Welcome to SunGard
SCT Banner

Direct Loans for Full Participant COD

Introductions
- Name
- Organization
- Title/function
- Job responsibilities
- SCT Banner experience
- Expectations

Agenda
- Overview
- Set up
- Day-to-Day
- Question and Answer
Process Introduction

Overview

- To outline the set-up process and detail the procedures to set-up your Banner system
- To explain the day-to-day or operational procedures for direct loans

Part 1 – Setup
Direct Loan Setup

- RESOURCES TO REVIEW:
  - SCT Publication “2004-2005 Direct Loan Handbook”
  - Financial Aid Release Guide 7.0
  - Chapter 17, Loan Processing, in the SCT Banner Financial Aid Users Manual
  - Annual Spring Banner Financial Aid Release contains updates for federal loan processing

Direct Loan Setup

- AR Creates Detail Codes
  - TSADETC – Detail Code Control Form

- FA Creates Fund Codes & Characteristics
  - RFRBASE – Fund Base Data Form
  - RFRMGM – Fund Management Form

- Check Full Participant Indicator & Enter DL School Code
  - ROAINST – Institutional Financial Aid Options

TSADETC (Detail Code Control Form)

This form is owned by AR and is used to create the detail codes that are associated with FA funds on the RFRBASE form. Ask Student Accounts personnel to establish loan fund detail codes for Direct Loans.

Names as shown above is what will appear on billing statement.
RFRBASE (Fund Base Data Form)

- Create Fund Codes & Characteristics.
- Must create separate fund codes for each Direct Loan fund:
  - Direct Sub
  - Direct Unsub
  - Direct PLUS
- Can have multiple Direct Loan fund codes for each loan type if desired.

RFRMGMT (Funds Management Form)

- Allocate dollars to each fund
- Complete Packaging Options for each fund
**ROAINST (Institutional Options Form)**

Check the indicator if participating as a Full Participant for Direct Loans in the COD program for this aid year.

**ROAINST (Institutional Options Form)**

Define Options and enter DL School Code

**ROAINST (Institutional Options Form)**

Enter School’s unique Routing Number (Common School ID)
Direct Loan Setup (cont.)

- Setting the Initial Loan Status
  - RTVLNST – Loan Status Validation Form
  - RPRLOPT – Loan Options Form
  - Prom Note Disbursement dates
  - RPRLPRD – Loan Period Base Data Form

RTVLNST (Loan Status Validation)

Create Loan Statuses

Prevent disbursement memo: “Hold” codes stop processing until removed.
**RPRLPRD** (Loan Period Base Data)

Create a disbursement schedule for each loan period on the 2nd page of this form.

<table>
<thead>
<tr>
<th>Loan Period</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**RPRCLVL** (Campus UG Level Code)

Used to assign the 30-day delayed disbursement for the first scheduled disbursement for freshmen.

**RPRCLSS** (Class Code Translation)

Associate Class Code from RNANAxx to Class Code and Level in the Student System.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RPIFEDR (Federal Rules Inquiry Form)

Delivered by SCT each year with default values for federal funds.

RTVCDST – COD State Codes

Displays the valid State codes for COD-FP schools. Used to validate values extracted in the Common Record.

RTVCDNT – COD Nation Codes

Displays the valid Nation codes for COD-FP schools. Used to validate values extracted in the Common Record.
GJAPDFT – Default Parameter Value Validation Form

- Use the GJAPDFT form to create the parameters for the RPRLORC Loan Origination Process for each user.
- This enables the user to create the origination record by clicking on ‘Create Loan Applications’ in the options menu on the award form (RPAAWRD or ROARMAN).

GJAPDFT – Default Parameter Value Validation

The ‘Create Loan App’ button on the Award Forms will only work if the parameters for RPALORC have been defined for the specific user.

Set up Review

1. Which form includes a DL School Code field to collect the Department of Education assigned Direct Loan School code?
2. Which form enables you to indicate that the fund is a loan, and specifically a Direct Loan?
3. Which form do you use to set up loan periods and disbursement schedules for each loan?
4. What does the RPRCLVL form do?
Part 2 – Day to Day Operations

Day-to-Day Objectives

At the end of this section you will be able to

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

Day-to-Day Process
Booking a Loan

- A booked loan is the point at which an obligation has been established between the borrower and the ED to repay a Direct Loan.
- There are 3 basic components that must be established before a loan is declared as booked by the ED:
  - Loan Origination
  - COD-Accepted Promissory Note
  - Disbursement Record

Booking a Loan, cont’d

- If COD has received and accepted a loan origination record, a completed and signed promissory note, and a disbursement record, it books the loan.

Loan Origination Process Flow

[Diagram of loan origination process flow]

SCT Banner Financial Aid Training
Origination Activity

- **RPAAWRD, RPAAPMT, ROARMAN**
  - Loan funds are first awarded on one of the award forms
  - Students may accept loans on Web or you may enter acceptances manually or in batch

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Origination Activity
Batch Posting (Optional)

- Banner uses the RNANAx record for Year in College when determining loan amount when awarding the loan and creating the loan application.
- Population selections may be used to batch post a value to the Year in College field on the Need Analysis form (RNANAx) before creating loan records to ensure correct academic level for origination

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Origination Activity
RPRLORC Process

- Loan records are created either on-line or in batch process
- May create for Accepted or Offered Loans
  - Schools that choose to send Direct Loan Promissory Notes with the student's award letter can create origination records while the fund is still in an offered status.
- Batch process can be run globally or with a population selection
- Prom notes may be created immediately after loan records are created
Origination Activities

- **RPALORG - Federal Direct Loan Origination Form**
  - Major blocks of RPALORG
    - Loan Information Summary block
    - Promissory Note Summary block
    - Loan Disbursement Summary block
    - Disbursement Detail block
    - Student Data block
    - Parent Data block

RPALORG (Loan Origination Form)

- **REREXxx Process**
  - This process extracts loan originations to be sent to COD for all records in a 'R'eady or 'N'ot Ready status on the RPALORG form.
  - Can be run globally or with population selection to exclude selected students
  - Output
    - REREXxx_yyyy.xml
    - File must be renamed to COMRECIN before it can be transmitted to COD
  - REREXxx Process updates the REICODD form
Origination Activities (cont.)
REICODD - COD Document Control Form

- Document Control Form Information
  - COD Document ID
  - Extract Date
  - Receipt Date
  - Receipt Status
  - Response Date
  - Response Status

Origination Activity
RERIMxx Process

- COD returns file as COMRECOP
- RERIMxx loads incoming file into Banner
- Forms updated with this process
  - RPALORG
  - REICODD
DL Promissory Note Flow

Start → RPPRTNPT
Print Promissory Notes and address labels
→ RPACONT
Mail Prom Note to Student
→ RPAPROM
Record Prom Note
→ RPALORG
Updates Prom Note Record
→ RPAPROM
Mail Prom Notes to Student
→ RPAPROM
Student returns Prom Note
→ RPAPROM
Log receipt of Prom Note
→ RPRDLPM
Create Prom Note Manifest
→ RPAPROM
Mail Manifest to COD
→ COD
COD will send back an acknowledgement file
→ RPALORG
Updates Prom Note Record
→ RPAPROM
Receive Prom Note Acknowledgement
→ RPRPNPT
Load Prom Note Manifest
→ RPAPROM
Updates Prom Note Record

Promissory Note Activity

- Users may opt to print paper promissory notes
- Users may opt to use the electronic promissory note process
- Users must still allow the student the option of signing a paper promissory note

Promissory Note Activity
RPRPNPT Process

- Paper promissory notes will print for all students whose prom note status on RPALORG is “R” ready to print
- Loans with a prom note status of “Q” EMPN Ready will be excluded from printing.
- If student opts to sign paper MPN, prom note status is manually changed to “R”
Promissory Note Activity
RPRPNPT Process

- Output:
  - rprpnpt.lis  Alpha listing of printed notes
  - rprpnpt.li3  Used to print mailing labels
  - rprpnpt.li4  Contains Sub and Unsub MPNs
  - rprpnpt.li5  Contains PLUS notes

Promissory Note Activity
RPRPNPT Process

- Once the student has returned the signed promissory note, the signature can be noted on the following forms:
  - RPALORG
  - RPAPROM
  - RRAAREQ
  - ROASMRY

Prom Note Activities (cont.)

- Information housed on RPAPROM and the Promissory Note block of RRAAREQ
  - Fund Code & Description
  - Term Code
  - Direct Loan Sequence Number
  - Direct Loan Status Indicator
  - Satisfied Indicator & Date
  - Effective Date
*RPAPROM (Promissory Note Form)*

<table>
<thead>
<tr>
<th>Field Code</th>
<th>Field Description</th>
<th>Value Code</th>
<th>Note Code</th>
<th>Date Note Taken</th>
<th>Unit Note Taken</th>
<th>Signed Indicator</th>
<th>Callable Note</th>
<th>Callable Date</th>
<th>Callable Code</th>
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<tbody>
<tr>
<td>FNC</td>
<td>First Name</td>
<td>TC</td>
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<td></td>
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<td></td>
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</tr>
<tr>
<td>LNC</td>
<td>Last Name</td>
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<td></td>
</tr>
<tr>
<td>DBC</td>
<td>Date of Birth</td>
<td>TC</td>
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</tr>
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<td>RCN</td>
<td>Room Code</td>
<td>TC</td>
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<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Promissory Note Activity RPRDLPM Process**

- This process produces the Promissory Note Manifest of signed notes not previously manifested
- Prom notes are batched in groups and mailed to the COD
  - Users can control the size of the batch

**Promissory Note Activity RERIMxx process**

- MPN/PLUS Prom Note Acknowledgement (DIPA04OP) file will be received in the COMRECOP file and imported to SCT Banner through the new RERIM04 process
- The following forms are updated:
  - RPALORG
  - RPAPROM
  - REICODD
Disclosure Statement Printing
RPRDSPT Process

- If a DL disbursement is not reported at least *Edit Only* more than 5 days before the scheduled disbursement date, the school is required to provide the Disclosure Statement to the borrower
- Schools may now print disclosure statements using the RPRDSPT process

DL Disbursement Flow

Disbursement Activity

- RPEDISB process is run to disburse loan funds, as with any other disbursement task
- The following forms are updated:
  - RPALORG
  - RPAAWRD
  - ROARMAN
  - RPAAPMT
Disbursement Activity
REREXxx Process

- This process is run to extract disbursement information for transmission to the COD
- Output:
  - REREXxx_nnnnn.xml
  - File must be renamed to COMRECIN before sending to COD

Disbursement Activity
RERIMxx process

- Output is transmitted to COD via EDConnect
- Files are returned from COD via EDConnect and imported into SCT Banner:
  - COMRECOP
- The following forms are updated:
  - RPALORG
  - REICODD

DL Change Activity

Start → RPALORG
Create Change Information

RPALOR

Generate Change Extract File REREXxx_yyyyy.xxx

FTP REREXxx_yyyyy.xxx file to local PC.

Rename file to COMRECIN

Send file to COD

Receive acknowledgement

FTP COMRECOP file to DATAHOME directory

Records that were extracted are now removed from form RPADLCR

REICODD
Updated with batch information

RPALORG
Updated with data from acknowledgement file

SCT Banner Financial Aid Training
**Change Activity**

- Changes are initiated on the RPALORG form
- Changes may be reviewed/deleted on the RPADLCR form before extracting
- Direct Loan changes are logged and acknowledged on ROAALOG.
  - Can see status updates on ROAALOG
  - Can use the Resend feature to send individual changes back for processing
  - Changes are specifically geared to origination activity
- Disbursement changes go out as either positive or negative disbursement records

**RPADLCR (Corrections Form)**

**Change Activity**

**REREXxx Process**

- This process is run to extract changes to be sent to the COD through EDConnect

**Output:**

- REREXxx_rnnnnn.xml
- File must be renamed to COMRECIN before sending to COD
Change Activity
RERIMxx Process

- Change files are received through EDConnect and uploaded into Banner
- COMRECOP
- The following forms are updated:
  - RPIBATC
  - REICODD

DL Entrance / Exit Activity

- RRAAREQ
- DL Entrance / Exit Activity
- RPIBATC

Entrance/Exit Activity

- Entrance/Exit requirements are posted on RRAAREQ form
  - Entrance and Exit codes as assigned to students on RRAAREQ
  - Entrance can be posted via RFRMGMT or Batch Posting
  - Exit Records can be posted to a student’s file via RRREXIT or batch posting

- Students complete Entrance/Exit interviews on ED website
  - Entrance counseling data is sent as DECFxxOP file
  - Exit counseling data is sent as DLFFxxOP file
Entrance/Exit Activity

- COD sends Entrance Counseling files on a regular basis
- Receive files on local PC using EDConnect
- Transfer files from PC to SCT Banner dataload directory
- Files are uploaded into Banner via the RPRDUxx process
- Incoming data populates the RPILECS form
  - Scroll bar allows user to access multiple records
- RPILECS can be accessed from RPALORG form

RPILECS (Entrance Counseling Form)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>Unique identifier</td>
</tr>
<tr>
<td>Name</td>
<td>Full name of student</td>
</tr>
<tr>
<td>Address Line 1</td>
<td>First address line</td>
</tr>
<tr>
<td>City</td>
<td>City of residence</td>
</tr>
<tr>
<td>State</td>
<td>State of residence</td>
</tr>
<tr>
<td>Zip</td>
<td>Zip code of residence</td>
</tr>
</tbody>
</table>

DL Reconciliation Process

Start

- COD sends SAS for prior month's transactions
- Receive fixed length SAS files on local PC via EDConnect
- Transfer files from local PC to SCT Banner server
- RPIDLAS
- RPALORG
- RPACASH
- Use Institutional procedures to reconcile SAS data with Business Office records on a monthly basis.
School Account Statement Activity

- SAS files are received via EDConnect and uploaded into Banner
  - DSDFxOP.DAT
  - DSLFxOP.DAT
- Banner supports only these message classes for SAS

Reconciliation Activities

- Reconciliation Activity Forms
  - RPACASH
    - Direct Loan Cash Drawdown Form
  - RPIDLAS
    - Direct Loan Account Summary Form

RPACASH (Cash Drawdown Form)

Enables you to record the drawdown of cash from the Department (ED) and record the return of excess cash to the Department.
RPIDLAS (Account Summary Form)

Displays account summary detail directly from the SAS.

Direct Loan Compare for the 2002-2003 Reconciliation Process (RPRCP03)

- The Direct Loan Compare for the 2002-2003 Reconciliation process can be used to extract required data used with the 'Compare reports for the SAS files' using the Direct Loan Tools for Windows software.

  - Files that are exported include:
    - DLEXCASH — Provides data about the cash summary
    - DLEXLOAN — Provides a summary of loan disbursements
    - DLEXDISB — Provides data related to individual disbursement transactions

- Note: The Direct Loan Tools for Windows software is available via the FSA download Web Site. Instructions for installing, using, and support of the software are available there. This software is not supported by SCT.

  - www.sfadownload.ed.gov

DL Compare Extract Report

- Run SCT Banner Direct Loan Compare Extract (RPRCPxx) using the end date of the 732 LOS reports as the Matching End Date parameter.

  - This produces the Cash Summary shown above, and the DLEXLOAN.DAT, DLEXCASH.DAT and DLEXDISB.DAT files to be used per the instructions on using the LOC Compare Application.

  - Refer to Chapter 19 of the Banner FA User Guide, Release 6.x for more information on this process.
Course Summary/Review

As a result of this course we have,

- discussed the commonly used forms and processes in the Financial Aid Direct Loan module
- managed the loan origination process
- worked with promissory notes and initiated disbursement and reconciliation activities

Summary (cont’d)

- RPALORG
  - Direct Loan Origination Form
    - View almost all aspects of the life of a loan
  - Direct Loans different from most modules
    - Limited Set-up
    - Limited Validation & Rule tables
    - A “process oriented” module
    - Reporting, reporting, reporting
    - Processes populate Inquiry & Application forms

Questions and Answers
Thank you for your participation