

# Banner Financial Aid Need Analysis Training Workbook

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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.

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Think before you print.

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# Introduction



## Course goal

In the Need Analysis module, the student's financial need is calculated based on the difference between the packaging budget and the calculated Expected Family Contribution (EFC) from the Federal Methodology (FM) and/or Institutional Methodology (IM) results. A transaction log maintains an online log of all changes. The module calculates need analysis through these features:

- Multiple Application Sources – data is entered online or transferred from electronic sources (for example, EDE, CSS, and so on).
- Online or Batch Calculations.
- Multiple Methodologies – includes Federal, and Institutional methodologies. Allows you to define the methodology used in the need calculation.
- Need Analysis Logging – When changes impact calculations this feature eliminates the need to enter the same changes in both the Need Analysis and Electronic Data Exchange (EDE) segments.

The workbook is divided into three sections:

- Introduction
- Set-up
- Day-to-day operations

## Intended audience

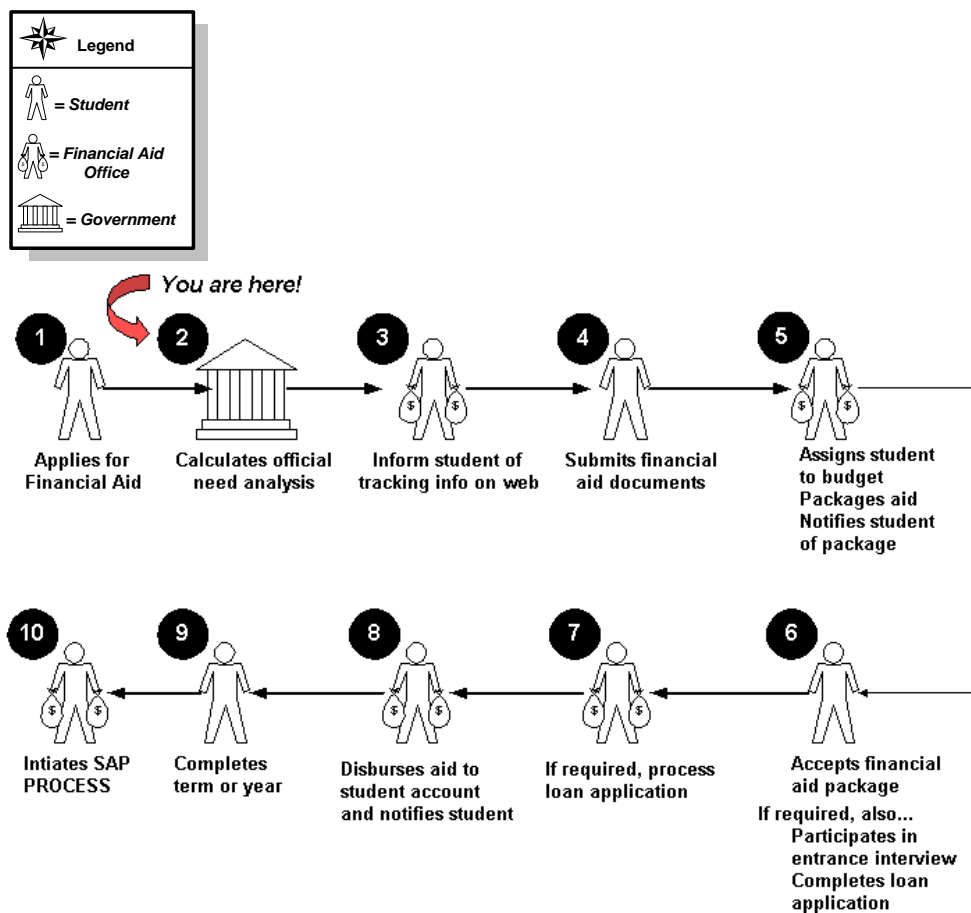
Financial Aid office administrators and staff.

# Process Introduction

## Introduction

Once the student completes and submits a Federal financial aid application, the Federal government calculates an Expected Family Contribution (EFC) by applying a formula to the information provided by the student.

## Flow diagram



## About the process

The government then sends the EFC results to the institutions listed on the student's Free Application for Federal Student Aid (FAFSA).

# Set-up



## Introduction

The purpose of this section is to outline the set-up process and detail the procedures to set-up 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.

# Establishing ROAUSIO and ROAINST Need Analysis Values

## Introduction

The Global Institution Financial Aid Options Form (ROAINST) was redesigned and now provides you with the ability to roll Financial Aid options from one year to the next. In addition, a number of fields were moved from ROAINST to a new form, the U.S. Specific Institution Financial Aid Options Form (ROAUSIO). This aids in keeping United States-specific functionality separate from global functionality.

## Banner form

The screenshot shows the Banner form for U.S. Specific Institution Financial Aid Options (ROAUSIO). The window title is "U.S. Specific Institution Financial Aid Options ROAUSIO 8.4 (s10b80)".

**Aid Year:** 0910 (dropdown) 2009-2010 Financial Aid year

**Navigation Tabs:** Institutional Defaults | Grant and EDE Options | Loan Options | Campus Defaults

**Main Campus Entity ID:** [ ]

**Attending ID:** 12345678

**Reporting ID:** 12345678

**Source ID:** 12345678

**Pell ID:** 554444

**Pell Fund Code:** PELL (dropdown)

**Federal School Code:** 620004

**OPEID:** 554444

**OPEID Branch:** 00

**Title IV Destination Number:** [ ]

**Service Agent Code:** [ ]

**Non-Custodial Parent Contribution Option:**

**Return of Title IV Funds**

- Return Indicator
- Rounding Indicator

**Application Source Codes**

**College Scholarship Service ID**

8507
[ ]
[ ]
[ ]
[ ]

**Main Campus Entity ID**

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

## Steps

Follow these steps to complete the process.

1. Access the U.S. Specific Institution Financial Aid Options Form (ROAUSIO).
2. Click the **Next Block** icon.
3. On the **Grant and EDE Options** tab, click the **EDE Corrections Logging** checkbox if Need Analysis Corrections are to be processed from Banner to CPS.
4. On the **Institutional Defaults** tab, select the **Non-Custodial Parent Contribution Option** check box if you are collecting income and student contribution information from the non-custodial parent as part of IM needs analysis.
  - Reported – Add the self-report contribution from the non-custodial parent to the custodial parent contribution from the IM calculation.
  - Calculated – Create a manual non-custodial record in Banner. Calculate a non-custodial parent contribution, and add that contribution to the custodial parent contribution.
  - Higher – Add the higher of the self-report custodial contribution or the calculated non-custodial contribution to the custodial parent contribution.
5. Click the **Save** icon.
6. Click the **Exit** icon.

7. Access the Global Institution Financial Aid Options Form (ROAINST).
8. Click the **Next Block** icon.
9. Select the **Options** tab.

The screenshot shows the 'Options' tab of the 'Global Institution Financial Aid Options' form. The 'Aid Year' is set to '0910'. The 'Options' tab is selected, with other tabs including 'Aid Year Definition', 'Institution Demographics', 'Credit Hours', 'Exclude Course Levels', and 'Web Processing Rules'. The form fields are as follows:

- Aid Year:** 0910
- Current Term Code:** 200910
- Default Aid Period:** FA/SPR
- Initial SAP Status:** X
- Initial SAP Term Code:** 200910
- Exception SAP Status:** B
- Budgeting Group:** UGINON
- Packaging Group:** ONFRSH
- Tracking Group:** INDVER
- Tracking Established Status:** E
- Methodology:** F=Federal
- Primary Application Source:** EDE
- Application Received Date:** C=Date Created
- Source for Application Received Date:** (empty)
- Application Requirement Code:** (empty)
- Message Expiration Days:** (empty)

On the right side, there are four checkboxes:

- International
- Create Applicant Non Year User-Defined Data
- Create Applicant User-Defined Data
- Rescheduled Disbursement Date

10. In the **Methodology** field, select **Federal** if your school uses federal methodology only for needs analysis processing. Select **Institutional** if your school uses institutional methodology for needs analysis processing.

Result: All values from the federal and institutional methodology needs analysis calculations, including intermediate values, will display on the Calculated Need Analysis Detail Inquiry Form (RNINAIQ).

11. Click the **Save** icon.
12. Click the **Exit** icon.

# Establishing INAS Global Policy Options

## Introduction

The INAS Global Policy Options Rule Form (RNRGLxx) is used to establish INAS Global Policy Options (where "xx" represents the aid year).

Note: Primarily used for Institutional Methodology schools. Institutions using only Federal Methodology may use the SunGard Higher Education delivered policy options.

Note: Schools that license CSS INAS Need Analysis Process through SunGard Higher Education may download the CSS INAS Manual from the SunGard Higher Education ActionWeb.

## Banner form

2009-2010 Need Analysis Global Policy Options Rules RNRGL10 8.4 (s10b80) 0910

**Program Operating Options**

Compare Student Data:  Y  N  
Compare Parent Data:  Y  N  
Use Tolerance:  Y  N  
Print INAR:  Y  N  
State for Residency:

**Common FM and IM Options**

	FM Parent	FM Student	IM Parent	IM Student
Budget Duration for Independent:		<input type="text" value="9"/>		<input type="text" value="9.0"/>
Budget Duration for Dependent:		<input type="text" value="9"/>		<input type="text" value="9.0"/>
US Tax Calculation Option:	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> I <input checked="" type="checkbox"/> N	<input type="checkbox"/> I <input checked="" type="checkbox"/> N
Calculate PC for Independent:	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y			

**Common EFM and IM Options**

	EFM Parent	EFM Student	IM Parent	IM Student
Use IM Imputed Asset Value:	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y		
Use Projected Year Income:	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y
Use IM Income Overrides:	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y	<input type="checkbox"/> N <input checked="" type="checkbox"/> Y		
Use IM Data Assumptions:		<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		

## Steps

Follow these steps to complete the process.

1. Access the INAS Global Policy Options Rule Form (RNRGLxx).
2. Navigate through the **Program Operating Options** block using the tab key to make adjustments for your institution as needed.
3. Review the **Common FM and IM Options** block and make any adjustments needed.
4. Navigate to the **Common EFM and IM Options** (Estimated Federal Methodology and Institutional Methodology) block and make any adjustments needed.
5. Select **Additional IM Options** from the **Options** menu to access additional Institutional Methodology policy choices.
6. Adjust the Institutional Methodology settings to reflect your school's needs analysis preferences.
7. Click the **Save** icon.
8. Click the **Exit** icon.

# Day-to-Day



## Introduction

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

## Objectives

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

- enter a Need Analysis record online manually
- perform need analysis calculations using two different methods
- modify Need Analysis records using two different forms, and explain when to use each of these forms
- calculate need analyses for non-financial aid applicants and explain why this would be done
- generate simulated need analyses
- perform overrides on students' financial aid records.

# Process Introduction

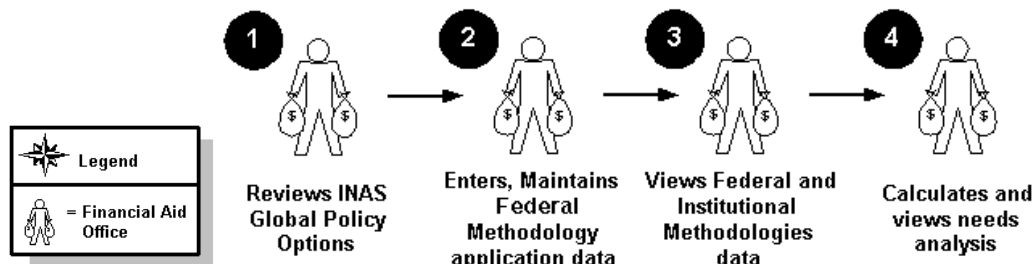
## Introduction

The Banner Need Analysis module allows an institution to

- set institution-specific need analysis options
- receive need analysis data electronically from the Department of Education's Central Processing Service
- receive CSS Profile data from the College Scholarship Service
- create Institutional Methodology records from federal application data
- review the data and record changes as appropriate
- recalculate the expected contribution(s) according to the current standards and procedures.

The need analysis data is used to calculate the student's financial need.

## Flow diagram



## What happens

The data on the RNRGLxx form is delivered by SunGard Higher Education and usually would not be changed by institutions unless they use Institutional Methodology. The Institution receives the official Expected Family Contribution (EFC) from the Central Processing Service and may calculate EFC's for Institutional Methodology records. This data is used in conjunction with a student's Cost of Attendance to determine his or her financial need.

# Creating Online Need Analysis Records Manually

## Introduction

Use the Need Analysis Form (RNANAxX) to manually create need analysis records and to update data for application processing. Enter verification data directly here if RNAVRxx is not used.

Note: This Banner form is an online version of the Free Application for Federal Student Aid (FAFSA) form.

## Banner form

The screenshot shows a web browser window titled "2009-2010 Need Analysis RNANA10 8.3 (s10b80)". The form includes the following fields and controls:

- ID:** A dropdown menu and a text input field.
- Source:** A dropdown menu.
- Sequence Number:** A text input field.
- Create Person:** A button with a person icon.
- Current Record:** A checkbox.
- EDE Correction:** A checkbox.
- Transaction Number:** A text input field with the value "0910".
- Number of Applications:** A text input field.

Below these fields are several tabs: "Demographic", "Plans and Educational Background", "Status", "Income and Assets", and "Information Release". The "Demographic" tab is currently selected.

Under the "Demographic" tab, there is a "Lock Current:" checkbox. Below that, the form is divided into two columns of fields:

- Left Column:** Last Name, First Name, Middle Initial, Male or Female (dropdown menu with "(None)" selected), Address, City, State (dropdown menu), Zip, Home Phone Number, Legal Residence (dropdown menu), Resident Since (dropdown menu), Driver's License State (dropdown menu), Driver's License Number, Social Security Number, and E-mail.
- Right Column:** Date of Birth (calendar icon), Citizenship Status (dropdown menu with "(None)" selected), Alien Registration Number, Legal Resident Before 01-JAN-2004 (dropdown menu with "(None)" selected), Current Marital Status (dropdown menu with "(None)" selected), Date of Status, 1st Bachelor's Degree by 01-JUL-2009 (dropdown menu with "(None)" selected), and Aid Eligibility Response or Drug Offense Conviction (dropdown menu with "(None)" selected).

## Steps

Follow these steps to complete the process.

1. Access the Need Analysis Form (RNANAx<sub>xx</sub>), where “xx” represents the aid year.
2. Enter the ID number of the first student for whom you want to process a financial aid application in the **ID** field or perform a **Search** function.

Note: You will be using this student ID in later exercises, so you might want to write it down.

3. Enter the appropriate application data.
4. Click the **Status** tab and enter values in the fields to specify that this student is a dependent student.
5. Click the **Income and Assets** tab and enter a value in the parent **Adj Gross Income** and **Wages (Moth/Sps)** fields that will result in a high parent EFC. Enter income and wage data for the student.

Note: This will be needed for a later exercise.

6. Click the **Save** icon.
7. Navigate to the Key block.
8. Enter the ID number of the second student for whom you want to process a financial aid application in the **ID** field or use the **Search** function to find it.

Note: You will be using this student ID in later exercises, so you might want to write it down.

9. Enter the appropriate application data.

Note: On the **Status** tab, enter values in the fields to specify that this student is an independent student.

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

# Performing Need Analysis Calculations

## Introduction

You have entered the information necessary to perform the calculation of the students' Expected Family Contribution (EFC). You are now ready to use two of the methods available to perform an INAS calculation online.

## Forms to use

You can calculate a student's needs using one of these forms:

- Need Analysis Form (RNANAx)
- Applicant Immediate Process Form (ROAIMMP)

## Banner form

The screenshot shows a web browser window titled "Need Analysis Result RNARSLT 8.3 (s10b80)". The form contains the following fields:

Aid Year: 0910 (dropdown) ID: [ ] (dropdown) [ ] (text)  
Source: [ ] (dropdown) Sequence Number: [ ] (text) Current Record: [ ] (text)

---

**Primary Calculations**

	Estimated	Value	Methodology Type	Locks
FM SC:	<input type="checkbox"/>	[ ]	<input type="checkbox"/>	<input type="checkbox"/>
FM PC:	<input type="checkbox"/>	[ ]	<input type="checkbox"/>	<input type="checkbox"/>
Total:	<input type="checkbox"/>	[ ]		
Pell EFC:	<input type="checkbox"/>	[ ]		<input type="checkbox"/>
IM SC:		[ ]	<input type="checkbox"/>	<input type="checkbox"/>
IM PC:		[ ]	<input type="checkbox"/>	<input type="checkbox"/>
Non-Custodial PC:		[ ]		
IM EFC:		[ ]		
Official Source Indicator:	<input type="checkbox"/>	SAR 'C' Flag:	<input type="checkbox"/>	
Verification:	<input type="checkbox"/>	Verification Complete:	<input type="checkbox"/>	Dependency Status: <input type="checkbox"/>
Subsequent Record Selected:	<input type="checkbox"/>	Verification Selection Changed:	<input type="checkbox"/>	

---

**Secondary Calculations**

	Estimated	Value	Methodology Type	Locks
FM SC:	<input type="checkbox"/>	[ ]	<input type="checkbox"/>	<input type="checkbox"/>
FM PC:	<input type="checkbox"/>	[ ]	<input type="checkbox"/>	<input type="checkbox"/>
Pell EFC:	<input type="checkbox"/>	[ ]		<input type="checkbox"/>

## Steps 1

Follow these steps to perform a need analysis calculation using the Need Analysis Form (RNANAxX).

1. Access the Need Analysis Form (RNANAxX), where “xx” represents the aid year.
2. Enter the student ID number for the first need analysis record that you previously created in the **ID** field or perform a **Search** function.
3. Perform a **Next Block** function.
4. Select **Calculate Need** from the **Options** menu.

Note: The system automatically runs the calculation processes and displays the results in the Need Analysis Results Form (RNARSXX).

5. View the EFC for both Federal and Institutional Methodology.

Note: The contribution is broken down by student contribution and parent contribution.

6. Write down the values in the EFC fields for use in a later exercise.
7. Click the **Exit** icon to exit the RNARSXX form.
8. Click the **Exit** icon to exit the RNANAxX form.

# Banner form

Applicant Immediate Process ROAIMMP 8.1 (s10b80)

Aid Year: 0910 ID: [ ] [ ]

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

Letter Generation

Letter Code: [ ]

Term Code: [ ]

Wait Days: [ ]

Initial Code: [ ]

## Steps 2

Follow these steps to perform a need analysis calculation using the Applicant Immediate Process Form (ROAIMMP).

1. Access the Applicant Immediate Process Form (ROAIMMP).
2. Enter the aid year in the **Aid Year** field for the second need analysis record you previously created or select it from the list of values (LOV).
3. Enter the student ID number in the **ID** field for the second need analysis record that you created previously or perform a **Search** function.
4. Perform a **Next Block** function.
5. Select the type of calculation you want to perform in the **Need Analysis Calculation** field from the drop-down box.
6. Click the **Save** icon.

Note: The system automatically runs the calculation process and displays the results in the Need Analysis Results Form (RNARSXX).

7. Write down the values in the EFC fields for use in a later exercise.
8. Click the **Exit** icon to exit the RNARSXX form.
9. Click the **Exit** icon to exit the RNANAx form.

# Modifying Need Analysis Records

---

## Introduction

There are different ways to modify need analysis records depending on what kinds of changes you need to make.

This topic includes exercises for using both of these forms.

IF...	THEN use the...	AND...
a student's financial circumstances change	Need Analysis Form (RNANAx) to change the appropriate values	recalculate the student's need.
you need to modify tax information	Need Analysis Document Verification Form (RNAVRxx) to modify Need Analysis records	perform INAS recalculations.

## Which form to use?

Your instructor can help you decide which form is best to use in the circumstances you encounter at your institution.

## Introduction

Use the Need Analysis Form (RNANAx) to modify a need analysis record and to lock the resulting Expected Family Contribution.

Example: A student has come in to see one of the financial aid counselors at your institution. The student's mother worked in the previous year, but has now become permanently disabled. The need analysis record must be adjusted to reflect changes in family income and medical expenses. The counselor also decides to adjust the calculated Expected Family Contribution (EFC) and to lock the EFC.

## Income and Assets tab

2009-2010 Need Analysis RNANA10 8.3 (s10b80)

ID: 211009508 Mr. Anthony Abbe  Create Person Current Record:  Transaction Number: 0910  
 Source: MANUAL Sequence Number: 1 EDE Correction:  Number of Applications: 0

Demographic Plans and Educational Background Status **Income and Assets** Information Release

	Parent	Student	Additional Financial Information	
<b>Family Members:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>In College:</b>	<input type="checkbox"/>	<input type="checkbox"/>		
<b>SSI:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Education Tax Credits:</b>	<input type="text"/> <input type="text"/>
<b>Food Stamps:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Child Support Paid:</b>	<input type="text"/> <input type="text"/>
<b>Free or Reduced Lunch:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Need Based Employment:</b>	<input type="text"/> <input type="text"/>
<b>TANF:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Grant and Scholarship Aid:</b>	<input type="text"/> <input type="text"/>
<b>Dislocated Worker:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Combat Pay:</b>	<input type="text"/> <input type="text"/>
<b>WIC:</b>	(None) <input type="text"/>	(None) <input type="text"/>		
<b>Tax Return Filed:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Untaxed Income</b>	
<b>Tax Return Type Form Filed:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>Tax-Deferred Pensions:</b>	<input type="text"/> <input type="text"/>
<b>Eligible to File 1040A EZ:</b>	(None) <input type="text"/>	(None) <input type="text"/>	<b>IRA and Keogh Deductions:</b>	<input type="text"/> <input type="text"/>
<b>Number of Exemptions :</b>	<input type="text"/>	<input type="text"/>	<b>Child Support Received:</b>	<input type="text"/> <input type="text"/>
<b>Adjusted Gross Income:</b>	<input type="text"/>	<input type="text"/>	<b>Tax-Exempt Interest:</b>	<input type="text"/> <input type="text"/>
<b>Income Taxes Paid:</b>	<input type="text"/>	<input type="text"/>	<b>Untaxed IRA Distributions:</b>	<input type="text"/> <input type="text"/>
<b>Wages (Father and Student):</b>	<input type="text"/>	<input type="text"/>	<b>Untaxed Pensions:</b>	<input type="text"/> <input type="text"/>
<b>Wages (Mother and Spouse):</b>	<input type="text"/>	<input type="text"/>	<b>Military and Clergy Allowance:</b>	<input type="text"/> <input type="text"/>
<b>Cash Savings Checking:</b>	<input type="text"/>	<input type="text"/>	<b>VA Non-Education Benefits:</b>	<input type="text"/> <input type="text"/>
<b>Investment Net Worth:</b>	<input type="text"/>	<input type="text"/>	<b>Other Untaxed Income:</b>	<input type="text"/> <input type="text"/>
<b>Business and Farm Net Worth:</b>	<input type="text"/>	<input type="text"/>	<b>Other Non-Reported Money:</b>	<input type="text"/> <input type="text"/>

## Steps

Follow these steps to complete the procedure.

1. Access the Need Analysis Form (RNANAx<sub>x</sub>), where “xx” represents the aid year.
2. Enter the student ID number in the **ID** field for the first need analysis record (the one for the dependent student) that you previously created or perform a **Search** function.
3. Perform a **Next Block** function.
4. Click the **Income and Assets** tab.
5. Enter a new value in the **Adjusted Gross Income** field that is equal to the current AGI value minus the value in the **Wages (Mother and Spouse)** field.
6. Enter 0 in the **Wages (Mother and Spouse)** field.
7. Make any other appropriate changes to the student’s need analysis record.
8. Click the **Save** icon.
9. Perform the INAS calculation using either of the methods you learned.

Note: The system automatically runs the calculation process and displays the results on the Need Analysis Results Form (RNARSXX).

10. Reduce the amount by \$500 in the **Value** column for **FM PC**.
11. Enter Y in the **Locks** column **FM PC** field to lock the value.

Note: You can lock contribution types to prevent an update to the field if you enter a Y in the **Locks** field. If a contribution type is locked, and is later manually reset to / or blank, the system copies the values from the last need analysis calculation into the respective fields.

12. Click the **Save** icon.
13. Click the **Exit** icon to return to the RNANA Form.
14. Rerun the INAS calculation using either of the methods you previously learned.

Result: The system automatically runs the calculation processes and displays the results in the Need Analysis Results Form (RNARSXX), but does not update the locked EFC.

15. Click the **Exit** icon.

## Applicant Comments Form

The screenshot shows a software window titled "Applicant Comments RHACOMM 8.1 (s10b80)". At the top, there is a header area with "ID: 211009508" and a text field containing "Mr. Anthony Abbe". Below this, the form is organized into three identical rows. Each row contains a set of input fields: "Aid Year:" (a dropdown menu), "Category Code:" (a dropdown menu), "Created:" (a text field), "Activity Date:" (a text field), and "User:" (a text field). To the right of these fields is a small icon of a pencil. Below each set of fields is a large, empty text area labeled "Comment:". A vertical scrollbar is visible on the right side of the form area.

### Steps, continued

16. Select **Record/View Comments** from the **Options** menu.
17. Enter the aid year in the **Aid Year** field you've been working with or select it from the list of values (LOV).
18. Enter the applicable category code for need analysis changes, professional judgment, etc.
19. Enter free-form text in the **Comment** field about the changes you just made.
20. Click the **Save** icon.
21. Click the **Exit** icon.

## Introduction

You can use the Need Analysis Document Verification Form (RNAVRxx) to modify a Need Analysis record and to enter a Verification Status Code.

Example: A student has submitted a Federal Income Tax Return for review and you need to make some changes to the need analysis record.

## Banner form

2009-2010 Need Analysis Document Verification RNAVR10 8.3 (s10b80)

ID: 211009508 Mr. Anthony Abbe  Pell Correction 0910

Student Parent

	Application	Tax Return	Update
Household Size:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Number in College:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Type of Tax Return:	(None)	(None)	<input type="checkbox"/>
1040 A or EZ Eligible:	(None)	(None)	<input type="checkbox"/>
AGI:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Tax Paid:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Student's Earned Income:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Spouse's Earned Income:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Verification Status Code:	(None)		<input type="checkbox"/>
<input type="checkbox"/> Federal Benefits Exist	<input type="checkbox"/>		

Additional Financial Information

	Application	Tax Return	Update
Education Tax Credits:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Child Support Paid:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Need Based Employment:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Grant and Scholarship Aid:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Combat Pay:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Untaxed Income

	Application	Tax Return	Update
Tax-Deferred Pensions:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
IRA and Keogh Deductions:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Child Support Received:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Tax Exempt Interest:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Untaxed IRA Distributions:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Untaxed Pensions:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Military and Clergy Allowance:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
VA Non-Education Benefits:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Other Untaxed Income:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Other Non-Reported Money:	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Update Application Record

## Step 2

Follow these steps to complete the process.

1. Access the Need Analysis Document Verification Form (RNAVRxx), where "xx" represents the aid year.
2. Enter the student ID number in the **ID** field for the first need analysis record (the one for the dependent student) that you previously created, or perform a **Search** function.
3. Perform a **Next Block** function.
4. Change the value in the **Tax Return** column for the **AGI** field.

5. Note: Enter a value of at least \$50,000. This will ensure that an FM PC will be required, which will play a role in the next exercise.
6. Select the **Update** checkbox for the **AGI** field.
7. Change the value in the **Tax Return** column for the **Tax Paid** field.
8. Select the **Update** checkbox for the **Tax Paid** field.
9. Enter a value that is greater than the current value in the **Tax Return** column for the **Number in College** field.
10. Select the **Update** checkbox for the **Number in College** field.
11. Select the **Update Application Record** checkbox at the bottom of the screen.
12. Click the **Save** icon.
13. Select **Calculate Need** from the **Options** menu.

Result: The system automatically runs the calculation process and displays the results in the Need Analysis Results Form (RNARSXX).

14. Compare the values in the EFC fields to the values you wrote down in the earlier exercise.
15. Click the **Exit** icon to exit the RNARSXX form.
16. Select **Need Analysis [RNANAx]** from the **Options** menu.
17. Click the **Income and Assets** tab on the RNANA form and note that items changed on the RNAVRxx form have been updated.
18. Click the **Exit** icon to go back to the RNAVRxx form.
19. Access the Student Information window of the RNAVRxx form.
20. Change the value in the **Verification Status Code** field to *V – Verified*.
21. Click the **Save** icon
22. Select **Applicant Status [ROASTAT]** from the **Options** menu.

Result: Banner automatically updates Verification Complete, Verified by, and Verification Completed fields on the ROASTAT form.

23. Click the **Exit** icon to exit the ROASTAT form
24. Click the **Exit** icon to exit the RNAVRxx form.

# Locking the Current ISIR Record

## Introduction

You may want to lock a record to prevent replacement by a subsequent ISIR record or to prevent data updates by another user once the record has been reviewed.

Note: Current Record locks exist on the following forms:

- Applicant Need Analysis Form (RNANAx)
- Applicant Override Form (RNAOVxx)
- Applicant Need Analysis Processing Form (RNAPRxx)

The Banner batch-posting feature allows the user to lock current records in batch only if they are updated on the RNANAx or RNAOVxx forms.

## Banner form

The screenshot displays the Banner form for '2009-2010 Need Analysis RNANA10 8.3 (s10b80)'. The form is titled '2009-2010 Need Analysis RNANA10 8.3 (s10b80)'. It includes the following fields and options:

- ID:** 211009508 (dropdown), Mr. Anthony Abbe (text)
- Source:** MANUAL (dropdown)
- Sequence Number:** 1 (text)
- Create Person:** (button)
- Current Record:** Y (checkbox)
- EDE Correction:** Y (checkbox)
- Transaction Number:** 0910 (text)
- Number of Applications:** 0 (text)

The form is divided into tabs: Demographic, Plans and Educational Background, Status, Income and Assets, and Information Release. The 'Demographic' tab is active.

**Lock Current:**

**Demographic Fields:**

- Last Name: (text)
- First Name: (text)
- Middle Initial: (text)
- Male or Female: (None) (dropdown)
- Address: (text)
- City: (text)
- State: (dropdown)
- Zip: (text)
- Home Phone Number: (text)
- Legal Residence: (dropdown)
- Resident Since: (text)
- Driver's License State: (dropdown)
- Driver's License Number: (text)
- Social Security Number: (text)
- E-mail: (text)

**Status Fields:**

- Date of Birth: (text)
- Citizenship Status: (None) (dropdown)
- Alien Registration Number: (text)
- Legal Resident Before 01-JAN-2004: (None) (dropdown)
- Current Marital Status: (None) (dropdown)
- Date of Status: (text)
- 1st Bachelor's Degree by 01-JUL-2009: (None) (dropdown)
- Aid Eligibility Response or Drug Offense Conviction: (None) (dropdown)

## Steps

Follow these steps to complete the process.

1. Access the Need Analysis Form (RNANAx) where 'xx' represents the aid year.
2. Enter a unique ID number for a student with an ISIR record in the ID field.
3. Perform the **Next Block** function.

Note: Banner positions the cursor in the **Last Name** field.

4. Perform the **Previous Block** function to access the **Lock Current** field.
5. Enter a value of *Y* in the **Lock Current** field.
6. Click the **Save** icon.
7. Perform the **Next Block** function.
8. Notice the AutoHint message indicating that *Data is query only*.
9. Click the **Exit** icon.

# Simulating Need Analyses

## Introduction

Use the Need Analysis Processing Form (RNAPRxx) to simulate a need analysis. You might want to do this if a student provides new information regarding his or her financial situation and, before making the required changes, you want to see if the changes will result in a change in eligibility.

**Note:** You also can perform a Federal or Institutional Methodology simulation for a prospective student if you create a General Person record first.

## Banner form

2009-2010 Need Analysis Processing RNAPR10 8.3 (s10b80)

ID: 211009508 Mr. Anthony Abbe Number of FM Applications: 0 Number of IM Applications: 0910  
FM Source: MANUAL Sequence: 1 Current: Y EDE Correction: Y IM Source: MANUAL IM Type: C

Biographic Data Income and Benefits Expenses Assets Expected Resources and Income Prior Year Income and Overrides

FM Batch Lock  Lock Current  Keep FM Simulation  
 IM Batch Lock  Lock IM  Keep IM Simulation

	FM Parent	FM Student	Comment	IM Parent	IM Student	Comment
Social Security Number:						
Number in Family:						
Number in College:						
Marital Status:	(None)	(None)		(None)	(None)	
State of Residence:						
Father or Stepfather's Date of Birth:						
Mother or Stepmother's Date of Birth:						
Lowest Income Filer:					(None)	

(Press NEXT RECORD to skip columns)

## Steps

Follow these steps to complete the process.

1. Access the Need Analysis Processing Form (RNAPRxx), where "xx" represents the aid year.
2. Enter the student ID number in the **ID** field for the second need analysis record (for the independent student) that you created in an earlier exercise or perform a **Search** function.
3. Change the value in the **FM Source** field in the keyblock to **SIM** – Simulation.

Note: If the user does not change the FM Source field value to SIM, and clicks the Save icon, Banner will create a financial aid record for the student.

4. Perform the **Next Block** function.
5. Change the values in fields as directed by your instructor.
6. Run the INAS calculation using either of the methods you learned earlier.

Result: The system automatically runs the calculation processes and displays the results in the Need Analysis Results Form (RNARSXX).

7. Review the results and exit the Need Analysis Results Form (RNARSXX).
8. Return to the Need Analysis Processing Form (RNAPRxx).
9. Select the **Keep FM Simulation** checkbox to save this simulated record.
10. Click the **Save** icon.
11. Click the **Exit** icon.

# Performing Overrides

## Introduction

Use the Applicant Override Form (RNAOVxx) to perform overrides on students' financial aid records. The [Year-specific] Applicant Override Form (RNAOVxx) is used to perform dependency, current record, budget duration, verification selection, and other federal and institutional methodology overrides.

Example 1: If a student submits documentation to change his or her dependency status, you need to update the need analysis record.

Example 2: A student is selected for verification on a subsequent ISIR, and you need to select that record as the current record.

## Banner form

The screenshot shows a web browser window titled "2009-2010 Applicant Override RNAOV10 8.3 (s10b80)". The ID field is populated with "211009508" and the name is "Mr. Anthony Abbe".

**Need Analysis Application**

Current FM Record Source:	<input type="text"/>	New FM Record Source:	<input type="text"/>
Sequence Number:	<input type="text"/>	Sequence Number:	<input type="text"/>
Lock Current Record:	<input type="checkbox"/>	Lock IM Record:	<input type="checkbox"/>
Verification Message:	<input type="text"/>		

**Applicant Override**

	FM-Parent	FM-Student	IM-Parent	IM-Student
Budget Duration:		<input type="text"/>		<input type="text"/>
Allow Parent in College:	<input type="checkbox"/>			
Calculate Parent Contribution for Independent Student:	<input type="checkbox"/>		<input type="checkbox"/>	
Dependency:		<input type="checkbox"/>		<input type="checkbox"/>
Medical or Dental Expense:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuition Paid:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
US Tax Calculation Option:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Income Allowance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Assets:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Asset Allowance:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Step 1

Follow these steps to select a new current record when you have multiple ISIR records for the same student in your Banner system.

1. Access the Applicant Override Form (RNAOVxx), where “xx” represents the aid year.
2. Enter the student ID number in the **ID** field for the first need analysis record (for the dependent student) that you created previously or perform a **Search** function.
3. Navigate to the **Applicant Override** block.
4. Enter / in the **FM-Student** column of the **Dependency** field to change the student’s dependency to “independent.”
5. Click the **Save** icon.
6. Select **Calculate Need** from the **Options** menu.

Results: The system automatically runs the calculation process and displays the results in the Need Analysis Results Form (RNARSXX).

7. Review the results and exit the RNARSXX form.
8. Return to the RNAOVxx form.
9. Click the **Exit** icon.

## Step 2

Follow these steps to select a new current ISIR record.

1. Access the Applicant Override Form (RNAOVxx) where 'xx' represents the aid year.
2. Enter the student ID number of one of your practice students in the **ID** field.
3. Perform the **Next Block** function.
4. Click the **Search** icon next to the **New FM Record Source** field to access the Applicant Need Analysis Application Inquiry Form (RNIAPPL).

Note: This form displays Federal and Institutional Methodology records that exist in Banner for a student. ISIR records will load with codes of EDE and ISIR. When multiple FM records exist, one EDE record will have a **Y** in the **Current Record** field to designate the current record. If your school uses Institutional Methodology, there will be a single record for the IM custodial parent. There may be a single record for the IM Non-Custodial parent if the school chooses to create non-custodial records.

5. Double-click the new EDE record that you wish to select as the current record.
6. Click the **Save** icon.

Result: Data for the newly selected EDE record will display on need analysis forms including the Need Analysis Form RNANAx, Need Analysis Processing Form RNAPRxx, and Need Analysis Document Verification Form RNAVRxx.

7. Click the **Exit** icon.

# Self-Check

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## Question 1

What Banner form do you use to create a financial aid application?

- a. Need Analysis Form (RNANAxX)
- b. Need Analysis Document Verification Form (RNAVRxx)
- c. Need Analysis Processing Form (RNAPRxx)
- d. Need Analysis Result Form (RNARSXX)
- e. Student Loan Data Form (RNASLxx)

## Question 2

The Need Analysis Form (RNANAxX) is an online version of the government form, "Free Application for Federal Student Aid (FAFSA)."

True or False

## Question 3

Two Banner forms that you can use to modify a need analysis record are the Need Analysis Document Verification Form (RNAVRxx) and the Need Analysis Results Form (RNARSXX).

True or False

## Question 4

If you wanted to calculate a need analysis for someone who hasn't yet applied for admission to your institution, you would use the Need Analysis Processing Form (RNAPRxx).

True or False

## Question 5

To simulate a need analysis, you would use the Need Analysis Processing Form (RNAPRxx).

True or False

## Question 6

If a student does not have an admission record and you wanted to create a financial aid record for him, you would enter a unique ID in the ID field of the Need Analysis Processing Form (RNAPRxx) and perform the insert record option. Which of these forms then displays in which you would define the new student record?

- a. Applicant Immediate Process Form (ROAIMMP)
- b. General Person Identification Form (SPAIDEN)
- c. Applicant Status Form (ROASTAT)
- d. Institution Financial Aid Form (ROAINST)

## Question 7

Banner batch posting will lock and unlock records on the following form(s):

- a. Need Analysis Processing Form (RNAPRxx) and Applicant Override Form (RNAOVxx)
- b. Need Analysis Form (RNANAx) and Need Analysis Processing Form (RNAPRxx)
- c. Need Analysis Form (RNANAx) and Applicant Override Form (RNAOVxx)
- d. Need Analysis Processing Form (RNAPRxx) only
- e. Applicant Override Form (RNAOVxx) only
- f. Need Analysis Form (RNANAx) only

# Answer Key for Self Check

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## Question 1

What Banner form do you use to create a financial aid application?

- a. **Need Analysis Form (RNANAxX)**
- b. Need Analysis Document Verification Form (RNAVRxx)
- c. Need Analysis Processing Form (RNAPRxx)
- d. Need Analysis Result Form (RNARSXX)
- e. Student Loan Data Form (RNASLxx)

## Question 2

The Need Analysis Form (RNANAxX) is an online version of the government form, "Free Application for Federal Student Aid (FAFSA)."

**True**

## Question 3

Two Banner forms that you can use to modify a need analysis record are the Need Analysis Document Verification Form (RNAVRxx) and the Need Analysis Results Form (RNARSXX).

**False. Use the Need Analysis Form (RNANAxX) or the Need Analysis Document Verification Form (RNAVRxx).**

## Question 4

If you wanted to calculate a need analysis for someone who hasn't yet applied for admission to your institution, you would use the Need Analysis Processing Form (RNAPRxx).

**True**

## Question 5

To simulate a need analysis, you would use the Need Analysis Processing Form (RNAPRxx).

**True**

## Question 6

If a student does not have an admission record and you wanted to create a financial aid record for him, you would enter a unique ID in the ID field of the Need Analysis Processing Form (RNAPRxx) and perform the insert record option. Which of these forms then displays in which you would define the new student record?

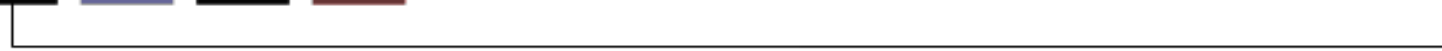
- a. Applicant Immediate Process Form (ROAIMMP)
- b. General Person Identification Form (SPAIDEN)**
- c. Applicant Status Form (ROASTAT)
- d. Institution Financial Aid Form (ROAINST)

## Question 7

Banner batch posting will lock and unlock records on the following form(s):

- a. Need Analysis Processing Form (RNAPRxx) and Applicant Override Form (RNAOVxx)
- b. Need Analysis Form (RNANAx) and Need Analysis Processing Form (RNAPRxx)
- c. Need Analysis Form (RNANAx) and Applicant Override Form (RNAOVxx)**
- d. Need Analysis Processing Form (RNAPRxx) only
- e. Applicant Override Form (RNAOVxx) only
- f. Need Analysis Form (RNANAx) only

# Appendix



## Forms Job Aid

Form Code	Full Name	Use this form to...
ROAINST	Institution Financial Aid Options	Define various global institutional options for an aid year, define the aid year start and end dates, establish default codes for different processes, define institutional credit hour values by term for each student level code, enter MDE IDs, and define Pell payment voucher parameters.
RNRGLxx	INAS Global Policy Options Rule	Establish INAS Global Policy Options (where "xx" represents the aid year).
RNANAx	Need Analysis	Manually create need analysis records and to update data for application processing.
RNAVRxx	Need Analysis Document Verification	Modify a Need Analysis record and to enter a Verification Status Code.
RNAPRxx	Need Analysis Processing	Simulate a need analysis.
RNAOVxx	Applicant Override	Perform overrides on students' financial aid records.

# Terminology

Term	Definition
EFC	Expected family contribution.
Federal methodology	The rules and procedures for determining the amount of financial aid a student is eligible for based on Federal government guidelines.
Institutional methodology	The rules and procedures for determining the amount of financial aid a student is eligible for based on your institution's guidelines.