back into Banner including the COD confirmation date and the origination status.

Reviewing a Direct Loan Document or Batch Record

Purpose

Use the COD Document Control Form (REICODD) to monitor the status of all documents that process Direct Lending, and COD Grants. This includes documents sent as well as documents received that are in xml format (i.e., confirmation of documents and status of individual records in batches).

Aid Year:	0910	2009-2010 Financial Aid year	Attending ID:		Document Type:	All Documents	
Document ID:	2009-02-23T09:48:51.0077878261	Receipt Date:		Response Date:		Attending ID:	
Resent As:		Receipt Status:		Response Status:		Reporting ID:	
Extract File:		Extract Date:		Document Type:	AC	Source ID:	
Document ID:		Receipt Date:		Response Date:		Attending ID:	
Resent As:		Receipt Status:		Response Status:		Reporting ID:	
Extract File:		Extract Date:		Document Type:		Source ID:	
Document ID:		Receipt Date:		Response Date:		Attending ID:	
Resent As:		Receipt Status:		Response Status:		Reporting ID:	
Extract File:		Extract Date:		Document Type:		Source ID:	
Document ID:		Receipt Date:		Response Date:		Attending ID:	
Resent As:		Receipt Status:		Response Status:		Reporting ID:	
Extract File:		Extract Date:		Document Type:		Source ID:	
Document ID:		Receipt Date:		Response Date:		Attending ID:	
Resent As:		Receipt Status:		Response Status:		Reporting ID:	
Extract File:		Extract Date:		Document Type:		Source ID:	

Purpose

Use the Batch Control form (RPIBATC) to monitor the status of all flat files received that pertain to Direct Loans

Banner form

Batch ID	Creation Date	Records			Confirmation Date	
		Processed	Accepted	Rejected		Pending

Procedure

Follow these steps to complete the process.

1. Access the Batch Control Form (RPIBATC).
2. Select the **Aid Year**.
3. Select **Direct Loans** in the **Main Type** field.
4. Select the appropriate code for the type of batch in the **Submission Type** field.
5. Perform a **Next Block** function to list batches and status information.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Loading Data from the Response File to Banner

Purpose

When the response file is received, use FTP software to move the file in a binary transfer mode to the proper Banner directory. Check with IT personnel for the proper Banner directory location.

Run RERIMxx to load data from the response file into Banner.

Note: You can run RERIMxx separately or in conjunction with other processes. Valid input files for this process are CRDLxxOP and CRAAxOP.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.2 (s10b80)". The form contains the following sections:

- Process:** RERIM10 (dropdown), 2009-2010 COD File Import (text input)
- Parameter Set:** (empty dropdown)
- Printer Control:**
 - Printer:** (empty dropdown)
 - Special Print:** (empty text input)
 - Lines:** 60 (text input)
 - Submit Time:** (empty text input)
- Parameter Values:**

Number	Parameters	Values
01	Aid Year Code for 2009-2010	0910
02	XML Import Document Filename	
03	Print RERIMEX Report	B
04	TEACH Entrance Requirement	
05	Entrance Satisfied Status	
06	TEACH ATS Requirement	
07	ATS Satisfied Status	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter the aid year code for the 2009-2010 aid year.
- Submission:**
 - Save Parameter Set as
 - Name:** (empty text input)
 - Description:** (empty text input)
 - Hold
 - Submit

Procedure

Follow these steps to complete the process.

1. Access the COD File Import Process (RERIMxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the Aid Year
Parameter 02: XML Import Document Filename	Enter file name importing
Parameter 03: Print RERIMEX Report	Enter a Y for Yes or N for No.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Select **Review Output** from the **Options** menu.
9. Review the output.
10. Click the **Exit** icon.

Printing Promissory Notes

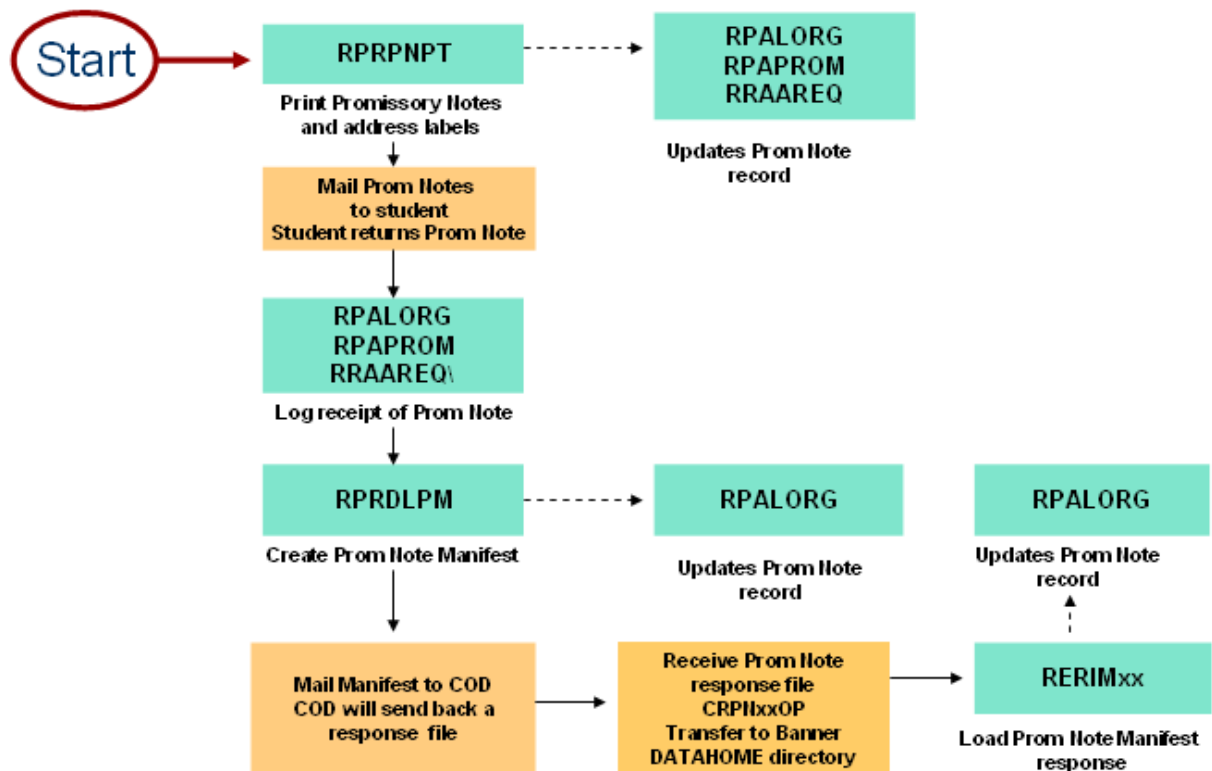
Purpose

Run the Promissory Note Printing Program (RPRPNPT) to print Promissory Notes for students and parents. The Promissory Note Printing process generates promissory notes to be sent to the Servicer.

Promissory Notes are not printed for students with E-MPNs (Electronic Master Promissory Note). Students complete and electronically sign E-MPNs on the Direct Loan web site.

Promissory Note

DL Promissory Note



Banner form

Process Submission Controls GJAPCTL 8.0 (BAN8)

Process: RPRPNPT Prom Note Printing Program Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0809
02	Fund Code	DIRECT
03	Sub/Unsub on Same note	Y
04	Number of Copies to be printed	1
05	Perm (P) or Local (L) Address	P
06	Office Name	SGHE
07	Street Address	4 Country View Road
08	City,State,Zip	Malvern, PA 19355

LENGTH: 6 TYPE: Character O/R: Required M/S: Multiple
The Fund Code(s) for which prom note printing is needed

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Prom Note Printing Program (RPRPNPT).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the Aid Year
Parameter 02: Fund Code	Enter the Direct Loan Fund for which you wish to print a promissory note. <i>Example:</i> DIRECT for Direct Stafford Loan

Parameter 03: Sub/Unsub on same note	Enter Y for Yes
Parameter 04: Number of Copies to be printed	Enter 1. This is the number of copies of each promissory note that you want to print.
Parameter 05: Permanent or Local Address	Enter a P for Permanent Address. This field indicates whether you wish to use the student's permanent or local address.
Parameter 06: Office Name	Enter the name of the office that is sending the promissory note.
Parameter 07: Street Address	Enter the street address of the office that is sending the promissory note.
Parameter 08: City, State, Zip	Enter the City, State and Zip Code of the office that is sending the promissory note.
Parameter 09: Application Code	Skip - you would use this parameter if you were using population selection with this exercise.
Parameter 10: Report Selection Query ID	Skip - you would use this parameter if you were using population selection with this exercise.
Parameter 11: Creator of Selection ID	Skip - you would use this parameter if you were using population selection with this exercise.
Parameter 12 Reprint Document ID	Enter N for No. This parameter allows you to reprint a promissory manifest, if needed.
Parameter 13: Document ID	If you have entered a Y for the previous parameter, you would enter the document ID that you wish to reprint.
Parameter 14: User ID	You would use this parameter if you were using population selection with this exercise.
Parameter 15: PostScript Laser Printer (Y/N)	Enter a Y or N for your output to be formatted for a laser printer.
Parameter 16: Direct Loan School Code	Enter the direct loan school code.

4. Move your cursor to the Submission block by clicking the **Submit** radio button.

5. Click the **Save** icon to submit the job. This process generates five output files, which include the control report, mailing labels, and three loan types (sub, unsub, plus).
6. Click the **Exit** icon.

Viewing note status

These forms can be viewed to verify the status of Promissory Notes. On these forms, various fields are populated with satisfied information.

- Application Requirements Form (RRAAREQ).
- Promissory Note Form (RPAPROM).
- Federal Direct Loan Origination Form (RPRLORG).
- Financial Aid Summary Form (ROASMRY).

Recording Returned Promissory Notes

Purpose

When the Promissory Note is returned, record it on the Direct Loan Origination Form (RPALORG) in the School PN Status field.

Note: Banner maintains the Satisfied Date.

Banner form

The screenshot displays the 'Direct Loan Origination RPALORG 8.4 (s10b80)' window. At the top, there are fields for 'Aid Year' (set to 0910) and 'ID'. Below this is the 'Loan Summary' section, which includes fields for Loan ID, Loan Type (set to (None)), School Code, Fund, Approved Amount, Requested Amount, Loan Period, Loan Period Start, Loan Period End, Academic Year Start, Academic Year End, Graduation Date, Year in College (set to (None)), Loan Fee Rate, and Rebate Fee Percent. To the right of the Loan Summary is the 'Application Information' section, which includes fields for Application Number, Loan Sequence Number, Origination Status (set to (None)), Date Created, Date Sent, Batch ID, Document ID, SAR Transaction Number, Confirmation Date, Loan Status, Booking Date, Booking Amount, Booking Batch, Booking Document ID, PLUS Credit Check Status (set to (None)), PLUS Credit Check Date, Credit Check Document ID, and Preparatory or Teacher Certification (set to (None)). At the bottom right of the Application Information section, there are two checkboxes: 'Parent PLUS to Student' and 'HPPA'.

Procedure

Follow these steps to complete the process.

1. Access the Direct Loan Origination Form (RPALORG).
2. Select the **Aid Year**.
3. Enter the student ID in the **ID** field.

4. Perform a **Next Block** function.
5. Select **Promissory Note Summary** from the **Option** menu.
6. Change **School PN** Status to *S* Signed/Returned.
7. Enter the date promissory note was received under the **Satisfied Date** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Running the Promissory Note Manifest Process

Purpose

The Promissory Note Manifest process prints a listing of Direct Loans for which Promissory Notes have been signed and returned but were not previously reported. The program creates a paper manifest.

In order to be selected by this process, the student should be set to the following codes.

Field	Code
School Prom Note Status	S = Signed/Returned
Prom Note Batch ID	Null
Origination Status	Must be either A for Accepted or C for Origination accepted/credit accepted for PLUS.

There are two forms you must access to run the promissory note manifest process.

1. Promissory Note Manifest Process (RPRDLPM)
2. Federal Direct Loan Origination

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 8.0 (BAN8)".

- Process:** RPRDLPM (dropdown), Promissory Note Manifest (text field), Parameter Set: (dropdown)
- Printer Control:** Printer: DATABASE (dropdown), Special Print: (text field), Lines: 55 (text field), Submit Time: (text field)
- Parameter Values:**

Number	Parameters	Values
01	Aid Year Code	0809
02	Fund Code	DIRECT
03	Document Size (Number of Rec.)	50
04	Re-send Previous Document	N
05	Previous Document ID	
06	Application ID	FINAID
07	Selection ID	SRW1
08	Creator ID	FAISUSR

LENGTH: 6 TYPE: Character O/R: Required M/S: Multiple
Fund Code to process for the Promissory Note Manifest
- Submission:**
 Save Parameter Set as Name: (text field) Description: (text field) Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the Promissory Note Manifest Process (RPRDLPM).
2. Select a valid printer in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the aid year
Parameter 02: Fund Code	Enter the Direct Loan Fund that you wish to print a promissory note for. <i>Example:</i> DIRECT for Direct Stafford Loan

Parameter 03: Document Size	Enter the maximum number of prom notes that you wish to include in a document. The program will stop at whatever number you select.
Parameter 04: Re-send previous document	Enter N for No. This parameter allows you to re-create previously sent manifest document.
Parameter 05: Previous Document ID	Skip - If you have answered yes to re-send a previous document, you would enter the batch number that you wish to re-send here.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to submit the job.

Notes: Although not a requirement, the Servicer has requested that enterprises send small batches of Promissory Notes; typically 50 to 100 per batch.

If more than one batch is run, remember to rename the output file after each run of the program to avoid overwriting the previous output with the new output.

8. Click the **Exit** icon.

Banner form

Direct Loan Origination RPALORG 8.4 (s10b80)

Aid Year: 0910 ID: []

Loan Summary

Loan ID:	[]	Application Number:	[]
Loan Type:	(None) [v]	Loan Sequence Number:	[]
<input type="checkbox"/> Lock		Origination Status:	(None) [v]
School Code:	[]	Date Created:	[]
Fund:	[] [v]	Date Sent:	[] [calendar]
Approved Amount:	[]	Batch ID:	[]
Requested Amount:	[]	Document ID:	[]
Loan Period:	[] [v]	SAR Transaction Number:	[]
Loan Period Start:	[]	Confirmation Date:	[] [calendar]
Loan Period End:	[]	Loan Status:	[] [v]
Academic Year Start:	[] [calendar]	Booking Date:	[] [calendar]
Academic Year End:	[] [calendar]	Booking Amount:	[]
Graduation Date:	[] [calendar]	Booking Batch:	[]
Year in College:	(None) [v]	Booking Document ID:	[]
Loan Fee Rate:	[]	PLUS Credit Check Status:	(None) [v]
Rebate Fee Percent:	[]	PLUS Credit Check Date:	[] [calendar]
		Credit Check Document ID:	[]
		Preparatory or Teacher Certification:	(None) [v]
		<input type="checkbox"/> Parent PLUS to Student	
		<input type="checkbox"/> HPPA	

Procedure

Follow the steps to complete the promissory note manifest process.

1. Access the Federal Direct Loan Origination Form (RPALORG).
2. View updates.
3. Click the **Exit** icon.

Loading Data from the Response File into Banner

Purpose

When the response file (CRPNxxOP) is received, you will have to use FTP software to move the file in a binary transfer mode to the proper Banner directory before loading data from the response file. Check with IT personnel for the proper Banner directory location.

You will need to review the exceptions report from this procedure to identify students who may have signed an E-MPN but do not have a matching record in Banner.

Note: There should be business practices for handling these exceptions previously established by Financial Aid administrators.

Banner form

Process: RERIM10 2009-2010 COD File Import Parameter Set:

Printer Control
Printer: Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code for 2009-2010	0910
02	XML Import Document Filename	
03	Print RERIMEX Report	B
04	TEACH Entrance Requirement	
05	Entrance Satisfied Status	
06	TEACH ATS Requirement	
07	ATS Satisfied Status	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter the aid year code for the 2009-2010 aid year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the COD File Import Process (RERIMxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the Aid Year
Parameter 02: XML Import Document Filename	Enter file name importing
Parameter 03: Print RERIMEX Report	Enter a Y for yes or an N for No

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon to submit the job.

Notes: Although not a requirement, the Servicer has requested that enterprises send small batches of Promissory Notes; typically 50 to 100 per batch.

If more than one batch is run, remember to rename the output file after each run of the program to avoid overwriting the previous output with the new output.

8. Click the **Exit** icon.

Maintaining Cash Balance Records

Purpose

Use this form to record the receipt (drawdown) of cash from the Department of Education (ED). You also use this form to track the return the excess cash to the ED. This form displays the receipt and return of funds used for Direct Lending.

Banner form

Cash Drawdown or Return Date	Cash Drawdown or Return Amount	Aid Year	Action	GAPS Control Number	Check Number	Batch ID
15-APR-1997	9,999,999,999		R	RECEIPT		
15-MAR-1997	30,000		X	RETURN		
05-MAR-1997	500,000		R	RECEIPT		
05-FEB-1997	100,000		R	RECEIPT		
01-JAN-1997	230,000		R	RECEIPT		

Procedure

Follow the steps to complete the process.

1. Access the Direct Loan Cash Drawdown Form (RPACASH).
2. Enter the proper date in the **Cash Drawdown or Return Date** field.
3. Enter the proper amount of funds in the **Cash Drawdown or Return Amount** field.
4. Enter the Aid Year for which funds were drawn or returned in the **Aid Year** field.
5. Enter *R* for Receipt of Funds or *X* for Return of Funds in the **Action** field.
6. Enter the confirmation code received from the bank for cash receipts in the **GAPS Control Number** field.
7. Enter the number used by the school on a check for return of excess cash in the **Check Number** field.

Result: The remainders of the fields on the form are populated when the DSASxxOP.DAT file received from COD is uploaded through the RPRDUxx process.

8. Click the **Save** icon.
9. Click the **Exit** icon.

Disbursing Loans

Purpose

Disburse loans via one of these procedures.

1. RPEDISB for batch disbursement
2. ROAIMMP for online disbursement

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 8.0". The form is divided into several sections:

- Process:** A dropdown menu set to "RPEDISB" and a text field containing "Disbursement Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. To the right, there is a "Values" column with a dropdown menu and a vertical scrollbar. The data in the table is as follows:

Number	Parameters	Values
01	Aid Year	
02	Process Indicator	B
03	Term Code	
04	Applicant ID	
05	Action Indicator	N
06	Fund Code	
07	Sort Sequence Indicator	N
08	Application Code	
- Submission:** A section with a checkbox for "Save Parameter Set as", a "Name:" text field, a "Description:" text field, and two radio buttons: "Hold" and "Submit" (which is selected).

Additional text below the Parameter Values table: "LENGTH: 4 TYPE: Character O/R: Required M/S: Single Valid/Active Aid Year Code"

Procedure

Follow these steps to complete the process.

1. Access the Disbursement Process (RPEDISB).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the Aid Year
Parameter 02: Process Indicator	Process Indicator defaults to 'B'
Parameter 03: Term code	Enter the Term Code for which disbursements are being processed. Should be the same as the ROAINST Current Term Code.
Parameter 04: Applicant ID	Applicant ID if process being run for single student.
Parameter 05: Action Indicator	Default is 'N' for Normal. Value of 'F' is for Final
Parameter 06: Fund Code	Enter a code if disbursement process is for a specific fund.
Parameter 07: Sort Sequence Indicator	Enter 'N' for Name or 'I' for ID
Parameter 08, 09, 10 & 12	Used for population selections
Parameter 11	Not used.
Parameter 13: Pell Report Type	Select a Pell Report type.
Parameter 14: Disbursement Report Type	Select a Disbursement Report type.

Parameter 15: Disbursement Report Sort	Select a Disbursement Report sort option.
Parameter 16: Print Report	Determine the report output

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Select **Review Output** from the **Options** menu and review the output.

Banner form

Applicant Immediate Process ROAIMMP 8.0 (BAN8)

Aid Year: 0809 ID: ALLEN Mr. Matthew A Allen, Jr.

	Action Indicator	Term	Current Status	Completion Date
Tracking Group Assignment:	(None)			
Budgeting Group Assignment:	(None)			
Packaging Group Assignment:	(None)			
	<input type="checkbox"/> SAP			
Packaging Fund Assignment:	(None)			
Need Analysis Calculation:	(None)			
	<input type="checkbox"/> Immediate Pell Calculation			
	<input type="checkbox"/> Disbursement Date Update			
	<input type="checkbox"/> Authorize or Disburse Available Aid			

Letter Generation

Letter Code:

Term Code:

Wait Days:

Initial Code:

Procedure

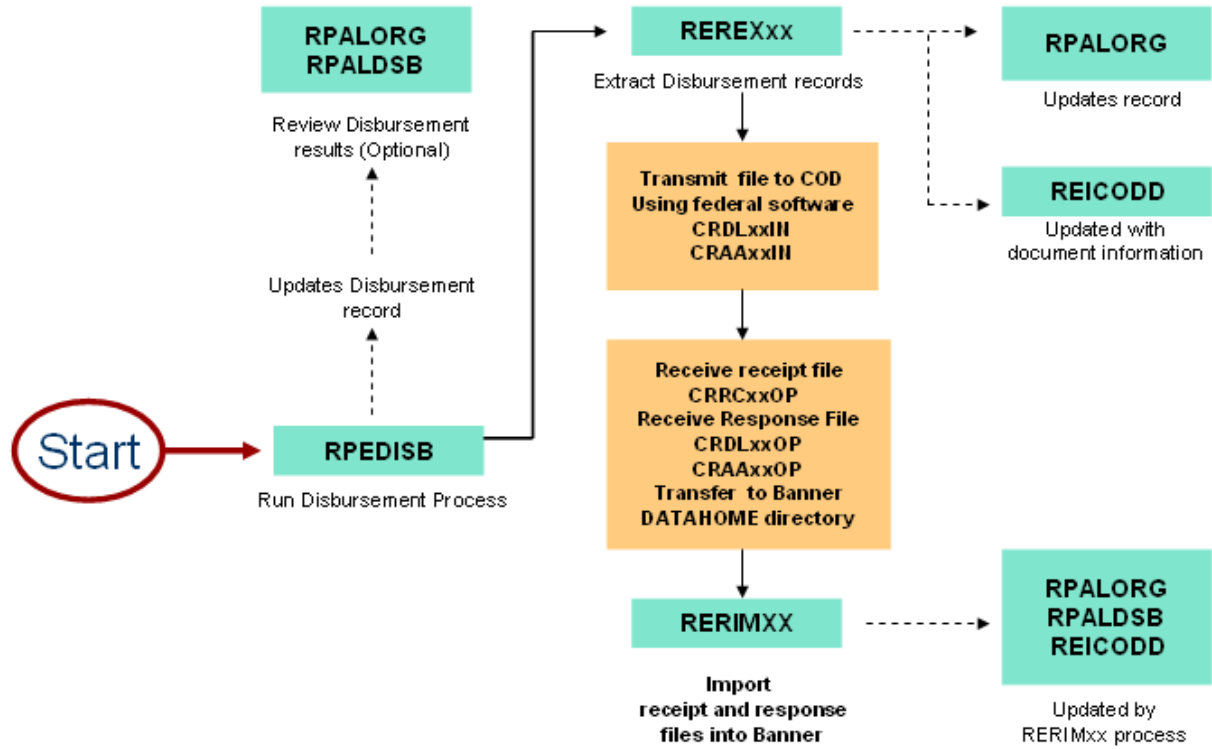
Follow these steps to complete the process.

1. Access the Applicant Immediate Process Form (ROAIMMP).
2. Enter the aid year in the **Aid Year** field
3. Enter the student ID in the **ID** field.
4. Perform a **Next Block** function.
5. Click the **Authorize or Disburse Available Aid** checkbox.
6. Click in the **Term** field.

Note: The Current Term from ROAINST will default.

7. Click the **Save** icon.
8. Access RPAAWRD or ROARMAN to see if the student's fund(s) have disbursed. Review ROIDISB for disbursement errors if the fund(s) for the student do not disburse.

DL Disbursement



Creating a Disbursement Record Extract File

Purpose

Create the extract file for Direct Loans that will be transmitted to COD.

Note: Two extract files are created from this process: CRDLxxIN and CRAAxxIN.

Banner form

The screenshot shows a web-based form titled "Process Submission Controls GJAPCTL 8.2 (s10b80)".

- Process:** REREX10 (dropdown), 2009-2010 COD Extract Process (text field)
- Parameter Set:** (empty dropdown)
- Printer Control:**
 - Printer: (empty dropdown)
 - Special Print: (empty text field)
 - Lines:
 - Submit Time: (empty text field)
- Parameter Values:**

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.
- Submission:**
 - Save Parameter Set as
 - Name: (empty text field)
 - Description: (empty text field)
 - Hold
 - Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year	Enter Aid Year
Parameter 02: DL Fund Codes	Enter Direct Loan Fund Code for subsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for unsubsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for PLUS.
Parameter 03: Extract Pell Funds	N for this exercise
Parameter 04: DL Records to Extract	C = Extract Changes Only B = Extract Both O = Extract Loans without Changes Only
Parameter 05: Promissory Note Print	O - School prints from Banner R - COD prints; sends to school S - COD prints; sends to borrower Blank (Default)
Parameter 06: Extract ACG Funds	N for this exercise
Parameter 07: Extract Smart Funds	N for this exercise
Parameter 08: Attending School ID	Enter the ID from ROICODI

Parameter 09: Response Type	F
Skip parameters 10-14.	n/a
Parameter 15: Print RERIMEX Report	Enter Y or No
Parameter 16: Update Student Identifier	Yes No

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Next step

After this procedure is run, you will use FTP software to move the file to a network or hard drive using a binary transfer mode. Then, you will use the Department of Education software or web site to transmit the file for processing. Finally, when the response file is received, use FTP software to move the file to the proper Banner directory. Check with IT personnel for the proper Banner directory location. The name of the response file will be CRDLxxOP.

Warning: SunGard Higher Education does not support any of the above mentioned software programs.

Loading Data from the Response File into Banner

Purpose

When the response file is received, use FTP software to move the file in a binary transfer mode to the proper Banner directory. Check with IT personnel for the proper Banner directory location. The name of the response files will be CRDLxxOP.

Run RERIMxx to load data from the response file into Banner.

Banner form

The screenshot shows the 'Process Submission Controls' window for GJAPCTL 8.2. The 'Process' dropdown is set to 'RERIM10' and the 'Parameter Set' dropdown is empty. The 'Printer Control' section has a 'Printer' dropdown, 'Special Print' field, 'Lines' set to 60, and 'Submit Time' field. The 'Parameter Values' section is a table with columns for 'Number', 'Parameters', and 'Values'. The 'Values' column has a dropdown menu currently showing '0910'. Below the table, there is a note: 'LENGTH: 4 TYPE: Character O/R: Required M/S: Single Enter the aid year code for the 2009-2010 aid year.' The 'Submission' section at the bottom has a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and radio buttons for 'Hold' and 'Submit'.

Number	Parameters	Values
01	Aid Year Code for 2009-2010	0910
02	XML Import Document Filename	
03	Print RERIMEX Report	B
04	TEACH Entrance Requirement	
05	Entrance Satisfied Status	
06	TEACH ATS Requirement	
07	ATS Satisfied Status	

Procedure

Follow these steps to complete the process.

1. Access the COD File Import Process (RERIMxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year	Enter Aid Year
Parameter 02: XML Import Document Filename	Enter a file name.
Parameter 03: Print RERIMEX Report (Y/N)	Enter Y or No.

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.
8. Select **Review Output** from the **Options** menu.
9. Review the output.
10. Click the **Exit** icon.

Loan Entrance and Exit Interview Data

Purpose

Data regarding loan Entrance and Exit Interview. The name of the response files will be DECFENOP and DLFFEXOP.

Run RPRDUxx to load data into Banner.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.2 (s10b80)". The form contains the following sections:

- Process:** RPRDU10 (dropdown), 2009-2010 DL Flat-File Upload (text field)
- Parameter Set:** (dropdown)
- Printer Control:**
 - Printer: (dropdown)
 - Special Print: (text field)
 - Lines:
 - Submit Time: (text field)
- Parameter Values:**

Number	Parameters	Values
01	Print loan detail on SAS?	Y
02	Grad PLUS Entrance Requirement	
03	Requirement Satisfied Status	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter a Y to print the booked loan detail in SAS.
- Submission:**
 - Save Parameter Set as
 - Name: (text field)
 - Description: (text field)
 - Hold
 - Submit

Procedure

Follow the steps to complete the process.

Note: File names for Entrance and Exit Interviews are DECFENOP and DLFFEXOP.

1. Access the DL Flat-file Upload Process (RPRDUxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter Y in the **Values** field for Parameter 01: Print loan detail on SAS?

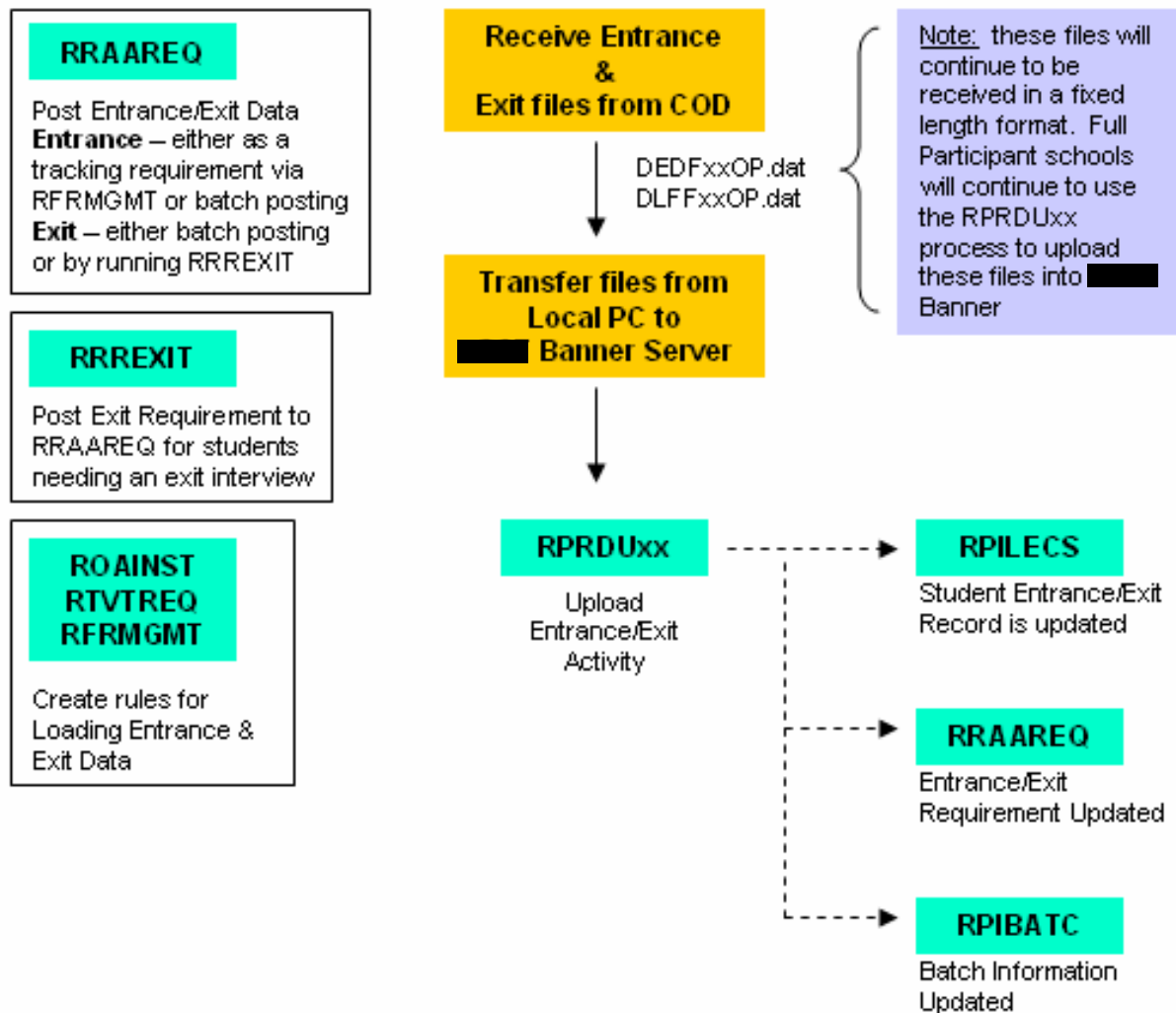
Note: You can also leave this field blank.

4. Click the **Submit** radio button.
5. Click the **Save** icon.
6. Select **Review Output** from the **Options** menu.
7. Review the output.
8. Click the **Exit** icon.

Entrance/Exit Activity

Note: File names should be DEDFENOP and DLFFEXOP

DL Entrance/Exit Activity



Banner form

Loan Electronic Counseling Status: RPILECS 8.4 (s10b80)

ID:

Entrance or Exit Interview Data

Counseling Type:

Entrance Type:

Associated Aid Year:

Data Source:

Date Completed:

Sequence Number:

SSN:

Last Name:

First Name:

Middle Initial:

Date of Birth:

Document ID:

Rights and Responsibilities Acknowledged by Borrower

Exit Interview Only Data

Current Permanent Reference 1 Reference 2 Next of Kin Employer

Address Line 1:

Address Line 2:

City:

State or Province:

Zip or Postal Code:

Home Telephone Number:

Type:

Driver License Number:

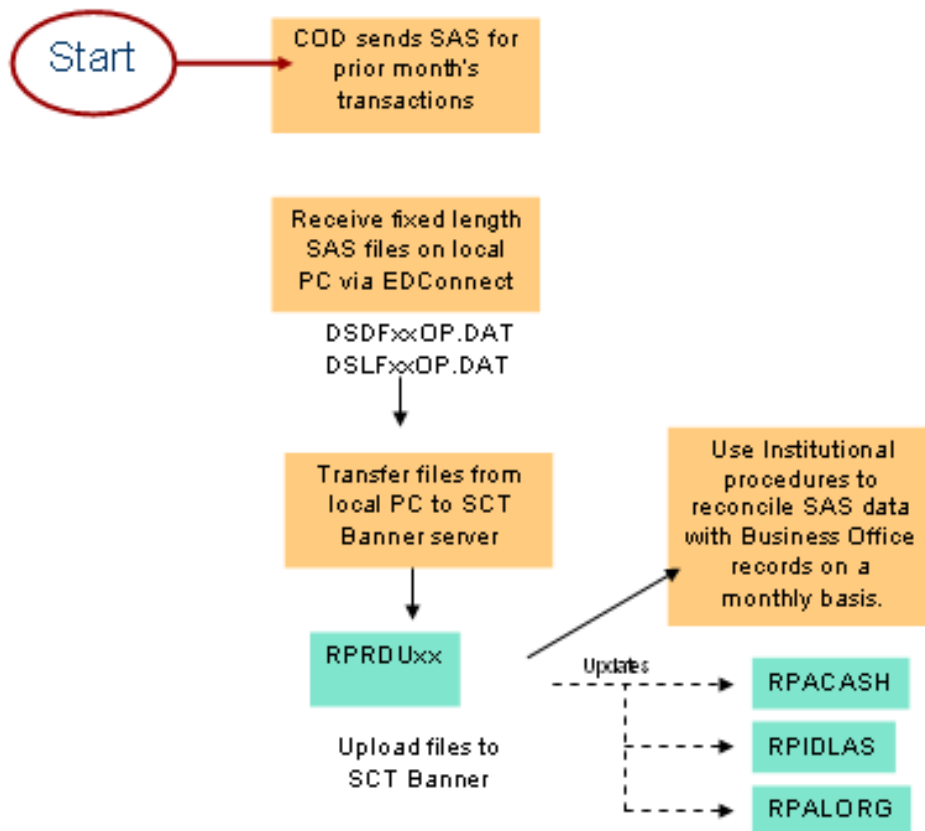
Driver's License State:

View updates

Follow these steps to complete the process.

1. Access the Loan Electronic Counseling Status Form (RPILECS).
2. Enter the student ID in the **ID** field.
3. Perform a **Next Block** function to view updated information.
4. Click the **Exit** icon.

DL Reconciliation Process



Monthly School Account Statement

Purpose

COD sends two files: dsdfxxop.dat and dslfxxop.dat.

When the above two files are received, you will use the FTP software to move the file in a binary transfer mode to the proper Banner directory. Check with IT personnel for the proper Banner directory location.

Note: Run RPRDUxx to load data from the response files into Banner. Diagnostic reports are produced. Use internal reconciliation procedures to reconcile the direct loan cash summary and cast detail information.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: RPRDU10 2009-2010 DL Flat-File Upload Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Print loan detail on SAS?	Y
02	Grad PLUS Entrance Requirement	
03	Requirement Satisfied Status	

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter a Y to print the booked loan detail in SAS.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

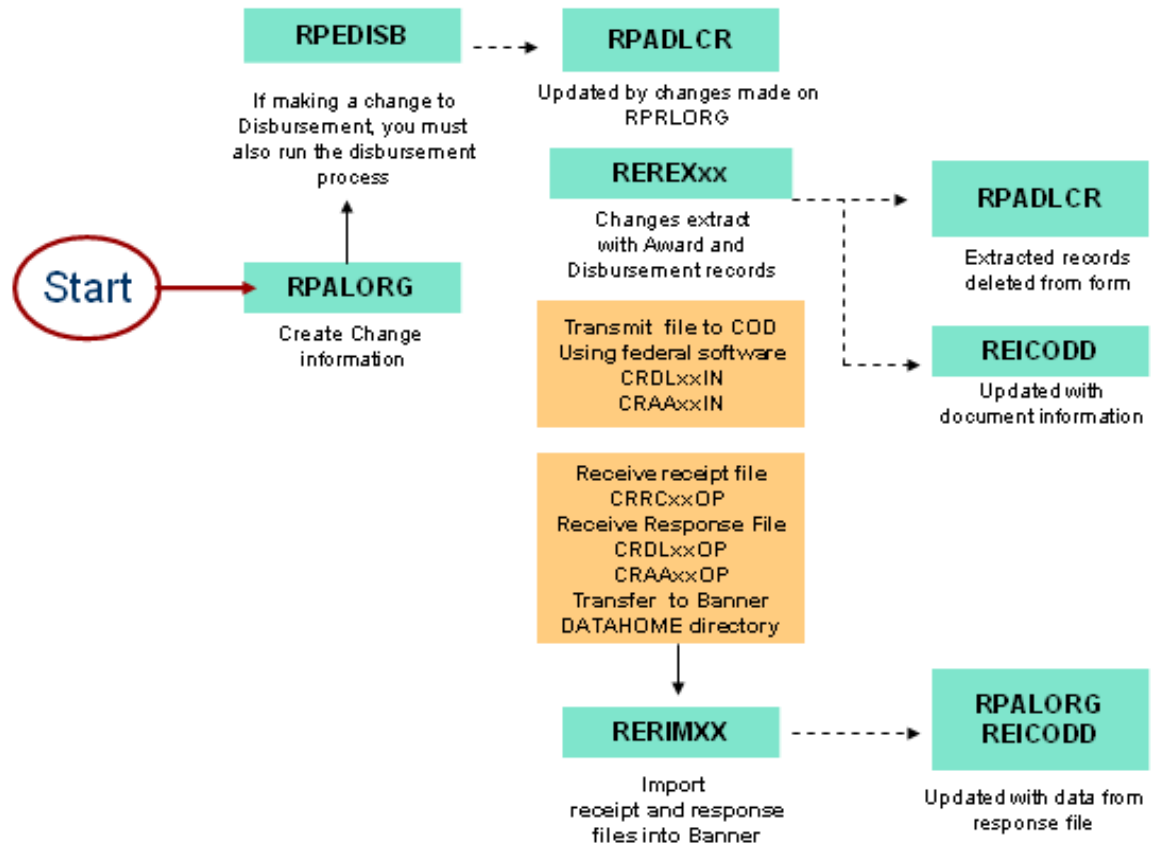
Follow the steps to complete the process.

1. Access the Direct Loan Upload Process (RPRDUxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter Y in the **Values** field for Parameter 01: Print loan detail on SAS?

Note: You can also leave this field blank.

4. Click the **Submit** radio button.
5. Click the **Save** icon.
6. Select **Review Output** from the **Options** menu.
7. Review the output.
8. Click the **Exit** icon.

DL Change Activity



Correcting Direct Loans

Introduction

After origination records are sent to the Servicer, the data contained in those records can still be changed.

Warning: DO NOT change any data on the student's RPALORG record until you have received the Origination Acknowledgement and the Origination Status indicator is 'A' for Accepted.

Banner needs to capture all changes that affect the data already transmitted. The Direct Loan Change Logging process logs changes to data that has already been transmitted to the Servicer.

Access the Federal Direct Loan Origination Form (RPALORG) to make changes to data.

There are two forms and one process to complete for direct loan changes.

1. Direct Loan Origination (RPALORG)
2. Direct Loan Correction Form (RPADLCR)
3. Direct Loan Change Logging process (REREXxx)

Banner form

The screenshot shows a web browser window titled "Direct Loan Origination RPALORG 8.4 (s10b80)". At the top, there are fields for "Aid Year" (set to 0910) and "ID". Below this is a "Loan Summary" section with two columns of fields. The left column includes: Loan ID, Loan Type (dropdown menu with "(None)" selected), School Code, Fund (dropdown menu), Approved Amount, Requested Amount, Loan Period (dropdown menu), Loan Period Start, Loan Period End, Academic Year Start (calendar icon), Academic Year End (calendar icon), Graduation Date (calendar icon), Year in College (dropdown menu with "(None)" selected), Loan Fee Rate, and Rebate Fee Percent. The right column includes: Application Number, Loan Sequence Number, Origination Status (dropdown menu with "(None)" selected), Date Created, Date Sent (calendar icon), Batch ID, Document ID, SAR Transaction Number, Confirmation Date (calendar icon), Loan Status (dropdown menu), Booking Date, Booking Amount, Booking Batch, Booking Document ID, PLUS Credit Check Status (dropdown menu with "(None)" selected), PLUS Credit Check Date (calendar icon), Credit Check Document ID, and Preparatory or Teacher Certification (dropdown menu with "(None)" selected). At the bottom right of the form, there are two checkboxes: "Parent PLUS to Student" and "HPPA".

Procedure

Follow these steps to begin the direct loan corrections.

1. Access the Direct Loan Origination Form (RPALORG).
2. Change the data in a field on the origination record.

Note: Changes can be made to the dollar amount of the loan, the loan fee, and/or the loan period, to name a few.

3. Click the **Save** icon.
4. Click the **Exit** icon.

Banner form

Direct Loan Corrections RPADLCR 8.0 (BAN8)

Aid Year: 0809 2008 - 2009 Aid Year

Field Number	Loan ID	Delete?	Data Element	Correction Data
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

1. Access the Direct Loan Correction Form (RPADLCR).
2. Select the **Delete** checkbox to cancel reporting of changes to COD.

Banner form

Process Submission Controls GJAPCTL 8.2 (s10b80)

Process: REREX10 2009-2010 COD Extract Process Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0910
02	DL Fund Code(s)	
03	Extract Pell Funds	N
04	DL records to extract	
05	Promissory Note Print	
06	Extract ACG Funds	N
07	Extract SMART Funds	N
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your aid year code for the 2009-2010 aid year.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

1. Access the COD Extract Process (REREXxx).
2. Enter *DATABASE* in the **Printer** field.
3. Enter the parameters in the **Parameter Values** block.

Parameter	Description
Parameter 01: Aid Year Code	Enter the aid year
Parameter 02: DL Fund Code(s)	Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.
Parameter 03: Extract Pell Funds	Enter 'Y' or leave blank for Direct Loan extraction.
Parameter 04: DL Records to Extract	Enter C to extract only changes.
Parameter 05: Promissory Note Print	O - School prints from Banner R - COD prints; sends to school S - COD prints; sends to borrower Blank (Default)
Parameter 06: Extract ACG Funds	N for this exercise
Parameter 07: Extract Smart Funds	N for this exercise
Parameter 08: Attending School ID	Enter the ID from ROICODI

Parameter 09: Response Type	F
Skip parameters 10-14.	n/a
Parameter 15: Print RERIMEX Report	Enter Y or No
Parameter 16: Update Student Identifier	Yes No

4. Click the **Save Parameter Set as** checkbox.
5. Enter a name and description in the **Name** and **Description** fields.
6. Click the **Submit** radio button.
7. Click the **Save** icon.

Result: CRDLxxIN and CRAAxxIN output files are generated from this process. Use a binary transfer utility to move files to a location accessible by your PC then transmit to the COD.

8. Click the **Exit** icon.

Self Check

Directions

Use the information you have learned in this workbook to complete this self check activity.

Question 1

The Loan Origination Extract process creates files to be sent to the Servicer. To be selected by this process, the student's loan origination record does not have to have its Origination Status code set.

True or False

Question 2

The Promissory Note Printing process (RPRPNPT) generates how many output files?

- a. 2
- b. 3
- c. 5

Question 3

Previously printed Promissory Notes can be reprinted using the School Prom Note Status field in the Promissory Note Summary block. This is found on the Federal Direct Loan Origination Form (RPALORG). R for Ready to Print must be set to produce reprints.

True or False

Question 4

The Promissory Note Print program collects a batch size as a parameter. This is the maximum number of Promissory Notes to be included in each batch. Once that count is reached, what happens to the program even if there are additional Promissory Notes to process for the Fund code?

- a. Continues
- b. Terminates
- c. Re-prints

Answer Key for Self-Check

Question 1

The Loan Origination Extract process creates files to be sent to the Servicer. To be selected by this process, the student's loan origination record does not have to have its Origination Status code set.

False

Question 2

The Promissory Note Printing process (RPRPNPT) generates how many output files?

- a. 2
- b. 3
- c. 5

Question 3

Previously printed Promissory Notes can be reprinted using the School Prom Note Status field in the Promissory Note Summary block. This is found on the Federal Direct Loan Origination Form (RPALORG). R for Ready to Print must be set to produce reprints.

True

Question 4

The Promissory Note Print program collects a batch size as a parameter. This is the maximum number of Promissory Notes to be included in each batch. Once that count is reached, what happens to the program even if there are additional Promissory Notes to process for the Fund code?

- a. Continues
- b. Terminates**
- c. Re-prints

Appendix

Forms Job Aid

Form	Full Name	Use this Form to...
ROAINST	Institution Financial Aid Options	assign a direct loan school code.
ROAUSIO	U.S. Specific Institution Financial Aid Options	enter various defaults and options formerly found on ROAINST.
RORTPRD	Aid Period/Term Rules	specify the terms that are associated with an aid period from the Aid Period Validation Form (RTVAPRD).
RFRDEFA	Default Award & Disbursement Schedule Rules	establish award distributions for each aid period and to establish memo expiration dates.
RPIFEDR	Federal Rules Inquiry	display valid federal fund IDs and a set of rules for the major student financial aid programs.
RFRBASE	Fund Base Data	establish loan funds and associate them with federal loan identifiers.
RFRMGMT	Fund Management	establish fund attributes for each of these direct loan funds.
TSADETC	Detail Code Control Form	disburse funds to the student's account on the Accounts Receivable system.
RPROPTS	Packaging Options	determine loan awarding.
RPRCLSS	Class Code Translation Rules	determined the Student System class level code and the translation rules.
RTVLNST	Loan Status Validation	define and maintain all possible loan statuses necessary for loan application processing.

Form	Full Name	Use this Form to...
RPRLPRD	Loan Period Base Data	create and maintain load period information for all possible loan periods.
RPRLOPT	Loan Options	enter loan processing information.
ROAINST	Institution Financial Aid Options	collect undergraduate campus codes to identify first-year first time borrowers who need to have their first loan disbursement delayed by 30 days.
GJAPDFT	Default Parameter Value Validation	define specific user-level default values for all parameters of specific processes.
RPRLORC	Loan Origination Process	use the Create Loan Applications option on the award forms (RPAAWRD, RPAAPMT, and ROARMAN forms).
RPAAWRD	Award Maintenance	award loan funds.
RPAAPMT	Package Maintenance	
ROARMAN	Financial Aid Record Maintenance	
RPEPCKG	Packaging Process	
ROAIMMP	Applicant Immediate Process	
RPAAWRD	Award	create loan originations online.
ROARMAN	Financial Aid Record Maintenance	

Form	Full Name	Use this Form to...
RPAAWRD	Award	create a loan origination in batch.
RPRLORC	Direct Lending Record Creation Process	
RPALORG	Federal Direct Loan Origination	
REREXxx	COD Extract Process	create files to be sent to the Servicer.
RPALORG	Direct Loan Origination	
RPIBATC	Batch Control	monitor the status of all data batches that process Direct Lending, Electronic Loan, EDE and Pell applications.
RERIMxx	COD File Import Process	load data from the response file into Banner.
RPRPNPT	Promissory Note Printing Program	print Promissory Notes for students and parents.
RRAAREQ	Application Requirements	verify the status of Promissory Notes.
RPAPROM	Promissory Note	
RPRLORG	Federal Direct Loan Origination	
ROASMRY	Financial Aid Summary	
RPRDLPM	Promissory Note Manifest Process	print a listing of Direct Loans for which Promissory Notes have been signed and returned but were not previously reported.

Form	Full Name	Use this Form to...
RERIMxx	COD File Import Process	<ul style="list-style-type: none"> • review the exceptions report from this procedure to identify students who may have signed an E-MPN but do not have a matching record in Banner. • load data from the response file into Banner.
RPACASH	Direct Loan Cash Drawdown	record the receipt (drawdown) of cash from the Department of Education (ED).
RPEDISB	Disbursement Process	disburse loans for batch disbursement.
ROAIMMP	Applicant Immediate Process	disburse loans for online disbursement.
REREXxx	COD Extract Process	create the extract file for Direct Loans that will be transmitted to COD.
RPRDUxx	Direct Loan Flat-File Upload	<ul style="list-style-type: none"> • load Loan Entrance and Exit Interview data. • load data from the response files.
RPILECS	Loan Electronic Counseling Status	update the student entrance/exit record.
RPALORG	Federal Direct Loan Origination	make changes to data.
RPALORG	Direct Loan Origination	make changes to direct loans.
RPADLCR	Direct Loan Correction	
REREXxx	Direct Loan Change Logging process	extract files for use with DL Tools for DL Reconciliation
RPRCPxx	Direct Loan Compare Extract Process	

