

Banner Financial Aid Manual Loans Training Workbook

Release 8.4 – May 2009

Updated 4/28/2009



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

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

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 Financial Aid 8.4 software.

Notice of rights

Copyright © SunGard Higher Education 2008-9. 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	6
Verifying the Loan Processing Type	7
Establishing Aid Periods for use in Budgeting, Packaging and Loan Processing	8
Verifying Association of Terms with Aid Periods	10
Verifying Award Distributions	12
Verifying Loaded Federal Data	16
Establishing Detail Codes	17
Establishing Loan Funds	19
Establishing Aid Year Specific Values for Loan Fund	21
Indicating Additional Unsubsidized Amounts	26
Equating Student System Class Codes	28
Establishing Status Codes	30
Creating Non-Person Records	31
Associating a Lender ID with Guarantor ID	33
Establishing Loan Periods	35
Establishing Values for the Creation of Loan Applications	38
Defining First-Year, First-Time Borrowers	41
Establishing Certification Initials	43
Self Check	44
Answer Key for Self Check	45
Day-to-Day Operations	46
Process Introduction	47
Awarding Loan Funds Manually	48
Reviewing Manual Loan Application	52
Recording Check Information When Funds Arrive	53
Setting the Feed Indicator for Loan Disbursement	55
Disbursing Loans Online	57
Reviewing Related Reports	59
Self Check	66
Answers for Self Check	67
Appendix	68
Forms Job Aid	69
Terminology	72

Introduction



Course goal

The goal of this workbook is to help you become familiar with the forms and processes used to create and work with applications and to monitor disbursement of checks using the various facilities in the Banner Financial Aid Loan module.

The workbook is divided into three sections.

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

Intended audience

Financial Aid office administrators and staff.

Prerequisites

To complete this section you should have

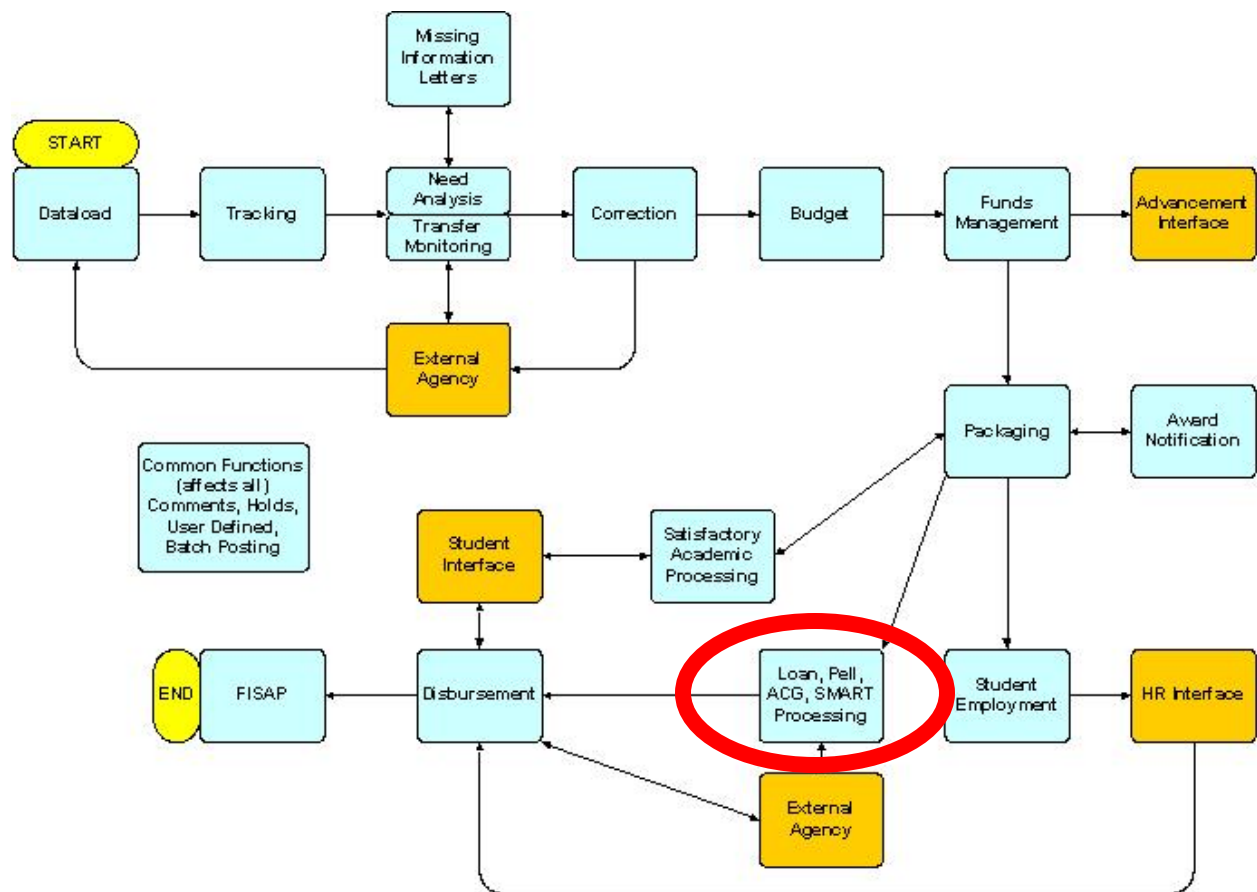
- completed the Training Services computer-based training (CBT) tutorial *Banner 8 Fundamentals* or have equivalent experience navigating in Banner
- completed the *Financial Aid Overview* training workbook, the *Packaging* training workbook, and the *Funds Management* training workbook
- administrative rights to create rules and setup validation codes in Banner.

Process Introduction

Introduction

This workbook focuses on the manual procedures for processing loans.

Flow diagram



About the process

After a student has completed his/her loan application, the loan amount is determined based on the need and the loan check is disbursed. However, rules and validations must be established before the process can begin.

Set Up



Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up processing manual loans in your Banner System.

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.

Verifying the Loan Processing Type

Introduction

Identify those loan funds that need to be processed as manual loan funds. These may be institutional loan funds, or loan funds from guarantors that will not be processed electronically in Banner. In some cases outside or foundation scholarships may also be set up as manual loans if individual checks are to be received.

You will review all applicable data to determine if the loan fund will be processed manually.

Procedure

Follow these steps to complete the process.

1. Review contractual data to determine that the loan will not be processed electronically.
2. Verify that Loan Fund is an Institutional Loan Fund that will be processed by payment from another source such as Alumni Fund or Foundation.
3. Determine if the student will receive the payment directly or if it will be received by the Institution and initially applied to the students account receivable.
4. Prepare a worksheet that will be used for gathering all approvals and values to be used for fund codes, detail codes, and various rules.
5. Obtain the proper approvals prior to setting up the loan fund.

Establishing Aid Periods for use in Budgeting, Packaging and Loan Processing

Purpose

Use the Aid Period Validation Form (RTVAPRD) to create a new aid period and verify that all applicable aid periods for the financial aid award year have been established.

Banner form

Code	Description	Budget Full Year Percent	Pell Full Year Percent	EFC Percent	Activity Date
12MNTH	summer-fall-spring-summer	133.333	100	133.333	14-JUN-1999
1TERM	12 mon in 1 term for UNJ	133.333	100	133.333	18-SEP-1998
3TERM	3 term aid period for testing	133.333	100	126	18-AUG-2005
4TERM	4TERMS	133.33	100	133.333	09-JUL-1999
5TERM	Angel's 5 term test	133.33	100	133.33	08-MAY-2002
APCK	Summer semester	25	25	25	08-MAR-2002
BROCK	fall-spring	101	100	100	28-MAR-2003
DRT	Test for Dartmouth	66.666	66.666	66.666	26-JAN-2006
F/S	Fall-spring Quarters	66.666	66.666	66.666	07-JUL-1999
F/W	Fall-winter Quarters	66.666	66.666	66.666	21-AUG-1991
FALL	Fall Quarter	33.333	33.333	33.333	21-SEP-1990
FALL-S	Fall Semester	50	50	50	21-MAR-2003
FALLS	Fall Semester - No Spring	50	50	50	12-JAN-2001
FASPSU	Fall 10 Spring 20 Summer 30	99.999	100	100	25-MAR-2004
FSPSU	Fall Spring Summer	133	100	133	01-JUN-1999
FULL	Full Academic Year	100	100	100	25-MAR-2004
FULL2	Full year - 2 disb./per term	100.001	100	100	04-NOV-2002
FUN	summer	25	25	25	28-MAR-2003
FWS	Fall Winter Spring Quarters	75	75	75	21-NOV-2002
FWSSU	Fa 01 Wi 02 Sp 03 Su 04	133.333	100	133.333	17-APR-2003
GLOP	TEST	99.999	100	99.999	23-JAN-2003

Procedure

Follow these steps to complete the process.

1. Access the Aid Period Validation Form (RTVAPRD).
2. Enter the code for the new aid period in the **Code** field.

Example: For this exercise, enter AID followed by your initials, such as AIDAA.

3. Enter a brief description of the new aid period in the **Description** field.
4. Enter 100.00 in the **Budget Full Year Percent** field.

Note: The system can have only one aid period of 100%

5. Enter 100.00 in the **Pell Full Year Percent** field.
6. Enter 100 in the **EFC Year Percent** field.
7. Click the **Save** icon.
8. Click the **Exit** icon.

Verifying Association of Terms with Aid Periods

Purpose

The Aid Period/Term Rules Form (RORTPRD) enables you to specify the terms that you want to associate with an aid period.

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.

Banner form

The screenshot shows the Banner RORTPRD 8.0 (BAN8) window. At the top, there are dropdown menus for 'Aid Year' (0708) and 'Aid Period' (FALL-S, Fall Semester). Below this is the 'Aid Period Base Information' section with input fields for 'EFC Percent' (50), 'EFC Proration' (N), 'Percentage of Full-Year' (50), and 'Pell Percentage of Full-Year' (50). The main section is 'Aid Period/Term Code Rules', which contains a table with columns for 'Term Code', 'Term Description', 'Start Date', 'End Date', and 'Activity Date'. The first row is populated with '200810', 'Fall Term 2007 (200810)', '02-SEP-2007', '20-DEC-2008', and '17-OCT-2006'. There are 11 empty rows below the first one. A vertical scrollbar is on the right side of the table.

Term Code	Term Description	Start Date	End Date	Activity Date
200810	Fall Term 2007 (200810)	02-SEP-2007	20-DEC-2008	17-OCT-2006

Steps

Complete these steps to specify the terms that you want to associate with an aid period.

1. Access the Aid Period/Term Rules Form (RORTPRD).
2. Enter the aid year code to which you want to associate terms in the **Aid Year** field or select it by clicking in the **Aid Year** field to see the list of values (LOV).
3. Enter the aid period code in the **Aid Period** field or select it by clicking in the **Aid Period** field to see the LOV.
4. Enter the fall term for the aid year in the first row's **Term Code** field or select it by clicking in the **Term Code** field to see the LOV.

Example: If the aid year were 0809, you would enter the code for Fall 2008.

5. Enter the spring term for the aid year in the second row's **Term Code** field or select it by clicking in the **Term Code** field to see the LOV.

Example: If the aid year were 0809, you would enter the code for Spring 2009.

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

Verifying Award Distributions

Introduction

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 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 is 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

The screenshot shows a web browser window titled "Default Award and Disbursement Schedule Rules RFRDEFA 8.0 (s10b80)". At the top, there are two dropdown menus: "Aid Year:" with the value "0809" and "2008-2009 aid year", and "Aid Period:" with the value "FALL".

The main content is divided into two sections:

Award Schedule

Term Code	Award Percent	Pell Award Percent	Memo Expiration Date	Activity Date
200910	100			13-MAR-2008

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

Disbursement Schedule

Term Code	Disbursement Percent	Disbursement Date	+/- Days	Activity Date
200910	100	15-DEC-2008		13-MAR-2008

Steps

Follow these steps 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 for which you want to define a schedule in the **Aid Year** field or select it by clicking in the **Aid Year** field to see the list of values.
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.
Note: These dates will not be used for loan funds that have loan process checked on RFRMGMT.
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.

Verifying Loaded Federal Data

Purpose

If FFELP loan funds from any Guarantor are to be processed for a manual loan application then the applicable rules must exist for use in packaging in the loan certification functionality of RPAELAP when performing the loan certification function.

Banner form

Federal Rules Inquiry RPIFEDR 8.0 (s10b80)

Aid Year: 0809 2008-2009 aid year

Federal Fund ID	Class Code	Minimum Load	Preparatory or Teacher Certification	HPPA Ind	Additional Stafford	Maximum Annual	Maximum Cumulative
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	N	D	2,625.00	23,000.00
STFD	1	1st (never att.)	3 Half-time N No	Y	D	5,500.00	31,000.00
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	Y	D	2,625.00	23,000.00
STFD	1	1st (never att.)	3 Half-time N No	N	N	3,500.00	23,000.00
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	N	N	2,625.00	23,000.00
STFD	1	1st (never att.)	3 Half-time N No	Y	N	3,500.00	23,000.00
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	Y	N	2,625.00	23,000.00
STFD	1	1st (never att.)	3 Half-time N No	N	Y	9,500.00	57,500.00
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	N	Y	6,625.00	46,000.00
STFD	1	1st (never att.)	3 Half-time N No	Y	Y	9,500.00	57,500.00
STFD	1	1st (never att.)	3 Half-time U Pre-Undergraduate	Y	Y	6,625.00	46,000.00
STFD	2	1st (prev. att.)	3 Half-time N No	N	D	5,500.00	31,000.00
STFD	2	1st (prev. att.)	3 Half-time U Pre-Undergraduate	N	D	2,625.00	23,000.00
STFD	2	1st (prev. att.)	3 Half-time N No	Y	D	5,500.00	31,000.00
STFD	2	1st (prev. att.)	3 Half-time U Pre-Undergraduate	Y	D	2,625.00	23,000.00
STFD	2	1st (prev. att.)	3 Half-time N No	N	N	3,500.00	23,000.00
STFD	2	1st (prev. att.)	3 Half-time U Pre-Undergraduate	N	N	2,625.00	23,000.00
STFD	2	1st (prev. att.)	3 Half-time N No	Y	N	3,500.00	23,000.00

Steps

Follow the steps to complete the process.

1. Access the Federal Rules Inquiry Form (RPIFEDR).
2. Verify that rules exist for STFD and PLUS Federal fund IDs if these funds are to be processed as manual funds.
3. Click the **Exit** icon.

Establishing Detail Codes

Purpose

Accounts Receivable detail codes are required to enable loan proceeds to be paid to the student's account receivable.

Banner form

Detail Code	Description	Type	Category	Grant Type	Priority	Refund Code	Direct Deposit	Refundable	Receipt	Term Based	Like Term	Like Aid Year	GL Enterable	Active	Pay Type	Tax Type	Title IV	Institutional Charges	Exclude Invoice Print	Payment History	Amount	Term	Effective Date
ACTV	Activity Fee Inactive	C	FEE		999		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	75.00		
ADEP	Apartment Damage Deposit	P	DEP		000		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	700.00		
ADMO	Orientation Fee	C	FEE		999		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	100.00		

Steps

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 *P* in the **Type** field.
7. Enter *FA* in the **Category** field.
8. Enter *000* in the **Priority** field.
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.

Steps

Follow these steps to complete the process.

1. Access the Fund Base Data Form (RFRBASE).
2. Enter the applicable fund code in the **Fund Code** field.

Note: It is not to exceed six characters

3. Enter the applicable description in the **Short Description** field to be printed on the award letter
4. Enter the applicable detail code from TSADETC to be used when recording financial aid memos or payments in the **Accounts Receivable Detail** field.
5. Enter the applicable fund source in the **Fund Source** field.
6. Enter the applicable fund type in the **Fund Type** field.
7. If applicable, complete the **Federal Fund ID**.
8. Enter the applicable number in the **Print Order** field.
9. Enter a value in the **Message Number** field to permit the fund to be referenced if your institution is using Banner Voice Response system.
10. Check the **Fund Active** field.
11. Review and update as needed the **Long Description** field.
12. Click the **Save** icon.
13. Click the **Exit** icon.

Establishing Aid Year Specific Values for Loan Fund

Purpose

Values to be utilized for awarding and disbursing the manual fund need to be specified.

Banner form

The screenshot displays the Banner Fund Management RFRMGMT 8.2 interface. At the top, the 'Aid Year' is set to 0809 and the 'Fund Code' is DIRECT, with a description of 'Federal Direct Stafford Loan'. Below this is a navigation bar with tabs for Fund, Packaging, Disbursement, Disbursement Locks, Fund Comments, Budget, Detail Code Rules, Tracking, Messages, and Copy. The 'Fund' tab is active, showing the 'Base Fund' section. This section includes fields for Fund Source (FDRL, Federal), Fund Type (LOAN, Loan), Federal Fund ID (STFD), and Long Description (Federal Direct Stafford Loan). The Accounts Receivable Detail is set to FDSL and is checked as Active. Below the Base Fund section is the 'Aid Year Specific' section, which contains a table of financial values:

Field	Value
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

Steps

Follow these steps to complete the procedure.

1. Access the Fund Management Form (RFRMGMT).
2. Enter the aid year in the **Aid Year** field.
3. Enter or select a fund in the **Fund Code** field.
4. Perform the **Next Block** function to access the Aid Year Specific Information block.
5. Enter the applicable allocated amount in the **Budget Allocated** field.
6. Enter the applicable over-commitment percentage in the **Over-Commitment Percent** field.

Packaging tab

Fund Management RFRMGMT 8.4 (s10b80)

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

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

Award Maximum: 8,500.00
Award Minimum: .00
Offer Status: OFRD Offered
Accept Status: ACPT Accepted
Decline Status: DECL Declined
Web Accept Status: WA Web Accept
Web Decline Status: WD Web Decline

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

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

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

Steps, continued

7. Select the **Packaging** tab.
8. Enter an appropriate value in the **Award Maximum** and **Award Minimum** fields.
9. Enter the applicable award status codes into the **Offer Status**, **Accept Status** and **Decline Status** fields.
10. Enter the applicable values for packaging in the **Automatic Packaging**, **Automatic Scheduling** and **Automatic Acceptance** fields.

11. Click the **Override Need** or **Replace EFC** checkbox.

Note: You cannot select both.

12. Click the **Loan Process** checkbox.

13. Enter other values as applicable.

14. Enter an applicable value in the **Loan Fee Percentage** field to enable the loan to memo at a net proceeds amount.
15. Enter the applicable value in the **Manual Loan Indicator** field.
16. Enter the applicable three-digit servicer code or Alt if the loan fund is an alternative loan fund in the **Alternative Loan Program Type** field.
17. Select *Offered* or *Accepted* in the **Memo Credit** field as appropriate.
18. Select *N* in the **Disburse** field.

Disbursement tab

The screenshot shows a web-based 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 tab bar with the following tabs: "Fund", "Packaging", "Disbursement" (which is highlighted), "Disbursement Locks", "Fund Comments", "Budget", "Detail Code Rules", "Tracking", "Messages", and "Copy". The main content area of the "Disbursement" tab contains the following fields and options:

- If Disbursement Load Code greater than Package Load Code:** A dropdown menu with "D=Disburse 100%" selected.
- Payment Percent for Three Quarter Load:** An empty text input field.
- Payment Percent for Half Load:** An empty text input field.
- Payment Percent for less than Half Load:** An empty text input field.
- Change Load During Term:** A dropdown menu with "A" selected.
- Use Attending Hours
- Use Disbursement Enrollment Edits for Memo
- Recoup when Award Reduced
- If Ineligible Before Cut off Date:** A dropdown menu with "B=Backout Disbursements" selected.
- If Ineligible After Cut off Date:** A dropdown menu with "B=Backout Disbursements" selected.
- If Selected for Verification but is Not Complete
- Override General Tracking Requirements
- Create Promissory Note Requirements when Accepted

Steps, continued

18. Select the **Disbursement** tab.

19. Enter a value into the **Change Load During Term** field.

Note: Enter *A* for Award Prorated or *S* for Scheduled Disbursement Prorated Required field (Not used unless multiple disbursements per term is used. Also not used for Loans.)

20. Enter other values on other windows as applicable, especially tracking requirements and messages to appear on the award letter.

21. Click the **Save** icon.

22. Click the **Exit** icon.

Indicating Additional Unsubsidized Amounts

Purpose

Use the Packaging Options Form (RPROPTS) to determine loan awarding. One of these should be used:

- Default option
- Expected Annual Enrollment on the RNANAx form.

Banner form

Aid Year: 0809 2008-2009 aid year

Packaging Options

Use Estimated Enrollment

Default 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

Disburse if SAR C-Flag Exists

Allow Memos When Previously Disbursed

Enrollment Option for Disbursement: A=Adjusted Hours

Steps

1. Access the Packaging Options Form (RPROPTS).
2. Enter the aid year in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Verify that the **Use Estimated Enrollment** box is checked if students are to be awarded manual loans based upon their Expected Annual Enrollment on the RNANAx form.

Note: Beginning with 0405 Expected Annual Enrollment must be loaded manually if used.

5. Verify that default awarding values such as **Assume Full Time** and **¾ Time** etc. have been selected to be used if the student does not have an Expected Annual Enrollment on the RNANAx form.
6. If one or more of the manual loan funds to be awarded are unsubsidized Stafford loan funds, enter the institution's policy choice regarding the automatic awarding of additional unsubsidized Stafford loan funds by checking the **Additional Stafford Eligibility Default** checkbox if additional unsubsidized amounts should be awarded to independent students or Dependent students without a PLUS Denial.
7. Click the **Save** icon.
8. Perform a **Next Block** function to access the Enrollment Cut Off Date Rules window for all of the terms within the aid year
9. Select a term in the **Term Code** field.
10. Select an option in the **Disbursement Enrollment Option** field.
11. Enter a date in the **Cut Off Date** field.
12. Repeat steps 9-11 for all terms in the aid year.
13. Click the **Save** icon.
14. Perform a **Next Block** function to access the Pell Options window.
15. Edit options as desired.
16. Click the **Save** icon.
17. Click the **Exit** icon.

Equating Student System Class Codes

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

Steps

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.
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.

For the first record in this form, you would enter

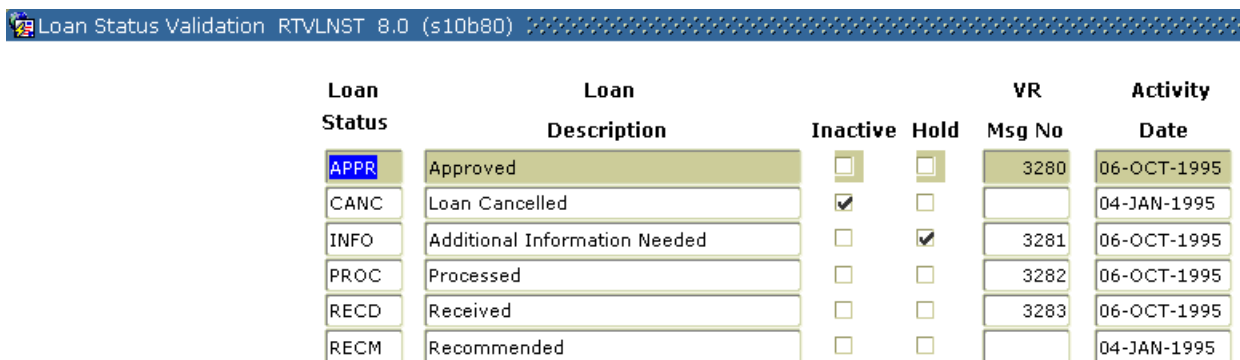
- level code for "Undergraduate" in the **Student System Level** field
 - class code for "Freshman" in the **Student System Class** field
 - "1" in the **Financial Aid Class** field.
7. Repeat the above steps for each combination you need to define.
 8. Click the **Save** icon.
 9. Click the **Exit** icon.

Establishing Status Codes

Purpose

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

Banner form



The screenshot shows the Banner form for Loan Status Validation (RTVLNST 8.0). The table below represents the data visible in the form:

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

Steps

Complete these steps 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.

Creating Non-Person Records

Purpose

The General Person Identification Form (SPAIDEN) is used to create non-person records for each lender, guarantor, and service provider.

Warning: DO NOT USE THE 'GENERATE ID' option.

Banner form

The screenshot shows the 'Common Matching Entry' window (GOAMTCH 7.0) with the following fields and options:

- ID:** 80111968
- Matching Source:** RULE_ONE (Rule One)
- Data Entry:**
 - Last Name: []
 - First Name: []
 - Middle Name: []
 - Address Type: MA (Mailing)
 - Street Line 1: []
 - Street Line 2: []
 - Street Line 3: []
 - City: []
 - State or Province: []
 - ZIP or Postal Code: []
 - County: []
 - Nation: []
- Non-Person Name:** ACME Universal Lending
- SSN/SIN/TIN:** []
- Birth Date:** Day: [] Month: [] Year: []
- Gender:** Unknown
- E-mail Type:** HOME (Home e-mail)
- E-mail:** []
- Telephone Type:** MA (Mailing)
- Telephone:** [] - [] []

Buttons: Create New, Select ID, Update ID, Details, Duplicate Check

ID	Name	Address	Telephone	Birth Date	E-mail	Gender
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]
[]	[]	[]	[]	[]	[]	[]

All Addresses: []
Match Priority: [] Match Results: [] Clear

Steps

Follow these steps to complete the process.

1. Access the General Person Identification Form (SPAIDEN).
2. Enter an **ID** for a bank.

Note: Make up an ID number, trying to be creative so that you don't call up an ID that already exists. Keep in mind that most Lender ID's begin with the numeral "8".

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

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

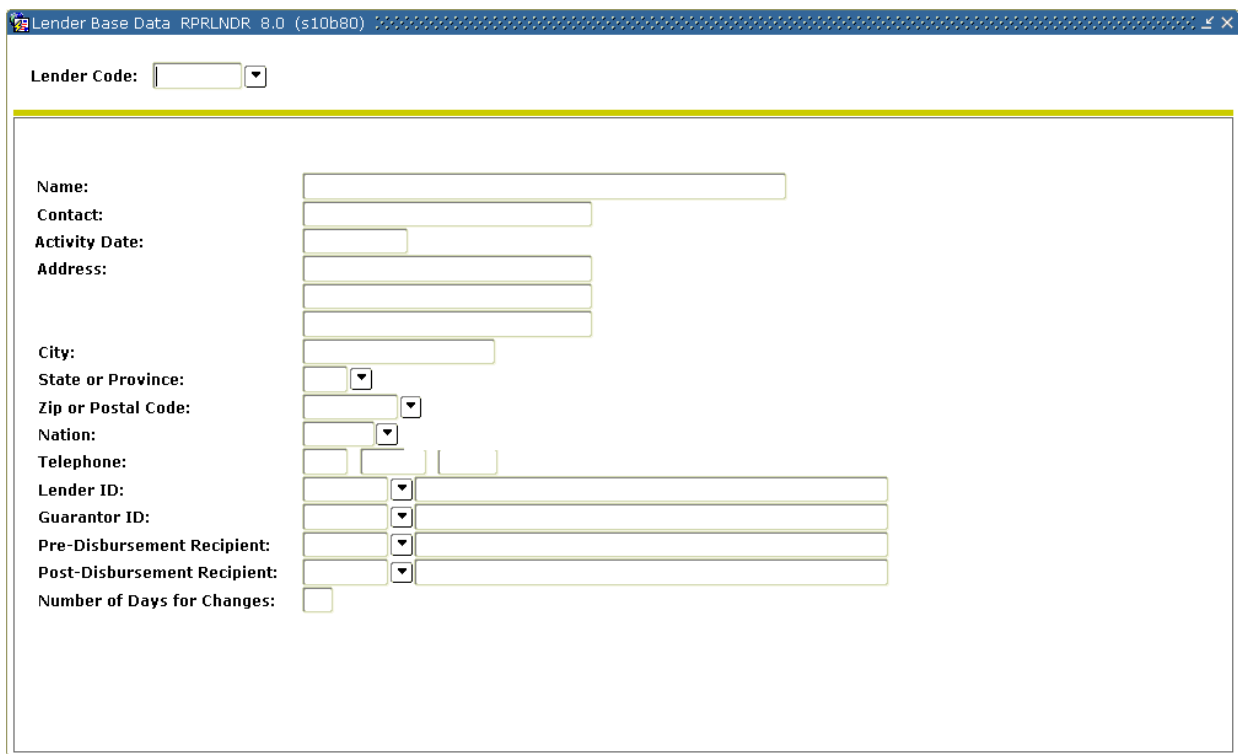
Associating a Lender ID with Guarantor ID

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 (s10b90)". 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 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.

Steps

Follow these 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/Prov.** and **Zip/PC**.
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.

Establishing Loan Periods

Purpose

The Loan Period Base Data Form (RPRLPRD) is used to define the beginning and ending dates of the loan period along with either the applicable aid period or terms along with the applicable scheduled disbursement dates.

Banner form

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

Base Data

- Loan Period:** FASP09
- Description:** Fall-Spring 0809
- Start Date:** 01-SEP-2008
- End Date:** 31-MAY-2009

Aid Period Rules

- Aid Year:** 0809
- Aid Period:** FA/SPR (Fall-Spring Semesters)

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.

Options – Disbursement Schedule Rules

Scheduled Date	Term Code	Disbursement Promissory Note Date	Disbursement Percent	Memo Expiration Days
20-MAY-2009	200920		50.000	
30-DEC-2009	200910	20-DEC-2007	50.000	

Steps, continued

10. Click the **Save** icon.
11. 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. For this exercise, you can use the same dates and percentages you used in the previous part of this exercise.

12. Enter the date on which the loan is to be disbursed in the **Scheduled Date** field.
13. 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.
14. 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.
15. 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.

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

Establishing 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:** MSTFD Manual Federal Stafford 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]

Steps

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. Click the **When Loan Accepted** check box if you want the system to automatically create a loan application within the packaging process at the time that the award is accepted.
6. Click the **When Requirement Satisfied** check box if you want the system to automatically create a loan application when a particular tracking requirement has been satisfied.
7. 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 exercise or select it by clicking in the **Initial Loan Status** field to see the list of values.
8. 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. Note: This is only used if loan proceeds are to be returned by check payable to the Default Return ID.
9. Select the lender's ID in the **Default Lender ID** field if you use a lender on a recurring basis for this fund code.
10. Select the ID of the default guarantee that provides insurance to the lender for the loan in the **Default Guarantor ID** field.
11. Click the **Satisfy Loan Application Requirement** checkbox if the entry of a loan application satisfies a loan application tracking requirement.
12. 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.
13. Select the tracking requirement status code to use when a loan application requirement is satisfied in the **Loan Application Requirement Status** field.

14. Click the **Memo Actual Loan Amount** checkbox if the actual loan amounts on the Loan Term Schedule Table (RPRLATR) will be used for memos.
15. Click the **Authorize Loan** checkbox if loan authorizations for this aid year and fund code will be created when disbursing funds.
16. 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).
17. 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.
18. Click the **Save** icon.
19. Click the **Exit** icon.

Defining 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.

Note: Leave it unchecked when 30-day delayed disbursements are not required.

Banner form

The screenshot shows the Banner form for defining First-Year, First-Time Borrowers. The window title is "U.S. Specific Institution Financial Aid Options ROAUSIO 8.4 (s10b80)". The "Aid Year" is set to "0910" and "2009-2010 Financial Aid year". The "Loan Options" tab is selected. The form is divided into three main sections: "Electronic and Direct", "Electronic", and "Direct".

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

Loan Process Type
Record: 1/1 | ... | <OSC>

Steps

Follow these steps to complete the process.

1. Access the **Loan Options** tab on ROAUSIO.
2. Click 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

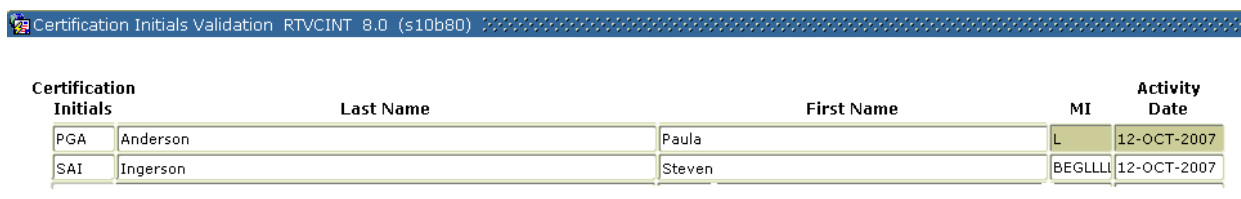
Campus Code; press LIST for valid codes
Record: 1/? ... List of Valu... <OSC>

Establishing Certification Initials

Purpose

Establish Certification Initials for use on RPALAPP. Complete these steps on the Certification Initials Validation Form (RTVCINT) to enter the initials of a person with the responsibility to certify loan applications.

Banner form



Certification Initials Validation RTVCINT 8.0 (s10b80)

Certification Initials	Last Name	First Name	MI	Activity Date
PGA	Anderson	Paula	L	12-OCT-2007
SAI	Ingerson	Steven	BEGLLLI	12-OCT-2007

Steps

Follow these 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.

Self Check

Question 1

What Banner form do you use to link level code, class code and financial aid class code?

- a) Class Code Translation Form (RPRCLSS)
- b) Loan Options Form (RPRLOPT)
- c) Loan Period Base Data Form (RPRLPRD)

Question 2

To create a lender code in the **Lender Code** field of the Lender Base Data Form (RPRLNDR), you would enter a unique

- a) Name
- b) Aid Period
- c) ID

Question 3

The Default Award and Disbursement Schedule Rules Form (RFRDEFA) is used to create a default award and disbursement schedule.

True or False

Answer Key for Self Check

Question 1

What Banner form do you use to link level code, class code and financial aid class code?

- a) **Class Code Translation Form (RPRCLSS)**
- b) Loan Options Form (RPRLOPT)
- c) Loan Period Base Data Form (RPRLPRD)

Question 2

To create a lender code in the **Lender Code** field of the Lender Base Data Form (RPRLNDR), you would enter a unique

- a) Name
- b) Aid Period
- c) **ID**

Question 3

The Default Award and Disbursement Schedule Rules Form (RFRDEFA) is used to create a default award and disbursement schedule.

True

Day-to-Day Operations



Introduction

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

Objectives

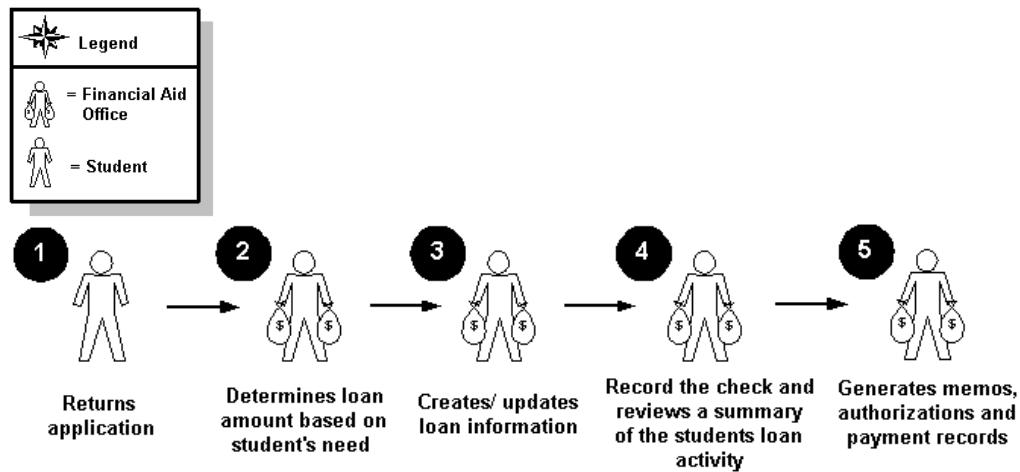
At the end of this section, you will be able to

- award loan funds manually
- record receipt of loan checks so funds will post to student accounts
- disburse loan proceeds.

Process Introduction

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

Process flow



What happens

Manual loan funds are awarded to students. When the loan proceeds are received in check form the checks are recorded on the loan disbursement form. Once the student has endorsed the loan check, the loan proceeds are disbursed to the students account receivable.

Steps

Follow these steps to complete the process.

1. Access the Award Form (RPAAWRD).
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.

Package Maintenance Form (RPAAPMT)

Package Maintenance RPAAPMT 8.4 (s10b80)

Aid Year: 0910 ID: [] []

Award Maintenance Fund Awards by Term Disbursement Schedule

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

Original Offer: Amount Date

Offered: [] []

Accepted: [] []

Declined: [] []

Cancelled: [] []

Memoed: [] []

Authorized: [] []

Paid: [] []

Reschedule Information Access

Expiration Date: []

Lock: []

System: []

Overrides

Unmet Need: (None)

Replace EFC: (None)

Tracking Requirement: (None)

Federal Limit: (None)

Fund Limit: (None)

Fund Award Rule: (None)

Year in College: (None)

No Pell: (None)

Summary Packaging Group

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

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

FM: [] IM: []

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

Subsidized Loan Exclusion Amount: []

Steps

Follow these steps to complete the process.

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.

Financial Aid Record Maintenance Form (ROARMAN)

Steps

Follow these steps to complete the process.

1. Access the Financial Aid Record Maintenance Form (ROARMAN).
2. Enter the aid year in the **Aid Year** field.
3. Enter the student ID in the **ID** field.
4. Perform a **Next Block** function to populate the values in the Fund Awards block.
5. Navigate to Maintain Awards for access to the RPAAWRD form.
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.

Reviewing Manual Loan Application

After the awarded loan is in the Accept status a loan application is created and can be reviewed on the Loan Application Form (RPALAPP).

Banner form

The screenshot displays the 'Loan Application RPALAPP 8.1 (s10b80)' window. At the top, the ID is 510000000 and the name is Angela Wooster. The form is organized into several sections:

- Application Information:** Application Number, System Indicator (M), Activity Date, Loan Type ((None)), Fund Code, Aid Year, Lender ID, Return ID, Guarantor ID, Loan Period, Loan Status.
- Financials:** Recommended Amount, Requested Amount, Maximum Eligibility Amount, Expected Amount, Approved Amount.
- Dates and Status:** Fee Percent, Grade Level, Loan Period Start Date, Loan Period End Date, Received Date (02-APR-2008), Processed Date, Certification Date, Submission Date, Approval Date.
- Other Fields:** Preparatory or Teacher Certification (N=No), HPPA checkbox, and a checkbox for Parent PLUS to Student.

Steps

Follow these steps to complete the process.

1. Access the Loan Application Form (RPALAPP)
2. Review the data that is on the Loan Application making modification as needed.
3. Click the **Save** icon.
4. Click the **Exit** icon.

Recording Check Information When Funds Arrive

Once your institution receives funds, they must be checked for the subsequent disbursement procedure or funds will not post to student accounts.

Complete the following procedure to view a summary of all loan activity for the student and record the receipt of loan checks.

Banner form

The screenshot shows a web browser window titled "Loan Disbursement RPALDSB 8.1 (s10b80)". Below the title bar, there is a search area with "ID:" followed by a dropdown menu containing "510000000" and a text input field containing "Angela Wooster". Below this is a table with the following columns: Fund, Application Number, Loan Period, Recommended Amount, Expected Amount, Approved Amount, Return ID (with a dropdown arrow), and Loan Status. Each column contains three empty input boxes for data entry.

Fund	Application Number	Loan Period	Recommended Amount	Expected Amount	Approved Amount	Return ID	Loan Status
<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"/>	<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"/>

Steps

Follow these steps to complete the process.

1. Access the Loan Disbursement Form (RPALDSB).
2. Enter the ID of the student for whom you created the loan application in the **ID** field.
3. Perform a **Next Block** function.

Result: The Loan Information already entered will populate the form.

Options – Disbursement Detail

The screenshot displays the 'Disbursement Details' window for 'RPALDSB 8.1 (s10b80)'. The window title is 'Loan Disbursement: RPALDSB 8.1 (s10b80)'. The ID field is set to '511778034' and the student name is 'Suzy8034 R Laird8'. The window is divided into two main sections, each containing a set of fields for a disbursement entry.

Entry 1 (Top):

- Fund: DIRECT
- Application: 18
- Term Code: 200810
- Scheduled Date: 01-OCT-2007
- Disbursement Number: 1
- Sequence: 1
- Estimated Amount: 99.00
- Servicer Net Amount: [Blank]
- Certified Hours: [Blank]
- Comment: [Blank]
- Reference ID: [Blank]
- Check/Net Amount: 99.00
- Check Received: [Blank]
- Returned Amount: [Blank]
- Returned Date: [Blank]
- Returned to Lender: [Blank]
- Feed: N
- Feed Date: [Blank]
- Transaction Number: [Blank]
- Student Received: [Blank]
- Disbursement Load: [Blank]
- Option: [Blank]
- Electronic Funds Transfer
- Disbursement Bypass
- EL Direct Disbursement Indicator
- Exclude
- Override
- EL Direct Disbursement Check: [Blank]

Entry 2 (Bottom):

- Fund: DIRECT
- Application: 18
- Term Code: 200820
- Scheduled Date: 01-JAN-2008
- Disbursement Number: 2
- Sequence: 1
- Estimated Amount: 99.00
- Servicer Net Amount: [Blank]
- Certified Hours: [Blank]
- Comment: [Blank]
- Reference ID: [Blank]
- Check/Net Amount: 99.00
- Check Received: [Blank]
- Returned Amount: [Blank]
- Returned Date: [Blank]
- Returned to Lender: [Blank]
- Feed: N
- Feed Date: [Blank]
- Transaction Number: [Blank]
- Student Received: [Blank]
- Disbursement Load: [Blank]
- Option: [Blank]
- Electronic Funds Transfer
- Disbursement Bypass
- EL Direct Disbursement Indicator
- Exclude
- Override
- EL Direct Disbursement Check: [Blank]

Steps, continued

4. Select Disbursement Detail from the **Options** menu.
5. Enter the check number or electronic batch number of the financial aid payment In the **Reference ID** field.
6. Enter Y or N in the **Feed** field to indicate whether the disbursement detail transaction should be sent to the Banner Accounts Receivable module. For practice, enter *Y*. In Production this would be set to N. Running disbursement will determine if the student is eligible for disbursement. If the loan proceeds appear as authorized, the student should be contacted to endorse the loan proceeds check.

Note: By entering a Y you are simulating the student's endorsement of the loan check or that they are not required to endorse the check.

7. Enter the amount of the check in the **Check/ Net Amount** field.
8. Enter a date in the **Check Received** field.
9. Click the **Save** icon.
10. Click the **Exit** icon.

Setting the Feed Indicator for Loan Disbursement

Use the Applicant Summary Form (ROASMRY) to set the feed indicator for the loan disbursement at the time that the loan check is endorsed so that the loan payment to the student's account will be included in the cashiering session of the cashier who is processing the student's check.

Banner form

The screenshot shows a software window titled "Applicant Summary ROASMRY 8.1 (s10b80)". At the top, there are two input fields: "Aid Year:" with a dropdown menu showing "0809" and "ID:" with a dropdown menu showing "510000010". Below these are two main sections: "Memos" and "Authorizations".

Memos Section:

Term	Detail Code	Detail Description	Amount	Expiration Date	Source
<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"/>	<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Authorizations Section:

Term	Detail Code	Detail Description	Amount	Disbursement Date	Activity Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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"/>	<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"/>

Steps

Follow these steps to complete the process.

1. Access the Applicant Summary Form (ROASMRY).
2. Enter the aid year code in the **Aid Year** field.
3. Enter the student ID In the **ID** field.
4. Perform a **Next Block** function.

Result: The Loan Disbursement block displays with the information you entered.

5. Review data and make changes as necessary.
6. Click the **Save** icon if you made any changes.
7. Click the **Exit** icon.

Note: The transaction will be fed to the student's account during the next batch-run disbursement process or when disbursed from ROAIMMP. You can access ROAIMMP from the ROARMAN form by selecting the **Group Assign** button.

The preferable method is for TSASPAY to be used by the cashier who is having the student endorse the check.

Disbursing Loans Online

Complete the Student Payment Form (TSASPAY) to authorize the disbursement of available financial aid online.

Banner form

Student Payment TSASPAY 8.0 (s10b80)

Term: 200820 ID: 179400011 Karla K Wood Credit Limit: Holds:

Title IV

Delinquency: Credit Hours: 0.00 Financial Aid:

Collection Date: Bill Hours: 0.00 Authorized: .00

NSF: 0 Term Charges: .00 Memos: .00

Cashier Data

Detail Code	Description	Amount	Trans Paid	Source Code	----- Cross Reference -----	Effective Date	Original Charge	Document Number
					Number Detail Category			

Receipt Number: Print Receipt? N

Balance Other Terms	Current Term Charge	Current Term Credit	Amount Due	Future Dated Current Term	Future Dated Other Terms	Memo Balance

Steps

Follow these steps to complete the process.

1. Access the Student Payment Form (TSASPAY).
2. Enter the term in the **Term** field.
3. Enter the student ID in the **ID** field.
4. Perform a **Next Block** function.
5. Enter the values to be disbursed.
6. Click the **Save** icon.

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

7. Click the **Exit** icon.

Reviewing Related Reports

Banner provides three reports to help you manage loans.

- Loan Proceeds Aging Report (RPRLNAG)
- Loan Funding Exception Report (RPRLNEX)
- Loan Summary Report (RPRLSUM)

Note: Sample reports are found in Chapter 19 of the Bookshelf documentation.

Banner form

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

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

- Process:** A dropdown menu is set to "RPRLNAG" and a text field contains "Loan Proceeds Aging Report".
- Parameter Set:** A dropdown menu is currently empty.
- Printer Control:** Includes a "Printer:" dropdown, a "Special Print:" text field, "Lines:" set to "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Parameters".

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:** 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 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
01: Aid Year	Enter the aid year.
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).
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).
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.
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

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

Steps

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
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).
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).
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.
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.
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.
09: Process Type	Enter a B to report both Pending and Actual disbursements.
10: Process EFT only	Enter an N so that manual checks will be reported
11: Reference ID	Leave blank as this field applies to EFT Rosters and/or Master Checks.
12: Set Feed Indicator to 'N'	Update the Feed Indicator to N if the calculated tolerance is exceeded and the parameter has been set to Yes.

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.

Loan Summary Report (RPRLSUM)

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: 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

Steps

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 07 and 08	Leave blank unless the report is to be produced for only a select group of students.
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 <i>by number</i> for the report. Options are:</p> <ul style="list-style-type: none"> • name • fund code • loan status • lender ID

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.

Self Check

Question 1

Which of the following forms do you use to record the receipt of loan checks?

- a) Loan Disbursement Form (RPALDSB)
- b) Loan Application Form (RPALAPP)
- c) Loan Options Form (RPRLOPT)

Question 2

On the Applicant Summary Form (ROASMRY), you can change the disbursement amount only if the value in the **Feed** field is F.

True or False

Question 3

To authorize the disbursement of available financial aid you use the Applicant Immediate Process Form (ROAIMMP).

True or False

Question 4

Which report lists loans for students and can be categorized several ways through report parameters.

- a. Loan Proceeds Aging Report (RPRLNAG)
- b. Loan Funding Exception Report (RPRLNEX)
- c. Loan Summary Report (RPRLSUM)

Answers for Self Check

Question 1

Which of the following forms do you use to record the receipt of loan checks?

- a) **Loan Disbursement Form (RPALDSB)**
- b) Loan Application Form (RPALAPP)
- c) Loan Options Form (RPRLOPT)

Question 2

On the Applicant Summary Form (ROASMRY), you can change the disbursement amount only if the value in the **Feed** field is F.

False. If the value in the Feed field is F, the batch-run disbursement process has been run and you cannot make any changes.

Question 3

To authorize the disbursement of available financial aid you use the Applicant Immediate Process Form (ROAIMMP).

True.

Question 4

Which report lists loans for students and can be categorized several ways through report parameters.

- a) Loan Proceeds Aging Report (RPRLNAG)
- b) Loan Funding Exception Report (RPRLNEX)
- c) **Loan Summary Report (RPRLSUM)**

Appendix



Forms Job Aid

Form Code	Full Name	Use this form to...
RTVAPRD	Aid Period Validation	create a new aid period and verify that all applicable aid periods for the financial aid award year have been established.
RORTPRD	Aid Period/Term Rules	specify the terms that you want to associate 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	display valid federal fund IDs and a set of rules for the major student financial aid programs.
TSADETC	Detail Code Control	define the detail codes that are used throughout Accounts Receivable.
RFRBASE	Fund Base Data	establish loan funds and associate them with federal loan identifiers, if applicable.
RFRMGMT	Fund Management	display and maintain the various attributes of a fund for a given aid year.
RPROPTS	Packaging Options	determine loan awarding.
RPRCLSS	Class Code Translation	convert a Student system level code and Student system class code combination into a Financial Aid system class code.
RTVLNST	Loan Status Validation	establish status codes.
SPAIDEN	General Person Identification	create non-person records for each lender, guarantor, and service provider.

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	define the beginning and ending dates of the loan period along with either the applicable aid period or terms along with the applicable scheduled disbursement dates.
RPRLOPT	Loan Options	define features of this manually processed loan fund.
ROAUSIO	U.S. Specific Institution Financial Aid Options	complete the 30 day delay disbursement option on.
RTVCINT	Certification Initials Validation	enter the initials of a person with the responsibility to certify loan applications.
RPAAWRD	Award	manually award loan funds.
RPAAPMT	Package Maintenance	
ROARMAN	Financial Aid Record Maintenance	
RPALAPP	Loan Application	create a loan application and can be reviewed on the form.
RPALDSB	Loan Disbursement	view a summary of all loan activity for a student.
ROASMRY	Applicant Summary	set the feed indicator for the loan disbursement at the time that the loan check is endorsed so that the loan payment to the student's account will be included in the cashiering session of the cashier who is processing the student's check.
RPRLNAG	Loan Proceeds Aging	display the number of days between receipt of loan funds and date of the report.

RPRLNEX	Loan Funding Exception	list students whose received amounts are less than the amount on the loan by term table.
RPRLSUM	Loan Summary	list loans for students and can be categorized in several ways through report parameters.

Terminology

Term	Definition
Aid period	A period of time during which students are eligible to receive aid based on attendance. This can be the same as a term or part of a term.
Award percent	A percent that defines how much of an annual award is to be packaged in each term.
Disbursement percent	A percent that defines how much of the award for that term is to be disbursed on the specified date.
Loan period	An amount of time that a student has to repay the loan.
Pell award percent	A percent that defines how much is to be used when calculating the Pell award for a term.