

SCT Banner
Financial Aid
Direct Loans Training Workbook

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Section A: Introduction

Overview

Workbook goal The goal of this workbook is to become familiar with the commonly used forms and processes in the Financial Aid Direct Loan module, manage the loan origination process, and work with promissory notes and initiate disbursement and reconciliation activities.

The workbook is divided into four sections.

- Introduction
- Set Up
- Day-to-day operations
- Reference

Intended audience Financial Aid office administrators and staff.

In this section These topics are covered in this section.

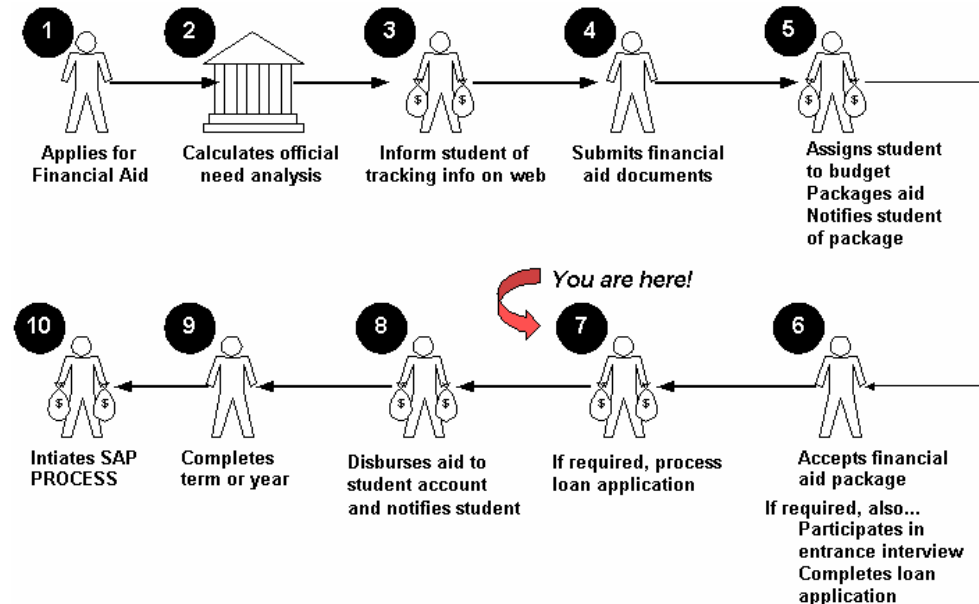
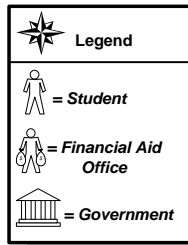
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Process Introduction

Introduction

This workbook explains the processing of direct loans in the SCT Banner Loan Processing module.

Flow diagram



About the process

The Direct Loan module in the SCT Banner Financial Aid system enables you to create and maintain direct loan data in the manner outlined by the Department of Education's *Direct Loan Technical Reference*. The SCT Banner approach to direct lending functionality is to have the capabilities self-contained within the SCT Banner software as opposed to linking to EDEXpress for direct lending functionality.

Based on this approach, the key requirements for direct lending as a component of SCT Banner are to

- perform loan origination activities
- maintain loan origination change logs for corrections processing
- print promissory notes for subsidized, unsubsidized, and PLUS Loans
- perform promissory note tracking
- perform disbursement eligibility and processing
- perform reconciliation functions
- generate reports and lists.

Section B: Set Up

Overview

Purpose	The purpose of this section is to outline the set-up process and detail the procedures to set-up your SCT Banner system for direct loan processing.
Intended audience	Financial Aid Office Administrators and staff responsible for direct lending processing.
Objectives	At the end of this section you will be able to <ul style="list-style-type: none">• identify and describe SCT Banner forms and processes used for set-up• create rules and set parameters used to process data.
Prerequisites	To complete this section you should have <ul style="list-style-type: none">• completed the SCT Education Practices computer-based training (CBT) tutorial “Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system• completed the Financial Aid Overview training workbook• administrative rights to create rules and set validation codes in SCT Banner.
In this section	These topics are covered in this section.

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Assigning a Direct School Code

Introduction

The Institution Financial Aid Options Form (ROAINST) is used to assign a direct loan school code. This code is necessary for the creation of the loan ID on each loan origination record as well as for the printing of promissory notes.

Note: For additional information about the ROAINST form, refer to the Institution Financial Aid Options Form (ROAINST) section in the Financial Aid Common Functions chapter of the *Using SCT Banner Financial Aid* manual.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Institution Financial Aid Options Form (ROAINST).
2	Click the Direct Loan checkbox in the COD Full Participant area.
3	Click the Pell checkbox.
4	Select the <u>Campus/EDE Defaults</u> tab.
5	Enter the School's Unique Routing Number (Common School ID).
6	Select the <u>Loan Options</u> tab.

Continued on the next page

Assigning a Direct School Code, Continued

Procedure, continued

Step	Action
7	<p>From the drop-down list in the Loan Process Type field, select <i>D</i> (Direct) for Direct Loans only or <i>B</i> (Both) to process both Common line and Direct Loans.</p> <p><u>Note:</u> The Loan Electronic Counseling Status Form (RPILECS) displays information from the Entrance Counseling Results (DECFxxOP) files, or the Exit Counseling Results (DLFFxxOP) files sent to you by the LOC and uploaded into SCT Banner with the RPRDUxx Process.</p>
8	<p>Enter your Department of Education assigned direct loan school code in the Direct Loan School Code field.</p> <p><u>Note:</u> The one beginning with a G or E.</p>
9	<p>Click the Direct Loan Affirmation Pilot checkbox if your institution is participating in the U.S. Department of Education pilot study.</p>
10	<p>Click the Multi-Year Note Eligibility checkbox if your school qualifies to use the Multi-Year Note function of the Master Promissory Note (MPN).</p>
11	<p>The Entrance Interview Requirement Code/Exit Interview Requirement fields and their respective Satisfied Status fields in the Institution Loan Options window are used with the Entrance and Exit Counseling Results processing.</p> <p><u>Note:</u> This allows you to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ) once the student does the counseling on the DE Web site and the DECFxxOP or the DLFFxxOP files are uploaded into SCT Banner.</p>

Verifying Association of Terms with Aid Periods

Introduction

The Aid Period/Term Rules Form (RORTPRD) enables you to specify the terms that are associated with an aid period from the Aid Period Validation Form (RTVAPRD).

Banner form

Aid Year: 0405 **Aid Period:** FA/SPR Fall-Spring Semesters

Aid Period Base Information

EFC Percent: 100 Percentage of Full-Year: 100
 EFC Proration: N Pell Percentage of Full-Year: 100

Aid Period/Term Code Rules

Term Code	Term Description	Start Date	End Date	Activity Date
200510	Fall 2004-2005	01-JUN-2004	31-DEC-2004	26-FEB-2004
200520	Spring 2005	28-JAN-2005	31-MAY-2005	26-FEB-2004

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Aid Period/Term Rules Form (RORTPRD).
2	Select the aid year by double-clicking in the Aid Year field.
3	Select the aid period by double clicking in the Aid Period field.
4	Perform a Next Block function to access the Aid Period/Term Code Rules block. <u>Note:</u> The Aid Period Base Information block automatically fills in.
5	Verify that all Term Code (s) are associated with the aid period.
6	Click the Exit icon.

Verifying Award Distributions

Introduction

The Default Award & 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).

Banner form

The screenshot shows the RFRDEFA form with the following data:

Award Schedule	
Term Code	Activity Date
200510	26-AUG-2004
200520	17-JUN-2004

Term Code	Award Percent	Pell Award Percent	Memo Expiration Date
200510	50	50	15-DEC-2004
200520	50	50	15-MAY-2005

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

Disbursement Schedule	
Term Code	Activity Date
200510	17-JUN-2004
200520	17-JUN-2004

Term Code	Disbursement Percent	Disbursement Date	+/- Days
200510	100	31-AUG-2004	5
200520	100	01-JAN-2005	5

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Default Award & Disbursement Schedule Rules Form (RFRDEFA).
2	Select the aid year by double-clicking in the Aid Year field.
3	Select the aid period by double clicking in the Aid Period field.
4	Perform a Next Block function to access the Award Schedule block.
5	Verify that default award schedule rules have been established for each aid period defined in RTVAPRD for the aid year. If it is not complete, navigate through the form and complete required information.
6	Perform a Next Block function to access the Disbursement Schedule block.
7	Verify the default disbursement schedule rule is complete for the Aid Period.
8	Click the Save icon.
9	Click the Exit icon.

Verifying Loaded Data

Introduction

The Federal Rules Inquiry Form (RPIFEDR) displays valid federal fund IDs and a set of rules for the major student financial aid programs. Processes in the Financial Aid system use these hard coded rules to validate some federal awards and disbursements.

Note: SunGard SCT updates the information on this form each year. You cannot update this data.

Banner form

Federal Rules Inquiry RPIFEDR 7.0 (s7c70)

Aid Year: 0405 2004-2005 Financial Aid Year

Federal Fund ID	Class Code	Minimum Load		ELO Indicator	HEAL Indicator	Additional Stafford	Maximum Annual	Maximum Cumulative
PELL	1	1st (never att.)	4	Less than 1/2			4,050.00	999,999.00
PELL	2	1st (prev. att.)	4	Less than 1/2			4,050.00	999,999.00
PELL	3	2nd Year	4	Less than 1/2			4,050.00	999,999.00
PELL	4	3rd Year	4	Less than 1/2			4,050.00	999,999.00
PELL	5	4th Year	4	Less than 1/2			4,050.00	999,999.00
PELL	6	5th/more ungrad.	4	Less than 1/2			4,050.00	999,999.00
PERK	0	3rd Yr+/grad	4	Less than 1/2	N		6,000.00	40,000.00
PERK	1	1st (never att.)	4	Less than 1/2	N		4,000.00	8,000.00
PERK	2	1st (prev. att.)	4	Less than 1/2	N		4,000.00	8,000.00
PERK	3	2nd Year	4	Less than 1/2	N		4,000.00	8,000.00
PERK	4	3rd Year	4	Less than 1/2	N		4,000.00	20,000.00
PERK	5	4th Year	4	Less than 1/2	N		4,000.00	20,000.00
PERK	6	5th/more ungrad.	4	Less than 1/2	N		4,000.00	20,000.00
PERK	7	1st Yr/grad/prof	4	Less than 1/2	N		6,000.00	40,000.00
PERK	8	2nd Yr/grad/prof	4	Less than 1/2	N		6,000.00	40,000.00
PERK	9	3rd Yr/grad/prof	4	Less than 1/2	N		6,000.00	40,000.00
PLUS	1	1st (never att.)	3	Half-time			999,999.00	999,999.00
PLUS	2	1st (prev. att.)	3	Half-time			999,999.00	999,999.00

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Federal Rules Inquiry Form (RPIFEDR).
2	Select the aid year by double-clicking in the Aid Year field.
3	Perform a Next Block function.
4	Verify that the accurate data exists on the form. <u>Note:</u> If the form is not populated, contact your IT support person for assistance.
5	Click the Exit icon.

Establishing and Associating Loan Funds

Introduction

The Fund Base Data Form (RFRBASE) enables you to establish loan funds and associate them with federal loan identifiers. SCT Banner loan applications can be created and sent for all funds using electronic processes.

Codes for subsidized funds should precede unsubsidized funds in the RFRBASE listing since batch processes select funds in alphabetical order. This is important for combined loan processing.

Banner form

Fund Code	Description	Accounts Receivable Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Message Number
PELL	Federal Pell Grant	FFPG	FDRL	GRNT	PELL	20	3255
PELLD	Federal Pell Grant D	FFPD	FDRL	GRNT	PELL	20	3255
PELLE	Federal Pell Grant E	FFPE	FDRL	GRNT	PELL	20	3255
PERK	Federal Perkins Loan	FFPL	FDRL	LOAN	PERK	60	3256
PLUS	Fed. Parent Loan for Student	FFPLS	FDRL	LOAN	PLUS	100	3257
PLUSE	Federal Plus loan-electronic	FFPSL	FDRL	LOAN	PLUS	131	112
SCHOL	Scholarship Fund	FSF	INST	SCHL		25	
SEOG	Federal SEOG	FSEG	FDRL	GRNT	SEOG	40	3258
SLS	Federal Supplemental Loan	FSLS	FDRL	LOAN	SLS	110	3259
STATE	State Grant Program	FSGP	STAT	GRNT		30	3260
STFD	Federal Stafford Loan	FFSL	FDRL	LOAN	STFD	90	3261
STFDX	Federal Stafford Sub loan	FESL	FDRL	LOAN	STFD	130	111
STFDY	Federal Unsub Stafford	FEUL	FDRL	LOAN	STFD	114	1122
SUEALT	Sue Alt loan	SUE4	OTHR	LOAN		94	22
SUEPL	Sue Plus loan	SUE3	FDRL	LOAN	PLUS	93	21
SUESCH	Sue Scholarship1	FSLC	INST	SCHL			
SUESUB	Sue Subsidized loan	SUE1	FDRL	LOAN	STFD	119	19
SUEUNS	Sue Unsubsidized loan	SUE2	FDRL	LOAN	STFD	92	20
SWS	State Work Study		STAT	WORK		51	
TAP	Tuition Assistance Program	FTAP	STAT	GRNT		32	3263
UNSTFD	Federal Unsub. Stafford Loan	FUSL	FDRL	LOAN	STFD	91	3262
WILL1	Will's Test Fund	WILL	INST	GRNT			

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Fund Base Data Form (RFRBASE).
2	Verify that Fund Codes have been established for Direct Subsidized, Direct Unsubsidized and Direct PLUS funds. Can have multiple Direct Loan Fund codes is desired. <u>Note:</u> If these have not been established, refer to the Funds Management section of the "Using SCT Banner Financial Aid" manual for set-up of funds.
3	Click the Exit icon.

Entering Fund Information

Introduction

On the Fund Management Form (RFRMGMT), you need to establish fund attributes for each of these direct loan funds.

- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Direct PLUS Loan

Note: You can have more than one code per loan type if desired.

Banner form

The screenshot shows the Fund Management Form (RFRMGMT) interface. At the top, there are dropdown menus for 'Aid Year' (set to 0405) and 'Fund Code' (set to DIRECT), with the text 'Federal Direct Stafford Loan' next to the Fund Code. Below this is a navigation bar with tabs: Fund, Packaging, Disbursement, Disbursement Locks, Fund Comments, Budget, Detail Code Rules, Tracking, Messages, and Copy. The main content area is divided into two sections: 'Base Fund' and 'Aid Year Specific'. In the 'Base Fund' section, there are three rows of input fields: 'Fund Source' with 'FDRL' and 'Federal', 'Fund Type' with 'LOAN' and 'Loan', and 'Federal Fund ID' with 'STFD'. The 'Aid Year Specific' section contains a table of financial data with input fields for each value.

Aid Year Specific	
Prior Balance:	.00
Transferred:	.00
Budget Allocated:	999,999,999.00
Total Allocated:	999,999,999.00
Available to Offer:	999,999,999.00
Over Commitment Percent:	100

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Fund Management Form (RFRMGMT).
2	Enter the aid year in the Aid Year field.
3	Enter the fund code established on the Fund Base Data Form (RFRBASE) in the Fund Code field.
4	Perform a Next Block function.
5	Allocate dollars to the fund by completing the Budget Allocated amount.
6	Enter an amount in the Available to Offer field or a percent in the Over-Commitment Percent field.

Continued on the next page

Entering Fund Information, Continued

Packaging tab

Procedure

Follow the steps to complete the process.

Step	Action
1	Select the <u>Packaging</u> tab. <u>Note:</u> The packaging option can vary depending upon the type of loan it is - subsidized, unsubsidized, and PLUS. Also, each fund can vary on some of the other indicators.
2	Enter the maximum loan that could be made to any student during the combined terms of the aid year in the Award Maximum field.
3	Enter <i>0.00</i> in the Award Minimum field.
4	Click the Replace EFC checkbox for unsubsidized and PLUS Loans.
5	Click the Reduce Need checkbox for subsidized loans. <u>Note:</u> A check in this box reduces any remaining unmet need automatically.
6	Leave the Need Analysis checkbox blank for PLUS loans.
7	Click the Loan Process checkbox for Direct Loans.

Continued on the next page

Entering Fund Information, Continued

Procedure, continued

Step	Action
8	<p>In the Rebate Fee Percentage field, enter <i>1.5</i>.</p> <p><u>Notes:</u> This field determines the default for the Rebate Fee Percentage field in the Loan Information Summary Block of the RPALORG Form</p> <p>Direct Loan borrowers who make their first 12 consecutive payments on time receive a 1.5% rebate on the origination fee when the loan is disbursed.</p>
9	<p>Enter a loan processing percentage in the Loan Fee Percentage field.</p> <p><u>Notes:</u> This is a default fee percent that is used on all loan originations. You can change this default for the Subsidized and Unsubsidized Direct Loan Fund Codes. SunGard SCT Banner calculates the corresponding fee and net amounts based on this fee percent.</p> <p>If you need to change the fee on a loan that has already been originated in SunGard SCT Banner and sent to COD, you must change the existing loan rather than start over again.</p> <p><i>Example:</i> On June 16, 1999, the Department of Education announced its intention to reduce the loan fees charged on Direct Loans from the current 4% to 3%. This reduction was available to all loans where the first disbursement was made on or after August 15, 1999. Because the fee reduction applied only to loans where the first disbursement was on or after August 15, 1999, you might have created multiple loans to take advantage of the fee reduction. If you originated a loan for Summer, Fall, and Spring and the Summer disbursement was before August 15, 1999, the fee on the entire loan must have been 4%. However, if you separated the loan into one for the Summer only and another for the Fall/Spring, the Summer loan could be processed with a 4% fee and the Fall/Spring loan could be processed with a 3% fee.</p>
10	<p>Choose the applicable indicator in the Direct Loan Indicator field: <i>S</i> (Subsidized), <i>U</i> (Unsubsidized), or <i>P</i> (PLUS).</p>

Continued on the next page

Entering Fund Information, Continued

Procedure, continued

Step	Action		
11	<p>Memo Credit is an optional field. Memos contain either net or gross amounts. Memos for Direct Loans contain the gross amount until an origination record is created.</p>		
	<p>IF a memo should contain the...</p>	<p>THEN...</p>	<p>ITEMS...</p>
	<p>gross amount for a loan</p>	<p>the following items exist.</p>	<ul style="list-style-type: none"> • The Memo Credit field contains a value of Offered or Accepted • The code on the RTVLNST form is <i>Active</i> • The Memo Actual Amount field on the RPRLOPT Form is blank
	<p>net amount for a loan</p>	<p>the following items are true.</p>	<ul style="list-style-type: none"> • The Memo Credit field contains a value of Accepted • The code on the RTVLNST form is <i>Active</i> • The Memo Actual Amount checkbox on the RPRLOPT Form is checked
12	<p>The Disburse field is set to <i>None</i> since the Loan Process field is checked.</p> <p><u>Note:</u> The loan process controls disbursement using fields from the Loan Disbursement Form (RPALDSB)</p>		

Continued on the next page

Entering Fund Information, Continued

Disbursement tab

Fund Management: RFRMGMT 7.0 (s7c70)

Aid Year: 0405 Fund Code: DIRECT Federal Direct Stafford Loan

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

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

Payment Percent for Three Quarter Load:

Payment Percent for Half Load:

Payment Percent for less than Half Load:

Change Load During Term: A

Use Attending Hours

Use Disbursement Enrollment Edits for Memo

Recoup when Award Reduced

If Ineligible Before Cut off Date: B=Backout Disbursements

If Ineligible After Cut off Date: B=Backout Disbursements

If Selected for Verification but is Not Complete

Override General Tracking Requirements

Create Promissory Note Requirements when Accepted

Procedure

Follow the steps to complete the process.

Step	Action
1	Select the Disbursement tab.
2	Leave the Create Promissory Note Requirements when Accepted field unchecked for all Direct Loans. <i>Note:</i> Refer to the Funds Management Form (RFRMGMT) section in the Funds Management chapter of the <i>Using SCT Banner Financial Aid</i> manual for additional information regarding the other fields on this form.
3	Click the Save icon.
4	Click the Exit icon.

Establishing Detail Code

Introduction

Detail codes are required for funds that will disburse to the student's account on the Accounts Receivable system. This form is owned by AR and is used to create the Detail Codes associated with Financial Aid Funds on the RFRBASE form.

Banner form

The screenshot displays the Banner Detail Code Control Form for three different detail codes. Each code entry includes the following fields and options:

- Detail Code:** ACTR (Activity Fee), ACTV (Activity Fee Inactive), ADEP (Apartment Damage Deposit)
- Type:** C, C, P
- Category:** FEE, FEE, DEP
- Grant Type:** (blank), (blank), (blank)
- Priority:** 999, 999, 000
- Refund Code:** (blank), (blank), (blank)
- Options:**
 - Term Based
 - Like Term
 - Like Aid Year
 - GL Enterable
 - Active
 - Direct Deposit
 - Receipt
 - Refundable
- Pay Type:** N, N, N
- Tax Type:** (blank), (blank), (blank)
- Title IV:** Institutional Charges
- Exclude Invoice Print

Defaults Section:

- Amount:** 75.00, 75.00, 700.00
- Term:** (blank), (blank), (blank)
- Effective Date:** (calendar icon), (calendar icon), (calendar icon)

Procedure

The Student Accounts personnel are responsible for establishing Detail Codes for Direct Loan Funds.

Note: Names as shown above is what will appear on billing statement.

Indicating Additional Unsubsidized Amounts

Introduction

Use the Packaging Options Form (RPROPTS) to determine loan awarding. One of the following is used:

- Default option
- Expected Annual Enrollment on the RNANAx form

Banner form

The screenshot shows the 'Packaging Options' form in the RPROPTS 7.0 application. The 'Aid Year' is set to 0405 for the 2004-2005 Financial Aid Year. The 'Packaging Options' section includes several checked checkboxes: 'Use Estimated Enrollment', 'Package Using Estimated EFC', 'Package if SAR C-Flag Exists', and 'Additional Stafford Eligibility Default'. The 'Default Estimated Enrollment' is set to '1=Full Time'. Other options include 'Source of Award History' (N), 'Allow Award Mass Acceptance' (checked), 'Offer Expiration Days' (empty), and 'Tracking Requirement Status' (E). The 'Exemptions and Contracts Options' section has 'Interface Exemptions', 'Interface Third Party Contracts', and 'Always Use Estimated' checked, while 'Assume Full Time' is unchecked. Time percentages are set to 75.000 for Three Quarter, 50.000 for Half, and 25.000 for Less than Half. The 'Disbursement Options' section has 'Disburse if Charges Not Accepted', 'Allow Memos when Disbursement is Backed Out', and 'Disburse if SAR C-Flag Exists' checked. The 'Enrollment Option for Disbursement' is set to 'A=Adjusted Hours'.

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Packaging Options Form (RPROPTS).
2	Perform a Next Block function.
3	Click the Additional Stafford Eligibility Default checkbox. <u>Notes:</u> When the Additional Stafford Eligibility Default indicator is checked, then all independent students will be eligible to receive the higher level of unsubsidized Stafford Loan. Individual students (either dependent or independent) can be made eligible for additional unsubsidized Stafford Loan by setting an Additional Stafford indicator to (Y)es on one of the following forms: RPAAWRD, RPAAPMT or RPAALMT.
4	Click the Save icon.
5	Click the Exit icon.

Equating Student System Class Codes

Introduction

Direct loans are awarded based on FAFSA (Free Application for Federal Student Aid) expected class level. This class level is determined by the Student System class level code and the translation rules on the Class Code Translation Rules Form (RPRCLSS).

The SCT Banner Year in College is found on RNANAx and is based on the student's response from the FAFSA.

Equate Student System class codes at each eligible Student level with a Financial Aid class code that results in an appropriate annual loan limit. First year student class levels can be equated with a FAFSA level of 1 or 2 to indicate freshman status.

Equate a blank Student class level with one of these Financial Aid class levels:

- For an undergraduate student, select a level of 1.
- For a graduate student, select a level of 7.

Banner form

Student System Level	Student System Class	Financial Aid Class	Activity Date
GR	GR	7=1st Year Graduate/Professional	27-FEB-2004
GR		7=1st Year Graduate/Professional	19-MAR-2004
UG	01	1=1st time freshman, no prior college	27-FEB-2004
UG	02	3=Sophomore, (2nd year undergrad)	27-FEB-2004
UG	03	4=Junior, (3rd year undergrad)	27-FEB-2004
UG	04	5=Senior, (4th year undergrad)	27-FEB-2004
UG	FR	2=Freshman, prior college	19-MAR-2004
UG	JR	4=Junior, (3rd year undergrad)	19-MAR-2004
UG	SO	3=Sophomore, (2nd year undergrad)	19-MAR-2004
UG	SP	1=1st time freshman, no prior college	19-MAR-2004
UG	SR	5=Senior, (4th year undergrad)	19-MAR-2004
UG		1=1st time freshman, no prior college	27-FEB-2004

Continued on the next page

Equating Student System Class Codes, Continued

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Class Code Translation Rules Form (RPRCLSS).
2	Select the aid year by double-clicking in the Aid Year field.
3	Perform a Next Block function.
4	Select the appropriate level code in the Student System Level field.
5	Select the appropriate class code in the Student System Class field.
6	<p>Enter an equivalent Financial Aid class code in the Financial Aid Class field.</p> <p>Valid values for this field include</p> <ul style="list-style-type: none"> • 1=1st time freshman, no prior college • 2=Freshman, prior college • 3=Sophomore, (2nd year undergrad) • 4=Junior, (3rd year undergrad) • 5=Senior, (4th year undergrad) • 6=5th Year/Other undergrad • 7=1st Year Graduate/Professional • 0=Continuing Grad/Prof or beyond
7	<p>Equate a blank student class level with one of the following Financial Aid class levels.</p> <ul style="list-style-type: none"> • For an undergraduate student, select a level of 1. • For a graduate student, select a level of 7.
8	Click the Save icon.
9	Click the Exit icon.

Establishing Status Codes

Introduction

This Loan Status Validation Form (RTVLNST) enables you to define and maintain all possible loan statuses necessary for loan application processing. RTVLNST is used to capture and maintain the **Loan Status** code and **Loan Description**, **Inactive** indicator, **Hold** indicator and **Activity Date**.

- Statuses entered on the Loan Options Form (RPRLOPT) appear on the Loan Status Validation Form (RTVLNST).
- A check in the **Inactive** indicator prevents disbursements and memos. You must create one inactive loan status.
- A check in the **Hold** field prevents processing.

Options

You may decide to enter an Active (approved) code on the Loan Options Form (RPRLOPT) initially so that all loans will receive a memo.

Alternate method

Another method is to check the **Inactive** checkbox and change the status to Active manually, after the origination record and/or promissory note are approved.

Banner 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
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Access the Loan Status Validation Form (RTVLNST). Result: Several Loan Status codes are delivered with SCT Banner. You may add other codes to meet your needs. The Inactive Indicator prevents disbursement and memos. The Hold Indicator stops processing until removed.
2	Click the Save icon.
3	Click the Exit icon.

Establishing Loan Periods

Introduction

The Loan Period Base Data Form (RPRLPRD) enables you to create and maintain loan period information for all possible loan periods. You can either associate the loan period to an aid period or link the loan period to a term schedule.

Use the Adding Loan Periods for a Term block to create additional loan periods associated with a term to be used for students in multi-term aid periods that want one-term loans.

Example: For the fall/spring aid period, a student wants a loan for fall only.

Note: Be sure to enter disbursement dates and memo expiration dates. Memo expiration dates used for term-based loans should match those used for the same term on the RFRDEFA form.

You can use the Creating Disbursement Schedules for Each Loan Period block to create a disbursement schedule for each loan period. You can enter a maximum of four disbursements per loan period (the total must equal 100 percent). The Number of Days for memo field is not used.

Banner form

Loan Period Base Data RPRLPRD 7.0 (s7c70)

Loan Period: FASP05

Base Data

Description: Fall/Spring 2004-2005

Start Date: 01-SEP-2004

End Date: 31-MAY-2005

Aid Period Rules

Aid Year: 0405

Aid Period: FA/SPR Fall-Spring Semesters

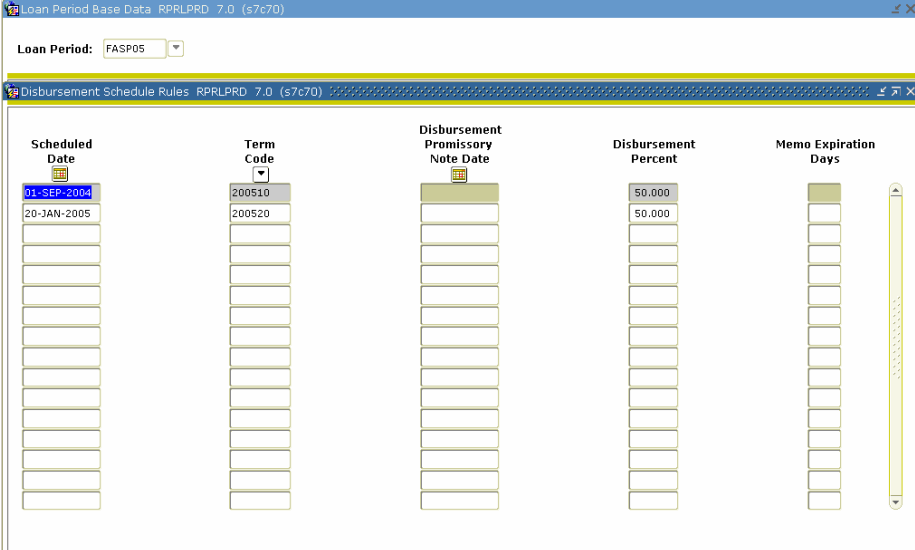
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Establishing Loan Periods, Continued

Procedure Follow these steps to complete the procedure.

Note: You will create a loan period code. Loan period codes should reference the aid year.

Example: 05FASP for Fall/Spring 0405 aid year.

Step	Action
1	Access the Loan Period Base Data Form (RPRLPRD).
2	Double-click in the Loan Period field to access a list of values.
3	Perform a Next Block function to access the Base Data block.
4	Enter a description for the loan period code in the Description field.
5	Enter the start date of the loan period in the Start Date field.
6	Enter the end date of the loan period in the End Date field.
7	Double-click the Aid Year field to select an appropriate aid year.
8	Double-click the Aid Period field to select an appropriate aid period.
9	Perform a Next Block function to access the Disbursement Schedule Rules window. 
10	Enter the Scheduled Date for the loan period in the DD-MON-YYYY format.
11	Double-click in the Term Code field to select an appropriate term code.

Continued on the next page

Establishing Loan Periods, Continued

Procedure, continued

Step	Action
12	<p>Enter the percent of the award to be disbursed in the Disbursement Percent field.</p> <p><u>Warning:</u> For direct lending, Disbursement Promissory Note Date and Memo Expiration Days fields are not used.</p> <p><u>Note:</u> A minimum of two disbursement dates is required for a single term code. The disbursement dates could be set one day apart with the Disbursement Percent field set to disburse 100 percent on the first disbursement date and 0 (zero) percent for the second disbursement date.</p>
13	Click the Save icon.
14	Click the Exit icon.

Defining Loan Origination Options

Introduction

The Loan Options Form (RPRLOPT) allows you to enter loan processing information. You can also use this form to select options that control the performance of related functions in the Financial Aid System.

Example: Use RPRLOPT to direct the system to create an award in the packaging module when you enter a loan application in the loan module. Or, you can specify whether or not you want the entry of a loan application to satisfy a tracking requirement.

The values that you enter on the Loan Options Form (RPRLOPT) are used as the default values when loan origination records are created.

Note: Refer to *Direct Loan Processing With SCT Banner Financial Aid* documentation for additional help.

Banner form

The screenshot shows the Banner Loan Options Form (RPRLOPT) with the following fields and options:

- Aid Year:** 0405
- Fund:** DIRECT Federal Direct Stafford Loan
- Create Application:**
 - When Loan Accepted
 - When Requirement Satisfied
- Initial Loan Status:** [Dropdown]
- Default Return ID:** [Text]
- Default Lender ID:** [Text]
- Default Guarantor ID:** [Text]
- Loan Application Requirement Code:** [Text]
- Loan Application Requirement Status:** [Text]
- 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:** [Text]
- Return Payment:** [Text]
- Return Refund:** [Text]

Direct Loan Origination Options

- PN Required
- Disbursement Required

Direct Loan Disbursement Options

- Acknowledgement of Origination Required
- Acknowledgement of PN Required

Direct Loan Packaging Options

- Create Award for Loan Within Packaging
- Use Requested Amount
- Loan Application Award Status Code:** [Text]

Continued on the next page

Defining Loan Origination Options, Continued

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Loan Options Form (RPRLOPT).
2	Enter an aid year or select one by double-clicking in Aid Year field.
3	Enter a fund or select one by double-clicking in the Fund field.
4	Perform a Next Block function.
5	Enter a loan status in the Initial Loan Status field to establish a default loan status value at the time of the automatic creation of a loan origination application.
6	Click the Memo Actual Loan Amount checkbox to send a memo containing the net loan amount, if desired.
7	Click the Authorize Loan checkbox to create loan authorizations during the current year, if desired.
8	Click the Request Amount Required for Certification checkbox to certify the loan with a requested amount, if desired.
9	Click the Disbursement Amount greater than Loan Amount checkbox to prevent loan disbursement when the dollar amount of disbursement is greater than the loan amount, if desired.
10	If applicable, enter return check detail codes in the Student Charge or Payment, Return Payment, and Return Refund fields. Access the validation table by clicking on the Search icon. <u>Note:</u> Coordinate with Accounts Receivable staff members to determine your loan return procedure.
11	Click the PN Required checkbox if you want to require a promissory note before sending an origination record to COD.
12	Click the Disbursement Required checkbox if you want to require actual disbursement before sending an origination record to COD.

Continued on the next page

Defining Loan Origination Options, Continued

Procedure, continued

Step	Action
13	Check the Acknowledgement of Origination Required checkbox if you want to require COD acknowledgement of an origination record before disbursement.
14	Check the Acknowledgement of PN Required checkbox if you want to require COD acknowledgement of a promissory note before disbursement.
15	If an award does not already exist within an applicant's package and you want to create an award at the time you create the loan application, check the Create Award for Loan Within Packaging checkbox. <i>Example:</i> If you create a Loan application on RPALAPP for a PLUS loan, the system creates a PLUS award for the student in the packaging module, i.e. RPAAWRD, etc.
16	Check the Use Requested Amount checkbox if you want the award to use the requested amount from the loan application.
17	Enter an optional award status code as a default for the fund in the Loan Application Award Status Code field.
18	Click the Save icon.
19	Click the Exit icon.

Activating First Time Borrower Calculations

Introduction

The ROAINST form contains a flag on the Loan Options Tab named “Apply First Year, First Time Borrower Rule. When the flag is checked, a function is activated to automatically determine first year, first time borrowers in undergraduate programs. If the student's level code matches a code from the RPRCLSS form for the institution or for that campus code, and the student is a freshman, the student would get a 30-day delayed disbursement for the first scheduled disbursement.

Note: Leave the flag unmarked in loan options if 30-day delayed disbursements are not required. For example, a graduate-only institution. Leave the flag unmarked on particular campuses on the Campus/EDE Defaults Tab. For example, a graduate-only campus.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Institutional Financial Aid Options (ROAINST) form.
2	Double-click the Loan Options Tab . Check the Apply First-Year, First-Time Borrower flag to activate the automatic calculation of the thirty day delay for first-time borrowers in the system for the entire institution.
3	Double-click the Campus/EDE Defaults Tab . Check or uncheck the Apply First-Year, First-Time Borrower flag to activate or deactivate the automatic calculation of the thirty day delay for first-time borrowers in the system by campus.
4	Click the Save icon.
5	Click the Exit icon.

Establishing User-Level Defaults

Introduction

Use the Default Parameter Value Validation Form (GJAPDFT) to define specific user-level default values for all parameters of specific processes.

Each user with the authority to originate loans must use GJAPDFT to create parameters for the RPRLORC Loan Origination Process.

- This enables you to use the Create Loan Applications option on the award forms (RPAAWRD, RPAAPMT, and ROARMAN forms). You must perform this set up prior to using the Create Loan Applications option for the related award year.
- If you process both Direct Loans and FFEL/Electronic Loans, you must set up both the RPRLORC and RPRELAP processes via the GJAPDFT Form.

Notes: Before a form can access it, a process must be created and defined in the system using the Process Maintenance Form (GJAJOB5). Then, the processes' parameters must be defined on the GJAPDFT form.

Parameters must be created for each user authorized to certify loans for the On-Line and Batch processes to work. Parameters for BATCH RPRLORC should be established and saved by each user as a parameter set.

Banner form

Number	Description	System Default
01	Aid Year Code	
02	Create if Award in Offer Status	
03	Application ID	
04	Selection ID	
05	Creator ID	
06	Not used at this time	
07	Not used at this time	
08	Process Indicator	B
09	Student ID	
10	Permanent Address Type Default	

User Default

LENGTH: 4 TYPE: Character M/S: Single
Valid/Active Aid Year Code
** Press SEARCH for valid values, COPY DEFAULTS to copy values to new user **

Continued on the next page

Establishing User-Level Defaults, Continued

Procedure

Follow the steps to complete the process.

Step	Action	
1	Access the Default Parameter Value Validation Form (GJAPDFT).	
2	Enter <i>RPRLORC</i> in the Process field or select using the Search icon.	
3	Use this table to enter the values for the parameters of the job.	
	Req	Parameter
	✓	01 - Aid Year Code
		Enter aid year. This will need to be changed when working with both aid years.
	✓	02 - Create Award in Offer Status:
		Y or N.
	✓	03 - 05 Application ID, Selection ID, Creator ID
		These three parameters are used to identify a population selection.
	Skip	06 – 07
		Not used at this time.
	Skip	08 - Process Indicator
		Leave blank.
	Skip	09 - Student ID
		Leave this blank.
	✓	10 - Permanent Address Type Default
		Indicate the permanent address type.
	✓	11 - Local Address
		Indicate the local address type.
	Skip	12 Default Academic Year Start Dt
		Leave blank. This will be created from RPALORG.
	Skip	13 Default Academic Year End Dt
		Leave blank. This will be created from RPALORG.
	✓	14 Default Disclosure Pint Ind
		Y = COD Prints and Sends to Borrower; S = School Prints.
	✓	15 User ID
	✓	16 School Promissory Note Status
		O =Electronic MPN Ready to Sign; R = Paper MPN Ready to Print.
4	Click the Save icon.	
5	Click the Exit icon.	

Self Check

Directions	Use the information you have learned in this workbook to complete this self check activity.
Question 1	Which tab on the Fund Management Form (RFRMGMT) is used to enter the packaging option fields that are applicable to Direct Loans? a) Aid Year Specific Data – Disbursement tab b) Aid Year Specific Data – Fund tab c) Aid Year Specific Data – Packaging tab
Question 2	If you need to change the fee on a loan that has already been originated in SCT Banner and sent to the LOC, you must change the existing loan rather than start over again. True or False
Question 3	Which form includes a DL School Code field to collect the Department of Education assigned Direct Loan School code? a) Direct Loan Origination Form (RPALORG) b) Institution Financial Aid Option Form (ROAINST) c) Direct Loan Correction Form (RPADLCR)
Question 4	The Packaging tab on the Fund Management Form (RFRMGMT) contains the Direct Loan Indicator field that identifies funds to be treated as Direct Loan funds. The field values that will create loan origination records to be used in the Promissory Note Print process are the values of S, U, and T. True or False

Answer Key for Self-Check

-
- Question 1** Which tab on the Fund Management Form (RFRMGMT) is used to enter the packaging option fields that are applicable to Direct Loans?
- a) Aid Year Specific Data – Disbursement tab
 - b) Aid Year Specific Data – Fund tab
 - c) **Aid Year Specific Data – Packaging tab**
-
- Question 2** If you need to change the fee on a loan that has already been originated in SCT Banner and sent to the LOC, you must change the existing loan rather than start over again.
- True**
-
- Question 3** Which form includes a DL School Code field to collect the Department of Education assigned Direct Loan School code?
- a) Direct Loan Origination Form (RPALORG)
 - b) **Institution Financial Aid Option Form (ROAINST)**
 - c) Direct Loan Correction Form (RPADLCR)
-
- Question 4** The Packaging tab on the Fund Management Form (RFRMGMT) contains the Direct Loan Indicator field that identifies funds to be treated as Direct Loan funds. The field values that will create loan origination records to be used in the Promissory Note Print process are the values of S, U, and T.
- False**
-

Section C: Day-to-Day Operations

Overview

Purpose	The purpose of this section is to explain the day-to-day or operational procedures for direct loans.
Intended audience	Financial Aid office staff.
Objectives	<p>This section provides basic information needed by staff that handles SunGard SCT Banner activities related to the U.S. Department of Education’s William D. Ford Federal Direct Loan Program.</p> <p>At the end of this section you will be able to</p> <ul style="list-style-type: none">• 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 checks• generate reports and run processes• view information available in the SunGard SCT Banner Student System.
Prerequisites	<p>To complete this section, you should have</p> <ul style="list-style-type: none">• completed the SunGard SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SunGard SCT Banner system• completed the Financial Aid Overview, Funds Management, and Packaging training workbooks• training on SunGard SCT Banner General: Job Submission• ensure that the rules and validation codes in SCT Banner needed for handling direct loans have been set up for you.

Continued on the next page

Overview, Continued

In this section

These topics are covered in this section.

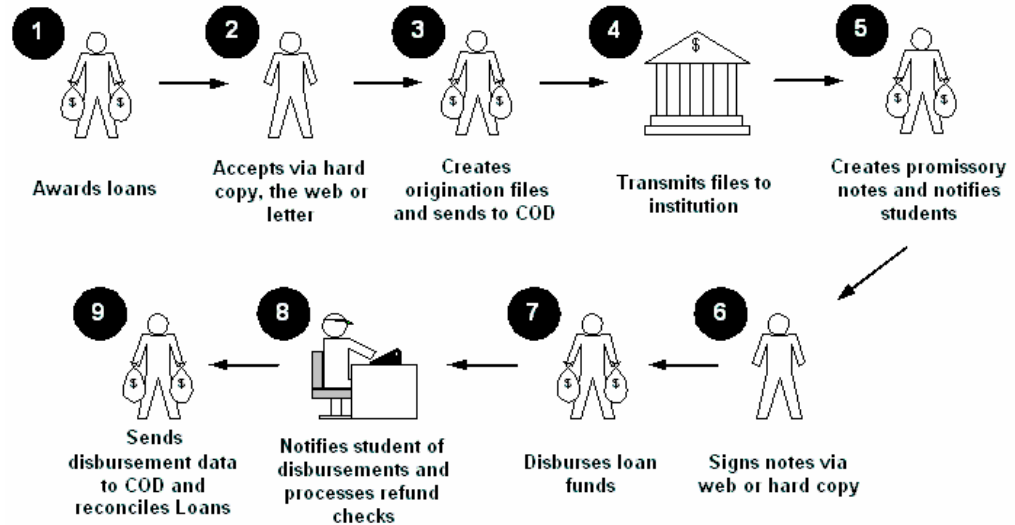
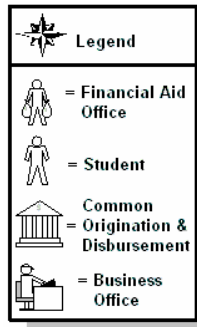
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Process Introduction

Introduction

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

Process flow



What happens

Below are the steps in the process.

Step	Action
1	FA office awards loans.
2	Student accepts the fund via hard copy or letter.
3	The FA office creates origination files and sends them to COD.
4	COD transmits the files to the institution.
5	The FA office creates promissory notes and notifies the students.
6	Student signs the notes on the web or from a hard copy.
7	The FA office disburses the loan funds.
8	The Business office notifies the students of the disbursements and processes the refund checks.
9	The FA office sends the disbursement data to COD and the loan is reconciled.

Awarding Loan Funds

Introduction

Manually or Auto-package Direct Loan Funds for Subsidized, Unsubsidized, and PLUS to a student.

Award loan funds via one of these procedures:

- Award Maintenance Form (RPAAWRD)
- Package Maintenance Form (RPAAPMT)
- Financial Aid Record Maintenance Form (ROARMAN)
- Packaging Process (RPEPCKG)
- Applicant Immediate Process (ROAIMMP)

Note: Award funds must be set up for automatic packaging for the RPEPCKG process or ROAIMMP awarding.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Award Maintenance Form (RPAAWRD).
2	Select the aid year by double-clicking in Aid Year field.
3	Enter a student ID or use the Search icon to search by the name of the student.
4	Perform a Next Block function to access the Fund Awards block.

Note: The Summary Information block fills in automatically.

Continued on the next page

Awarding Loan Funds, Continued

Procedure, continued

Step	Action
5	Enter the fund name in the Fund field or double-click in the field to select the direct loan fund. <u>Note:</u> Alternatively, if the student has not been packaged online, selecting Automatic Packaging from the Options menu can perform automatic packaging.
6	Enter the accept status in the Status field.
7	Enter the desired amount in the Offered field.
8	Click the Save icon.
9	Click the Exit icon.

Continued on the next page

Awarding Loan Funds, Continued

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Package Maintenance Form (RPAAPMT).
2	Select the aid year by double-clicking in Aid Year field.
3	Enter a student ID or use the Search icon to search by the name of the student.
4	Perform a Next Block function to access the Fund Award block. <u>Note:</u> The Summary Information block automatically fills in.
5	Manually enter the fund by typing in the fund name in the Fund field or double-click in the field to access the Fund Validation table to select the direct loan fund. <u>Note:</u> Alternatively, if the student has not been packaged online, automatic packaging can be performed by selecting <u>Assign Packaging Group</u> from the Options menu.
6	Enter the accept status in the Status field.
7	Enter the desired amount in the Offered field.
8	Click the Save icon.
9	Click the Exit icon.

Continued on the next page

Awarding Loan Funds, Continued

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Financial Aid Record Maintenance Form (ROARMAN).
2	Select the aid year by double-clicking in Aid Year field.
3	Enter a student ID or use the Search icon to search by the name of the student.
4	Perform a Next Block function to access the Award Detail block. <u>Note:</u> The Summary block automatically fills in.
5	Manually enter the fund by typing in the fund name in the Fund field or double-click in the field to access the Fund Validation table to select the direct loan fund. <u>Note:</u> Alternatively, if the student has not been packaged online, automatic packaging can be performed by selecting <u>Assign Packaging Group</u> from the Options menu.
6	Click the Save icon.
7	Click the Exit icon.

Continued on the next page

Awarding Loan Funds, Continued

Banner form

The screenshot shows the 'Process Submission Controls' window for GIAPCTL 7.0 (s7c70). The 'Process' is set to 'RPEPCKG' (Packaging Process) and the 'Parameter Set' is empty. The 'Printer Control' section shows the 'Printer' set to 'DATABASE', 'Special Print' is empty, 'Lines' is 55, and 'Submit Time' is empty. The 'Parameter Values' section lists 8 parameters with their corresponding values: Aid Year (9394), Process Indicator (B), Action Indicator (A), Applicant ID, Packaging Group Code, Application Code (FINAID), Selection ID (JOHNW), and Creator ID (FAISUSR). The 'Submission' section has 'Save Parameter Set as' checked, and 'Name' and 'Description' fields are empty. 'Hold' and 'Submit' radio buttons are present, with 'Submit' selected.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Packaging Process (RPEPCKG).
2	Enter <i>DATABASE</i> in the Printer field or double-click the field to access a list from the Printer Validation Form (GTVPRNT). <u>Note:</u> You will want to make sure the job is completed before you run the next job to print the results.

Continued on the next page

Awarding Loan Funds, Continued

Procedure, continued.

Step	Action	
3	Enter the parameters in the Parameter Values block.	
	Parameter	Description
	Parameter 01: Aid Year	Enter or select the aid year.
	Parameter 02: Process Indicator	Enter a B for batch.
	Parameter 03: Action Indicator	Enter A for actual or S for Simulated Packaging.
	Parameter 04: Applicant ID	Enter a student ID if you want to assign a package individually.
	Parameter 05: Packaging Group Code	Only individuals with the selected group code will be packaged.
	Parameter 06: Application Code	System generated FINAID defaults into this field.
	Parameter 07: Selection ID	Enter the ID of the person who created the selection group
	Parameter 08: Creator ID	Enter the parameter set creators ID
Parameter 0:		
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.	
8	Click the Exit icon.	

Continued on the next page

Awarding Loan Funds, Continued

Banner form

Applicant Immediate Process ROAIMMP 7.1 (57670)

Aid Year: 0405 ID: A00022933 Carmen Marie Catalina

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

Letter Generation

Letter Code:

Term Code:

Wait Days:

Initial Code:

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Immediate Process (ROAIMMP).
2	Enter the aid year in the Aid Year field.
3	Select or enter a student ID in the ID field.
4	Perform a Next Block function.
5	Select a Packaging Group Assignment in the Action Indicator field.
6	Click the Save icon.
7	Click the Exit icon.

Creating Loan Originations Online

Introduction

The Direct Loan Origination Record Creation program creates origination records based on students' Federal Direct Loan Awards. The program creates origination records for all Fund codes identified as Direct Loan funds. Enterprises choosing to send Direct Loan Promissory Notes with the students' award letters need to create Promissory Notes after the origination records are created and before origination records are sent to the Servicer.

Create loan originations online via one of these procedures:

- Award Form (RPAAWRD)
- Financial Aid Record Maintenance Form (ROARMAN)

Note: An organization may wish to wait for approved (or denied) origination records to be returned from the Servicer before generating Promissory Notes.

Warning: There is set-up required to complete the following procedures. Make sure that your administrator has completed the set-up process.

Continued on the next page

Creating Loan Originations Online, Continued

Banner form

The screenshot shows the Banner Award Maintenance form (RPAAWRD 7.1) for student Juanita M Dormir. The form includes a 'Fund Awards' table with columns for Fund, Description, Status, Lock System, Offered, Accepted, Declined or Cancelled, Memoed or Authorized, Paid, and Override Web. Below the table is a 'Summary' section with fields for Budget, Resource, Offered, Group, Pell EFC, Aid Period, EFC, FM, IM, Gross Need, Subsidized Loan Exclusion Amount, and Unmet Need.

Fund	Description	Status	Lock System	Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Override Web
			N	M					<input checked="" type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
									<input type="checkbox"/>
Award Totals:									

Summary Section:

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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Award Maintenance Form (RPAAWRD).
2	Enter the student ID for a student that is different from the student that you used previously.
3	Add a Direct Loan Award to the Award Form, if one does not already exist. Include the Fund , Status and the dollar amount for the loan Offered field.
4	Click the Save icon. <u>Result:</u> The system checks if the student is eligible for financial aid and saves the data entered.

Continued on the next page

Creating Loan Originations Online, Continued

Procedure, continued

Step	Action
5	Select <u>Create Loan Applications</u> from the Options menu to create a loan origination record for this particular student. <u>Result:</u> By selecting this option, SunGard SCT Banner will automatically access the Federal Direct Loan Origination Form (RPALORG).
6	Review various areas of the form to be certain all information is correct. <u>Note:</u> SunGard SCT Banner automatically generates a Loan ID and School PN Status field changes to Ready to Print.
7	Click the Save icon.
8	Click the Exit icon.

Continued on the next page

Creating Loan Originations Online, Continued

Banner form

Financial Aid Record Maintenance ROARMAN 7.1 (s7c70)

Aid Year: 0405 ID: A00022935 Matthew E Jorgensen

Summary

Budget: .00 Pell EFC: 3,158 FM 3,158.00 IM

Resources: 900.00 Gross Need: .00

Offered Aid: .00 Unmet Need: .00

Subsidized Loan Exclusion Amount:

Icons: Status, Eligibility, Group Assignment, Enrollment, Budget, Tracking, Pell Information, Application Data, Resource, Maintain Awards

Fund	Status	Lock	System	Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Override	Web
		N	M							<input checked="" type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
										<input type="checkbox"/>
Award Totals:										

Fund Description: Detail Override Exists

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Financial Aid Record Maintenance Form (ROARMAN).
2	Enter the aid year in the Aid Year field.
3	Enter the student ID for a student that is different from the student that you used previously.
4	Add a direct loan award to the Award Form, if one does not already exist. Include the Fund code , Status and the dollar amount for the loan Offered .
5	Click the Save icon.
	Result: The system checks if the student is eligible for financial aid and saves the data entered.

Continued on the next page

Creating Loan Originations Online, Continued

Procedure, continued

Step	Action
6	Select <u>Create Loan Applications</u> from the Options menu to create a loan origination record for this particular student. <u>Result:</u> By selecting this option, SunGard SCT Banner will automatically access the Federal Direct Loan Origination Form (RPALORG).
7	Review various areas of the form to be certain all information is correct. <u>Note:</u> SunGard SCT Banner automatically generates a Loan ID and School PN Status field changes to Ready to Print.
8	Click the Save icon.
9	Click the Exit icon.

Creating a Loan Origination in Batch

Introduction

To create a loan origination in batch, there are three forms you must access:

1. Award (RPAAWRD)
2. Direct Lending Record Creation Process (RPRLORC)
3. Federal Direct Loan Origination Form (RPALORG)

Banner form

The screenshot shows the 'Award Maintenance' form for RPAAWRD 7.1 (s7c70). At the top, there are dropdown menus for 'Aid Year' (0405) and 'ID' (A00022935), and a text field for the student name 'Matthew E Jorgensen'. Below this are three tabs: 'Award Maintenance', 'Fund Awards by Term', and 'Disbursement Schedule'. The main section is titled 'Fund Awards' and contains a table with the following columns: Fund, Description, Status, Lock System, Offered, Accepted, Declined or Cancelled, Memoed or Authorized, Paid, and Override Web. The table has several empty rows and a summary row at the bottom. Below the table are two tabs: 'Summary' and 'Packaging Group'. The 'Summary' tab is active and shows various input fields for 'Budget', 'Resource', 'Offered', 'Group', 'Pell EFC', 'Aid Period', 'EFC', 'FM', 'IM', 'Gross Need', and 'Unmet Need'.

Procedure

Follow these steps to complete the process.

Step	Action						
1	Access the Award Form (RPAAWRD).						
2	Enter the student ID for a student for which need analysis has already been performed in the ID field.						
3	Does a direct loan award exist? <table border="1" style="width: 100%; margin-top: 5px;"> <thead> <tr> <th>IF a direct loan award...</th> <th>THEN</th> </tr> </thead> <tbody> <tr> <td>exists</td> <td>skip to next Procedure</td> </tr> <tr> <td>does not exist</td> <td>continue to step 4 below.</td> </tr> </tbody> </table>	IF a direct loan award...	THEN	exists	skip to next Procedure	does not exist	continue to step 4 below.
IF a direct loan award...	THEN						
exists	skip to next Procedure						
does not exist	continue to step 4 below.						
4	Add a Direct Loan Award to the Award Form. Include the Fund code, Status code, and the dollar amount for the loan offered.						
5	Click the Save icon. Result: The system checks if the student is eligible for financial aid and saves the data entered.						
6	Click the Exit icon.						

Continued on the next page

Creating a Loan Origination in Batch, Continued

Banner form

The screenshot shows a web browser window titled "Process Submission Controls: GIAPCTL 7.0 (s7c70)". The form contains the following sections:

- Process:** A dropdown menu with "RPRLORC" selected and a text field containing "Direct Loan Record Creation".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown menu showing "DATABASE", a "Special Print:" text field, "Lines:" with a value of "55", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Parameters" and "Values".

Number	Parameters	Values
01	Aid Year Code	
02	Create if Aword in Offer Status	
03	Application ID	
04	Selection ID	
05	Creator ID	
06	Not used at this time	
07	Not used at this time	
08	Process Indicator	B

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

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Direct Lending Record Creation Process (RPRLORC).
2	Enter <i>DATABASE</i> in the Printer field.

Continued on the next page

Creating a Loan Origination in Batch, Continued

Procedure, continued

Step	Action	
3	Enter the parameters in the Parameter Values block.	
	Parameter	Description
	Parameter 01: Aid Year	Enter or select the aid year.
	Parameter 02: Create if Award is in Offer status	Enter N for No or Y for Yes. If you enter N for this parameter, only those awards that are in Accepted status will generate a Loan Origination record. If you enter Y for this parameter, a Loan Origination record is created for awards that have statuses of either Offer or Accepted.
	Parameter 03: Application ID	Skip - you would use this parameter if you were using population selection with this exercise.
	Parameter 04: Selection ID	Skip - you would use this parameter if you were using population selection with this exercise. This parameter identifies the desired sub-population.
	Parameter 05: Creator ID	Skip - You would use this parameter if you were using population selection with this exercise. This parameter identifies the ID that created the Selection ID.
	Parameter 06: Not used at this time	Skip, these parameters are not used at this time.
	Parameter 07: Not used at this time	Skip, these parameters are not used at this time.
	Parameter 08: Process Indicator	Enter B for Batch processing. This process can also be run online for an individual student from the Award Form (RPAAWRD), as shown in Option 2 of this exercise.
	Parameter 09: Student ID	Skip - this field is only used if you enter Online for Parameter 08.
	Parameter 10: Permanent Address Type Default	Enter the Address type that you wish to use for creating the loan record permanent address. Ex: PR for permanent address. <u>Note:</u> Check the address types that exist on the Student Identification Form (SPAIDEN), in that form's address block.

Continued on the next page

Creating a Loan Origination in Batch, Continued

Procedure, continued

Step	Action														
3	<p>Enter the parameters in the Parameter Values block.</p> <table border="1" data-bbox="505 426 1419 1234"> <thead> <tr> <th data-bbox="505 426 743 464">Parameter</th> <th data-bbox="748 426 1419 464">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 470 743 575">Parameter 11: Local Address Type Default</td> <td data-bbox="748 470 1419 575">Enter the address type that you wish to use for creating the loan record local address. See Parameter 10 instructions.</td> </tr> <tr> <td data-bbox="505 581 743 722">Parameter 12: Default Academic Year Start Date</td> <td data-bbox="748 581 1419 722">Enter the date that you wish to as the start date for the students' academic year. This value should be borrower based.</td> </tr> <tr> <td data-bbox="505 728 743 869">Parameter 13: Default Academic Year End Date</td> <td data-bbox="748 728 1419 869">Enter the date that you wish to as the end date for the students' academic year. This value should be borrower based.</td> </tr> <tr> <td data-bbox="505 875 743 1058">Parameter 14: Default Disclosure Print Ind</td> <td data-bbox="748 875 1419 1058">Skip - this parameter is used to indicate whether the disclosure statements are being printed by the institution (indicated by leaving the field blank), or being printed locally (indicated by a value of Y).</td> </tr> <tr> <td data-bbox="505 1064 743 1129">Parameter 15: User ID</td> <td data-bbox="748 1064 1419 1129">Skip - this identifies the ID of the person using the subpopulation rule.</td> </tr> <tr> <td data-bbox="505 1136 743 1234">Parameter 16: School Prom Note Status</td> <td data-bbox="748 1136 1419 1234">Indicates Paper (R) or Electronic (Q) prom note to be used for sub/unsub loans.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 11: Local Address Type Default	Enter the address type that you wish to use for creating the loan record local address. See Parameter 10 instructions.	Parameter 12: Default Academic Year Start Date	Enter the date that you wish to as the start date for the students' academic year. This value should be borrower based.	Parameter 13: Default Academic Year End Date	Enter the date that you wish to as the end date for the students' academic year. This value should be borrower based.	Parameter 14: Default Disclosure Print Ind	Skip - this parameter is used to indicate whether the disclosure statements are being printed by the institution (indicated by leaving the field blank), or being printed locally (indicated by a value of Y).	Parameter 15: User ID	Skip - this identifies the ID of the person using the subpopulation rule.	Parameter 16: School Prom Note Status	Indicates Paper (R) or Electronic (Q) prom note to be used for sub/unsub loans.
Parameter	Description														
Parameter 11: Local Address Type Default	Enter the address type that you wish to use for creating the loan record local address. See Parameter 10 instructions.														
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Parameter 14: Default Disclosure Print Ind	Skip - this parameter is used to indicate whether the disclosure statements are being printed by the institution (indicated by leaving the field blank), or being printed locally (indicated by a value of Y).														
Parameter 15: User ID	Skip - this identifies the ID of the person using the subpopulation rule.														
Parameter 16: School Prom Note Status	Indicates Paper (R) or Electronic (Q) prom note to be used for sub/unsub loans.														
4	Click the Save Parameter Set as checkbox.														
5	Enter a name and description for your parameter set in the Name and Description fields.														
6	Click the Submit button.														
7	Click the Save icon.														
8	Click the Exit icon.														

Continued on the next page

Creating a Loan Origination in Batch, Continued

Banner form

The screenshot shows a web browser window titled "Direct Loan Origination RPALORG 7.1 (s7c70)". At the top, there are fields for "Aid Year" (0405), "ID" (A00022935), and a name field (Matthew E Jorgensen). Below this is the "Loan Summary" section with the following fields:

- Loan ID: [text box]
- Lock:
- Fund: [dropdown menu]
- Approved Amount: [text box]
- Requested Amount: [text box]
- Loan Period: [dropdown menu]
- Loan Period Start: [text box]
- Loan Period End: [text box]
- Academic Year Start: [calendar icon]
- Academic Year End: [calendar icon]
- Graduation Date: [calendar icon]
- Year in College: (None) [dropdown menu]
- Loan Fee Rate: [text box]
- Rebate Fee Percent: [text box]
- Cancel Loan:
- Cancel Date: [text box]

The right side of the form contains the "Application" section with the following fields:

- Application Number: [text box]
- Loan Sequence Number: [text box]
- Origination Status: (None) [dropdown menu]
- Date Created: [text box]
- Date Sent: [calendar icon]
- Batch ID: [text box]
- Document ID: [text box]
- SAR Transaction Number: [text box]
- Confirmation Date: [calendar icon]
- Loan Status: [dropdown menu]
- Booking Date: [text box]
- Booking Amount: [text box]
- Booking Batch: [text box]
- Booking Document ID: [text box]
- PLUS Credit Check Status: (None) [dropdown menu]
- PLUS Credit Check Date: [calendar icon]
- PLUS Proceeds to Student:
- Former HEAL:

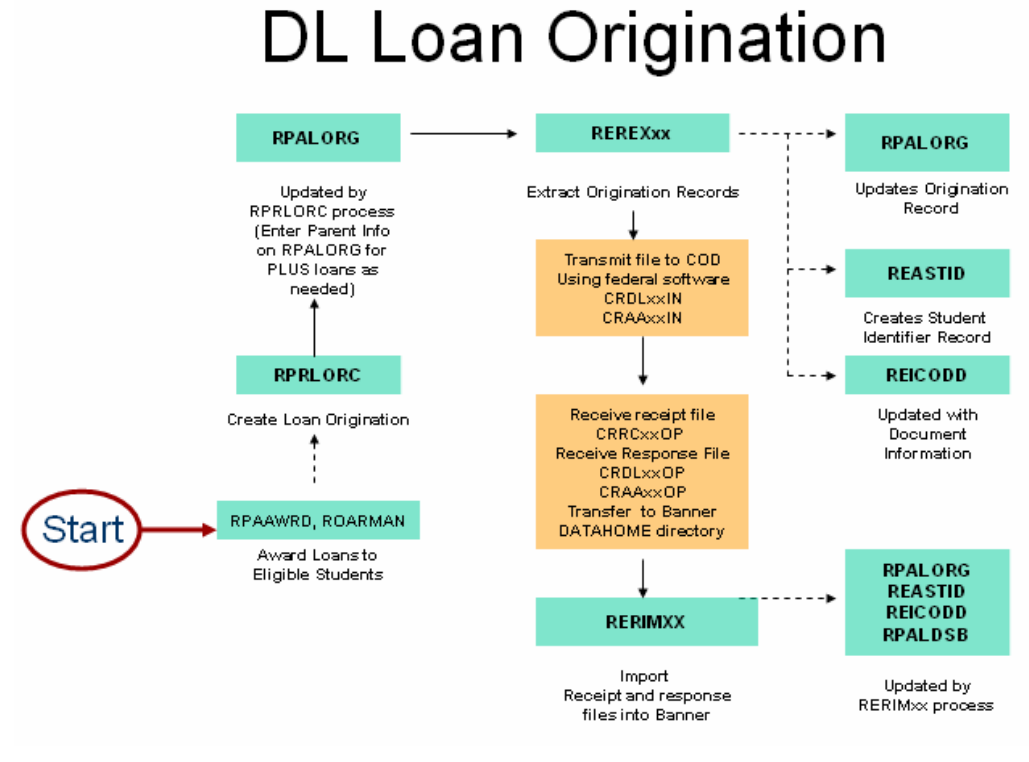
Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Federal Direct Loan Origination Form (RPALORG).
2	Review various areas of the form to be certain all information is correct.
3	Click the Exit icon.

Loan Origination Process Flow

Process flow



Running the Loan Origination Extract Process

Introduction

The Loan Origination Extract process creates files to be sent to the Servicer.

To be selected by this process, the student's loan origination record must have one of the following Origination Status codes.

Code	Meaning
N	Not ready to originate.
R	Ready to originate.

This process extracts loan originations to be sent to COD for all records in 'R'eady or 'N'ot Ready status on the RPALORG form.

There are two forms required to run the loan origination extract process:

- COD Extract Process (REREXxx)
- Direct Loan Origination (RPALORG)

Banner form

Process: REREX05 2004-2005 COD Extract Process Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0405
02	DL Fund Code(s)	
03	Extract Pell Funds	
04	Records to extract	B
05	Promissory Note Print	
06	Source ID	
07	Reporting School ID	
08	Attending School ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
 Enter your code for the 2004-2005 aid year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Continued on the next page

Running the Loan Origination Extract Process, Continued

Procedure

Follow these steps to complete the process.

Step	Action	
1	Access the COD Extract Process (REREXxx).	
2	Enter <i>DATABASE</i> in the Printer field.	
3	Enter the parameters in the Parameter Values block.	
	Parameter	Description
	Parameter 01: Aid Year Code	Enter the aid year
	Parameter 02: Fund Code(s)	Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.
	Parameter 03: Extract Pell Funds	Enter 'Y' or leave blank for Direct Loan extraction.
	Parameter 05: Promissory Note Print	0 = Schools prints from Banner R = COD prints, sends to school S = COD prints, sends to borrower
	Parameter 06: Source ID (Optional)	Enter a Source ID
	Parameter 07: Reporting School ID (Optional)	Enter the Reporting School Routing Number
	Parameter 08: Attending School ID (Optional)	Enter the Attending School Routing Number
	Parameter 09: Response Type	F = Full Response
	Parameter 10: Resend Document ID (Optional)	Use to resend a prior file.

Continued on the next page

Running the Loan Origination Extract Process, Continued

Procedure, continued

Step	Action						
3	Enter the parameters in the Parameter Values block.						
	<table border="1"> <thead> <tr> <th data-bbox="513 428 748 464">Parameter</th> <th data-bbox="753 428 1412 464">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 470 748 537">Parameters 11 - 14: (Optional)</td> <td data-bbox="753 470 1412 537">use for population selections</td> </tr> <tr> <td data-bbox="513 543 748 611">Parameter 15: Print Report</td> <td data-bbox="753 543 1412 611">Y = Print Report N = Do Not Print Report</td> </tr> </tbody> </table>	Parameter	Description	Parameters 11 - 14: (Optional)	use for population selections	Parameter 15: Print Report	Y = Print Report N = Do Not Print Report
	Parameter	Description					
Parameters 11 - 14: (Optional)	use for population selections						
Parameter 15: Print Report	Y = Print Report N = Do Not Print Report						
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	<p>Click the Save icon.</p> <p><u>Result:</u> CRDLxxIN and CRAAxxIN output files are generated from this process. Use a binary transfer utility to move files to a location accessible by your PC then transmit to the COD.</p>						
8	Click the Exit icon.						

Continued on the next page

Running the Loan Origination Extract Process, Continued

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Federal Direct Loan Origination Form (RPALORG).
2	Review the form information. <u>Note:</u> The Origination Status changes to <i>S</i> for Sent and the Batch ID field is automatically populated.
3	Click the Exit icon. <u>Note:</u> RERIMxx - Inputs information from the COD back into SunGard SCT Banner including the COD confirmation date and the origination status.

Reviewing a Direct Loan Batch Record

Introduction

Use the Batch Control Form to monitor the status of all data batches that process Direct Lending, Electronic Loan, EDE and Pell applications. This includes batches sent as well as batches received (i.e., confirmation of batches and status of individual records in batches).

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Batch Control Form (RPIBATC).
2	Select the Aid Year .
3	Select <u>Direct Loan</u> option Main Type field.
4	Select the appropriate code for the type of batch in the Submission Type field.
5	Perform a Next Block function to list batches and status information.
6	Click the Save icon.
7	Click the Exit icon.

Loading Data from the Response File to SCT Banner

Introduction

When the response file is received, use FTP software to move the file in a binary transfer mode to the proper SCT Banner directory. Check with IT personnel for the proper SCT Banner directory location.

Run RERIMxx to load data from the response file into SCT Banner.

Note: You can run RERIMxx separately or in conjunction with other processes. Valid input files for this process are CRDLxxOP and CRAAxxOP.

Banner form

Process Submission Controls GJAPCTL 7.0 (s7c70)

Process: RERIM05 2004-2005 COD File Import Parameter Set:

Printer Control
 Printer: DATABASE Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code for 2004-2005	0405
02	XML Import Document Filename	
03	Print Report (Y/N)	Y

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
 This parameter must be the aid year code for the 2004-2005 school year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action								
1	Access the COD File Import Process (RERIMxx).								
2	Enter <i>DATABASE</i> in the Printer field.								
3	Enter the parameters in the Parameter Values block.								
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the Aid Year</td> </tr> <tr> <td>Parameter 02: XML Import Document Filename</td> <td>Enter file name importing</td> </tr> <tr> <td>Parameter 03: Print Report</td> <td>Enter a Y for Yes or N for No.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the Aid Year	Parameter 02: XML Import Document Filename	Enter file name importing	Parameter 03: Print Report	Enter a Y for Yes or N for No.
	Parameter	Description							
	Parameter 01: Aid Year Code	Enter the Aid Year							
Parameter 02: XML Import Document Filename	Enter file name importing								
Parameter 03: Print Report	Enter a Y for Yes or N for No.								

Continued on the next page

Loading Data from the Response File to SCT Banner, Continued

Procedure, continued

Step	Action
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.
8	Select <u>Review Output</u> from the Options menu.
9	Review the output.
10	Click the Exit icon.

Printing Promissory Notes

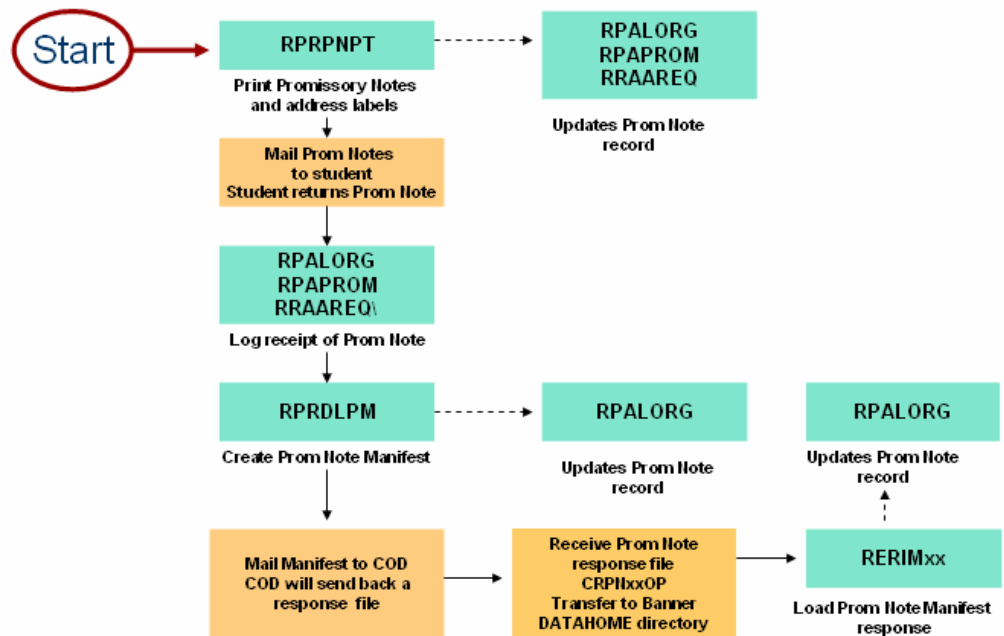
Introduction

Run the Promissory Note Printing Program (RPRPNPT) to print Promissory Notes for students and parents. The Promissory Note Printing process generates promissory notes to be sent to the Servicer.

Promissory Notes are not printed for students with E-MPNs (Electronic Master Promissory Note). Students complete and electronically sign E-MPNs on the Direct Loan web site.

Promissory Note

DL Promissory Note



Continued on the next page

Printing Promissory Notes, Continued

Banner form

Process: RPRPNPT Prom Note Printing Program Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Fund Code	
03	Sub/Unsub on Same note	N
04	Number of Copies to be printed	1
05	Perm (P) or Local (L) Address	P
06	Office Name	
07	Street Address	
08	City,State,Zip	

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

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the procedure.

Step	Action												
1	Access the Prom Note Printing Program (RPRPNPT).												
2	Enter <i>DATABASE</i> in the Printer field.												
3	Enter the parameters in the Parameter Values block.												
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the Aid Year</td> </tr> <tr> <td>Parameter 02: Fund Code</td> <td>Enter the Direct Loan Fund for which you wish to print a promissory note. <i>Example:</i> DIRECT for Direct Stafford Loan</td> </tr> <tr> <td>Parameter 03: Sub/Unsub on same note</td> <td>Enter Y for Yes</td> </tr> <tr> <td>Parameter 04: Number of Copies to be printed</td> <td>Enter 1. This is the number of copies of each promissory note that you want to print.</td> </tr> <tr> <td>Parameter 05: Permanent or Local Address</td> <td>Enter a P for Permanent Address. This field indicates whether you wish to use the student's permanent or local address.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the Aid Year	Parameter 02: Fund Code	Enter the Direct Loan Fund for which you wish to print a promissory note. <i>Example:</i> DIRECT for Direct Stafford Loan	Parameter 03: Sub/Unsub on same note	Enter Y for Yes	Parameter 04: Number of Copies to be printed	Enter 1. This is the number of copies of each promissory note that you want to print.	Parameter 05: Permanent or Local Address	Enter a P for Permanent Address. This field indicates whether you wish to use the student's permanent or local address.
Parameter	Description												
Parameter 01: Aid Year Code	Enter the Aid Year												
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Parameter 03: Sub/Unsub on same note	Enter Y for Yes												
Parameter 04: Number of Copies to be printed	Enter 1. This is the number of copies of each promissory note that you want to print.												
Parameter 05: Permanent or Local Address	Enter a P for Permanent Address. This field indicates whether you wish to use the student's permanent or local address.												

Continued on the next page

Printing Promissory Notes, Continued

Procedure, continued

Step	Action																						
3	<p>Enter the parameters in the Parameter Values block.</p> <table border="1"> <thead> <tr> <th data-bbox="513 426 743 457">Parameter</th> <th data-bbox="748 426 1411 457">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 464 743 537">Parameter 06: Office Name</td> <td data-bbox="748 464 1411 537">Enter the name of the office that is sending the promissory note.</td> </tr> <tr> <td data-bbox="513 543 743 617">Parameter 07: Street Address</td> <td data-bbox="748 543 1411 617">Enter the street address of the office that is sending the promissory note.</td> </tr> <tr> <td data-bbox="513 623 743 697">Parameter 08: City, State, Zip</td> <td data-bbox="748 623 1411 697">Enter the City, State and Zip Code of the office that is sending the promissory note.</td> </tr> <tr> <td data-bbox="513 703 743 800">Parameter 09: Application Code</td> <td data-bbox="748 703 1411 800">Skip - you would use this parameter if you were using population selection with this exercise.</td> </tr> <tr> <td data-bbox="513 806 743 945">Parameter 10: Report Selection Query ID</td> <td data-bbox="748 806 1411 945">Skip - you would use this parameter if you were using population selection with this exercise.</td> </tr> <tr> <td data-bbox="513 951 743 1056">Parameter 11: Creator of Selection ID</td> <td data-bbox="748 951 1411 1056">Skip - you would use this parameter if you were using population selection with this exercise.</td> </tr> <tr> <td data-bbox="513 1062 743 1167">Parameter 12: Reprint Manifest Batch</td> <td data-bbox="748 1062 1411 1167">Enter N for No. This parameter allows you to reprint a promissory manifest, if needed.</td> </tr> <tr> <td data-bbox="513 1173 743 1278">Parameter 13: Manifest Batch ID</td> <td data-bbox="748 1173 1411 1278">If you have entered a Y for the previous parameter, you would enter the batch number of the manifest that you wish to reprint.</td> </tr> <tr> <td data-bbox="513 1285 743 1358">Parameter 14: User ID</td> <td data-bbox="748 1285 1411 1358">You would use this parameter if you were using population selection with this exercise.</td> </tr> <tr> <td data-bbox="513 1365 743 1497">Parameter 15: PostScript Laser Printer (Y/N)</td> <td data-bbox="748 1365 1411 1497">Enter a Y or N for your output to be formatted for a laser printer.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 06: Office Name	Enter the name of the office that is sending the promissory note.	Parameter 07: Street Address	Enter the street address of the office that is sending the promissory note.	Parameter 08: City, State, Zip	Enter the City, State and Zip Code of the office that is sending the promissory note.	Parameter 09: Application Code	Skip - you would use this parameter if you were using population selection with this exercise.	Parameter 10: Report Selection Query ID	Skip - you would use this parameter if you were using population selection with this exercise.	Parameter 11: Creator of Selection ID	Skip - you would use this parameter if you were using population selection with this exercise.	Parameter 12: Reprint Manifest Batch	Enter N for No. This parameter allows you to reprint a promissory manifest, if needed.	Parameter 13: Manifest Batch ID	If you have entered a Y for the previous parameter, you would enter the batch number of the manifest that you wish to reprint.	Parameter 14: User ID	You would use this parameter if you were using population selection with this exercise.	Parameter 15: PostScript Laser Printer (Y/N)	Enter a Y or N for your output to be formatted for a laser printer.
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Parameter 06: Office Name	Enter the name of the office that is sending the promissory note.																						
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Parameter 15: PostScript Laser Printer (Y/N)	Enter a Y or N for your output to be formatted for a laser printer.																						
4	Move your cursor to the Submission block by clicking the Submit radio button.																						
5	Click the Save icon to submit the job. This process generates five output files, which include the control report, mailing labels, and three loan types (sub, unsub, plus).																						
6	Click the Exit icon.																						

Continued on the next page

Printing Promissory Notes, Continued

**Viewing note
status**

These forms can be viewed to verify the status of Promissory Notes. On these forms, various fields are populated with satisfied information.

- Application Requirements Form (RRAAREQ).
 - Promissory Note Form (RPAPROM).
 - Federal Direct Loan Origination Form (RPRLORG).
 - Financial Aid Summary Form (ROASMRY).
-

Recording Returned Promissory Notes

Introduction

When the Promissory Note is returned, record it on the Direct Loan Origination Form (RPALORG) in the School PN Status field.

Note: SCT Banner maintains the Satisfied Date.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Direct Loan Origination Form (RPALORG).
2	Select the Aid Year .
3	Enter the student ID in the ID field.
4	Perform a Next Block function.
5	Select <u>Promissory Note Summary</u> from the Option menu.
6	Change School PN Status to <i>S</i> Signed/Returned.
7	Enter the date promissory note was received under the Satisfied Date field.
8	Click the Save icon.
9	Click the Exit icon.

Running the Promissory Note Manifest Process

Introduction

The Promissory Note Manifest process prints a listing of Direct Loans for which Promissory Notes have been signed and returned but were not previously reported. The program creates a paper manifest.

In order to be selected by this process, the student should be set to the following codes.

Field	Code
School Prom Note Status	S = Signed/Returned
Prom Note Batch ID	Null
Origination Status	Must be either A for Accepted or C for Origination accepted/credit accepted for PLUS.

There are two forms you must access to run the promissory note manifest process.

1. Promissory Note Manifest Process (RPRDLPM)
2. Federal Direct Loan Origination

Banner form

Process Submission Controls: GIAPCTL 7.0 (s7c70)

Process: RPRDLPM Promissory Note Manifest Parameter Set:

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	
02	Fund Code	
03	Batch Size (Number of Records)	
04	Re-send Previous Batch (Y,<N>)	N
05	Previous Batch/Document ID	
06	Application ID	
07	Selection ID	
08	Creator ID	

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

Submission
 Save Parameter Set as Name: Description: Hold Submit

Continued on the next page

Running the Promissory Note Manifest Process, Continued

Procedure

Follow these steps to complete the process.

Step	Action												
1	Access the Promissory Note Manifest Process (RPRDLPM).												
2	Select a valid printer in the Printer field.												
3	Enter the parameters in the Parameter Values block. <table border="1" data-bbox="506 499 1421 1094"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the aid year</td> </tr> <tr> <td>Parameter 02: Fund Code</td> <td>Enter the Direct Loan Fund that you wish to print a promissory note for. <i>Example: DIRECT for Direct Stafford Loan</i></td> </tr> <tr> <td>Parameter 03: Batch Size</td> <td>Enter the maximum number of records that you wish to include in each batch. The program will stop at whatever number you select.</td> </tr> <tr> <td>Parameter 04: Re-send previous batch</td> <td>Enter N for No. This parameter allows you to re-create previously sent manifest batches.</td> </tr> <tr> <td>Parameter 05: Previous Batch/ Document ID</td> <td>Skip - If you have answered yes to re-send a manifest batch, you would enter the batch number that you wish to re-send here.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the aid year	Parameter 02: Fund Code	Enter the Direct Loan Fund that you wish to print a promissory note for. <i>Example: DIRECT for Direct Stafford Loan</i>	Parameter 03: Batch Size	Enter the maximum number of records that you wish to include in each batch. The program will stop at whatever number you select.	Parameter 04: Re-send previous batch	Enter N for No. This parameter allows you to re-create previously sent manifest batches.	Parameter 05: Previous Batch/ Document ID	Skip - If you have answered yes to re-send a manifest batch, you would enter the batch number that you wish to re-send here.
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Parameter 05: Previous Batch/ Document ID	Skip - If you have answered yes to re-send a manifest batch, you would enter the batch number that you wish to re-send here.												
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 submit the job. <p><u>Notes:</u> Although not a requirement, the Servicer has requested that enterprises send small batches of Promissory Notes; typically 50 to 100 per batch.</p> <p>If more than one batch is run, remember to rename the output file after each run of the program to avoid overwriting the previous output with the new output.</p>												
8	Click the Exit icon.												

Continued on the next page

Running the Promissory Note Manifest Process, Continued

Banner form

Direct Loan Origination RPALORG 7.1 (s7c70)

Aid Year: 0405 ID: A00023935 Matthew E Jorgensen

Loan Summary

Loan ID:

Lock

Fund:

Approved Amount:

Requested Amount:

Loan Period:

Loan Period Start:

Loan Period End:

Academic Year Start:

Academic Year End:

Graduation Date:

Year in College: (None)

Loan Fee Rate:

Rebate Fee Percent:

Cancel Date:

Cancel Loan

Application

Application Number:

Loan Sequence Number:

Origination Status: (None)

Date Created:

Date Sent:

Batch ID:

Document ID:

SAR Transaction Number:

Confirmation Date:

Loan Status:

Booking Date:

Booking Amount:

Booking Batch:

Booking Document ID:

PLUS Credit Check Status: (None)

PLUS Credit Check Date:

PLUS Proceeds to Student

Former HEAL

Procedure

Follow the steps to complete the promissory note manifest process.

Step	Action
1	Access the Federal Direct Loan Origination Form (RPALORG).
2	View updates.
3	Click the Exit icon.

Loading Data from the Response File into SCT Banner

Introduction

When the response file (CRPNxxOP) is received, you will have to use FTP software to move the file in a binary transfer mode to the proper Banner directory before loading data from the response file. Check with IT personnel for the proper Banner directory location.

You will need to review the exceptions report from this procedure to identify students who may have signed an E-MPN but do not have a matching record in Banner.

Note: There should be business practices for handling these exceptions previously established by Financial Aid administrators.

Banner form

Process: RERIM05 2004-2005 COD File Import Parameter Set:

Printer Control
Printer: DATABASE Special Print: Lines: 60 Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code for 2004-2005	0405
02	XML Import Document Filename	
03	Print Report (Y/N)	Y

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
This parameter must be the aid year code for the 2004-2005 school year.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Continued on the next page

Loading Data from the Response File into SCT Banner, Continued

Procedure

Follow these steps to complete the procedure.

Step	Action								
1	Access the COD File Import Process (RERIMxx).								
2	Enter <i>DATABASE</i> in the Printer field.								
3	Enter the parameters in the Parameter Values block. <table border="1" data-bbox="505 541 1421 877"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the Aid Year</td> </tr> <tr> <td>Parameter 02: XML Import Document Filename</td> <td>Enter file name importing</td> </tr> <tr> <td>Parameter 03: Print Report</td> <td>Enter a Y for yes or an N for No</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the Aid Year	Parameter 02: XML Import Document Filename	Enter file name importing	Parameter 03: Print Report	Enter a Y for yes or an N for No
Parameter	Description								
Parameter 01: Aid Year Code	Enter the Aid Year								
Parameter 02: XML Import Document Filename	Enter file name importing								
Parameter 03: Print Report	Enter a Y for yes or an N for No								
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 submit the job. <p><u>Notes:</u> Although not a requirement, the Servicer has requested that enterprises send small batches of Promissory Notes; typically 50 to 100 per batch.</p> <p>If more than one batch is run, remember to rename the output file after each run of the program to avoid overwriting the previous output with the new output.</p>								
8	Click the Exit icon.								

Maintaining Cash Balance Records

Introduction

Use this form to record the receipt (drawdown) of cash from the Department of Education (ED). You also use this form to track the return the excess cash to the ED. This form displays the receipt and return of funds used for Direct Lending.

Banner form

Cash Drawdown or Return Date	Cash Drawdown or Return Amount	Aid Year	Action	GAPS Control Number	Check Number	Batch ID
18-MAR-2004	5,555	0405	X RETURN	0000002121212	1122	AS5G8000620040309111111
17-MAR-2004	4,444	0405	R RECEIPT	0000001212121	1543	AS5G8000620040309111111

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Direct Loan Cash Drawdown Form (RPACASH).
2	Enter the proper date in the Cash Drawdown or Return Date field.
3	Enter the proper amount of funds in the Cash Drawdown or Return Amount field.
4	Enter the Aid Year for which funds were drawn or returned in the Aid Year field.
5	Enter <i>R</i> for Receipt of Funds or <i>X</i> for Return of Funds in the Action field.
6	Enter the confirmation code received from the bank for cash receipts in the GAPS Control Number field.
7	Enter the number used by the school on a check for return of excess cash in the Check Number field. <u>Result:</u> The remainders of the fields on the form are populated when the DSASxxOP.DAT file received from COD is uploaded through the RPRDUxx process.
8	Click the Save icon.
9	Click the Exit icon.

Disbursing Loans

Introduction

Disburse loans via one of these procedures.

- RPEDISB for batch disbursement
- ROAIMMP for online disbursement

Banner form

Process Submission Controls GJAPCTL 7.0 (s7c70)

Process: RPEDISB Disbursement Process Parameter Set: []

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

Parameter Values

Number	Parameters	Values
01	Aid Year	[]
02	Process Indicator	B
03	Term Code	[]
04	Applicant ID	[]
05	Action Indicator	N
06	Fund Code	[]
07	Sort Sequence Indicator	N
08	Application Code	[]

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

Submission
 Save Parameter Set as Name: [] Description: [] Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action										
1	Access the Disbursement Process (RPEDISB).										
2	Enter <i>DATABASE</i> in the Printer field.										
3	Enter the parameters in the Parameter Values block.										
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the Aid Year</td> </tr> <tr> <td>Parameter 02: Process Indicator</td> <td>Process Indicator defaults to 'B'</td> </tr> <tr> <td>Parameter 03: Term code</td> <td>enter the Term Code for which disbursements are being processed. Should be the same as the ROAINST Current Term Code.</td> </tr> <tr> <td>Parameter 04: Applicant ID</td> <td>Applicant ID if process being run for single student.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the Aid Year	Parameter 02: Process Indicator	Process Indicator defaults to 'B'	Parameter 03: Term code	enter the Term Code for which disbursements are being processed. Should be the same as the ROAINST Current Term Code.	Parameter 04: Applicant ID	Applicant ID if process being run for single student.
Parameter	Description										
Parameter 01: Aid Year Code	Enter the Aid Year										
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Parameter 03: Term code	enter the Term Code for which disbursements are being processed. Should be the same as the ROAINST Current Term Code.										
Parameter 04: Applicant ID	Applicant ID if process being run for single student.										

Continued on the next page

Disbursing Loans, Continued

Procedure, continued

Step	Action																		
3	<p>Enter the parameters in the Parameter Values block.</p> <table border="1"> <thead> <tr> <th data-bbox="513 426 743 457">Parameter</th> <th data-bbox="748 426 1412 457">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 464 743 569">Parameter 05: Action Indicator</td> <td data-bbox="748 464 1412 569">Default is 'N' for Normal. Value of 'F' is for Final</td> </tr> <tr> <td data-bbox="513 575 743 648">Parameter 06: Fund Code</td> <td data-bbox="748 575 1412 648">Enter a code if disbursement process is for a specific fund.</td> </tr> <tr> <td data-bbox="513 655 743 728">Parameter 07: Sort Sequence</td> <td data-bbox="748 655 1412 728">Enter 'N' for Name or 'I' for ID</td> </tr> <tr> <td data-bbox="513 735 743 808">Parameter 08, 09, 10 & 12</td> <td data-bbox="748 735 1412 808">Used for population selections</td> </tr> <tr> <td data-bbox="513 814 743 846">Parameter 11</td> <td data-bbox="748 814 1412 846">Not used.</td> </tr> <tr> <td data-bbox="513 852 743 957">Parameter 13: Pell Report Type</td> <td data-bbox="748 852 1412 957">Select a Pell Report type.</td> </tr> <tr> <td data-bbox="513 963 743 1068">Parameter 14: Disbursement Report Type</td> <td data-bbox="748 963 1412 1068">Select a Disbursement Report type.</td> </tr> <tr> <td data-bbox="513 1075 743 1167">Parameter 15: Disbursement Report Sort</td> <td data-bbox="748 1075 1412 1167">Select a Disbursement Report sort option.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 05: Action Indicator	Default is 'N' for Normal. Value of 'F' is for Final	Parameter 06: Fund Code	Enter a code if disbursement process is for a specific fund.	Parameter 07: Sort Sequence	Enter 'N' for Name or 'I' for ID	Parameter 08, 09, 10 & 12	Used for population selections	Parameter 11	Not used.	Parameter 13: Pell Report Type	Select a Pell Report type.	Parameter 14: Disbursement Report Type	Select a Disbursement Report type.	Parameter 15: Disbursement Report Sort	Select a Disbursement Report sort option.
Parameter	Description																		
Parameter 05: Action Indicator	Default is 'N' for Normal. Value of 'F' is for Final																		
Parameter 06: Fund Code	Enter a code if disbursement process is for a specific fund.																		
Parameter 07: Sort Sequence	Enter 'N' for Name or 'I' for ID																		
Parameter 08, 09, 10 & 12	Used for population selections																		
Parameter 11	Not used.																		
Parameter 13: Pell Report Type	Select a Pell Report type.																		
Parameter 14: Disbursement Report Type	Select a Disbursement Report type.																		
Parameter 15: Disbursement Report Sort	Select a Disbursement Report sort option.																		
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.																		
8	Select <u>Review Output</u> from the Options menu and review the output.																		
9	Run the RPBDDRV job to generate the reports of disbursements.																		

Continued on the next page

Disbursing Loans, Continued

Banner form

Procedure

Follow these steps to complete the process.

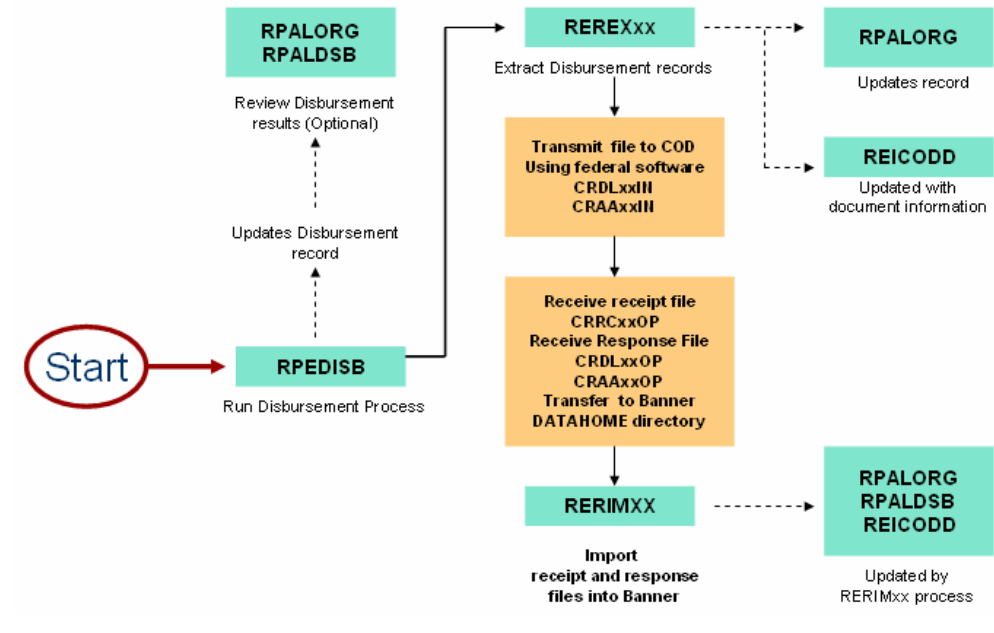
Step	Action
1	Access the Applicant Immediate Process Form (ROAIMMP).
2	Enter the aid year in the Aid Year field
3	Enter the student ID in the ID field.
4	Perform a Next Block function.
5	Click the Authorize or Disburse Available Aid checkbox.
6	Click in the Term field. <i>Note: The Current Term from ROAINST will default.</i>
7	Click the Save icon.
8	Access RPAAWRD or ROARMAN to see if the student's fund(s) have disbursed. Review ROIDISB for disbursement errors if the fund(s) for the student do not disburse.

Continued on the next page

Disbursing Loans, Continued

Disbursement
flow

DL Disbursement



Creating a Disbursement Record Extract File

Introduction

Create the extract file for Direct Loans that will be transmitted to COD.

Note: Two extract files are created from this process: CRDLxxIN and CRAAxxIN.

Banner form

Process Submission Controls GJAPCTL 7.0 (s7c70)

Process: REREX05 2004-2005 COD Extract Process Parameter Set: []

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

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0405
02	DL Fund Code(s)	[]
03	Extract Pell Funds	[]
04	Records to extract	B
05	Promissory Note Print	[]
06	Source ID	[]
07	Reporting School ID	[]
08	Attending School ID	[]

LENGTH: 4 TYPE: Character O/R: Required M/S: Single
Enter your code for the 2004-2005 aid year.

Submission
 Save Parameter Set as Name: [] Description: [] Hold Submit

Continued on the next page

Creating a Disbursement Record Extract File, Continued

Procedure

Follow these steps to complete the process.

Step	Action														
1	Access the COD Extract Process (REREXxx).														
2	Enter <i>DATABASE</i> in the Printer field.														
3	Enter the parameters in the Parameter Values block.														
	<table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year</td> <td>Enter Aid Year</td> </tr> <tr> <td>Parameter 02: DL Fund Codes</td> <td>Enter Direct Loan Fund Code for subsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for unsubsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for PLUS.</td> </tr> <tr> <td>Parameter 03: Extract Pell Funds</td> <td>Leave blank for this exercise.</td> </tr> <tr> <td>Parameter 04: Records to Extract</td> <td>A = Extract Awards Only B = Extract Both D = Extract Disbursements Only</td> </tr> <tr> <td>Skip parameters 5-14.</td> <td>n/a</td> </tr> <tr> <td>Parameter 15: Print Report</td> <td>Enter Y or No</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year	Enter Aid Year	Parameter 02: DL Fund Codes	Enter Direct Loan Fund Code for subsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for unsubsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for PLUS.	Parameter 03: Extract Pell Funds	Leave blank for this exercise.	Parameter 04: Records to Extract	A = Extract Awards Only B = Extract Both D = Extract Disbursements Only	Skip parameters 5-14.	n/a	Parameter 15: Print Report	Enter Y or No
	Parameter	Description													
	Parameter 01: Aid Year	Enter Aid Year													
	Parameter 02: DL Fund Codes	Enter Direct Loan Fund Code for subsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for unsubsidized. Do F6 to create additional parameter 02 to enter Direct Loan Fund Code for PLUS.													
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	Parameter 04: Records to Extract	A = Extract Awards Only B = Extract Both D = Extract Disbursements Only													
	Skip parameters 5-14.	n/a													
Parameter 15: Print Report	Enter Y or No														
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.														
8	Click the Exit icon.														

Next step

After this procedure is run, you will use FTP software to move the file to a network or hard drive using a binary transfer mode. Then, you will use the Department of Education software or web site to transmit the file for processing. Finally, when the response file is received, use FTP software to move the file to the proper Banner directory. Check with IT personnel for the proper Banner directory location. The name of the response file will be CRDLxxOP.

Warning: SunGard SCT does not support any of the above mentioned software programs.

Loading Data from the Response File into SCT Banner

Introduction

When the response file is received, use FTP software to move the file in a binary transfer mode to the proper Banner directory. Check with IT personnel for the proper SCT Banner directory location. The name of the response files will be CRDLxxOP.

Run RERIMxx to load data from the response file into SCT Banner.

Banner form

The screenshot shows a web browser window titled "Process Submission Controls GJAPCTL 7.0 (s7c70)". The form contains the following sections:

- Process:** A dropdown menu set to "RERIM05" and a text field containing "2004-2005 COD File Import".
- Parameter Set:** A dropdown menu.
- Printer Control:** A section with a "Printer:" dropdown set to "DATABASE", a "Special Print:" text field, "Lines:" set to "60", and a "Submit Time:" text field.
- Parameter Values:** A table with two columns: "Number" and "Values".

Number	Parameters	Values
01	Aid Year Code for 2004-2005	0405
02	XML Import Document Filename	
03	Print Report (Y/N)	Y
- Submission:** A section with a "Save Parameter Set as" checkbox, "Name:" and "Description:" text fields, and radio buttons for "Hold" and "Submit".

Below the table, there is a note: "LENGTH: 4 TYPE: Character O/R: Required M/S: Single. This parameter must be the aid year code for the 2004-2005 school year."

Continued on the next page

Loading Data from the Response File into SCT Banner, Continued

Procedure

Follow these steps to complete the process.

Step	Action								
1	Access the COD File Import Process (RERIMxx).								
2	Enter <i>DATABASE</i> in the Printer field.								
3	Enter the parameters in the Parameter Values block. <table border="1" data-bbox="505 541 1421 915"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year</td> <td>Enter Aid Year</td> </tr> <tr> <td>Parameter 02: XML Import Document Filename</td> <td>Enter a file name.</td> </tr> <tr> <td>Parameter 03: Print Report (Y/N)</td> <td>Enter Y or No.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year	Enter Aid Year	Parameter 02: XML Import Document Filename	Enter a file name.	Parameter 03: Print Report (Y/N)	Enter Y or No.
Parameter	Description								
Parameter 01: Aid Year	Enter Aid Year								
Parameter 02: XML Import Document Filename	Enter a file name.								
Parameter 03: Print Report (Y/N)	Enter Y or No.								
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.								
8	Select <u>Review Output</u> from the Options menu.								
9	Review the output.								
10	Click the Exit icon.								

Loan Entrance and Exit Interview Data

Introduction Data regarding loan Entrance and Exit Interview. The name of the response files will be CRDLxxOP.

Run RPRDUxx to load data into SCT Banner.

Banner form

Process: RPRDU05 2004-2005 Direct Loan Upload Parameter Set:

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

Number	Parameters	Values
01	Print loan detail on SAS?	Y

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
 Enter a Y to print the booked loan detail in SAS.

Submission
 Save Parameter Set as Name: Description: Hold Submit

Procedure Follow the steps to complete the process.

Note: File names for Entrance and Exit Interviews are DECFxxOP and DLFFxxOP.

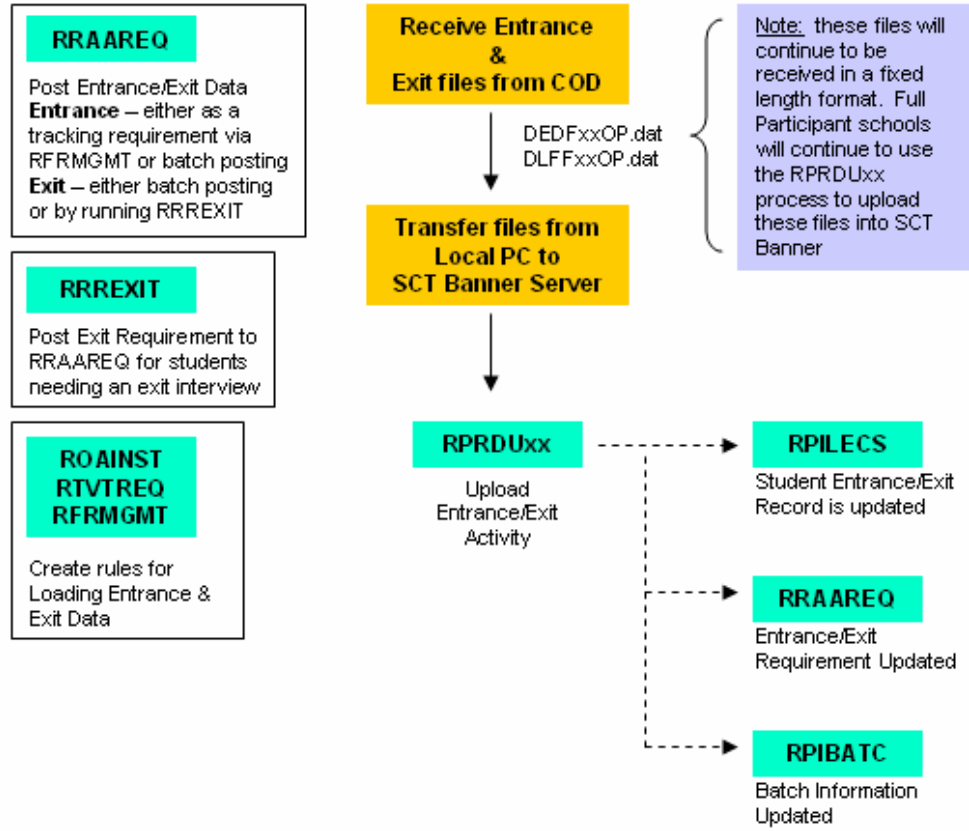
Step	Action
1	Access the Direct Loan Upload Process (RPRDUxx).
2	Enter <i>DATABASE</i> in the Printer field.
3	Enter Y in the Values field for Parameter 01: Print loan detail on SAS? <u>Note:</u> You can also leave this field blank.
4	Click the Submit radio button.
5	Click the Save icon.
6	Select <u>Review Output</u> from the Options menu.
7	Review the output.
8	Click the Exit icon.

Continued on the next page

Loan Entrance and Exit Interview Data, Continued

Entrance/Exit Activity

DL Entrance/Exit Activity



Continued on the next page

Loan Entrance and Exit Interview Data, Continued

Banner form

View updates

Follow these steps to complete the process.

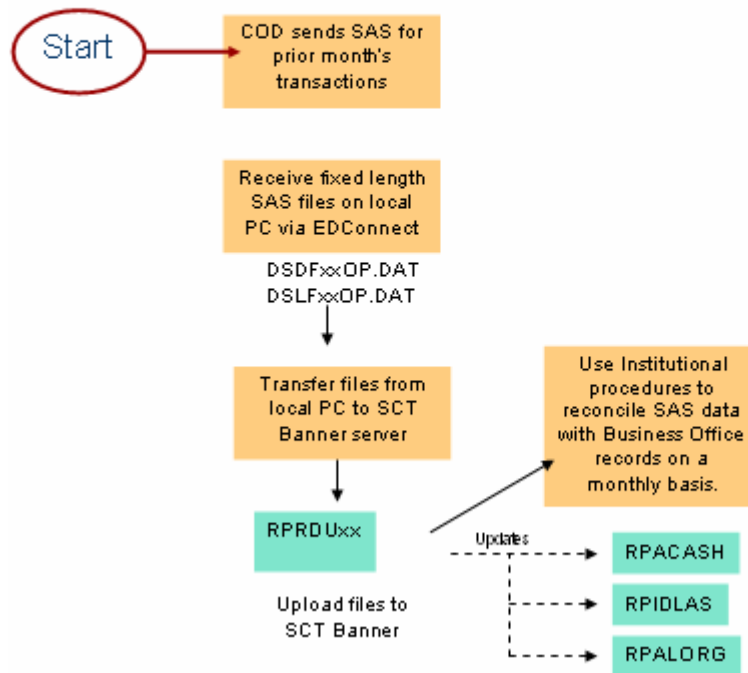
Step	Action
1	Access the Loan Electronic Counseling Status Form (RPILECS).
2	Enter the student ID in the ID field.
3	Perform a Next Block function to view updated information.
4	Click the Exit icon.

Continued on the next page

Loan Entrance and Exit Interview Data, Continued

Reconciliation
Process

DL Reconciliation Process



Monthly School Account Statement

Introduction

COD sends two files: dsdfxxop.dat and dslfxxop.dat.

When the above two files are received, you will use the FTP software to move the file in a binary transfer mode to the proper Banner directory. Check with IT personnel for the proper Banner directory location.

Note: Run RPRDUxx to load data from the response files into SCT Banner. Diagnostic reports are produced. Use internal reconciliation procedures to reconcile the direct loan cash summary and cast detail information.

Banner form

The screenshot shows the Banner form interface for Process Submission Controls. The window title is "Process Submission Controls: GJAPCTL 7.0 (s7c70)".

Process: RPRDU05 (2004-2005 Direct Loan Upload) **Parameter Set:** [Dropdown]

Printer Control

Printer: DATABASE [Dropdown] **Special Print:** [Text Field] **Lines:** [Text Field] **Submit Time:** [Text Field]

Parameter Values

Number	Parameters	Values
01	Print loan detail on SAS?	Y
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]
[]	[]	[]

LENGTH: 1 TYPE: Character O/R: Required M/S: Single
Enter a Y to print the booked loan detail in SAS.

Submission

Save Parameter Set as **Name:** [Text Field] **Description:** [Text Field] Hold Submit

Procedure

Follow the steps to complete the process.

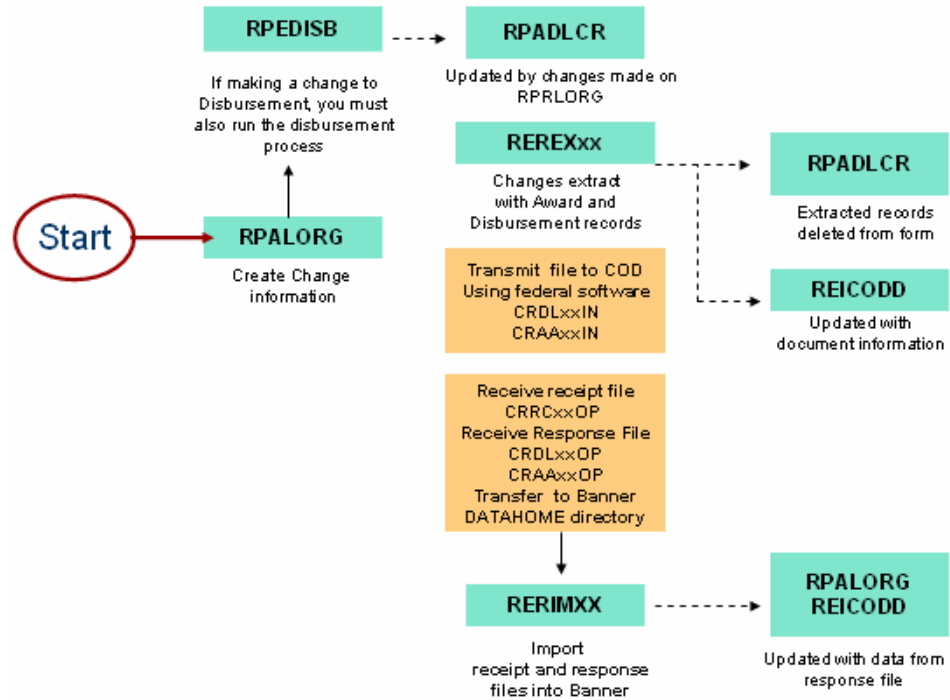
Step	Action
1	Access the Direct Loan Upload Process (RPRDUxx).
2	Enter <i>DATABASE</i> in the Printer field.
3	Enter Y in the Values field for Parameter 01: Print loan detail on SAS? <u>Note:</u> You can also leave this field blank.
4	Click the Submit radio button.
5	Click the Save icon.
6	Select <u>Review Output</u> from the Options menu.
7	Review the output.
8	Click the Exit icon.

Continued on the next page

Monthly School Account Statement, Continued

Change Activity

DL Change Activity



Correcting Direct Loans

Introduction

After origination records are sent to the Servicer, the data contained in those records can still be changed.

Warning: DO NOT change any data on the student's RPALORG record until you have received the Origination Acknowledgement and the Origination Status indicator is 'A' for Accepted.

SunGard SCT Banner needs to capture all changes that affect the data already transmitted. The Direct Loan Change Logging process logs changes to data that has already been transmitted to the Servicer.

Access the Federal Direct Loan Origination Form (RPALORG) to make changes to data.

There are two forms and one process to complete for direct loan changes.

1. Direct Loan Origination (RPALORG)
2. Direct Loan Correction Form (RPADLCR)
3. Direct Loan Change Logging process (REREXxx)

Continued on the next page

Correcting Direct Loans, Continued

Banner form

Procedure

Follow these steps to begin the direct loan corrections.

Step	Action
1	Access the Direct Loan Origination Form (RPALORG).
2	Change the data in a field on the origination record. <u>Note:</u> Changes can be made to the dollar amount of the loan, the loan fee, and/or the loan period, to name a few.
3	Click the Save icon.
4	Click the Exit icon.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Direct Loan Correction Form (RPADLCR).
2	Select the Delete checkbox to cancel reporting of changes to COD.

Continued on the next page

Correcting Direct Loans, Continued

Banner form

Process Submission Controls: GJAPCTL 7.1 (w700)

Process: REREX06 2005-2006 COD Extract Process Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Aid Year Code	0506
02	DL Fund Code(s)	
03	Extract Pell Funds	
04	DL records to extract	
05	Promissory Note Print	
06	Source ID	
07	Reporting School ID	
08	Attending School ID	

LENGTH: 8 TYPE: Character O/R: Optional M/S: Single
Attending School Routing Number.

Submission

Save Parameter Set as Name: Description: Hold Submit

Procedure

Follow these steps to complete the process.

Step	Action										
1	Access the COD Extract Process (REREXxx).										
2	Enter <i>DATABASE</i> in the Printer field.										
3	Enter the parameters in the Parameter Values block. <table border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Parameter 01: Aid Year Code</td> <td>Enter the aid year</td> </tr> <tr> <td>Parameter 02: DL Fund Code(s)</td> <td>Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.</td> </tr> <tr> <td>Parameter 03: Extract Pell Funds</td> <td>Enter 'Y' or leave blank for Direct Loan extraction.</td> </tr> <tr> <td>Parameter 04: DL Records to Extract</td> <td>Enter B to extract both award and disbursement records.</td> </tr> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year Code	Enter the aid year	Parameter 02: DL Fund Code(s)	Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.	Parameter 03: Extract Pell Funds	Enter 'Y' or leave blank for Direct Loan extraction.	Parameter 04: DL Records to Extract	Enter B to extract both award and disbursement records.
Parameter	Description										
Parameter 01: Aid Year Code	Enter the aid year										
Parameter 02: DL Fund Code(s)	Enter the Direct Loan Fund that you wish to extract. Multiple Fund Codes can be entered. Do record insert, type 02, and enter other Direct Loan fund code. Repeat to add other fund codes. <i>Example:</i> DIRECT for Direct Stafford Loan.										
Parameter 03: Extract Pell Funds	Enter 'Y' or leave blank for Direct Loan extraction.										
Parameter 04: DL Records to Extract	Enter B to extract both award and disbursement records.										

Continued on the next page

Correcting Correcting Direct Loans, Continued

Procedure, continued

Step	Action						
3	Enter the parameters in the Parameter Values block.						
	<table border="1"> <thead> <tr> <th data-bbox="505 428 743 464">Parameter</th> <th data-bbox="748 428 1421 464">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="505 470 743 537">Parameters 5 - 14:</td> <td data-bbox="748 470 1421 537">Skip for this process.</td> </tr> <tr> <td data-bbox="505 543 743 611">Parameter 15: Print Report</td> <td data-bbox="748 543 1421 611">Y = Print Report N = Do Not Print Report</td> </tr> </tbody> </table>	Parameter	Description	Parameters 5 - 14:	Skip for this process.	Parameter 15: Print Report	Y = Print Report N = Do Not Print Report
	Parameter	Description					
Parameters 5 - 14:	Skip for this process.						
Parameter 15: Print Report	Y = Print Report N = Do Not Print Report						
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	<p>Click the Save icon.</p> <p><u>Result:</u> CRDLxxIN and CRAAxxIN output files are generated from this process. Use a binary transfer utility to move files to a location accessible by your PC then transmit to the COD.</p>						
8	Click the Exit icon.						

Self Check

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

Question 1 The Loan Origination Extract process creates files to be sent to the Servicer. To be selected by this process, the student's loan origination record does not have to have its Origination Status code set.

True or False

Question 2 The Promissory Note Printing process (RPRPNPT) generates how many output files?

- a) 2
 - b) 3
 - c) 5
-

Question 3 Previously printed Promissory Notes can be reprinted using the School Prom Note Status field in the Promissory Note Summary block. This is found on the Federal Direct Loan Origination Form (RPALORG). R for Ready to Print must be set to produce reprints.

True or False

Question 4 The Promissory Note Print program collects a batch size as a parameter. This is the maximum number of Promissory Notes to be included in each batch. Once that count is reached, what happens to the program even if there are additional Promissory Notes to process for the Fund code?

- a) Continues
 - b) Terminates
 - c) Re-prints
-

Answer Key for Self-Check

-
- Question 1** The Loan Origination Extract process creates files to be sent to the Servicer. To be selected by this process, the student's loan origination record does not have to have its Origination Status code set.
- False**
-
- Question 2** The Promissory Note Printing process (RPRPNPT) generates how many output files?
- a) 2
 - b) 3
 - c) 5**
-
- Question 3** Previously printed Promissory Notes can be reprinted using the School Prom Note Status field in the Promissory Note Summary block. This is found on the Federal Direct Loan Origination Form (RPALORG). R for Ready to Print must be set to produce reprints.
- True**
-
- Question 4** The Promissory Note Print program collects a batch size as a parameter. This is the maximum number of Promissory Notes to be included in each batch. Once that count is reach, what happens to the program even if there are additional Promissory Notes to process for the Fund code?
- a) Continues
 - b) Terminates**
 - c) Re-prints
-

Section D: Reference

Overview

Purpose The purpose of this section is to provide reference materials related to the workbook.

In this section These topics are covered in this section.

Topic	Page
Set Up Forms and Where Used	D-2
Day-to-Day Forms and Set Up Needed	D-3
Forms Job Aid	D-4

Set Up Forms and Where Used

Purpose Use this table as a guide to the setup forms and the day-to-day forms that use them.

Setup Form		Day-to-Day Form(s)	
Form Name	Code	Form Name	Code
Default Parameter Value Validation Form	GJAPDEFT	Award Form	RPAAWRD
		Package Maintenance Form	RPAAPMT
		Financial Aid Record Maintenance form	ROARMAN
Institution Financial Aid Options Form	ROAINST	All of the forms listed here are needed for the day-to-day forms and processes listed on the next page.	
Aid Period/Term Rules Form	RORTPRD		
Aid Period Validation Form	RTVAPRD		
Default Award and Disbursement Schedule Rules Form	RFRDEFA		
Federal Rules Inquiry Form	RPIFEDR		
Fund Base Data Form	FRFBASE		
Fund Management Form	FRFMGMT		
Detail Code Control Form – Student	TSADETC		
<u>Note:</u> This form is owned by Accounts Receivable			
Packaging Options Form	RPROPTS		
Class Code Translation Rules Form	RPRCLSS		
Loan Status Validation Form	RTVLNST		
Loan Options Form	RPRLOPT		
Loan Period Base Data Form	RPRLPRD		

Day-to-Day Forms and Set Up Needed

Purpose Use this table as a guide to the day-to-day forms and the set up forms needed for each.

Day-to-Day Form	Set Up Forms Needed
Award Form (RPAAWRD)	<ul style="list-style-type: none"> • Default Parameter Value Validation Form (GJAPDFT)
Package Maintenance Form (RPAAPMT)	<ul style="list-style-type: none"> • Default Parameter Value Validation Form (GJAPDFT)
Financial Aid Record Maintenance Form (ROARMAN)	<ul style="list-style-type: none"> • Default Parameter Value Validation Form (GJAPDFT)
Packaging Process (RPEPCKG)	<p>All the forms and processes listed here are dependent on the set up forms listed on the previous page.</p>
Applicant Immediate Process (ROAIMMP)	
Direct Lending Record Creation Process (RPRLORC)	
Direct Loan Origination Form (RPALORG)	
Batch Control Form (RPIBATC)	
Loan Electronic Counseling Status Form (RPILECS)	
COD Extract Process (REREXxx)	
Direct Loan Cash Drawdown Form (RPACASH)	

Forms Job Aid

Purpose

Use this table as a guide to the forms used in this workbook. The Owner column may be used as a way to designate the individual(s) responsible for maintaining a form.

Form Name	Form Description	Owner
ROAINST	Institution Financial Aid Options Form	
RORTPRD	Aid Period/Term Rules Form	
RTVAPRD	Aid Period Validation Form	
RFRDEFA	Default Award and Disbursement Schedule Rules Form	
RPIFEDR	Federal Rules Inquiry Form	
FRFBASE	Fund Base Data Form	
FRFMGMT	Fund Management Form	
RPROPTS	Packaging Options Form	
RPRCLSS	Class Code Translation Rules Form	
RTVLNST	Loan Status Validation Form	
RPRLOPT	Loan Options Form	
RPRLPRD	Loan Period Base Data Form	
GJAPDEFT	Default Parameter Value Validation Form	
TSADETC	Detail Code Control Form –Student <u>Note:</u> This form is owned by Accounts Relievable	

Release Date

This workbook was last updated on 07/06/2005.
