

# Banner Financial Aid Funds Management Training Workbook

*Release 8.2 – September 2008*

*Updated 9/19/2008*



**SUNGARD** HIGHER EDUCATION

What can we help you achieve?

---

**SunGard Higher Education**  
4 Country View Road  
Malvern, Pennsylvania 19355  
United States of America  
(800) 522 - 4827

**Customer Support Center website**  
<http://connect.sungardhe.com>

**Distribution Services e-mail address**  
[distserv@sungardhe.com](mailto:distserv@sungardhe.com)

#### **Other services**

In preparing and providing this publication, SunGard Higher Education is not rendering legal, accounting, or other similar professional services. SunGard Higher Education makes no claims that an institution's use of this publication or the software for which it is provided will insure compliance with applicable federal or state laws, rules, or regulations. Each organization should seek legal, accounting and other similar professional services from competent providers of the organization's own choosing.

#### **Trademark**

Without limitation, SunGard, the SunGard logo, Banner, Campus Pipeline, Luminis, PowerCAMPUS, Matrix, and Plus are trademarks or registered trademarks of SunGard Data Systems Inc. or its subsidiaries in the U.S. and other countries. Third-party names and marks referenced herein are trademarks or registered trademarks of their respective owners.

#### **Revision History Log**

<b>Publication Date</b>	<b>Summary</b>
4/30/08	New version that supports Banner 8 software.
9/19/08	Updated version that supports Banner 8.2 software.

#### **Notice of rights**

Copyright © SunGard Higher Education 2005-8. This document is proprietary and confidential information of SunGard Higher Education Inc. and is not to be copied, reproduced, lent, displayed or distributed, nor used for any purpose other than that for which it is specifically provided without the express written permission of SunGard Higher Education Inc.



Think before you print.

# Table of Contents

---

- Introduction ..... 4**
  - Process Introduction..... 5
  
- Set up ..... 8**
  - Fund Type Validation Form .....10
  - Fund Source Validation Form.....12
  - Fund Base Data Form .....13
  - Financial Aid Selection Rules Form.....16
  - Default Award and Disbursement Schedule Rules Form.....19
  - Fund Award and Disbursement Schedule Rules Form.....21
  - Fund Management Form .....24
  - Self Check.....42
  - Answer Key for Self Check .....45
  
- Appendix..... 48**
  - Forms Job Aid .....49

# Introduction



## Course goal

The goal of this workbook is to provide you with the knowledge and practice to accurately set up the funds management module at your institution. This workbook is divided into two sections:

- Introduction
- Set Up

## Intended audience

Financial Aid office administrators and staff.

## Prerequisites

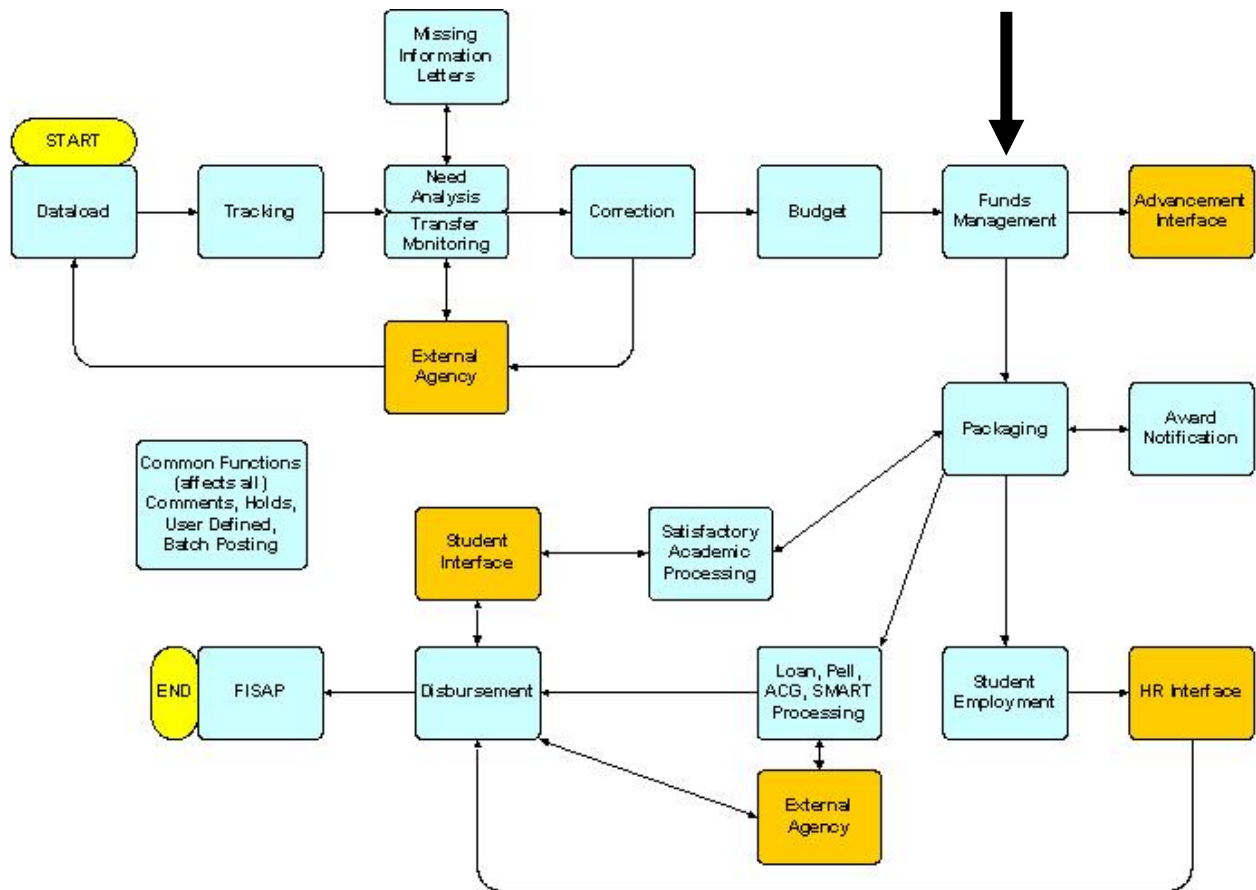
To complete this course, you should have

- completed the Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals* or have equivalent experience navigating in Banner
- completed the *Financial Aid Overview* training workbook
- a working knowledge of SQL for building rules
- administrative rights to create the rules and setup validation codes in Banner.

# Process Introduction

## Flow diagram

This diagram highlights where funds management occurs within the overall Financial Aid process.



## What happens

The Financial Aid staff (FA) will oversee this process for the institution.

Stage	Description	Comments
<b>The Financial Aid Manager (or in some cases IT).....</b>		
1	Verifies that rules have been loaded.	Data for form RPIFEDR is delivered by Sungard Higher Education.
2	Verifies that Federal fund IDs have been loaded.	Data for form RFIFFID is delivered by Sungard Higher Education.
<b>The Financial Aid Manager...</b>		
3	Verifies that the award status validation form is complete.	Routine setup form RTVAWST in Packaging and Disbursement module. The RFRMGMT form uses these status codes.
4	Defines available fund type codes and corresponding aid type.	Routine setup form RTVFTYP.
5	Defines fund source codes and establishes the source type.	Routine setup form RTVFSRC.
6	Sets up fund codes and basic characteristics of the fund.	Routine setup form RFRBASE. The A/R detail code must be entered before the fund can be disbursed.
7	Creates selection statements for each fund that will be auto-packaged.	Routine setup form RORRULE.
8	Creates award and disbursement schedules unique to the aid year, aid period, and fund <b>OR</b>	Routine setup form RFRASCH. Could possibly use RFRDEFA instead.

9	Sets up a default disbursement schedule, aid year, and aid period to be used for all funds that do not have data established on RFRASCH.	Routine setup form RFRDEFA.
10	Defines the attributes of each fund.	Routine setup form RFRMGMT. Multiple pages involved.
<b>The Financial Aid Officer...</b>		
11	Views fund activity.	Use ROAMGMT.
12	Views activity by fund.	Use RFIBUDG.
13	<p>Reviews related reports:</p> <ul style="list-style-type: none"> <li>• prints detailed information about the status of each fund for a given aid year</li> <li>• lists fund budget allocation information for each fund for a given aid year</li> <li>• provides information on the fund, system rules, and budget allocation for a given aid year.</li> </ul>	<p>Sample reports are found in the Bookshelf documentation.</p> <p>To print use RFRABAL.</p> <p>To list budget information use RFRBUDG.</p> <p>To provide information on funds use RFRFUND</p>

# Set up



## Introduction

The Fund Management module of Banner defines and monitors funds, fund types, and fund associated eligibility rules for the purposes of awarding and disbursing financial aid. This module provides these features:

- Applicant Requirements – allows application requirements to be associated with individual funds assigned to the student's tracking record when the fund is packaged.
- Fund Messages – permits messages that are unique to a specific fund to be printed in the award letter.

## Objectives

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

- relate a fund to the Accounts Receivable detail code and allow disbursement of the fund to the student's account
- relate the information necessary to the funds to permit federal reporting and the adherence to federal regulations
- build fund-specific awarding and disbursement rules
- establish a standard awarding and disbursement schedule for each aid period
- define packaging and disbursement options for a fund
- associate tracking requirements and messages to a fund
- limit the amount awarded from a fund to a single budget component or group of budget components
- limit the amount disbursed from a fund to a single detail code or group of detail codes

- create a customized fund-specific disbursement schedule
- establish an award and disbursement schedule for a specific fund that overrides the default parameters previously built.



## Steps

Follow these steps to define the types of funds that will be awarded.

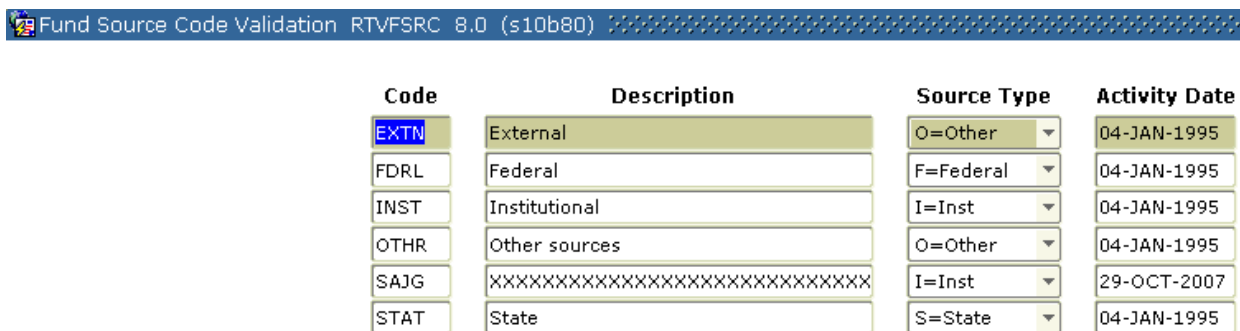
1. Access the Financial Aid Fund Type Validation form (RTVFTYP).
2. Enter a four-character fund type code in the **Code** field.
3. Enter a description of your fund type in the **Description** field.
4. Enter a type from the drop-down list in the **Aid Type** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

# Fund Source Validation Form

## Introduction

The Fund Source Validation form (RTVFSRC) is used to define all of the valid fund source codes that you use and to categorize these codes by source type. You must define these source types before you can use the Fund Base Data form (RFRBASE) to establish fund codes and define the basic characteristics of the fund.

## Banner form



Code	Description	Source Type	Activity Date
EXTM	External	O=Other	04-JAN-1995
FDRL	Federal	F=Federal	04-JAN-1995
INST	Institutional	I=Inst	04-JAN-1995
OTHR	Other sources	O=Other	04-JAN-1995
SAJG	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	I=Inst	29-OCT-2007
STAT	State	S=State	04-JAN-1995

## Steps

Follow these steps to complete the process.

1. Access the Fund Source Validation Form (RTVFSRC).
2. Enter a four-character fund source code in the **Code** field.
3. Enter a description of your fund source in the **Description** field.
4. Enter a type from the drop-down list in the **Source Type** field.
5. Click the **Save** icon.
6. Click the **Exit** icon.

# Fund Base Data Form

---

## Introduction

The Fund Base Data form (RFRBASE) enables you to establish fund codes and define the basic characteristics of the fund. You can associate an accounts receivable detail code, source, type, and federal fund ID codes.

Establish fund codes and define the basic characteristics of the fund.

An A/R Detail Code with a **Detail Code Type Indicator** of *P* must be used in order to disburse the fund to a student account.

The Detail Code is not required to set up this form but must be supplied prior to disbursement.

The same A/R Detail Code cannot be used for more than one fund code.

Note: Coordinate with your A/R staff person to define the required detail codes on the Detail Code Control form (TSADETC).



5. Double-click in the **Fund Source** field and select the fund source that you created in the exercise for the Fund Source Validation form (RTVFSRC).
6. Double-click in the **Fund Type** field and select the fund type that you created in the exercise for Fund Type Validation form (RTVFTYP).
7. If the fund is a federal fund, double-click in the **Federal Fund ID** field and select an ID from the Federal Fund ID form (RPIFEDR).

Note: This is a SunGard delivered table and cannot be updated. The GTIV federal fund ID can be used for funds that do not have a specific federal ID but should follow federal fund rules when disbursing.

8. Enter a number to define the order in which the funds will print on the award letter in the **Print Order** field.

Example: List all of the funds in the numerical order in which you wish them to print on the award letter. If you must repeat print order numbers, keep them unique for commonly awarded funds. If two funds share the same print order number, they will be combined mathematically and will not appear properly on the award letter.

9. Enter a Check into the Fund Active field.
10. Review and update the Long Description field as applicable.
11. Click the **Save** icon.
12. Continue to define additional funds for future use. Create a variety of funds with federal, state, institutional, and private sources, and types.
13. Click the **Exit** icon.

# Financial Aid Selection Rules Form

---

## Introduction

The Financial Aid Selection Rules form (RORRULE) enables you to create and modify selection criteria based on the rule type that you enter to

- assign students to packaging groups
- award a fund to students
- assign funds to applicants within a specific packaging group
- disburse awards to students.

Notes: The system does not package students with a fund unless they meet the criteria defined on this form or the federal regulations built into Banner that federal funds must follow.

There are two types of fund awarding rules on RORRULE. Fund Awarding rules are examined when manually awarding a student in the Fund Awards block of RPAAWRD or ROARMAN as well as when using Automatic Packaging. Packaging Group Fund Awarding rules are examined only when using Automatic Packaging. Automatic Packaging can be invoked from the Options menu of RPAAWRD or ROARMAN or by running RPEPCKG.

## Banner form

Financial Aid Selection Rules RORRULE 8.0 (s10b80)

Rule Type: A=Fund Awarding

Aid Year: 0809 2008-2009 aid year

Fund Code: SEOG Federal SEOG  Active

Fund Code:

Selection Criteria

'(' Table Name Column Name Operator Value ')' AND/OR

Copy To  Rule Active

## Steps

Follow these steps to award a fund to students who have an EFC less than 1500.

1. Access the Financial Aid Selection Rules form (RORRULE).
2. Select **Fund Awarding** from the **Rule Type** drop-down list.
3. Confirm the aid year in the **Aid Year** field.
4. Enter the fund that requires the rules in the **Fund Code** field. (Use *SEOG*).
5. Perform the **Next Block** function.
6. Enter the following selection criteria
  - RCRAPP2\_PELL\_PGI < 1500
  - AND RCRAPP1\_CURR\_REC\_IND = 'Y'
7. Click the **Save** icon.
8. Select the **Compile Rule** option from the **Options** menu.

Result: This will compile the rule prior to testing.

9. Select the **EXECUTE Group** option from the **Options** menu.

Result: The rule will execute as written. Notice the Auto Hint Line.

## Steps

Follow these steps to award a fund that can only be disbursed to students who are enrolled in 12 or more units.

1. Access the Financial Aid Selection Rules Form (RORRULE).
2. Select **Fund Disbursement** from the **Rule Type** drop-down list.
3. Confirm the aid year in the **Aid Year** field.
4. Enter the fund that requires the rules in the **Fund Code** field.
5. Perform the **Next Block** function.
6. Enter the following selection criteria  
`RPRATRM_PCKG_LOAD_IND = '1'`

Note: Discuss the use of this data element from ROAENRL with your instructor.

7. Click the **Save** icon.
8. Select the **Compile Rule** option from the **Options** menu.

Result: This will compile the rule prior to testing.

9. Select the **EXECUTE Group** option from the **Options** menu.

Result: The rule will execute as written.

10. Click the **Exit** icon.

# Default Award and Disbursement Schedule Rules Form

## Introduction

The Default Award and Disbursement Schedule Rules form (RFRDEFA) enables you to default award and disbursement schedules unique to the aid year and aid period. The system uses the schedules on this form for the award process and the disbursement process.

Note: To establish the Default Award and Disbursement Schedule Rules, complete the Aid Period Validation form (RTVAPRD) and the Aid Period/Term Rules form (RORTPRD) covered in previous workbooks.

## 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

## Steps

Follow these steps to define a schedule of dates for awarding and disbursement for all funds, for every aid period.

1. Access the Default Award and Disbursement Schedule Rules form (RFRDEFA).
2. Confirm the aid year.
3. Double-click in the **Aid Period** field and select an aid period from the Aid Period Validation form (RTVAPRD).

Note: An individual schedule is required for each aid period listed.

4. Perform the **Next Block** function.
5. Select the **Insert Record** function to default in an Award Schedule.
6. Confirm percentages for each term code in the **Award Percent** field.

Note: The total must equal 100 percent.

7. Enter the percentages appropriate for awarding Pell Grants in the **Pell Award Percent** fields.

Note: Pell may not total less than 100 percent but may exceed 100 percent if the aid period is more than 100 percent on RTVAPRD.

8. Define the date(s) for each term code listed in the **Memo Expiration** field.
9. Perform the **Next Block** function.
10. Select the **Insert Record** function to default in the terms associated with this aid year.

11. Enter the percentages in the **Disbursement Percent** field.

Note: The total for each term must equal 100 percent.

12. Set the dates for aid to be credited to a student's account in the **Disbursement Dates** field.
13. Optionally select the number of days prior (-) or after (+) the student's earliest course start date to schedule disbursement.
14. Click the **Save** icon.
15. Click the **Exit** icon.

# Fund Award and Disbursement Schedule Rules Form

## Introduction

The Fund Award and Disbursement Schedule Rules form (RFRASCH) enables you to create award and disbursement schedules unique to the aid year, aid period, and fund. The system uses the schedules on this form for the award and the disbursement processes if fund schedules are created on this form. Otherwise, the system defaults award and disbursement schedule information from the Default Award and Disbursement Schedule Rules form (RFRDEFA) is used. This form must be set up prior to making any awards for any fund with a unique award and disbursement schedule.

Note: In order to establish the Fund Award and Disbursement Schedule Rules, complete the Aid Period Validation form (RTVAPRD) and the Aid Period/Term Rules form (RORTPRD) covered in previous workbooks.

## Banner form

The screenshot shows the Banner form for Fund Award and Disbursement Schedule Rules (RFRASCH). The form is titled "Fund Award and Disbursement Schedule Rules: RFRASCH 8.1 (s10b80)".

At the top, there are three dropdown menus: "Aid Year" (set to 0809), "Aid Period" (empty), and "Fund Code" (set to SEOG).

The form is divided into two main sections, each with a yellow header bar:

- Award Schedule:** This section contains a table with five columns: "Term Code", "Award Percent", "Pell Award Percent", "Memo Expiration Date", and "Activity Date". Each column has five empty input fields for data entry.
- Disbursement Schedule:** This section contains a table with five columns: "Term Code", "Disbursement Percent", "Disbursement Date", "+/- Days", and "Activity Date". Each column has five empty input fields for data entry.

Both tables have a vertical scrollbar on the right side.

## Steps

Follow these steps to award a fund that requires an award and/or disbursement schedule that differs from your other funds.

Note: You need to establish these dates on the Fund Award and Disbursement Schedule Rules form (RFRASCH)

1. Access the Fund Award and Disbursement Schedule Rules form (RFRASCH).
2. Confirm the aid year in the **Aid Year** field.
3. Double-click in the **Aid Period** field and select an aid period.
4. Double-click in the **Fund Code** field and select the fund that needs to have specialized dates.
5. Perform the **Next Block** function.
6. Select the **Insert Record** function to default in an Award Schedule.
7. Confirm the percentages of each term code listed in the **Award Percent** fields.

Note: The total must equal 100 percent.

8. Enter the percentages appropriate for awarding Pell Grants in the **Pell Award Percent** fields.

Note: Pell may not total less than 100 percent but may exceed 100 percent if the aid period is more than 100 percent on RTVAPRD.

9. Define the date(s) for each term code listed in the **Memo Expiration Date** fields.
10. Perform the **Next Block** function.
11. Select the **Insert Record** function to default in the terms associated with this aid year.
12. Define the figures in the **Disbursement Percent** field.

Note: The total for each term must equal 100 percent.

13. Set the dates for aid to be credited to a student's account in the **Disbursement Date** field.

14. Optionally select the number of days prior (-) or after (+) the student's earliest course start date to schedule disbursement.
15. Click the **Save** icon.
16. Click the **Rollback** icon and repeat this exercise for each additional aid period that requires adjustment with regard to this fund.
17. Click the **Exit** icon.

# Fund Management Form

## Introduction

The Fund Management form (RFRMGMT) displays and maintains the various attributes of a fund for a given aid year. You can use the form to allocate a budget, define packaging and disbursement options, declare budget and detail code components, maintain disbursements locks, define tracking requirements, require a signed promissory note for funds, assign messages and comments.

## Banner form

The screenshot shows a web browser window titled "Fund Management: RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year:" with the value "0809" and "Fund Code:" with the value "DIRECT" and the text "Federal Direct Stafford Loan" next to it. Below these are several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks", "Fund Comments", "Budget", "Detail Code Rules", "Tracking", "Messages", and "Copy". The "Fund" tab is selected.

The main content area is divided into two sections:

**Base Fund**

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

**Accounts Receivable Detail:** FDSL  Active

**Aid Year Specific**

<b>Prior Balance:</b>	<input type="text" value=""/>	<input type="text" value=".00"/>
<b>Transferred:</b>	<input type="text" value=""/>	<input type="text" value=".00"/>
<b>Budget Allocated:</b>	<input type="text" value=""/>	<input type="text" value="9,999,999.00"/>
<b>Total Allocated:</b>	<input type="text" value=""/>	<input type="text" value="9,999,999.00"/>
<b>Available to Offer:</b>	<input type="text" value=""/>	<input type="text" value="9,999,999.00"/>
<b>Over Commitment Percent:</b>	<input type="text" value=""/>	<input type="text" value="100"/>

## Steps

Follow these steps to define the funds and options for the current aid year.

1. Access the Fund Management form (RFRMGMT).
2. Enter the aid year in the **Aid Year** field.
3. Select the fund code previously defined in the **Fund Code** field.
4. Perform the **Next Block** function.

Note: The **Active** (TBBDETC\_DETC\_ACTIVE\_IND) field has been added to the form to allow you to see if a detail code associated with a fund is active in Banner Accounts Receivable. The checkbox is unchecked if the fund code does not have an associated detail code.

5. Enter the correct **Prior Balance** and **Budget Allocated** figures for this fund in the Aid Year Specific Information block.
6. Enter an amount in the **Available to Offer** field.
7. Enter a percentage in the **Over-Commitment Percent** field.

## Packaging tab

Fund Management RFRMGMT 8.2

Aid Year: 0809 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:** ACPD 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:**  
**LMS 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

## Steps

Follow these steps to complete the process.

8. Select the **Packaging** tab and set the parameters to be associated with this fund. See Packaging options next page.

## Packaging options

### Packaging Options

- AWARD MAX - The maximum the fund can be packaged at for the year.
- AWARD MIN - The minimum the fund can be packaged at for the year.
- OFFER STATUS - The code that would indicate that this fund has been offered to the student (the default used in packaging and on Mass Offer form).
- ACCEPT STATUS - The code that would indicate that this fund has auto-accepted by the system (when auto-accept is checked).
- DECLINE STATUS - The code that would indicate that this fund has been declined by the student and is automatically inserted from the Mass Acceptance form.

### Automatic fields

- PACKAGE - Check if the fund will be auto-packaged.
- SCHEDULE - Check to auto schedule disbursements (must be checked if memo'ing or disbursing through the system).
- ACCEPT - Check if you want the fund to automatically be accepted when awarded to a student (good for Pell/Scholarships).
- OVERRIDE Indicators - This allows funds to be awarded that can override certain tests, but once other criteria are met, the overrides no longer apply.
- NEED - Will override the need test providing that the student hasn't been awarded any funds that don't override the need (i.e. SEOG) and at that point it will reduce need. Pell needs to have the override need indicator set.

Note: If you chose to Override Need and not Reduce Need in the next column on a fund you must award these funds first before awarding Federal Funds (except Pell). You will get an ERROR "Award not packaged –must reduce need". "The award must reduce the calculated need if a federal fund (except Pell) has been previously awarded."

**NEED TO COA** – Will override need up to the cost of attendance (budget) amount.

**RQMT** - Will not perform the test for tracking items that must be satisfied for packaging to occur. Good for entitlements that will be packaged regardless of the student following through for need based aid.

**SAPR** - Will not perform the test for SAP standing. This would be an unusual fund that doesn't require that the student be in good SAP standing in order to be packaged.

**REPLACE EFC/REDUCE NEED** - Mutually exclusive. Check REPLACE EFC for funds such as PLUS, UNSUB. Funds awarded that exceed EFC will automatically reduce need at that point. Check REDUCE NEED if the fund should reduce the need of the student. You can leave both unchecked if desired.

**LOAN PROCESS** - Check if this fund will be used in the Loan Module for processing (tracking apps, creating apps, electronic processes). If this is checked, then you must set disburse radio button to NONE to indicate that the fund won't be disbursed in the normal way.

**NEED ANALYSIS** - Check if you want need analysis to have occurred before the fund will be packaged or loan processing to occur.

**AWARD LTR INDICATOR** - Check if you want a change in the offered amount to reset the award letter flag (to initiate a new notice to be sent). **WARNING** - if you do any swapping of funds use this option carefully. You can turn this on and off as needed.

**EQUITY FUND** - Check if this fund should be counted toward equity packaging if you use that.

**COUNT FOR NCAA** - Check if this fund should be counted toward NCAA rules (notation field only - no processing is done).

**WEB ACCEPT FLAG**: This controls which funds can be accepted/declined via the web. The valid values are 'Y' (Checked) and 'N' (unchecked).

**LOAN FEE PERCENT** - If this is a loan fund, enter the % of fees here (i.e. 4%). This is used in memo'ing actual loan amounts (net vs. gross).

**INTEREST RATE** - Used for Direct Lending. Enter the interest rate that is applicable.

**DIRECT LOAN IND** - Enter the appropriate loan type for Direct Loans if this represents a direct loan fund.

**SELF HELP %** - Enter a percentage for self-help for scholarship or grant funds (must be of type S or G). The percentage can be 0 but not negative.

**LMS LOAN FUND** - Used only if using the SunGard PLUS Loan Management System.

**ROUND AWARD** - Identifies how you want the fund to be rounded (001 - nearest dollar, 010 - nearest ten dollars, 025 - nearest twenty-five dollars, 100 - nearest hundred dollars). Always rounds down to prevent over awarding.

**ROUND SCHEDULE** - Identifies how to round the disbursement scheduling (RC - Round Cents, RD - Round Dollars, TC - Truncate Cents, TD - Truncate Dollars)

**MEMO CREDIT** - In order to check any one of these, you must have a detail code set on RORMVAL. Memo on Offered, Accepted or None.

**DISBURSE** - In order to check this you must have a detail code set on RORMVAL.

**Manual** - You will manually insert the disbursement schedule and you can do either positive or negative amounts.

**System** - You allow the system to schedule the disbursement and to disburse the funds\

**None** - You don't want the fund to disburse through the system.

## Disbursement tab

Fund Management RFRMGMT 8.2

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

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

If Disbursement Load Code greater than Package Load Code: D=Disburse 100%

Payment Percent for Three Quarter Load:

Payment Percent for Half Load:

Payment Percent for less than Half Load:

Change Load During Term: A

Use Attending Hours

Use Disbursement Enrollment Edits for Memo

Recoup when Award Reduced

If Ineligible Before Cut off Date: B=Backout Disbursements

If Ineligible After Cut off Date: B=Backout Disbursements

If Selected for Verification but is Not Complete

Override General Tracking Requirements

Create Promissory Note Requirements when Accepted

## Steps

Follow these steps to complete the process.

9. Select the **Disbursement** tab and set the parameters to be associated with this fund. See Disbursement Options next page.

## Disbursement Options

**If Disbursement Load Code > Package Load Code** - which means that the student is not registered for the amount of credits you awarded them for. (Load code is found on RPAAWRD page 2 at the time of disbursement it looks at this code (1- FT) and then looks at RPROPTS and sees the code for disbursement for the fund then compares it to frozen hours or student hours).

**Prorate** – If you choose this, you must then set up payment percentages (below).

**Do Not Prorate** – If you choose this, you are choosing to post whatever amount you awarded, with no adjustments made. (Unless the student is not enrolled at all).

**No Disbursement** – If the codes do not agree, the student will not disburse until you change the load code on RPAAWRD after reviewing the record and award amount.

Codes: 1=Full-time, 2=3/4-time, 3=1/2-time, 4=less than ½-time, 5=Not Enrolled

Note: This question is based on codes, not status. In other words, 3>1, not ½ > FT

**CHANGE LOAD DURING TERM** - Applies if there are **multiple disbursements scheduled** during the term and the student changes enrollment

- **A** - Award prorated (will recalculate the entire term award disbursement)
- **S** - Schedules disbursement prorated (will recalculate just the scheduled disbursement).

**USE ATTENDING HOURS** – when checked, the enrollment load for disbursement is based on hours which the student is attending and the course has begun.

**USE DISB ENROLL EDITS FOR MEMO** - if you check this box you want the memo amount to reflect the enrollment edits. (Example: without this box a memo would show the full amount regardless of the student's enrollment. This box allows you to see the correct memo amount according to the current enrollment (prorated if not full-time or \$0 if not enrolled).

**RECOUP WHEN AWARD REDUCED** - Identifies if the award is reduced and payment has been made that exceeds the new award amount, should the excess funds be recouped from the account by placing a negative payment on the account.

**IF INELIGIBLE BEFORE/AFTER CUT-OFF DATE** - If the student becomes ineligible for the fund at some point in relation to the cut-off date (set on RPROPTS) and disbursement has already occurred for this student

- D - Disregard (allow the amount to remain on their account)
- B - Back out (have the system remove the entire amount, and a new disbursement will occur if appropriate)
- P - Payment not applied (back out only the amount that has not been applied to charges through the payment application process - designed to back out any that may be refunded to the student). Only applies when run in batch disbursement.

**IF SELECTED FOR VERIFICATION BUT VERIFICATION NOT COMPLETE** - If the student was selected for verification and the verification flag on ROASTAT is not checked then do you want to disburse the aid? Can be used to disburse institutional aid that the federal verification rules do not apply to.

**OVERRIDE GENERAL TRACKING REQUIREMENTS** field allows you to disburse a nonfederal fund regardless of any unsatisfied tracking requirements necessary for general disbursements.

**PROMISSORY NOTE REQUIRED** - If checked, when the fund is accepted a prom note requirement will be created on RRAAREQ when the fund is accepted. One way to deal with Perkins and Institutional Loans.

## Disbursement Locks tab

The Disbursement Locks tab allows you to lock disbursements for funds on a term-by-term basis. It is automatically locked if you run out of funds as well.

The screenshot shows a web application window titled "Fund Management RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year" set to "0809" and "Fund Code" set to "DIRECT", with the text "Federal Direct Stafford Loan" to the right. Below this is a horizontal menu with several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks" (which is highlighted), "Fund Comments", "Budget", "Detail Code Rules", "Tracking", "Messages", and "Copy". The main content area is a table with three columns: "Term", "Lock Disbursement for All Students", and "Activity Date". The "Term" column has a dropdown menu and three input fields. The "Lock Disbursement for All Students" column has a checked checkbox and two unchecked checkboxes. The "Activity Date" column has three input fields. A vertical scrollbar is visible on the right side of the table.

## Steps

Follow these steps to complete the process.

10. Select the **Disbursement Locks** tab to set the parameters to be associated with this fund.
11. Select a term in the **Term** field.
12. Click the **Lock Disbursement for All Students** checkbox.
13. Click the **Save** icon.

## Fund Comments tab

Information about the fund can be entered here (maybe criteria for scholarships, target group, etc). You can enter up to 50 characters per line.

The screenshot shows a web application window titled "Fund Management RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year" with the value "0809" and "Fund Code" with the value "DIRECT". To the right of the "Fund Code" dropdown, the text "Federal Direct Stafford Loan" is displayed. Below this, a horizontal menu contains several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks", "Fund Comments" (which is highlighted in blue), "Budget", "Detail Code Rules", "Tracking", "Messages", and "Copy". The main content area below the tabs is a table with three columns: "Comments", "User ID", and "Activity Date". Each column has three rows of input fields. The first row in each column is highlighted in light green. A vertical scrollbar is visible on the right side of the table.

## Steps

Follow these steps to complete the process.

14. Select the **Fund Comments** tab and set the parameters to be associated with this fund.
15. Enter comments in the **Comments** field.
16. Click the **Save** icon.

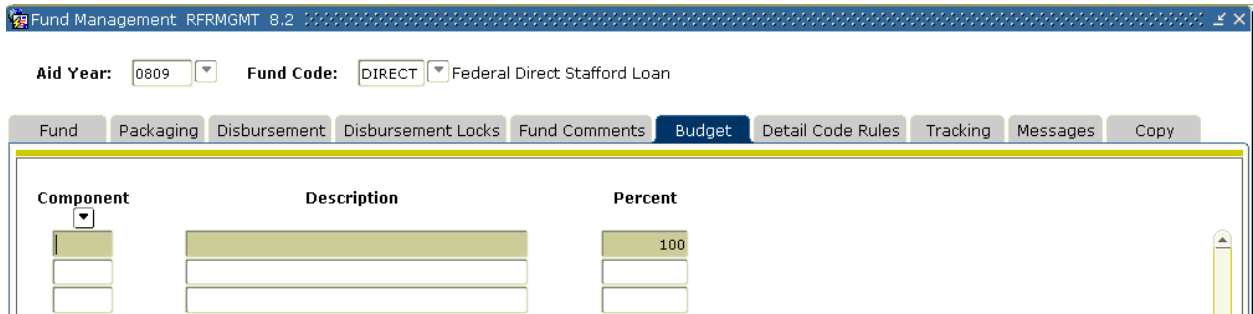
## Budget tab

The Budget tab allows you to limit the awarding of a fund to a percentage of the student's budget component.

Example: 50% Tuition, 50% Books would limit the fund to a sum of these two budget amounts for the student.

This is beneficial for items limited to certain budget components.

Example: childcare or room/board.



The screenshot shows a web application window titled "Fund Management RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year" set to "0809" and "Fund Code" set to "DIRECT" with the text "Federal Direct Stafford Loan" next to it. Below these are several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks", "Fund Comments", "Budget" (which is highlighted in blue), "Detail Code Rules", "Tracking", "Messages", and "Copy". The main content area displays a table with three columns: "Component", "Description", and "Percent". The "Component" column has a dropdown menu with a downward arrow. The "Description" column is currently empty. The "Percent" column has a text input field containing the number "100".

## Steps

Follow these steps to complete the process.

17. Select the **Budget** tab and set the parameters to be associated with this fund.
18. Select a budget component in the **Component** field.
19. Enter an amount in the **Percent** field.
20. Click the **Save** icon.

## Detail Code Rules tab

The Detail Code Rules tab allows you to associate the disbursement of a fund and limit the amount disbursed to the value of a detail code (or %) or codes. This is in no way associated with the application of funds to a specific charge (that is done in the Application of Payments in the A/R system). This is a good option for variable waivers for certain charges (tuition, room/board). Does not apply if RPROPTS has E - Expected Enrollment checked for Enrollment Options for Disbursement.

The screenshot shows the 'Fund Management RFRMGMT 8.2' application window. At the top, there are two dropdown menus: 'Aid Year' set to '0809' and 'Fund Code' set to 'DIRECT', with the text 'Federal Direct Stafford Loan' to the right. Below these are several tabs: 'Fund', 'Packaging', 'Disbursement', 'Disbursement Locks', 'Fund Comments', 'Budget', 'Detail Code Rules' (which is highlighted in blue), 'Tracking', 'Messages', and 'Copy'. The main content area displays a table with three columns: 'Detail Code', 'Description', and 'Percent'. The 'Detail Code' column has a dropdown arrow. The first row is highlighted in light green and shows a value of '100' in the 'Percent' column. Below this are two empty rows for data entry.

Detail Code	Description	Percent
		100

## Steps

Follow these steps to complete the process.

21. Select the **Detail Code Rules** tab and set the parameters to be associated with this fund.
22. Select a code in the **Detail Code** field.
23. Enter an amount in the **Percent** field.
24. Click the **Save** icon.

## Tracking tab

The Tracking tab allows for the assignment of a tracking requirement code based upon the packaging of the fund. The requirement code must be set as required for memo-ing or disbursement, but cannot be set up to stop packaging. A flag is available for the tracking of the MPN for the Perkins Fund. All codes used in this section must first be established on RTVTREQ.

Fund Management RFRMGMT 8.2

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

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

Tracking Code	Description	Create on Accept	Perkins MPN	Activity Date
INTERV	Loan Entrance Interview	<input checked="" type="checkbox"/>	<input type="checkbox"/>	13-DEC-2007
		<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

## Steps

Follow these steps to complete the process.

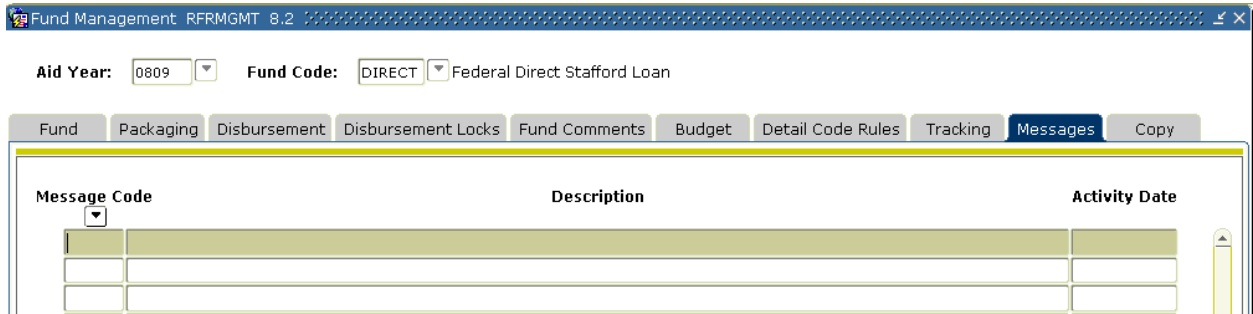
25. Select the **Tracking** tab and set the parameters to be associated with this fund.
26. Select a code in the **Tracking Code** field.

Note: The **Active** field in the List of Values for the **Tracking Code** field is there to ensure that the tracking code you use is an active requirements tracking code.

27. Click the **Save** icon.

## Messages tab

The Messages tab allows for a message to be associated with the fund to print on either tracking or award notices. Great for notices about prom notes, applications, thank you notes, etc. Message must be established on RTVMESG.



The screenshot shows a web application window titled "Fund Management RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year" set to "0809" and "Fund Code" set to "DIRECT", with the text "Federal Direct Stafford Loan" to the right. Below this is a horizontal menu with several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks", "Fund Comments", "Budget", "Detail Code Rules", "Tracking", "Messages" (which is highlighted in blue), and "Copy". The main content area is a table with three columns: "Message Code", "Description", and "Activity Date". The "Message Code" column has a dropdown arrow. The table contains three rows, with the first row highlighted in light green. A vertical scrollbar is visible on the right side of the table.

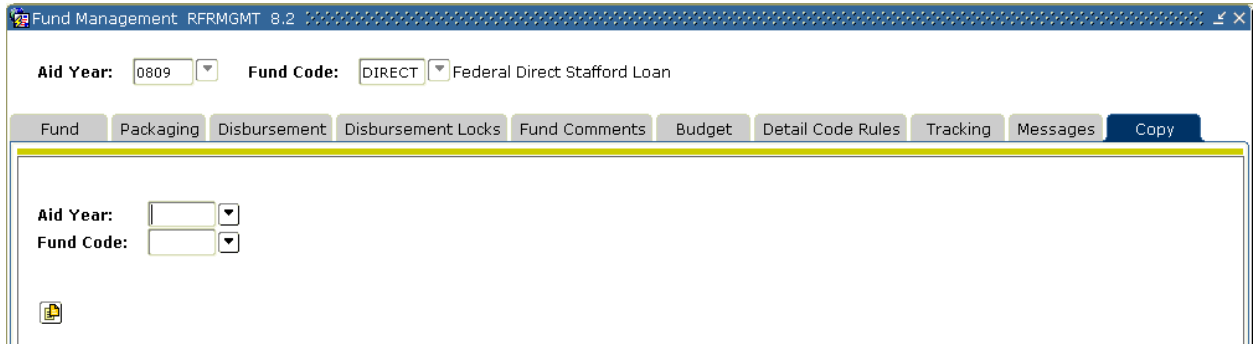
## Steps

Follow these steps to complete the process.

28. Select the **Messages** tab and set the parameters to be associated with this fund.
29. Select a code in the **Message Code** field.
30. Click the **Save** icon.

## Copy tab

If you have other funds that would be similar to this fund, you can use the Copy tab to copy all the information from one fund to another then make your changes.



The screenshot shows a web application window titled "Fund Management RFRMGMT 8.2". At the top, there are two dropdown menus: "Aid Year" with the value "0809" and "Fund Code" with the value "DIRECT". To the right of the "Fund Code" dropdown is the text "Federal Direct Stafford Loan". Below this is a horizontal menu with several tabs: "Fund", "Packaging", "Disbursement", "Disbursement Locks", "Fund Comments", "Budget", "Detail Code Rules", "Tracking", "Messages", and "Copy". The "Copy" tab is highlighted in blue. Below the menu, there are two more dropdown menus: "Aid Year" and "Fund Code", both currently empty. At the bottom left of the main content area, there is a small icon of a document with a plus sign.

## Steps

Follow these steps to complete the process.

31. Select the **Copy** tab and set the parameters to be associated with this fund.
32. Select a new aid year in the **Aid Year** field.
33. Select a new fund code in the **Fund Code** field.

Note: There are functions in place to check that the aid year is an active aid year and the fund code is an active fund code.

34. Click the **Copy** icon.

Result: The Fund Management Form opens with the new fund code and aid year displayed.

35. Click the **Save** icon.

## Steps

Follow these steps to complete special requirements.

Example: There are funds at your organization requiring special treatment. There are some funds that can only pay fees, some that can only pay a portion of the fees, some that require special documents to be completed, and some that require special messages for students.

1. Access the Fund Management Form (RFRMGMT).
2. Enter the aid year in the **Aid Year** field.
3. Select the fund code previously defined in the **Fund Code** field.
4. Perform the **Next Block** function.
5. Select the **Budget** tab.
6. Double-click in the **Component** field and select the budget component(s) to be associated with this fund.
7. Define the amount of the budget component(s) to be met by this fund in the **Percent** field.
8. Click the **Save** icon.
9. Select the **Detail Code Rules** tab.
10. Select the **Search** function and select the detail code(s) to be associated with this fund in the **Detail Code** field.
11. Click the **Save** icon.
12. Select the **Tracking** tab.
13. Double-click in the **Tracking Code** field and select the tracking code(s) to be associated with this fund.
14. Click the **Save** icon.
15. Select the **Messages** tab.
16. In the **Message Code** field, double-click and enter the message code(s) to be associated with this fund.
17. Click the **Save** icon.
18. Click the **Exit** icon.

## Banner form

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

- Process:** A dropdown menu set to "RFRFUND" and a text field containing "Fund Description Report".
- Parameter Set:** A dropdown menu.
- Printer Control:** Includes a "Printer:" dropdown menu, a "Special Print:" text field, "Lines:" with a value of "55", 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, there are "Values" text fields. The table contains the following rows:

Number	Parameters	Values
01	Aid Year	
02	Fund Code	
03	Fund Source	
04	Fund Type	
05	Federal Fund ID	
06	Fund Code Sorting Sequence	A

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

## Steps

Follow these steps to review all the funds and their set-up in preparation for the next year set-up of funds and print it.

1. Access the Fund Description Report (RFRFUND).
2. Enter DATABASE as the printer in the **Printer** field.
3. Enter the parameter values.
4. Click the **Save Parameter Set as** checkbox.
5. Click the **Save** icon.
6. After the process is completed, choose **Select Review Output** on the **Options** menu.
7. Review the output.
8. Click the **Save** icon.
9. Click the **Exit** icon.

# Self Check

---

## Directions

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

## Question 1

The name of the form you use to define the basic characteristics of a fund is *Example*: the fund source is either Federal or State

- a. Fund Management Form (RFRMGMT)
- b. Default Award and Disbursement Schedule Rules Form (RFRDEFA)
- c. Fund Base Data Form (RFRBASE)
- d. Aid Period/Term Rules Form (RORTPRD)

## Question 2

On the Fund Base Data Form (RFRBASE), the Federal Fund ID code *GTIV* means

- a. General Title IV rules exist for the fund.
- b. Federal Stafford loan rules exist for the fund.
- c. Federal College Work-study rules exist for the fund.
- d. Federal Parent loan rules exist for the fund.

### Question 3

On the Fund Base Data Form (RFRBASE), the AR detail code comes from

- a. The Human Resources Detail Form (PHADETC).
- b. The Financial Aid Detail Form (RPADETC).
- c. The Detail Code Control Form (TSADETC).
- d. The Fund Management Form (RFRMGMT).

### Question 4

The two forms that must be completed prior to establishing the Default Award and Disbursement Schedule Rules are

- a. Financial Aid Selection Rules (RORRULE) and Aid Period Validation Form (RTVAPRD)
- b. Aid Period Validation Form (RTVAPRD) and Requirements Tracking Validation Form (RTVTREQ)
- c. Aid Period/Term Rules Form (RORTPRD) and Budget Component Rule Form (RBRCOMP)
- d. Aid Period Validation Form (RTVAPRD) and Aid Period/Term Rules Form (RORTPRD)

## Question 5

The Funds Management form can have the following functions:

- a. allocate a budget
- b. define packaging and disbursement options
- c. declare budget and detail code components
- d. maintain disbursements locks
- e. define tracking requirements
- f. require a signed promissory note for funds
- g. assign messages and comments.

True or False

## Question 6

The form that you indicate the minimum and maximum amount that is available to offer for a fund is

- a. Fund Management Form (RFRMGMT).
- b. Fund Base Data Form (RFRBASE).
- c. Default Award and Disbursement Schedule Rules Form (RFRDEFA).
- d. Fund Award and Disbursement Schedule Rules Form (RFRASCH).

# Answer Key for Self Check

---

## Question 1

The name of the form you use to define the basic characteristics of a fund is

- a. Fund Management Form (RFRMGMT)
- b. Default Award and Disbursement Schedule Rules Form (RFRDEFA)
- c. Fund Base Data Form (RFRBASE)**
- d. Aid Period/Term Rules Form (RORTPRD)

## Question 2

On the Fund Base Data Form (RFRBASE), the Federal Fund ID code *GT/IV* means

- a. General Title IV rules exist for the fund.**
- b. Federal Stafford loan rules exist for the fund.
- c. Federal College Work-study rules exist for the fund.
- d. Federal Parent loan rules exist for the fund.

### Question 3

On the Fund Base Data Form (RFRBASE), the AR detail code comes from

- a. The Human Resources Detail Form (PHADETC).
- b. The Financial Aid Detail Form (RPADETC).
- c. The Detail Code Control Form (TSADETC).**
- d. The Fund Management Form (RFRMGMT).

### Question 4

The two forms that must be completed prior to establishing the Default Award and Disbursement Schedule Rules are

- a. Financial Aid Selection Rules (RORRULE) and Aid Period Validation Form (RTVAPRD)
- b. Aid Period Validation Form (RTVAPRD) and Requirements Tracking Validation Form (RTVTREQ)
- c. Aid Period/Term Rules Form (RORTPRD) and Budget Component Rule Form (RBRCOMP)
- d. Aid Period Validation Form (RTVAPRD) and Aid Period/Term Rules Form (RORTPRD)**

## Question 5

The Funds Management form can have the following functions:

- a. allocate a budget
- b. define packaging and disbursement options
- c. declare budget and detail code components
- d. maintain disbursements locks
- e. define tracking requirements
- f. require a signed promissory note for funds
- g. assign messages and comments

**True**

## Question 6

The form that you indicate the minimum and maximum amount that is available to offer for a fund is

- a. **Fund Management Form (RFRMGMT).**
- b. Fund Base Data Form (RFRBASE).
- c. Default Award and Disbursement Schedule Rules Form (RFRDEFA).
- d. Fund Award and Disbursement Schedule Rules Form (RFRASCH).

# Appendix



## Forms Job Aid

Form	Full Name	Use this Form to...
RTVFTYP	Financial Aid Fund Type Validation	define all of the available fund type codes that you use and to categorize these codes by aid type.
RTVFSRC	Fund Source Validation	define all of the valid fund source codes that you use and to categorize these codes by source type.
RFRBASE	Fund Base Data	establish fund codes and define the basic characteristics of the fund.
RORRULE	Financial Aid Selection Rules	create and modify selection criteria based on the rule type that you enter.
RFRASCH	Fund Award and Disbursement Schedule Rules	create award and disbursement schedules <u>unique</u> to the aid year, aid period, and fund.
RFRDEFA	Default Award and Disbursement Schedule Rules	default award and disbursement schedules unique to the aid year and aid period.
RFRMGMT	Fund Management	display and maintain the various attributes of a fund for a given aid year.