

Banner Financial Aid Electronic Loans Training Workbook

Release 8.4 – May 2009

Updated 4/28/2009



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Revision History Log

Publication Date	Summary
4/30/2008	New version that supports Banner 8 software.
9/19/2008	Updated version that supports Banner 8.2 software.
1/7/2009	Updated version that supports Banner 8.3 software.
4/28/2009	Updated version that supports Banner 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 provide you with an overview of Electronic Loan processing (FFELP and Alternative Loans) in Banner.

The workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-day Operations

Intended audience

Financial Aid office administrators and staff

Prerequisites

To complete this course, you should have

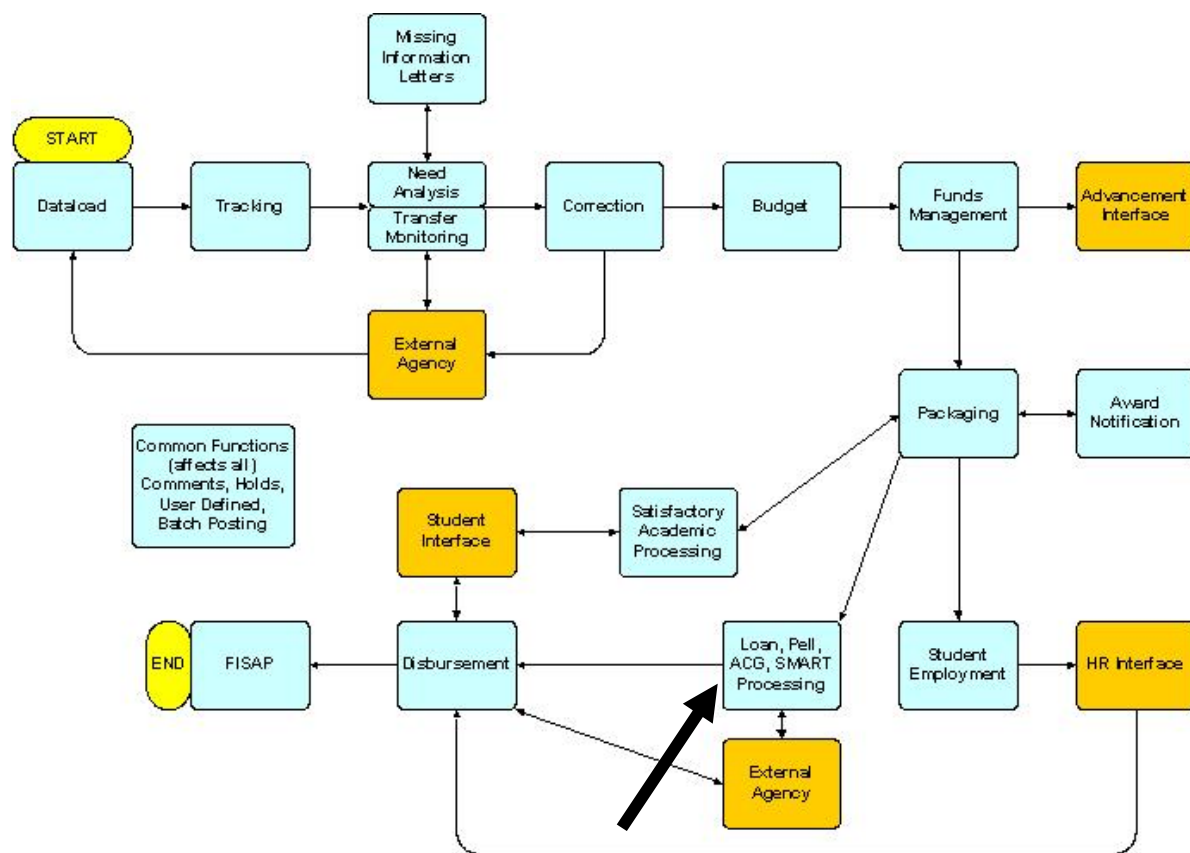
- completed Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals* or have equivalent experience navigating in Banner
- completed the Financial Aid Overview, Job Submission and Financial Aid Award Packaging training workbooks
- obtained administrative rights to create rules and set validation codes in Banner.

Process Introduction

Introduction

This manual explains the processing of Electronic Loans in the Banner Loan Processing module. Banner Electronic Loan module supports both the Commonline 4 and Commonline 5 data formats.

Flow diagram



About the process

After the student has completed their loan application, their loan amount is determined based on their need. Loan applications are created and transmitted to the Lender using various Banner processes. Once the Lender acknowledges guarantee of the loan and funds are sent to the institution, the loan funds are disbursed. Various rules and validations must be established before the process can begin.

Set Up



Introduction

The purpose of this section is to outline the setup process and detail the procedures to set up Banner for electronic loans.

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.

Set Up Basic Loan Information

Purpose

On the Institution Financial Aid Options Form (ROAINST) and U.S. Specific Institution Financial Aid Options Form (ROAUSIO), you can set up basic loan information for processing Federal Stafford Loans.

This form enables you to:

- set the type of loans your institution processes
- provide your EL School and Branch IDs
- provide your OPEID and OPEID Branch numbers
- define various global institutional options for an aid year
- define default codes for different processes
- define institutional credit hour values by term for each student level code
- set the First-Year, First-Time Borrower rule.

Banner form

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**

Main Campus Entity ID: []

Attending ID: 12345678

Reporting ID: 12345678

Source ID: 12345678

Pell ID: 554444

Pell Fund Code: PELL

Federal School Code: 620004

OPEID: 554444

OPEID Branch: 00

Title IV Destination Number: []

Service Agent Code: []

Non-Custodial Parent Contribution Option:

Return of Title IV Funds

Return Indicator

Rounding Indicator

Application Source Codes

College Scholarship Service ID

8507

[]

[]

[]

[]

Main Campus Entity ID

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

Procedure

Follow the steps to complete the process.

1. Access the U.S. Specific Institution Financial Aid Options Form (ROAUSIO).
2. Enter an aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Select the **Loan Options** tab.
5. Enter the value *E*=Electronic in the **Loan Process Type** field to allow Electronic Loan processing of Electronic Loans only.

Note: Other valid values are *B*=Both (Electronic and Direct), *D*=Direct, and *N*=Neither.

6. Enter a six-digit school code in the **Electronic School Code** field.
7. Enter the two-digit campus code associated with the selected school code in the **Electronic Branch ID** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Maintain Valid Aid Periods

Purpose

Access the Aid Period Validation Form (RTVAPRD) to maintain

- valid aid periods
- descriptions of each period
- the percent of full academic year that this aid period represents
- Pell Full Year percent for each aid period
- expected Family Contribution (EFC) percentage for the period
- activity date of the maintenance.

Banner form

Code	Description	Budget Full Year Percent	Pell Full Year Percent	EFC Percent	Activity Date
FA/SPR	Fall-Spring Semesters	100	100	100	03-JAN-1995
FA/SU1	Fall-Summer1	75	100	75	16-AUG-2004
FA/SU2	Fall-Summer2	75	75	75	03-JAN-1995
FALL	Fall Semester	50	50	50	03-JAN-1995
FAS1S2	Fall-Summer1-Summer2	99.999	100	99.999	15-JAN-1995
FASP08	Fall-Spring 0708	99.999	100	99.999	11-JUN-2007
FASP09	Fall-Spring 0809	99.999	100	99.999	20-FEB-2008
FSS1S2	Fall-Spring-Summer1-Summer2	150	100	150	03-JAN-1995
FSSU1	Fall-Spring-Summer1	125	100	125	03-JAN-1995
FSSU2	Fall-Spring-Summer2	125	100	125	03-JAN-1995
FWS	Fall, Winter, Spring	99.999	100	100	09-AUG-2004

Procedure

Follow the steps to complete the process.

1. Access the Aid Period Validation Form (RTVAPRD).
2. Create an aid period using AID and your initials in the **Code** field.

Example: AIDAB

3. Enter a **Description** for the aid period.
4. Enter *99.999* in the **Budget Full Year Percent** field.

Warning: Banner will only allow one aid period to be equal to 100.

5. Enter a percent in the **Pell Full Year Percent** field.

Note: The maximum percentage of the full aid year/full time Pell award that the student is eligible to receive for the aid period based on their EFC. Maximum value is 100%.

6. Enter a percent in the EFC Percent field. Use the **EFC Percent** field to prorate the expected family contribution based on the time period covered by this aid period.

Example: A nine-month Aid Period would be 100%; A four-month Aid period would be 44.444%. This will occur only if the proration is checked on the ROAUSIO form.

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

Procedure

Follow the steps to complete the process.

1. Access the Aid Period/Term Rules Form (RORTPRD).
2. Enter an aid year in the **Aid Year** Field.
3. Select a Fall and Spring aid period in the **Aid Period** field.
4. Perform a **Next Block** function to access the Aid Period/Term Code Rules block.
5. Select the Fall term in the first field of the **Term Code** column.
6. Select the Spring term in the second field of the **Term Code** column.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Verify that Award Distributions are established for Aid Periods

The Default Award and 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 are on the Loan Period Base Data Rules Form (RPRLPRD).

Differences

It is important to understand the difference between the **Award Percent** field in the **Award Schedule** block of the Default Award and Disbursement Schedule Rules Form (RFRDEFA) and the **Disbursement Percent** field in the **Disbursement Schedule** block.

Field	Purpose
Award Percent	Defines how much of an annual award is to be packaged in each term.
Pell Award Percent	Defines how much Percentage to be used when calculating the Pell award for a term. This is a required field and must equal 100% for all terms.
Disbursement Percent	Defines how much of the award for that term is to be disbursed on the specified date.
+/- Days	Defines the number of days prior to (-) or after (+) the student's earliest course start date to schedule disbursement.

Example

Let's say that you want to package half the award in the fall term and the other half in the spring term.

Enter *50* in each of the **Award Percent** and **Pell Award Percent** fields in the **Award Schedule** block.

Then let's say that you want to disburse half of the fall term award on August 30, three days after the start of classes, and the other half on October 30. You also want to disburse the entire spring term award on January 30, four days after the start of classes.

Enter *50* in the **Disbursement Percent** field in the **Disbursement Schedule** block, *27-AUG-XXXX* (where *XXXX* represents the year) in the **Disbursement Date** field for one record for the fall term, and *+3* in the **+/- Days** field.

Insert a new record and enter *50* in the **Disbursement Percent** field and *30-OCT-XXXX* (where *XXXX* represents the year) in the **Disbursement Date** field for the second record for the fall term.

Enter *100* in the **Disbursement Percent** field, *26-JAN-XXXX* in the **Disbursement Date** field for one record for the spring term, and *+4* in the **+/- Days** field.

Example Summary

This example is summarized in this table.

Disbursement %	Disbursement Date	+/- Days
50	27-AUG-XXXX	3
50	30-OCT-XXXX	0
100	26-JAN-XXXX	4

Banner form

Default Award and Disbursement Schedule Rules: RFRDEFA 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year Aid Period: FA/SPR

Award Schedule

Term Code	Award Percent	Pell Award Percent	Memo Expiration Date	Activity Date
200910	50	50		12-NOV-2007
200920	50	50		12-NOV-2007

** Press INSERT RECORD to default an Award Schedule **

Disbursement Schedule

Term Code	Disbursement Percent	Disbursement Date	+/- Days	Activity Date
200910	100	15-DEC-2008		23-OCT-2007
200920	100	31-MAY-2009		23-OCT-2007

Procedure

Complete this process to create a default award and disbursement schedule for the aid year and aid period.

1. Access the Default Award and Disbursement Schedule Rules Form (RFRDEFA).
2. Enter the aid year code in the **Aid Year** field.
3. Enter the aid period In the **Aid Period** field.
4. Perform a **Next Block** function to access the Award Schedule block.
5. Perform an **Insert Record** function.

Result: In the **Term Code** field for this first record, you will see the term code associated with the aid period selected in the key block. Setting up RORTPRD on the previous exercises causes the terms to insert.

6. Enter the percent of the annual award that you want packaged during this term in the **Pell Award Percent** field. For practice, enter *50*.
7. Enter the date that any memoed items for that term will expire in the **Memo Expiration Date** field.
8. Repeat steps 6-7 for the second term.
9. Click the **Save** icon.
10. Perform a **Next Block** function to access the **Disbursement Schedule** block.
11. Perform an **Insert Record** function.

Result: In the **Term Code** field for this first record, you will see the term code associated with the aid period selected in the key block.

12. Enter the percent of the term award that you want disbursed on this date in the **Disbursement Percent** field. For practice, enter *100*. This will disburse 100% of the term award on this date.
13. Enter the date the funds are to be disbursed in the **Disbursement Date** field.
14. Enter the number of days prior to or after the first class start date of the student to schedule the disbursement in the **+/- Days** field. During this exercise we will leave this field blank.
15. Repeat steps 12-14 for the second record.

Note: The disbursement percentage for a term must equal 100%. If you entered 50% for a term, then double-click in the term code field to select the term again and repeat steps 12-14.

16. Click the **Save** icon.
17. Click the **Exit** icon.

Verify that Federal Data has been Loaded

Purpose

Verify that data has been loaded to this table in the Federal Rules Inquiry Form (RPIFEDR).

Note: This data is SunGard Higher Education-delivered and cannot be changed.

Banner form

The screenshot shows a window titled "Federal Rules Inquiry RPIFEDR 8.0 (s10b80)". At the top, there is a dropdown menu for "Aid Year" set to "0809" and a checkbox for "2008-2009 aid year". Below this is a table with the following columns: Federal Fund ID, Class Code, Minimum Load, Preparatory or Teacher Certification, HPPA Ind, Additional Stafford, Maximum Annual, and Maximum Cumulative. The table contains 18 rows of data for various fund types including ACG, PELL, and PERK.

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"/>	4,731.00	999,999.00
PELL	2 1st (prev. att.)	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,731.00	999,999.00
PELL	3 2nd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,731.00	999,999.00
PELL	4 3rd Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,731.00	999,999.00
PELL	5 4th Year	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,731.00	999,999.00
PELL	6 5th/more ungrad.	4 Less than 1/2	N No	<input type="checkbox"/>	<input type="checkbox"/>	4,731.00	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

Procedure

Follow the steps to complete the process.

1. Access the Federal Rules Inquiry form (RPIFEDR).
2. Verify the **Aid Year** field is populated with the correct aid period.
3. Perform a **Next Block** function.
4. DO NOT attempt to alter any data on this form.
5. You may scroll through the form using the Page Down key or the Scroll Bar on the right side of the form.
6. Click the **Exit** icon.

Establish Detail Codes For Loans

Purpose

In the Detail Code Control Form (TSADETC) you can establish detail codes to be used for loans. Accounts Receivable detail codes are required to enable loan proceeds to be paid to the student's account receivable.

Note: Accounts Receivable staff would normally be responsible for creating and maintaining detail codes.

Banner form

The screenshot displays the 'Detail Code Control Form - Student: TSADETC 8.0 (s10b80)'. It contains two sections for defining detail codes.

Detail Code 1:
Detail Code: ACG2 ACG Grant Year 2
Type: P
Category: FA
Grant Type: [empty]
Priority: 799
Refund Code: [empty]
Direct Deposit:
Refundable:
Receipt:
Term Based:
Like Term:
Like Aid Year:
GL Enterable:
Active:
Pay Type: F
Tax Type: [empty]
Title IV:
Institutional Charges:
Exclude Invoice Print:
Payment History:
Defaults: Amount: [empty], Term: [empty], Effective Date: [empty]

Detail Code 2:
Detail Code: ACTC Activity Fee-Non Fee
Type: C
Category: MSC
Grant Type: [empty]
Priority: 999
Refund Code: [empty]
Direct Deposit:
Refundable:
Receipt:
Term Based:
Like Term:
Like Aid Year:
GL Enterable:
Active:
Pay Type: N
Tax Type: [empty]
Title IV:
Institutional Charges:
Exclude Invoice Print:
Payment History:
Defaults: Amount: 75.00, Term: [empty], Effective Date: [empty]

Procedure

Follow the steps to complete the process.

1. Access the Detail Code Control Form (TSADETC).
2. Click the **Exit** icon to close the Printer Destinations window.
3. Perform an **Insert Record** function.
4. Enter a four-character code to represent this loan fund payment into the **Detail Code** field.
5. Enter the applicable description to appear on the student's account receivable record and also on the student's billing document - also in the **Detail Code** field.
6. Enter a **Type** code of *P*.
7. Enter the **Category** code of *FA*.
8. Enter a **Priority** code of *000*.
9. Click the **Refundable** checkbox.
10. Click the **Receipt** checkbox if receipts are to be printed when the payment is recorded.
11. Enter other values as desired.
12. Enter a **Pay Type** of *F* for financial aid.
13. Click the **Active** checkbox.
14. Click the **Save** icon.

Note: If you wish to enter accounting information, perform a **Next Block** function to access the second window.

Procedure

Follow the steps to complete the process.

1. Access the Fund Base Data Form (RFRBASE).
2. Click the **Insert Record** icon to insert a new row.
3. Enter a **Fund Code** and a **Short Description** for a subsidized loan. For the fund code, use your initials as the last two characters of the fund name.

Example: STFSAB

4. Enter an A/R detail code that corresponds to a Federal Stafford Loan In the **Accounts Receivable Detail** field.

Note: These must be established on TSADETC; see previous procedure.

5. Click the **Search** icon to view a list of A/R detail codes.
6. Locate all detail codes that begin with F and select the desired code, such as FFSL (Federal Stafford Loan).
7. Enter the source of the fund in the **Fund Source** field. For this exercise, the source will be FDRL (Federal).
8. Enter the type of fund in the **Fund Type** field. For this exercise, the type will be LOAN.
9. Enter STFD for Federal Stafford Loan in the **Federal Fund ID** field.
10. Enter a Print Order priority number in the **Print Order** field.

Note: Lower numbers give loans higher priorities.

11. Check the **Fund Active** field.
12. Review and revise the **Long Description** field.
13. Insert a **New Record** and repeat steps 6-12, this time creating an unsubsidized loan.
14. Name the fund code using your initials as the last two characters.

Example: STFUAB.

15. Enter the A/R detail code that corresponds to a Federal Unsubsidized Stafford Loan in the **Accounts Receivable Detail** field.

Note: These must be established on TSADETC; see your consultant for the correct code.

16. Enter *FDRL* (federal) in the **Fund Source** field.

17. Enter *LOAN* as the type in the **Fund Type** field.

18. Enter a Print Order priority number in the **Print Order** field.

Note: Make sure that the print order priority for the subsidized loan is higher (number is lower) than the print order priority you assign for the unsubsidized loan. (The lower the number, the higher the priority.)

19. Enter a Message Number in the **Message Number** field of each fund in order for each fund to be viewable on the Self-Service forms.

20. Click the **Save** icon.

21. Click the **Exit** icon.

Verify that the Loan Process is Checked

Purpose

You must establish certain characteristics for both the subsidized and unsubsidized loans that you created on the Fund Base Data Form (RFRBASE) on the RFRMGMT form.

RFRMGMT displays and maintains the various attributes of a fund for a given aid year.

You can use this form to do the following:

- allocate a budget
- define packaging and disbursement options
- declare budget and detail code components
- maintain disbursement locks
- define tracking requirements
- require a signed promissory note for funds
- assign messages and comments.

Banner form

The screenshot shows the Banner Fund Management Form (RFRMGMT 8.2) with the following fields and values:

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

Base Fund Section:

- 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 Section:

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 the steps to complete the process.

1. Access the Fund Management Form (RFRMGMT).
2. Enter an Electronic Loan fund code in the **Fund Code** field. Enter the code for the subsidized loan you created.

Example: STFSAB

3. Perform a **Next Block** function.
4. Enter an amount for this fund in the **Budget Allocated** field.

Example: 99,999, 999.00, since this is an unlimited budget fund.

5. In the **Over Commitment Percent** field, enter 100%. Since you have set a budget that will not run out, the over-commitment % will not come in to play.

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 these steps to complete the process.

1. Select the Packaging tab.
2. Enter an appropriate value in the **Award Maximum** and **Award Minimum** fields.
3. Enter the applicable award status codes into the **Offer Status**, **Accept Status** and **Decline Status** fields.
4. Enter the applicable values for packaging in the **Automatic Packaging**, **Automatic Scheduling** and **Automatic Acceptance** fields.
5. Click the **Override Need** or **Replace EFC** checkbox.

Note: You cannot select both.

6. Click the **Loan Process** checkbox.
7. Click the **Need Analysis** checkbox.

8. Enter other values as applicable.
9. Enter an applicable value in the **Loan Fee Percentage** field to enable the loan to memo at a net proceeds amount.
10. Enter an applicable value in the Electronic Loan Indicator field.
11. Select **Accepted** in the **Memo Credit** field.
12. Select **None** in the **Disburse** field.
13. Click the **Save** icon.
14. Click the **Exit** icon.
15. Repeat the above steps for the unsubsidized loan.

Award Additional Unsubsidized Amounts to Students

Purpose

On the Packaging Options Form (RPROPTS), indicate if additional unsubsidized amounts should be awarded to independent students or Dependent students without a PLUS Denial.

Banner form

Packaging Options RPROPTS 8.1 (s10b80)

Aid Year: 0809 2008-2009 aid year

Packaging Options

Default Estimated Enrollment: Use Estimated Enrollment 1=Full Time

Package Using Estimated EFC

Package if SAR C-Flag Exists

Additional Stafford Eligibility Default

Source of Award History: N

Allow Award Mass Acceptance

Offer Expiration Days:

Tracking Requirement Status: E

Exemptions and Contracts Options

Interface Exemptions

Interface Third Party Contracts

Always Use Estimated

Assume Full Time

Three Quarter Time Percentage:

Half Time Percentage:

Less than Half Time Percentage:

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

Steps

Follow the steps to complete the process.

1. Access the Packaging Options Form (RPROPTS).
2. Ensure the correct **Aid Year** is entered in the Key block.
3. Perform a **Next Block** function to enter the form.
4. Click the **Additional Stafford Eligibility Default** checkbox to allow Dependent and Independent students to receive the additional eligibility limits if this is applicable at your institution.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Steps

Follow these steps to complete the process.

1. Access the Award Form (RPAAWRD).
2. Ensure the correct **Aid Year** is entered in the Key block.
3. Enter the student's **ID** number.
4. Perform a **Next Block** function to enter the form.
5. Select the **Packaging Group** tab.

Select **Y=Yes** to allow additional unsubsidized eligibility in the **Additional Stafford** field.

Select **D = Dependent without Plus Denial** to allow additional unsubsidized eligibility in the Additional Stafford field, if applicable.

For a dependent student with a Plus denial select **Y=Yes** to allow additional unsubsidized eligibility in the Additional Stafford field.

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

Equate Student System Class Codes with Banner Year

Purpose

Use the Class Code Translation Form (RPRCLSS) to convert a Student system level code and Student system class code combination into a Financial Aid system class code.

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 these steps to complete the process.

1. Access the Class Code Translation Form (RPRCLSS).
2. Enter the aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Enter the level code or select it by clicking in the **Student System Level** field to see the list of values.
5. Enter the class code or select it by clicking in the **Student System Class** field to see the list of values.

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

6. In the **Financial Aid Class** field, enter the financial aid class code (Banner Year In College) associated with the level and class code combination.

Example: Let's say that your institution has an "Undergraduate" level code with four class codes for "Freshman," "Sophomore," "Junior," and "Senior." You also have four financial aid classes using "Banner Year In College numbers 1,3,4,5, one for each of these combinations.

7. For the first record in this form, you would enter
 - level code for *Undergraduate* in the **Student System Level** field
 - class code for *Freshman* in the **Student System Class** field
 - 1 in the **Financial Aid Class** field.
8. Repeat the above steps for each combination you need to define.
9. Click the **Save** icon.
10. Click the **Exit** icon.

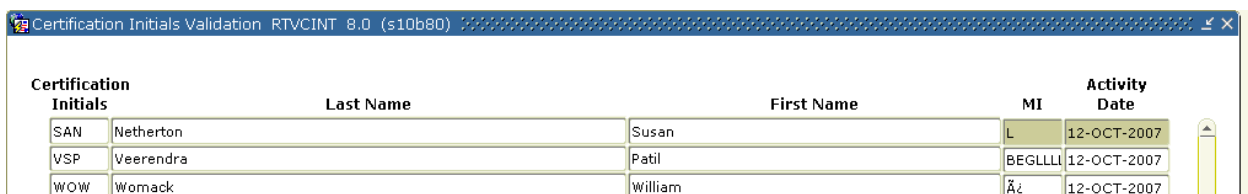
Establish Certification Initials

Purpose

Access the Certification Initials Validation Form (RTVCINT) to establish certification initials, if desired.

This is an optional feature and is shared with the Short Term Credit module.

Banner form



Certification Initials	Last Name	First Name	MI	Activity Date
SAN	Netherton	Susan	L	12-OCT-2007
VSP	Veerendra	Patil	BEGLLL	12-OCT-2007
WOW	Womack	William	Åi	12-OCT-2007

Procedure

Follow the steps to complete the process.


1. Access the Certification Initials Validation Form (RTVCINT).
2. Enter the initials of a person who is eligible to perform certifications in the **Certification Initials** field.
3. Enter the person's last name in the **Last Name** field.
4. Enter the person's first name in the **First Name** field.
5. Enter the person's middle initial in the **MI** field.
6. Click the **Save** icon.
7. Click the **Exit** icon.

Establish Status Codes

Purpose

Establish status codes on the Loan Status Validation Form (RTVLNST).

Banner form



The screenshot shows a window titled "Loan Status Validation RTVLNST 8.0 (s10b80)". It displays a table with the following columns: Loan Status, Loan Description, Inactive, Hold, VR Msg No, and Activity Date. The table contains the following data:

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

Complete this process to define a loan status for loan application processing.

1. Access the Loan Status Validation Form (RTVLNST).
2. Enter the code for a new loan status in the **Loan Status** field.
3. Enter a brief description for the loan status in the **Loan Description** field.
4. Click the **Inactive** checkbox if this loan status is to indicate that the loan is inactive.
5. Click the **Hold** checkbox if this loan status is to indicate that the loan is being held.
6. Enter the voice response message number in the **VR Msg No** field if your institution is using Banner Voice Response and you want this loan status to have a message attached to it.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Create a Non-Person Record

Purpose

Use the General Person Identification Form (SPAIDEN) to enter non-person records. Use this form to create each of your Lenders, Guarantee Agencies and Disbursement Agencies. The federally assigned codes for Lenders, Guarantee and Disbursement Agencies must be used as the Banner ID.

Warning: DO NOT USE 'GENERATE ID' option.

When loan proceeds need to be returned as a result of a refund, change in eligibility, change in enrollment, etc., the money may need to be returned to a lender, guarantee agency, or disbursing agent. In order for returned checks to be sent back to the proper party, you must set up a Return ID, called a return entity.

Lenders and guarantors are defined in the same manner, as you will see in the next lessons.

Banner form

The screenshot shows a web-based form titled "Common Matching Entry GOAMTCH 7.0 (C700)". At the top, there is a header bar with "ID: 80111968" and "Matching Source: RULE_ONE". Below this, the form is divided into two main sections: "Data Entry" and "Non-Person Name".

Data Entry Section:

- Last Name: [Text Field]
- First Name: [Text Field]
- Middle Name: [Text Field]
- Address Type: [MA] [Mailing] (Dropdown)
- Street Line 1: [Text Field]
- Street Line 2: [Text Field]
- Street Line 3: [Text Field]
- City: [Text Field]
- State or Province: [Dropdown]
- ZIP or Postal Code: [Text Field]
- County: [Dropdown]
- Nation: [Dropdown]

Non-Person Name Section:

- Non-Person Name: ACME Universal Lending [Text Field]
- SSN/SIN/TIN: [Text Field]
- Birth Date: Day: [Text Field] Month: [Text Field] Year: [Text Field]
- Gender: [Unknown] (Dropdown)
- E-mail Type: [HOME] [Home e-mail] (Dropdown)
- E-mail: [Text Field]
- Telephone Type: [MA] [Mailing] (Dropdown)
- Telephone: [Text Field] - [Text Field] [Text Field]

Below the form fields, there is a navigation bar with buttons: "Create New", "Select ID", "Update ID", "Details", "Duplicate Check", and "Clear".

The bottom section of the form is a table with the following columns: "ID", "Name", "Address", "Telephone", "E-mail", "Birth Date", and "Gender". The table is currently empty. Below the table, there are fields for "All Addresses:" (with a dropdown) and "Match Priority:" (checkbox).

Procedure

Follow the steps to complete the process.

1. Access the General Person Identification Form (SPAIDEN).
2. Enter an **ID** for a bank. Make up an ID number, trying to be creative so that you don't call up an ID that already exists.

Note: Keep in mind that most Lender ID's begin with the numeral "8" and are six digits in length. Guarantor ID's are a three digit number.

Example: Use "80" and then the month and year of your birthday.

3. Perform a **Next Block** function.
4. Select a type in the **Name Type** field.
5. Enter the name of the lender into the **Name** field in the Non-Person Name Information block.
6. Click the **Address** tab.
7. Enter the contact information for the lender in the **Address, City, State or Province, Zip or Postal Code, E-mail, and Telephone** fields.
8. Click the **Biographical** tab.
9. Enter the lender's tax identification number in the **SSN/SIN/TIN** field.
10. Click the **Save** icon.
11. Click the **Exit** icon.

Associate a Lender ID with a Guarantor ID

Purpose

Complete the Lender Base Data Form (RPRLNDR) to establish address information about a lender as well as to link the lender ID in SPRIDEN to the Guarantor or Insurer ID in SPRIDEN.

Note: Use official Lender and Guarantor ID codes as assigned by Common Line. Use no leading or trailing zeros.

Banner form

The screenshot shows a web browser window titled "Lender Base Data RPRLNDR 8.0 (s10b80)". The form contains the following fields:

- Lender Code:** A dropdown menu.
- Name:** A text input field.
- Contact:** A text input field.
- Activity Date:** A date input field.
- Address:** Three stacked text input fields.
- City:** A text input field.
- State or Province:** A dropdown menu.
- Zip or Postal Code:** A text input field with a dropdown arrow.
- Nation:** A dropdown menu.
- Telephone:** Three separate text input fields.
- Lender ID:** A dropdown menu followed by a text input field.
- Guarantor ID:** A dropdown menu followed by a text input field.
- Pre-Disbursement Recipient:** A dropdown menu followed by a text input field.
- Post-Disbursement Recipient:** A dropdown menu followed by a text input field.
- Number of Days for Changes:** A text input field.

Procedure

Follow the steps to complete the process.

1. Access the Lender Base Data Form (RPRLNDR).
2. Enter a unique ID of the lender you want to define in the **Lender Code** field.

Note: You must use the CommonLine issued ID. You can also use the **Search** feature to select a lender code.

3. Perform a **Next Block** function.

Result: Two messages are displayed saying, "Lender does not exist; Please add." Click the **OK** button for both messages.

4. Enter the lender **Contact** person.
5. Enter the lender **Address** including **City, State or Province** and **Zip or Postal Code**.
6. Enter the applicable SPRIDEN ID for this Lender into the **Lender ID** field.
7. Enter the applicable SPRIDEN ID for the Guarantor or Insurer in the **Guarantor ID** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

Establish Loan Periods

Purpose

Use the Loan Period Base Data Form (RPRLPRD) to create and maintain loan period information for all possible loan periods.

Background

Loans are processed using a loan period as opposed to an aid period. Students who receive loans are awarded based on a cost of attendance and an aid period just like all students; however, when a loan award is made, a loan period must be connected to that loan.

You can do either of the following.

- Associate the loan period with an aid period (if applicable).
- Link the loan period to a term schedule (if the loan period does not relate to an aid period).

If a loan period is not linked to an aid period, it will not be used by RPRELAP to create an **Electronic Loan Application**.

Once the application is created, the loan period may be changed to a loan period that is not linked to an aid period. All of the certification values will then need to be entered manually.

Banner form

The screenshot shows a web browser window titled "Loan Period Base Data RPRLPRD 8.0 (s10b80)". The form is divided into two main sections: "Base Data" and "Aid Period Rules".

Loan Period: A dropdown menu with "LOANAA" selected.

Base Data:

- Description:** A text input field.
- Start Date:** A date input field with a calendar icon.
- End Date:** A date input field with a calendar icon.

Aid Period Rules:

- Aid Year:** A dropdown menu.
- Aid Period:** A dropdown menu.

Steps

Follow these steps to complete the process.

1. Access the Loan Period Base Data Form (RPRLPRD).
2. Enter the code for the new loan period In the **Loan Period** field.
Example: For this exercise, enter LOAN followed by your initials, such as LOANAA.
3. Navigate to the Base Data block.
4. Enter a brief description of the loan period in the **Description** field.
5. Enter the first date that this loan period will be in effect in the **Start Date** field.
6. Enter the last date that this loan period will be in effect in the **End Date** field.
7. Click the **Save** icon.
8. Enter the code of the aid year for this loan period in the **Aid Year** field.
9. Enter the code of the aid period for this loan period in the **Aid Period** field.
10. Click the **Save** icon.

Options – Disbursement Schedule Rules

Scheduled Date	Term Code	Disbursement Promissory Note Date	Disbursement Percent	Memo Expiration Days
<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Procedure

Follow these steps to complete the process.

1. Select **Disbursement Schedule Rules** from the **Options** menu to define the disbursement dates.

Note: You must always define at least two disbursement dates for each loan period if it is a one-term loan and the school is required to disburse in two payments per loan period. For this procedure, you can use the same dates and percentages you used in the previous part of this procedure.

2. Enter the date on which the loan is to be disbursed in the **Scheduled Date** field.
3. Enter the term code associated with that date or select it by double-clicking in the **Term Code** field to see the list of values.
4. Leave the **Disbursement Promissory Note Date** field blank unless this is an institutional loan: enter the disbursement date that is to be printed on the promissory note.
5. Enter the percentage of the total loan for the period to be disbursed on that date in the **Disbursement Percent** field.

Note: Once you have defined all of your disbursement dates, the total in the **Percent** column must equal 100.

6. Enter the number of days from the scheduled disbursement date that you want the memo to expire in the **Memo Expiration Days** field, only if this loan period is not associated with an aid period.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Establish Values for the Creation of Loan Applications

Purpose

Complete the Loan Options Form (RPRLOPT) to define features of this manually processed loan fund.

Banner form

Loan Options RPRLOPT 8.0 (s10b80)

Aid Year: 0809 Fund: EGPLUS EL Grad Plus loan

Create Application: When Loan Accepted
 When Requirement Satisfied

Initial Loan Status: [dropdown]

Default Return ID: [dropdown]

Default Lender ID: [dropdown]

Default Guarantor ID: [dropdown]

Loan Application Requirement Code: [dropdown]

Loan Application Requirement Status: [dropdown]

Process Electronic Change Transaction
 Satisfy Loan Application Requirement

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 these steps to complete the process.

1. Access the Loan Options Form (RPRLOPT).
2. Enter the aid year code in the **Aid Year** field.
3. Enter the fund code you want to define in the **Fund** field.
4. Perform a **Next Block** function.

5. Enter the loan status code in the **Initial Loan Status** field for the status you want to default initially. You might want to use the new loan status you created on the Loan Status Validation Form (RTVLNST) earlier in this procedure or select it by clicking in the **Initial Loan Status** field to see the list of values.
6. Select the ID of the agency authorized by the lender to receive the return of loan proceeds for students that lose their eligibility in the **Default Return ID** field.
7. Select the lender's ID in the **Default Lender ID** field if you use a lender on a recurring basis for this fund code.
8. Select the ID of the default guarantee that provides insurance to the lender for the loan in the **Default Guarantor ID** field.
9. Click the **Satisfy Loan Application Requirement** checkbox if the entry of a loan application satisfies a loan application tracking requirement.
10. Select the requirements tracking code in the **Loan Application Requirement Code** field to indicate the tracking requirement to use when a loan application requirement is satisfied.
11. Select the tracking requirement status code to use when a loan application requirement is satisfied in the **Loan Application Requirement Status** field.
12. Click the **Memo Actual Loan Amount** checkbox if the actual loan amounts on the Loan Term Schedule Table (RPRLATR) will be used for memos.
13. Click the **Authorize Loan** checkbox if loan authorizations for this aid year and fund code will be created when disbursing funds.
14. Click the **Request Amount Required for Certification** checkbox if the loan should not be certified unless a requested loan amount was entered in the **Requested Amount** field in the Application Status Section of the Loan Application Form (RPALAPP).
15. Click the **Disbursement Amount greater than Loan Amount** checkbox if you want to prevent loan disbursement if the disbursement amount is greater than the loan amount.
16. Click the **Save** icon.
17. Click the **Exit** icon.

Link Lender ID with Servicer ID

Purpose

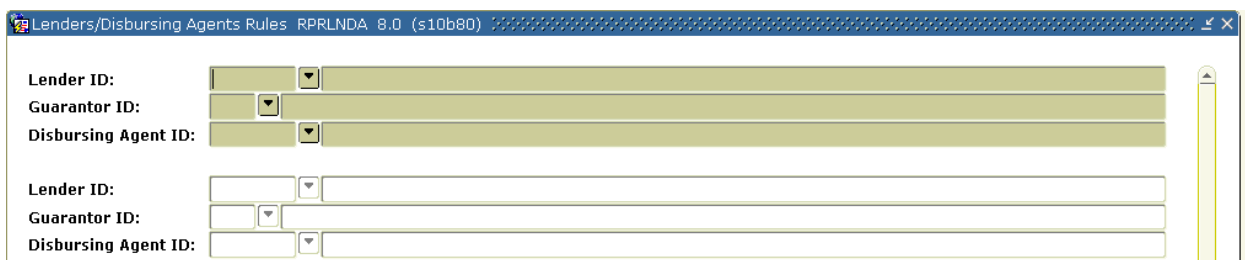
Link a Lender ID with a Servicer ID to expedite transmission on hold/release records on the Lenders/Disbursing Agents Rules Form (RPRLNDA). This form is used to associate a lender with its designated disbursing agent (if applicable).

The information you provide decreases processing time for disbursement changes, such as Hold/Release changes.

Simply associate any Non-Person ID with your lender as its designated disbursing agent. In reality, you would check with your lenders to see if any use a separate disbursing agent.

Note: This is an optional form but is required if hold/release processing is to be performed from Banner. Any lender who is not listed on this form will not be evaluated for hold/release status changes and will not be reported in the rphdrl.log or lis files.

Banner form



Procedure

Follow the steps to complete the process.

1. Access the Lenders/ Disbursing Agents Rules Form (RPRLNDA).
2. Select a lender ID in the **Lender ID** field.
3. Select a guarantor ID in the **Guarantor ID** field. (optional)
4. Select a disbursing agent ID in the **Disbursing Agent ID** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

Define First-Year, First-Time Borrowers

Purpose

Define First-Year, First-Time Borrower option (ROAUSIO) 30 day delay disbursement. This can apply to all students or can pertain to specific campuses.

Warning: Leave the field blank if 30-day delayed disbursements are not required.

Banner form

The screenshot displays the 'U.S. Specific Institution Financial Aid Options (ROAUSIO) 8.4 (s10b80)' form. The 'Aid Year' is set to '0910' for the '2009-2010 Financial Aid year'. The 'Loan Options' tab is selected, showing the following fields and options:

- 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: [dropdown]
 - Satisfied Status: [checkbox]
 - Stafford Exit Interview Requirement Code: [dropdown]
 - Satisfied Status: [checkbox]
- Perkins:**
 - Use Multi-Award Year Perkins MPN

The bottom status bar shows 'Loan Process Type' and 'Record: 1/1'.

Procedure

Follow these steps to complete the process.

1. Access the U.S. Specific Institution Options Form (ROAUSIO).
2. Select the **Apply First-Year, First-Time Borrower Rule** checkbox.

3. Click the **Save** icon.

4. Click the **Exit** icon.

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>

Establish User-level Defaults

The Default Parameter Value Validation Form (GJAPDFT) is a special setup for electronic loan processing. Values can be set up for one user and copied to all other users.

Alternatively, each user can complete user-level defaults for the RPRELAP process by completing the values using the Process Submission Controls Form (GJAPCTL) for those who will create loan applications.

Banner form

Process: RPRELAP Electronic Loan Application Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Fund Code	
03	Default Process Type	
04	Application Code	
05	Report Selection Query ID	
06	Creator ID of Selection ID	
07	Process Indicator	B
08	Student ID	

LENGTH: 9 TYPE: Character O/R: Optional M/S: Single
Required if parameter #07 is (O)nline; otherwise leave blank.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow the steps to complete the process.

1. Access the Default Parameter Value Validation Form (GJAPCTL).
2. Enter *RPRELAP* in the **Process** field.
3. Perform a **Next Block** function to access the Parameters block.
4. For each parameter in the table, click in the **Number** field to select the parameter, then click in the empty field in the **User Default** area. Select your preferred default(s) for each parameter, then click the **Save** icon. Repeat this process with the next parameter.

Parameter	Description
Parameter 01: Aid Year	Enter the appropriate Aid Year (i.e., 0405)
Parameter 02: Fund Code	Enter the Fund Code that you wish to be processed. For this exercise enter <i>STFD</i> and <i>UNSTFD</i> .
Parameter 03: Default Process Type	Enter the Default Process Type that will be used at your institution. You may access the valid values by clicking on the Values icon.
Parameter 04 - 06:	Leave blank. These parameters are not used for setting up the on-line loan creation process, but may be used for the batch process.
Parameter 07:	Enter Process Indicator –for the purpose of this exercise enter <i>B</i> ; the on-line process will ignore this parameter.
Parameter 08 -09:	Leave blank.
Parameter 10: Permanent Address Type Default	Enter Permanent Address Type Default for the purpose of this exercise enter <i>MA</i> in each of these parameters.
Parameter 11: Local Address Type default	Enter Local Address Type Default —for the purpose of this exercise enter <i>MA</i> in each of these parameters.
Parameter 12: Loan Status Default	Enter the default initial loan status as defined by your institution. For this exercise, enter <i>RECM</i> for Recommended.
Parameter 13: EL Application Status Default	Enter the EL Application Status Default code—valid values are (R)eady to send, (N)ot Ready and blank.
Parameter 14: EFT Authorization Default	Valid values are (Y)es, (N)o and blank.
Parameter 15: Lock Indicator Default	Valid values are (Y)es, (N)o and blank.
Parameter 16: References Default	Valid values are (Y)es, (N)o and blank.

Parameter 17: Deferment Request Default	Valid values are (Y)es, (N)o and blank.
Parameter 18: Capitalize Interest Default	Valid values are (Y)es, (N)o and blank.
Parameter 19, 20 and 21:	Enter the Default Lender ID , Default Guarantor ID and Default Return ID , if your institution wishes to process in this manner—normally these would be left blank.
Parameter 22: Default Loan Period	Enter the code for the majority of borrowers if desired otherwise this value will be the loan period associated with the borrower's aid period.
Parameter 23: Default Promissory Note Delivery Code	Valid values are (E)mail, (P)aper and (W)eb.
Parameter 25: Default Serial Loan Code	Valid values are (N)ew MPN and (S)erial.
Parameter 26: Default Hold/Release Status	Valid values are (HR) Hold and (RR) Release Request.
Parameter 27: Source of Lender ID	Valid values are (B)anner first, then NSLDS, (N)SLDS first, then Banner and (X) never use NSLDS.
Parameter 28, 29, and 30	Leave blank for this purpose.

5. Click the **Save** icon.
6. Click the **Exit** icon.

Self Check

Question 1

What is the 7-character name for the Electronic Loan Application Process?

- a. RPRELAP
- b. RPALDSB
- c. RPRLNEX

Question 2

The General Person Identification Form (SPAIDEN) is used to set up Lender and Guarantor information.

True or False

Question 3

The Lender Base Data Form (RPRLNDR) allows you to establish a Default Lender ID, a Default Guarantor ID, and a Default Return ID.

True or False

Answer Key for Self Check

Question 1

What is the 7-character name for the Electronic Loan Application Process?

- a. **RPRELAP**
- b. RPALDSB
- c. RPRLNEX

Question 2

The General Person Identification Form (SPAIDEN) is used to set up Lender and Guarantor information.

True

Question 3

The Lender Base Data Form (RPRLNDR) allows you to establish a Default Lender ID, a Default Guarantor ID, and a Default Return ID.

False

Day-to-Day Operations



Introduction

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

Overview

The goal of Electronic Loan processing is to provide simplified and efficient loan processing capabilities to institutions and their students.

Electronic Funds Transfer is the electronic receipt of loan funds by an institution from the lender or the lender's disbursing agent.

Objectives

At the end of this section, you will be able to

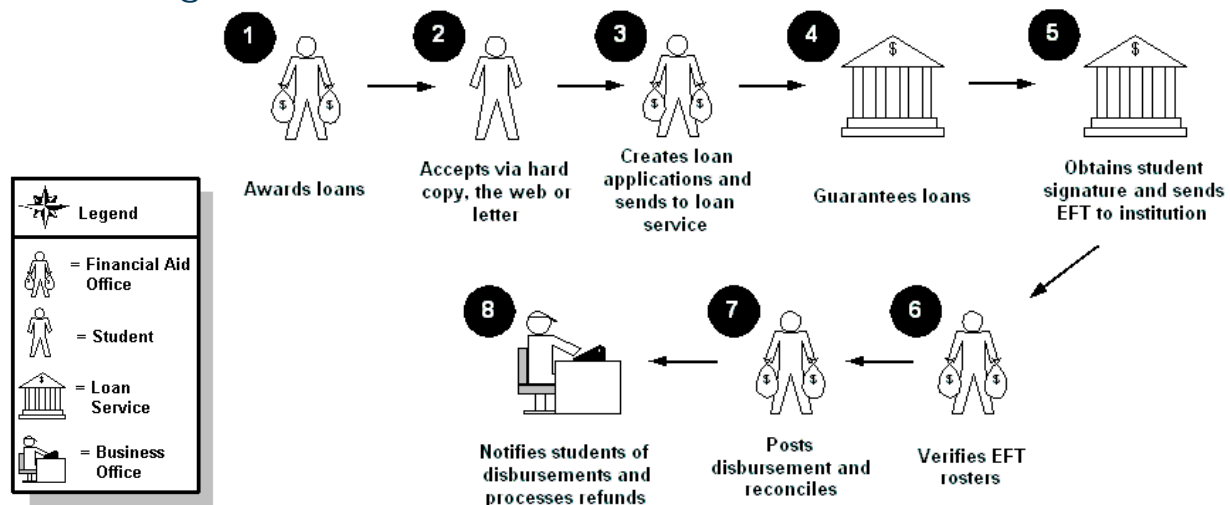
- perform electronic loan application creation activities
- maintain electronic loan application changes and processing
- process Guarantor Response files
- process changes to hold/release status
- run EFT processes.

Process Introduction

Introduction

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

Flow diagram



What happens

Funds are awarded to students using either manual or batch processes. Once the student accepts the loan, electronic loan applications are created in Banner, certified by the Financial Aid Office, and sent to the processor using third-party software. Once the loans are guaranteed and the disbursement date is reached, funds are sent to the institution. Hold/Release processing may be used to further control the receipt of loan proceeds from the lender or disbursing agent. The institution then performs the necessary steps to disburse the funds to the student's accounts.

Award an Electronic Loan to a Student

Introduction

In order to begin processing an electronic loan, a student must be awarded a loan. In addition, the loan must be in accepted status.

Options

There are five ways to award an electronic loan to a student.

- Manually via the Award Maintenance Form (RPAAWRD).
- Manually via the Package Maintenance Form (RPAAPMT).
- Manually via the Financial Aid Record Maintenance Form (ROARMAN).
- Batch packaging via the Packaging Process (RPEPCKG).
- Online packaging via the Applicant Immediate Process Form (ROAIMMP).

Note: Loan funds must be set-up on the (RPRGFND) form for automatic packaging to occur in either the RPEPCKG process or ROAIMMP awarding.

Before you start

Before you can award an electronic loan to a student, the student must have a completed Need Analysis and budget. To verify that the student meets these criteria, view the Summary tab on the Award Maintenance Form (RPAAWRD). Check to ensure the student has a budget and an EFC. If the student does not have a need analysis complete, use the Need Analysis Form (RNANAx). If no rules have been established for budget assignment, you can use the Applicant Budget Form (RBAABUD) to manually assign a budget.

Procedure

Follow the steps to award the student a loan and place in accept status.

1. Access the Award Form (RPAAWRD).
2. Enter the Student **ID** for a student that you have been working with.
3. Perform a **Next Block** function.
4. Check to ensure that the student has a budget and an EFC. This information is displayed in the **Summary** tab.
5. Select an electronic fund in the **Fund** field.

Note: If a loan award exists, delete it and save the data, and then enter a new loan code.

6. Select a status in the **Status** field.
7. Enter the amount in the **Offered** field. Enter a Loan amount of 3500 for this exercise.
8. Click the **Save** icon.

Result: The system checks to see if the student is eligible for financial aid. You will receive an error message that says AWARD NOT PACKAGED VIOLATES FED FUND ID LIMITS. Banner works with the data that has been entered on the Need Analysis Form to ensure that awards do not exceed federal regulations.

9. Change the amount of the loan to *2625*. Set the status code to *ACPT*.
10. Click the **Save** icon. The system will validate the award.
11. 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

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

Procedure

Follow the steps to complete the process.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

1. Access the Package Maintenance Form (RPAAPMT).
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 to populate the values in the Fund Awards block.
5. Select a loan in the **Fund** field.
6. Select a status in the **Status** field.
7. Enter an amount in the **Offered** field.
8. Click the **Save** icon to execute the award validation routine and to record the award.
9. Click the **Exit** icon.

Banner form

Procedure

Follow the steps to complete the procedure.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

1. Access the Financial Aid Record Maintenance Form (ROARMAN).
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 to populate the values in the Fund Awards block.
5. Select **Maintain Awards** to navigate to RPAAWRD
6. Select a loan in the **Fund** field.
7. Select a status in the **Status** field.
8. Enter an amount in the **Offered** field.
9. Click the **Save** icon to execute the award validation routine and to record the award.
10. Click the **Exit** icon.

Purpose

This process assumes that the user has marked the Stafford Loan fund codes as "Auto-package" funds on (RFRMGMT), and has included these funds as part of the funds grouped on (RPRGFND). It should also be understood that the student must be assigned to a valid Packaging Group in order to be packaged. Further information is contained in the lesson on Packaging.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 8.0 (s10b80)". The form is divided into several sections:

- Process:** A dropdown menu set to "RPEPCKG" and a text field containing "Packaging Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Values".

Number	Parameters	Values
01	Aid Year	9394
02	Process Indicator	B
03	Action Indicator	A
04	Applicant ID	
05	Packaging Group Code	
06	Application Code	FINAID
07	Selection ID	JOHNW
08	Creator ID	FAISUSR

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Valid/Active Aid Year Code
- Submission:** A section with a checkbox for "Save Parameter Set as", "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".

Procedure

Follow these steps to complete the process.

1. Access the Process Submission Controls form (GJAPCTL).
2. Enter (RPEPCKG) in the **Process** field and perform the **Next Block** function.
3. Select the appropriate **Printer** and perform a **Next Block** function to move to the Parameter Values block.
4. Select the appropriate parameters as previously directed in the topic on Packaging.
5. Perform a **Next Block** function to enter the Submission block.
6. Once in the Submission block, click on **Save** and note the Job Sequence number that has been generated.

Purpose

This process assumes that the user has marked the Stafford Loan fund codes as "Auto-package" funds on (RFRMGMT), and has included these funds as part of the funds grouped on (RPRGFND). It should also be understood that the student must be assigned to a valid Packaging Group in order to be packaged. Further information is contained in the lesson on Packaging.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data then perform the following steps.

Banner form

The screenshot shows the Banner Applicant Immediate Process (ROAIMMP) form. At the top, the window title is "Applicant Immediate Process ROAIMMP 8.1 (s10b80)". The form includes the following fields and sections:

- Aid Year:** 0809 (dropdown)
- ID:** 510000001 (dropdown)
- Student Name:** Mr. Matthew Lee Allen, Jr. (text field)
- Action Indicator:** (None) (dropdown)
- Tracking Group Assignment:** (None) (dropdown)
- Budgeting Group Assignment:** (None) (dropdown)
- Packaging Group Assignment:** (None) (dropdown)
- Packaging Fund Assignment:** (None) (dropdown)
- Need Analysis Calculation:** (None) (dropdown)
- Term:** (dropdown)
- Current Status:** (dropdown)
- Completion Date:** (text field)
- Calculated From:** (dropdown)
- Effective:** (dropdown)
- Options:**
 - SAP
 - Immediate Pell Calculation
 - Disbursement Date Update
 - Authorize or Disburse Available Aid
- Letter Generation:**
 - Letter Code:** (dropdown)
 - Term Code:** (dropdown)
 - Wait Days:** (text field)
 - Initial Code:** (dropdown)

Procedure

Follow these steps to complete the process.

1. Access the Applicant Immediate Process Form (ROAIMMP).
2. Enter the correct **Aid Year** and Student **ID** in the Key block.
3. Perform the **Next Block** function to access the form.
4. Click on the **Packaging Fund Assignment** field and select **(I)mmediate** from the pull-down menu.
5. Click the **Save** icon and the packaging routine will perform all validations and package the student.
6. You can review the results on the Award Form (RPAAWRD).
7. Click the **Exit** icon.

Create an Electronic Loan Application

Introduction

Create loan applications online using one of the following three procedures:

- Via the RPRELAP process to create loan applications in batch.
- Online via the Award Maintenance Form (RPAAWRD).
- Online via the Financial Aid Record Maintenance Form (ROARMAN).

Note: If creating loan applications online, access **Create Loan Applications** from the Options menu.

Warning: You must have administrator access to complete the RPRELAP process to create loan applications online.

Purpose

The Electronic Loan Application Process (RPRELAP) serves as the only means to create Electronic Loan application records. This process creates Electronic Loan applications for all students who have accepted Stafford or PLUS awards from funds listed for the fund code parameter.

Note: This step is optional and should be run only after rules have been defined. If you do not use Population Selection, the Electronic Loan Application Creation process will create loan records for all students in that aid year who have an Electronic Loan award and are in Accept status.

Banner form

Process Submission Controls GJAPCTL 8.0 (s10b80)

Process: RPRELAP Electronic Loan Application Parameter Set: []

Printer Control

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	[]
02	Fund Code	[]
03	Default Process Type	[]
04	Application Code	[]
05	Report Selection Query ID	[]
06	Creator ID of Selection ID	[]
07	Process Indicator	B
08	Student ID	[]

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 Electronic Loan Application Process (RPRELAP).
2. Enter or select a printer in the **Printer** field.
3. Enter the parameters using the table that follows.

Note: If you created User Level Defaults the following Parameters will be complete. Skip to step 6.

Parameters

Use the table to complete the parameters.

Parameter	Description
01: Aid Year Code	Enter the aid year that you have been working with. <i>Example: 0304</i>
02: Fund Code	Enter the fund code for the loan fund for which you wish to create electronic applications. You can enter multiple fund codes.
03: Default Process Type	Enter the process to be used as the default in creating an electronic loan application. Values are: <ul style="list-style-type: none">• GP – Servicer will guarantee loan and then print the promissory note• PG - Service provider prints a promissory note and mails it to the borrower. The service provider will guarantee the loan• GO - Prom note signed by the borrower and Enterprise obtains the guarantee• PO - Service provider mails prom note before the loan eligibility data is certified• RP - Service provider to re-print a prom note• CR - Borrower sends the loan application to the service

04: Application Code	Skip. You would use this parameter if you were using population selection.
05: Report Selection Query ID	Skip. You would use this parameter if you were using population selection.
06: Creator ID of Selection ID	Skip. You would use this parameter if you were using population selection.
07: Process Indicator	Enter a value of B for Batch processing. B is required when running the job from the Process Submission Control Form (GJAPCTL). The other value is O for Online processing.
08: Student ID	Skip. This parameter is only used when running the process online.
09: Not Used	
10: Permanent Address Type Default	Enter the address type that you wish to use for creating the loan record permanent address. <i>Example:</i> PR for permanent address. Check the address types that exist on the Student Identification Form (SPAIDEN), in the address block of the form. This parameter allows you to enter different values.
11: Local Address Type Default	Enter the address type that you wish to use for creating the loan record local address. See above.
12: Loan Status Default	Enter the Loan Status that should be assigned to the loan application record when it is first created. Clicking the Search icon will take you to the Loan Status Validation Form (RTVLNST).
13: EL Application Status Default	Enter the electronic loan application status that should be assigned to the loan. Values are: N (Not Ready), R (Ready), or blank.
14: EFT Authorization Default	Enter the EFT Authorization status to be assigned to loans when they are initially created. Values are Y (Yes), N (No), or blank.
15: Lock Indicator Default	Enter the value for the Lock indicator for the loan. Valid values are Y (Yes), N (No), and blank.

16: References Default	Enter the value for the reference indicator for the loan. Valid values are Y (Yes), N (No), and blank.
17: Deferment Request Default	Enter the default value for a Deferment Request for a student. Valid values are Y (Yes), N (No), and blank. This indicates whether a student wants a deferment on the interest of an unsubsidized loan.
18: Capitalize Interest Default	This parameter indicates whether or not the student wants to defer the interest payments on an unsubsidized Stafford loan. Valid values are Y (Yes), N (No), and blank.
19 - 21: Default Lender ID; Default Guarantor ID; Default Return ID	The enterprise uses these three parameters to set defaults for the most used agencies. The valid values come from the Non-Person Search Form (SOACOMP).
22: Default Loan Period	Enter the loan period that you want to associate with this group of electronic loan records. If left blank the loan period is associated with the student's aid period.
23: Default Promissory Note Delivery Code	Enter the code for the way that you wish for the Promissory Note to be delivered to the student. Valid values are E (Email), P (Paper), and W (Web).
25: Default Stfd Serial Loan Code	With the Master Promissory Note, you can either add the amount of the loan to the existing PN or create a new Master PN. Valid values are S (Serial) and N (New Master PN).
26: Default Hold / Release status	Enter the Hold/Release status that you want for this batch of electronic loans. Valid values are HR (Hold) and RR (Release Request).
27: Source of Lender ID	This parameter indicates where you want the Lender ID to come from, either from NSLDS or from a previous Banner record. Valid values are B (Banner loan record first, followed by NSLDS); N (NSLDS first, followed by Banner loan record), or X (Never use NSLDS).
28: User ID	Used with Population Selections

29: PLUS MPN Serial Loan code	This is the default PLUS MPN Serial Loan Code: Valid values are N (New MPN), S (Serial MPN). Note: This parameter is only valid if the Default Fed App Form Code Parameter is Q =PLUS MPN.
30: PLUS Request Amt Confirmed	This is the default PLUS Requested Amount is confirmed. Valid Values are Y(confirmed) or N (Lender Confirm).

Steps

Once the parameters have been entered, follow these steps to complete the process.

1. Click the Save Parameter Set as checkbox.
2. Enter the name and description in the **Name** and **Description** fields.
3. Click the **Submit** radio button.
4. Click the **Save** icon to execute the job. Make note of the one-up number in the auto-hint. This will generate records for all students in the Population Selection, or all students for that aid year if population selection was not run.
5. Select Options and click on Review Output (GJIREVO).
6. Double click on **File Name** field.
7. Double click on the .log output and check the output for successful completion.
8. Double click on the .lis output and print report.
9. Click the **Exit** icon.

Result: You have just created an Electronic Loan Application record. Now you need to review the information you entered.

10. Access the Electronic Loan Application Form (RPAELAP).

Note: The Electronic Loan Application Form (RPAELAP) is only used to display and update loans previously created using the Electronic Loan Application process (RPRELAP).

11. Review various areas of the form to be certain all information is correct.
12. Click the **Exit** icon.

Steps

Follow the steps to complete the process.

1. Access the Award Maintenance Form (RPAAWRD).
2. Enter the student ID for a different student than the student used in the previous exercise in the **ID** field.
3. Add an Electronic Loan award to the Award Form, if one does not already exist. Include the **Fund code**, **Status code**, and **Loan Amount**.
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.
6. Click the **Exit** icon.

Result: You have just created an Electronic Loan Application record. Now, you need to review the information you entered.

7. Access the Electronic Loan Application Form (RPAELAP).
8. Review various areas of the form to confirm that all information is correct.
9. Click the **Exit** icon.

Banner form

Procedure

Follow the steps to complete the process.

1. Access the Financial Aid Record Maintenance Form (ROARMAN).
2. Enter the student ID for a different student than the student used in the previous exercise In the **ID** field.
3. Navigation to Maintain Awards to access the Award Maintenance Form.
4. Add an Electronic Loan award to the Award Maintenance Form, if one does not already exist. Include the **Fund** code, **Status** code, and **Offered** amount.
5. Click the **Save** icon. The system checks if the student is eligible for financial aid and saves the data entered.
6. Select **Create Loan Applications** from the **Options** menu.

Result: Selecting this option will create an Electronic Loan Application record for this particular student.

7. Review various areas of the form to confirm that all information is correct.
8. Click the **Exit** icon.

Complete Missing Data on Loan Applications

Purpose

Various certification steps must be performed before loans are transmitted. Although loans can be created in a "Ready to send" status, the majority of institutions perform manual certification prior to sending loans. The steps annotated below outline these manual certification steps.

Banner form

Electronic Loan Application RPAELAP 8.1 (s10b80)

ID: **ABIGAILS** Abigail Smith

Application Status | MPN/Loan Status | Certification | Student | Parent | Alternative Loan | Term Schedule | Disbursement Schedule

Application Number:	<input type="text"/>	Process Type:	(None)
Loan ID:	<input type="text"/>	Record Type:	(None)
Loan Type:	(None)	Pre-Disbursement Recipient:	<input type="text"/>
Fund Code:	<input type="text"/>	Post-Disbursement Recipient:	<input type="text"/>
Aid Year:	<input type="text"/>	Application Status:	<input type="text"/>
Lender ID:	<input type="text"/>	Batch ID:	<input type="text"/>
Return ID:	<input type="text"/>	Version Number:	<input type="text"/>
Guarantor ID:	<input type="text"/>	Created Date:	<input type="text"/>
Loan Period:	<input type="text"/>	Activity Date:	<input type="text"/>
Loan Period Start Date:	<input type="text"/>	Submission Date:	<input type="text"/>
Loan Period End Date:	<input type="text"/>	Approval Date:	<input type="text"/>
Loan Status:	<input type="text"/>	Cancel Date:	<input type="text"/>
Recommended Amount:	<input type="text"/>	Preparatory or Teacher Certification:	<input type="text"/>
Requested Amount:	<input type="text"/>	<input type="checkbox"/> Cancel Indicator	
Maximum Eligibility Amount:	<input type="text"/>	<input type="checkbox"/> HPPA	
Certified Amount:	<input type="text"/>	<input type="checkbox"/> Lock	
Approved Amount:	<input type="text"/>	<input type="checkbox"/> Parent PLUS to Student	
Eligible Reinstatement Amount:	<input type="text"/>	<input type="checkbox"/> Requested Amount Confirmed	
Cross Reference Loan ID:	<input type="text"/>		
Fee Percent:	<input type="text"/>	<input type="button" value="Error Codes"/>	

Procedure

Follow the steps to complete the process.

1. Access the Electronic Loan Application Form (RPAELAP).
2. Ensure that the correct **Student ID** is entered in the Key block.
3. Perform a **Next Block** function to enter the form.
4. Select **Certification Data** from the **Options** menu.
5. Verify the **Grade Level, Expected Graduation Date, Enrollment Status,** and **Dependency Status** and make any changes if necessary.
6. Enter the Certified Amount that the student is eligible in the **Maximum Eligible Amount** field.
7. Click the **Save** icon.
8. Enter the correct Certification Init(ials)—this will automatically populate the Date field and lock the application
9. Navigate back to page one of the RPAELAP form using the **Previous Block** function.
10. Review Lender ID, Return ID, and Guarantor ID. Update as necessary.
11. Change the **Application Status** field to (R)eady.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Result: You have just certified the loan application.

Run the Electronic Loan Application Extract Process

The Electronic Loan Application Extract Process (RPRELAX) extracts data from the RPRLAPP, RPRLCRT, RPRLADB, and ROBINST tables to create electronic loan application records in Commonline Electronic Loan format. In this procedure, you will complete the steps to create a loan extract file. The file can then be imported into your school-based software (SBS).

Note: The name of the file is elapxxin.

Selection of loan application

Electronic loan application records will be selected for the extract process if:

- The loan is not canceled.
- The loan status is R (Ready).
- The batch ID is null.
- The loan ID is not null.

If population selection is used, the student is also included in that population.

Banner form

Process: RPRELAX Electronic Loan Appl Extract Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Fund Code	
03	File Identifier	P
04	School Name	
05	Recipient Name	
06	Recipient ID	
07	Media Type	P
08	Application Code	

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 the steps to complete the process.

1. Access the Electronic Loan Application Extract Process (RPRELAX).
2. Enter a printer or *DATABASE* in the **Printer** field.
3. Use the table that follows to enter the parameters.

Req	Parameter	Description
✓	01:Aid Year Code	Enter the aid year that you have been working with. <i>Example:</i> 0405
✓	02:Fund Code	Enter the Electronic Loan Fund that you wish to extract. <i>Example:</i> STFD Federal Subsidized Stafford Loan. Enter multiple funds to run the extract for different funds simultaneously.

	03:File Identifier	Enter the environment in which you want to run the extract process. Values are P (Production environment) or T (Test environment). Note: Test files cannot be produced from the Production Instance of Banner.
✓	04:School Name	Enter the name of your organization.
✓	05: Recipient Name	Enter the name of the agency that will receive the extract file.
✓	06: Recipient ID	Enter the unique ID number of the agency that will receive the extract file. Make one up for this procedure.
	07: Media Type	Enter the method in which you plan to send the file to the receiving agency. Valid choices are: D (Diskette), C (PC), M (Mainframe), and T (Tape).
	08: Application Code	Skip. Use this parameter if you were using population selection with this procedure.
	09: Report Selection Query ID	Skip. Use this parameter if you were using population selection with this procedure.
	10: Creator ID of Selection ID	Skip. Use this parameter if you were using population selection with this procedure.
	11: Combine Sub/Unsub Stafford	This parameter is asking whether or not you want to combine Subsidized & Unsubsidized Stafford Loans on one application record. Valid values are Y (Yes) or N (No).
	12: Version Number	This parameter determines whether you will create an Electronic Loan version 4 file or an Electronic Loan version 5 file. Values are 4 or 5.
	13: EL School Code	This parameter represents the six-digit main campus code for the school.
	14: EL Branch ID	This parameter represents the two-digit branch campus ID associated with the main campus code

4. Click the **Save Parameter Set as** checkbox.

5. Enter a name and description in the **Name** and **Description** field.
6. Click the **Submit** radio button.
7. Click the **Save** icon to submit the job.
8. Click the **Exit** icon.

Note: Transfer the data files from your mainframe to a PC using a Binary FTP process. Once on the PC, these files are transmitted via a School Based Software product such as WhizKid or LineSS.

9. You have just run the Electronic Loan Application Extract process (RPRELAX). Now, you will review the results of that extraction.
10. Access the Batch Control Form (RPIBATC).

Note: Use the Batch Control Form (RPIBATC) to monitor the status of all data batches that deal with direct lending or electronic loan applications. This includes batches sent to the Servicer as well as batches received from the Servicer (i.e., confirmation of batches and status of individual records in batches).

11. Enter L=Elec Loan in the **Main Type** field, and @=Elect Loan App in the **Sub Type** field.
12. Perform a **Next Block** function.

Notes: If no application records were extracted, you will see a message that no batches exist for this aid year and batch type and the form's second block will remain.

13. If any application records are extracted, you will see a summary of that information.
14. Click the **Exit** icon.

Note: parameters 14 and 15 must be left blank if Alternative Loan Certification Request Responses are to be extracted as they may not contain the EL School code or branch ID.

Move the File and Transmit for Processing

Introduction

Now that the extract file has been created, the file must be moved to a local network or hard drive on a computer. Then, the file must be transmitted for processing.

Moving the file

Using File Transfer Protocol (FTP) software, move the file to a network or hard drive.

Warning: SunGard Higher Education does not support this software.

Transmitting the file

Use third party vendor software or website to transmit the file for processing.

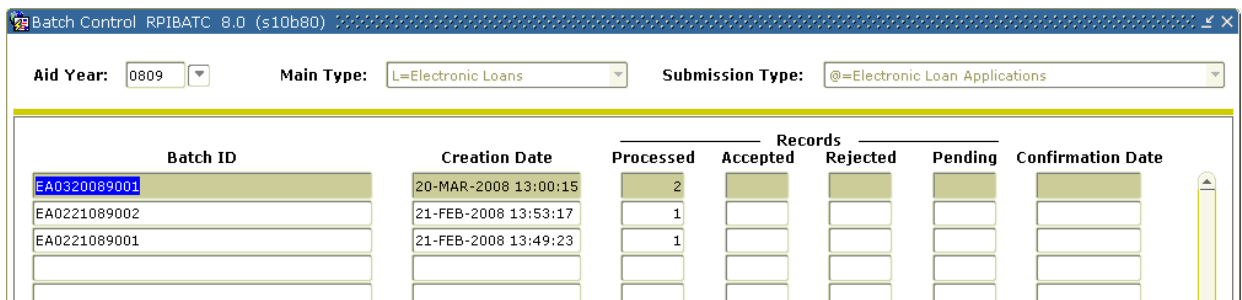
Warning: SunGard Higher Education does not support this software.

Review a Record of the Electronic Loan Batch

Purpose

Use the Batch Control Form (RPIBATIC) to review a record of the Electronic Loan batch.

Banner form



The screenshot shows a software window titled "Batch Control RPIBATIC 8.0 (s10b80)". At the top, there are three dropdown menus: "Aid Year" set to "0809", "Main Type" set to "L=Electronic Loans", and "Submission Type" set to "@=Electronic Loan Applications". Below these is a table with the following columns: "Batch ID", "Creation Date", "Processed", "Accepted", "Rejected", "Pending", and "Confirmation Date". The "Records" header is centered above the "Accepted", "Rejected", and "Pending" columns. The table contains three rows of data:

Batch ID	Creation Date	Processed	Accepted	Rejected	Pending	Confirmation Date
EA0320089001	20-MAR-2008 13:00:15	2				
EA0221089002	21-FEB-2008 13:53:17	1				
EA0221089001	21-FEB-2008 13:49:23	1				

Procedure

Follow the steps to complete the process.

1. Access the Batch Control Form (RPIBATIC).
2. Enter the aid year in the **Aid Year** field.
3. Select *L=Electronic Loans* in the **Main Type** field.
4. Select *@=Electronic Loan Applications* in the **Submission Type** field.
5. Perform a **Next Block** function and you will be able to see all pertinent information regarding your Electronic Loan batches.
6. Review the batch information.
7. Click the **Exit** icon.

Move the Response File to a Banner Directory

Introduction

When the response files are received, use FTP software to move the file to the proper Banner directory.

Directory location

Check with IT personnel for the proper Banner directory location.

File name

The name of the response must be renamed elupdtop.dat.

Load Data from Response File into Banner

You must review the RPRELRU.lis file to see records loaded with adjustment indicators.

Banner form

The screenshot shows a Banner form titled "Process Submission Controls GJAPCTL 8.0 (s10b80)". The form is divided into several sections:

- Process:** A dropdown menu set to "RPRELRU" and a text field containing "Electronic Loan Response Uploa".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with fields for "Printer:" (set to "DATABASE"), "Special Print:", "Lines:" (set to "55"), and "Submit Time:".
- Parameter Values:** A table with two columns: "Number" and "Parameters". The first row has "01" in the Number column and "Loan Status Code" in the Parameters column. Below this, there are several empty rows. To the right, there is a "Values" column with a dropdown menu set to "APPR" and several empty rows. A vertical scrollbar is visible on the right side of the table.
- Submission:** A section with a checkbox for "Save Parameter Set as", fields for "Name:" and "Description:", and radio buttons for "Hold" and "Submit" (which is selected).

Below the table, there is a note: "LENGTH: 4 TYPE: Character O/R: Optional M/S: Single Loan Status to be used on loans approved by guarantor".

Procedure

Follow the steps to complete the process.

1. Access the Electronic Loan Response Upload Process (RPRELRU).
2. Select a printer or enter *Database* in the **Printer** field.
3. Select the appropriate loan status code that means **Approved** at your institution in the **Parameter 01: Loan Status Code Values** field.
4. Click the **Submit** radio button.
5. Click the **Save** icon and acknowledge the job number.

Results: Banner changes the first 9 characters of the header to 'processed' so that the file cannot be accidentally imported again.

RPRELRU.log will show successful completion of the job.

RPRELRU.lis shows all records loaded with adjustment indicators if the amount certified or requested was changed along with error messages. Error code descriptors are found in the Commonline Loan Manual.

Certification Request records from lenders are identified by the message 'Cert Request, not processed'. See topic on Processing Certification Requests.

6. Click the **Exit** icon.

Capture Changes to the Hold/Release Status

The Hold / Release Process (RPRHDRL) captures any change to the Initial Hold/Release Status and creates an extract file for transmission to your lender/servicer. The resulting output file is named **rprhdrl_nnnnn.dat**, where nnnnn is the job sequence number.

If parameter 15 is set to Use Disbursement results, then RPEDISB should be run immediately prior to this process to provide current eligibility information.

Banner form

The screenshot shows the Banner form for Process Submission Controls. The window title is "Process Submission Controls GJAPCTL 8.0 (s10b80)".

Process: RPRHDRL (dropdown) Hold/Release Process (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	
02	Hold/Release Status (H/R)	
03	Fund Code(s)	
04	Term Code(s)	
05	Version Number	S
06	File Identifier	P
07	School Name	
08	Recipient Name	

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

Submission

Save Parameter Set as **Name:** (text field) **Description:** (text field) Hold Submit

Procedure

Follow the steps to complete the process.

1. Access the Hold/Release Process (RPRHDRL).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Description
Parameter 01: Aid Year	Enter the aid year.
Parameter 02: Hold Release Status (H/R)	Change Status to (H)old or (R)elease.
Parameter 03: Fund code(s)	Indicate what Fund(s) you wish to extract.
Parameter 04: Term Code(s)	Indicate the Term you want to Hold/Release.
Parameter 05: Version number	Options are 4 or 5—indicate which version of CommonLine you are using in your third-party software.
Parameter 06: File identifier	Choose (P)roduction or (T)est. Note: Test files cannot be produced from the Production Instance of Banner.
Parameter 07: School Name	Enter your school name.
Parameter 08: Recipient name	Scroll and enter the Recipient Name (lender, guarantor, etc). These are identifiers placed in the header record of the file to direct the electronic file to the proper guarantee/lending agency for processing.
Parameter 09: Recipient ID	Enter the recipient ID (lender, guarantor, etc).

Parameter 10: Media Type	Enter "P" for PC based.
Parameter 11,12,13 and 14	Enter Application ID , Selection ID , Creator ID and User ID if using population selection.
Parameter 15: Use Disbursement Results Table	Indicate "Y" or "N", do you want to set hold/release statuses based on presence of disbursement reject codes? This requires at least one disbursement reject in Disbursement Results Table to hold a loan, and that no rejects are found to release a loan.
Parameter 16: EL School Code	Enter the Electronic Loan school code.
Parameter 17: EL Branch ID	Enter the Electronic Loan branch ID.
Parameter 18: Days prior to Disbursement	Enter the number of days prior to schedule disbursement date to request release (0 to 99 valid).

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 and note job sequence numbers.

Results: Output files include rprhdr1_nnnnnn.dat data file and rprhdr1.lis file with Control Report and records not processed (with reasons).

Revised disbursement dates and /or revised disbursement amounts will be included in Hold/Release transmissions if present. These changes will only be sent if there is also a change to the Hold/Release status.

This process updates and changes the Hold/Release Indicator field on RPAELAP to "HS" Hold Sent or "RS" Release Sent.

8. Click the **Exit** icon.

Move the EFT Disbursement File to Banner

The RPREFTL process is run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table. You must rename each file to eftxxx.dat where xxx is a school maintained sequence number. Files are then FTP'd to the appropriate Banner directory. After the file is processed, the first 9 characters of the header are changed to 'Processed' to prevent a duplicate upload.

Procedure

Follow the steps to complete the process.

1. Rename and FTP the file from the PC directory to the \$DATA_HOME/finaid directory in Banner.

Uploading the EFT File to Banner

The RPREFTL process is run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

Banner form

The screenshot shows the 'Process Submission Controls' window for the RPREFTL process. The window title is 'Process Submission Controls GJAPCTL 8.0 (s10b80)'. The 'Process' dropdown is set to 'RPREFTL' and the 'Parameter Set' dropdown is empty. The 'Printer Control' section includes a 'Printer' dropdown set to 'DATABASE', a 'Special Print' field, 'Lines' set to '60', and a 'Submit Time' field. The 'Parameter Values' section has a table with columns for 'Number', 'Parameters', and 'Values'. The first row shows '01' for the number and 'EFT File Name' for the parameter. Below the table, there is a note: 'LENGTH: 12 TYPE: Character O/R: Required M/S: Multiple Enter the name of EFT file. Include extension. Exclude directory.' 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	EFT File Name	

LENGTH: 12 TYPE: Character O/R: Required M/S: Multiple
Enter the name of EFT file. Include extension. Exclude directory.

Procedure

Follow the steps to complete the process.

Notes: For this procedure, you will go through the steps to run this process even though you do not have a file in the \$DATA_HOME/finaid directory. You will not be able to see results from this procedure, but you will run through the process.

Prior to running this process, the file must be moved from your School Bases Software, renamed, and placed in the Financial Aid dataload directory.

1. Access the Disbursement Roster Upload Process (RPREFTL).
2. Enter *DATABASE* in the **Printer** field.

Result: This will send the output of the job to the Saved Output Review Form (GJIREVO).

Warning: If your Banner administrator has not added DATABASE as an option, you will not be able to print to GJIREVO.

3. Enter a file name, using the naming convention discussed in the lecture in the **Parameter 01: EFT File Name** field. In this example, enter eft (case-sensitive) followed by a three-character filename, and then add the extension .dat.

Example: Anne Black would enter eftab1.dat.

4. Click the **Submit** radio button to activate the Submissions block.
5. Click the **Save** icon to submit the job.
6. Click the **Exit** icon.

Result: The data from the detail record of the Electronic Loan file has now been loaded into fields in the EFT Disbursement Table (RPREFTD).

7. Access the Saved Output Review Form (GJIREVO).

Note: Since you did not run this process with an actual file, your results will not appear. In a production environment, you will be able to review your output.

8. Click the **Exit** icon.

Acknowledge in Banner that Cash Funds have been Received

Purpose

The Electronic Payment Receipt Form (RPAEPMT) enables the user to verify the receipt of funds from the Lender, Guarantor or Disbursing agent.

Banner form

Distribution Method	Reference ID	Source ID	Roster Date	Roster Amount	Direct Disbursement Indicator	Receipt Flag	Receipt Date
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Procedure

Follow the steps to complete the process.

1. Access the Electronic Payment Receipt Form (RPAEPMT).

Note: Had you run this process with an actual file, all prior receipt records would be present on this form.

2. Click the **Receipt Flag** checkbox to acknowledge receipt of an EFT fund.
3. Enter the proper receipt date in the **Receipt Date** field for your selected record if the receipt date differs from the system date.
4. Click the **Save** icon.
5. Click the **Exit** icon.

Create Loan Disbursement Records

Purpose

Follow the steps to complete the process.

Notes: In this procedure, you will run the EFT Posting Process (RPREFTP) to load the data from the EFT Disbursement Table (RPREFTP) to the Loan Disbursement Table (RPRLADB).

This procedure uses the Unique Loan ID from the EFT Roster to match against the RPRLAPP table to match the student's pidm and loan application number.

Banner form

The screenshot shows a software window titled "Process Submission Controls - GJAPCTL 8.0 (s10b80)". The form is divided into several sections:

- Process:** A dropdown menu set to "RPREFTP" and a text field containing "EFT Posting Process".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "60", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. Below the table, it says "Values" with a dropdown menu. The table contains:

Number	Parameters	Values
01	Distribution Method	
02	Reference ID	

LENGTH: 1 TYPE: Character O/R: Optional M/S: Multiple
Distribution Method; Valid values E, N, M, I
- Submission:** A section with a checkbox "Save Parameter Set as", "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".

Procedure

Follow the steps to complete the process.

1. Access the EFT Posting Process (RPREFTP).
2. Select the **Printer** field and enter *DATABASE*.

Result: This will send the output of the job to the Saved Output Review Form (GJIREVO).

Warning: If your Banner administrator has not added DATABASE as an option, you will not be able to print to GJIREVO.

3. Use the table to enter the appropriate data for the various parameters.

Parameter	Description
01: Distribution Method	Leave this parameter blank for this procedure. This optional parameter references the way that the enterprise receives the EFT funding. Valid values are: I – Individual check, M – Master check, E - Electronic roster, and N – Net adjustment. Leaving the parameter blank will cause the process to run for all distribution methods.
02: Reference ID	Leave this parameter blank for this exercise. This optional parameter is simply the check or roster number.

4. Click the **Submit** radio button to access the Submission block.
5. Click the **Save** icon to submit the job.
6. Click the **Exit** icon.
7. Access the Saved Output Review Form (GJIREVO).

Note: Since you did not run this process with an actual file, your results will not appear. In a production environment, you will be able to review your output.

8. Click the **Exit** icon.

The upload process will annotate all necessary fields on the Loan Disbursement (RPEDISB) form as shown below. The loan is now ready to disburse.

Review Related Reports

Introduction

You will find that you need to view reports related to Electronic Loans. There are three related reports to mention.

Report	Purpose
RPRLNAG	Displays the number of days between receipt of loan funds and date of the report.
RPRLNEX	Lists students whose received amounts are less than the amount on the loan by term table.
RPRLSUM	Lists loans for students and can be categorized in several ways through report parameters.

Purpose

The Loan Proceeds Aging Report (RPRLNAG) displays the number of days between receipt of loan funds and date of the report.

Banner form

Process: RPRLNAG Loan Proceeds Aging Report Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Term Code	
03	Fund Code	
04	Reference ID	
05	Sort Order	N

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 report.

1. Access the Loan Proceeds Aging Report (RPRLNAG).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Description
Parameter 01: Aid Year	Enter the aid year.
Parameter 02: Term Code	Enter the applicable term codes to be listed on the report. (This is a repeating parameter so the parameter would be listed once for each of the desired terms to be reported).
Parameter 03: Fund Code	Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 04: Reference ID	Leave blank since it normally is used to enter either an EFT Roster Reference Number or a Master Check Number. These would not pertain to manual loan funds.
Parameter 05: Sort Order	Enter N for sorting in Name order, D for Days descending or A for Days Ascending.

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 execute the report.
8. Select **Review Output** on the **Options** menu to review the report.
9. Click the **Exit** icon.

Purpose

The Loan Funding Exception Report (RPRLNEX) lists students whose received amounts are less than the amount on the loan by term table.

Banner form

Process: RPRLNEX Loan Funding Exception Report Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Term Code	
02	Fund Code	
03	Tolerance Amount	1
04	Application ID	
05	Selection ID	
06	Creator ID	
07	User ID	
08	Set Exclude Indicator to 'Y'	Y

LENGTH: 6 TYPE: Character O/R: Required M/S: Multiple
Term(s) for which the exception report will be run

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to review the report.

1. Access the Loan Funding Exception Report (RPRLNEX).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Description
Parameter 01: Term Code	Enter the applicable term codes to be listed on the report. (This is a repeating parameter so the parameter would be listed once for each of the desired terms to be reported).
Parameter 02: Fund Code	Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 03: Tolerance Amount	System defaults to 1. Enter the desired Tolerance amount to be utilized by the report. Usually this would be a nominal amount such as 10.00 to allow for the rounding of loan proceed amounts when calculating the amount less applicable fees.
Parameters 04 - 07:	If a specific group of students are to be evaluated, parameters 04 to 07 would be populated with the applicable name of the population selection that has been run to identify the group of students to be reviewed. If all accounts are to be reviewed, these parameters would be left blank.
Parameter 08: Set Exclude Indicator to Y	System defaults to Y. Accept default if the students loan disbursement records are to be excluded from future reporting on this report.
Parameter 09: Process Type	Scroll to view parameters 9-11. Enter a B to report both Pending and Actual disbursements.

Parameter 10: Process EFT only	Enter an N so that manual checks will be reported.
Parameter 11: Reference ID	Leave blank as this field applies to EFT Rosters and/or Master Checks.
Parameter 12: Set Feed Indicator to N	Y set feed indicator to N to prevent disbursement prior to review of the exceptions that exceed the defined tolerance.

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 execute the report.
8. Select **Review Output** from the **Options** menu to review the report.
9. Click the **Exit** icon.

Disburse Loans

There are two different procedures used to disburse loans. Choose one of the following:

1. Batch Disbursement via the Disbursement Process (RPEDISB).
2. Online Disbursement via the applicant Immediate Process Form (ROAIMMP).

Banner form

The screenshot shows the 'Process Submission Controls' window for the RPEDISB process. The window title is 'Process Submission Controls GJAPCTL 8.0'. It contains several sections:

- Process:** RPEDISB (selected) and Disbursement Process (text field).
- Parameter Set:** (empty dropdown).
- Printer Control:** Printer: (empty dropdown), Special Print: (empty text field), Lines: 55, Submit Time: (empty 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 and a list of values.

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	

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

- Submission:** Save Parameter Set as, Name: (empty text field), Description: (empty text field), Hold, Submit

Procedure

Follow the steps to complete the process.

1. Access the Batch Disbursement Process (RPEDISB).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Description
Parameter 01: Aid Year	Enter the aid year.
Parameter 02: Process Indicator	Must be B when running in Batch mode.
Parameter 03: Term Code	Enter the applicable term codes to be listed on the report. (This is not a repeating parameter so the process would need to be run once for each of the desired terms to be reported).
Parameter 04: Applicant ID	Must be left blank when running in Batch mode.
Parameter 05: Action Indicator	Enter N for Normal or F for Final.
Parameter 06: Fund Code	Enter the Fund Codes to be disbursed.
Parameter 07: Sort Sequence Indicator	Enter I for ID or N for Name.
Parameter 08: Application Code	Select the general area for which the selection ID was defined.
Parameter 09: Selection ID	Scroll and enter the code that identified the sub-population.
Parameter 10: Creator ID	Select the ID of the person who created the selection rules.

Parameter 11: Not used at this time	Defaults to No.
Parameter 12: User ID	Select the ID of the person using the selection rules.
Parameter 13: Pell Report Type	Default is B.
Parameter 14: Disb Report Type	Default is C.
Parameter 15: Disb Report Sort	Default is F.

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 execute the report.
8. Select Review Output on the **Options** menu to review the report.
9. Click the **Exit** icon.

Purpose

Complete the Applicant Immediate Process Form (ROAIMMP) to authorize the disbursement of available financial aid online. This step would be performed once the student has endorsed their manual student loan check. This would normally be performed through the use of the Student Payment Form, TSASPAY in the Student Accounts Receivable Office (BURSAR).

Banner form

	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:		
Packaging Fund Assignment:	(None)	Effective:		
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:

Search

Procedure

Follow the 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. Enter the term code for the term in which the check was received in the **Term** field next to the **Authorize or Disburse Available Aid** checkbox.
7. Click the **Save** icon.

Result: A process window is displayed while the disbursement is executed.

8. Click the **Exit** icon.

Purpose

The Loan Summary Report (RPRLSUM) lists loans for students and can be categorized in several ways through report parameters.

Banner form

Process: RPRLSUM Loan Summary Report Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year	
02	Fund Code	
03	Loan Status Code	
04	Lender ID	
05	Sort Option	1
06	Disbursement Detail Print	Y
07	Application ID	
08	Selection ID	

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

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to review the report.

1. Access the Loan Summary Report (RPRLSUM).
2. Enter the desired printer name in the **Printer** field.

Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

3. Enter these parameter values.

Parameter	Description
Parameter 01: Aid Year	Enter the Aid Year.
Parameter 02: Fund Code	Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 03: Loan Status Code	Enter the applicable manual loan status codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 04: Lender ID	<p>Enter the applicable manual loan lender codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported)</p> <p>Note: This is usually run for only one lender at a time unless the volume with a particular guarantor or insurer is being reported.</p>
Parameter 05: Sort Order	<p>Enter the desired sort order by number for the report. Options are:</p> <ul style="list-style-type: none"> • name • fund code • loan status • lender ID
Parameter 06, 07, 08, and 09	Leave blank unless the report is to be produced for only a select group of students.

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 execute the report.
8. Select Review Output on the **Options** menu to review the report.
9. Click the **Exit** icon.

Self Check

Question 1

The two criteria that must be met for an electronic loan application to be created are 1-Loan must be awarded to the student and 2-Loan must be in accepted status.

True or False

Question 2

The RPRELAX process creates a file of loan applications to be exported to the loan service provider.

True or False

Question 3

The Electronic Loan Response Upload Process (RPRELRU) is used to upload response files from the Electronic Loan Network. Which of the following must the file be renamed?

- a. eftxxx.dat
- b. elapxxin.dat
- c. elupxxop.dat

Question 4

Which form is used for the EFT Disbursement Process to verify receipt of EFT Roster Loan proceeds?

- a. RPAEMPT
- b. RPREMPT
- c. RPREFTP

Answer Key for Self Check

Question 1

The two criteria that must be met for an electronic loan application to be created are 1-Loan must be awarded to the student and 2-Loan must be in accepted status.

True

Question 2

The RPRELAX process creates a file of loan applications to be exported to the loan service provider.

True

Question 3

The Electronic Loan Response Upload Process (RPRELRU) is used to upload response files from the Electronic Loan Network. Which of the following must the file be renamed?

- a. eftxxx.dat
- b. elapxxin.dat
- c. **elupxxop.dat**

Question 4

Which form is used for the EFT Disbursement Process to verify receipt of EFT Roster Loan proceeds?

- a. **RPAEMPT**
- b. RPREMPT
- c. RPREFTP

Appendix



Forms Job Aid

Form	Full Name	Use this Form to...
ROAINST	Institution Financial Aid Options	set up basic loan information for processing Federal Stafford Loans.
ROAUSIO	U.S. Specific Institution Financial Aid Options	set up various defaults and options formerly found on ROAINST.
RTVAPRD	Aid Period Validation	maintain valid aid periods, descriptions of each period, the percent of full academic year that this aid period represents, the Expected Family Contribution (EFC) percentage for the period, and the activity date of the maintenance.
RORTPRD	Aid Period/Term Rules	specify the terms associated with an aid period.
RFRDEFA	Default Award and Disbursement Schedule Rules	establish award distributions for each aid period and to establish memo expiration dates.
RPIFEDR	Federal Rules Inquiry	verify that data has been loaded to this table in the Form ().
TSADETC	Detail Code Control	establish detail codes to be used for loans.
RFRBASE	Fund Base Data	establish fund codes and define the basic characteristics of the fund.
RFRMGMT	Fund Management	establish certain characteristics for both the subsidized and unsubsidized loans that you created on the Fund Base Data Form (RFRBASE) on this form.

Form	Full Name	Use this Form to...
RPROPTS	Packaging Options	indicate if additional unsubsidized amounts should be awarded to independent students.
RPAAWRD	Packaging Group tab of the Award	perform overrides for individual Dependent students where a PLUS Loan denial has occurred.
ROARMAN	Financial Aid Record Maintenance	
RPAAPMT	Package Maintenance	
RPRCLSS	Class Code Translation	convert a Student system level code and Student system class code combination into a Financial Aid system class code.
RTVCINT	Certification Initials Validation Form	establish certification initials, if desired.
RTVLNST	Loan Status Validation	establish status codes.
SPAIDEN	General Person Identification	enter non-person records.
RPRLNDR	Lender Base Data	establish address information about a lender as well as to link the lender ID in SPRIDEN to the Guarantor or Insurer ID in SPRIDEN.
RPRLPRD	Loan Period Base Data	create and maintain loan period information for all possible loan periods.
RPRLOPT	Loan Options	define features of this manually processed loan fund.
RPRLNDA	Lenders/Disbursing Agents Rules	link a Lender ID with a Servicer ID to expedite transmission on hold/release records.
ROAINST	Institution Financial Aid Options	define First-Year, First-Time Borrower option () 30 day delay disbursement.

Form	Full Name	Use this Form to...
GJAPDFT	Default Parameter Value Validation	perform a special setup for electronic loan processing.
RPAAWRD	Award	display and maintain packaging information for an applicant.
RPEPCKG	Packaging Process	Set up loan funds for automatic packaging.
RPRELAP	Electronic Loan Application Process	create Electronic Loan application records.
RPRELAX	Electronic Loan Application Extract Process	extract data from the RPRLAPP, RPRLCRT, RPRLADB, and ROBINST tables to create electronic loan application records in Commonline Electronic Loan format.
RPIBATC	Batch Control	review a record of the Electronic Loan batch.
RPRHDRL	Hold / Release Process	capture any change to the Initial Hold/Release Status and creates an extract file for transmission to your lender/servicer.
RPREFTL	EFT/Disbursement Roster Upload	load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.
RPAEPMT	Electronic Payment Receipt	enable the user to verify the receipt of funds from the Lender, Guarantor or Disbursing agent.
RPREFTP	EFT Posting Process	load the data from the EFT Disbursement Table (RPREFTP) to the Loan Disbursement Table (RPRLADB).
RPEDISB	Disbursement Process	disburse loans.
ROAIMMP	Applicant Immediate Process	authorize the disbursement of available financial aid online.

Form	Full Name	Use this Form to...
RPRLNAG	Loan Proceeds aging Report	display the number of days between receipt of loan funds and date of the report.
RPRLNEX	Loan Funding Exception Report	lists students whose received amounts are less than the amount on the loan by term table.
RPRLSUM	Loan Summary Report	lists loans for students and can be categorized in several ways through report parameters.
RPAELAP	Electronic Loan Application	
RPRELRU	Electronic Loan Response Upload	