SUNGARD SCT HIGHER EDUCATION

SCT Banner Financial Aid Disbursements Training Workbook

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Release 7.2

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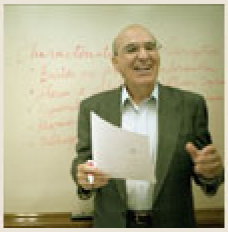


Section A: Introduction

Lesson: Overview

Jump to TOC

Workbook goal

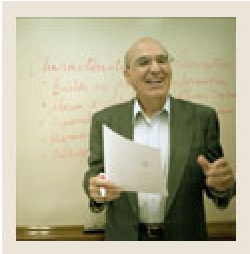
The goal of this workbook is to provide you with the knowledge and practice to accurately disburse funds at your institution. The workbook is divided into four sections:

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

Intended audience

Financial Aid office administrators and staff.

Section contents



Section A: Introduction

Lesson: Process Introduction

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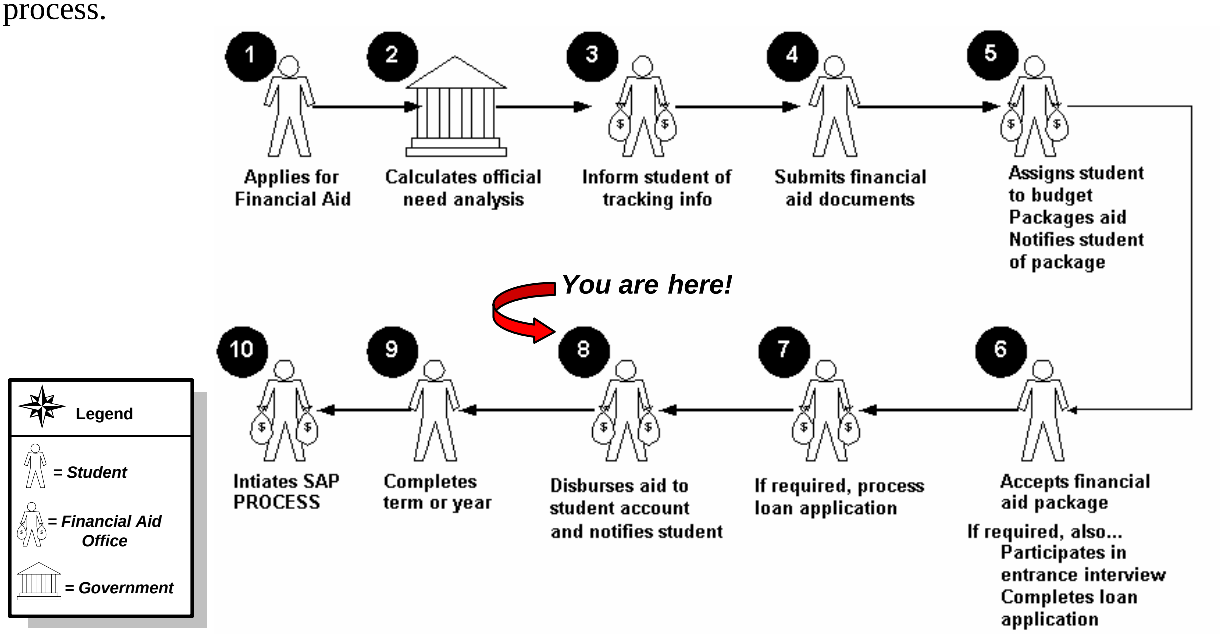
Introduction

The SCT Banner disbursement process uses several user-defined and federally defined edits for disbursing aid to students. SCT Banner reviews options before processing payments, memos, or authorizations.

The Financial Aid office is responsible for setting up the rules for fund disbursement so SCT Banner can apply the rules to the various categories of disbursements.

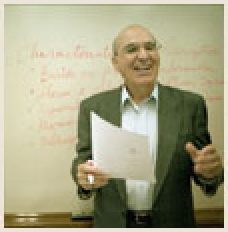
Flow diagram

This diagram highlights the processes used to disburse funds within the overall Financial Aid process.



FA interfaces

You can disburse funds to the applicant according to options you define. While this workbook focuses on disbursements, the rules and validations should have been established in the Packaging, Budgeting, and Funds Management modules and the Student System that also affect disbursement outcomes. Transactions in the disbursement process interface to the Banner Accounts Receivable module.



Section A: Introduction

Lesson: Process Introduction (Continued)

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Key points

Enrollment Enrollment is divided into **Financial Aid** and **Current**. Current enrollment always displays the current credit, billing, adjusted, and attending hours by term from the Student System. Financial Aid enrollment displays the credit, billing, adjusted, and attending hours that are derived from the execution of the Financial Aid Enrollment Hours process (RSRENRL). Once hours are entered, the disbursement process uses the Financial Aid enrollment when disbursing aid to students.

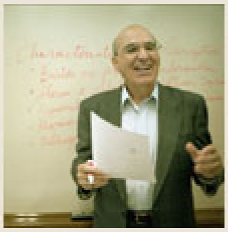
Disbursement Schedules Fund disbursement schedules define the timing for payment of monies. The disbursement schedule is defined in Default Award and Disbursement Schedule Rules Form (RFRDEFA), Fund Award and Disbursement Schedule Form (RFRASCH), and Loan Period Base Data Form (RPRLPRD).

Tracking The status of Tracking Requirements allows for edits to determine when and if Financial Aid funds memo or pay to the student's account. These edits are controlled on the Requirements Tracking Validation Form (RTVTREQ).

Disbursement Rules Institutional disbursement edits and options can be defined on the Funds Management Form (RFRMGMT), Packaging Options Form (RPROPTS), Financial Aid Selections Rule Form (RORRULE) and the Loan Options Form (RPRLOPT).

Detail Codes Student Account Detail Codes are used to pay financial aid funds to the student's account. Detail Codes will be linked to fund codes in a one-to-one relationship on the Fund Base Data Form (RFRBASE). Detail Codes are only used for funds you choose to disburse or memo.

Packaging and Disbursement Load Codes The Packaging Load Code is the student's estimated enrollment as defined on the FAFSA or the default enrollment level you indicate on the Packaging Options Form (RPROPTS). The Disbursement Load Code is the student's credit hours, billing hours, adjusted hours, or expected hours depending on the options you indicated on the Packaging Options Form (RPROPTS). When the Disbursement process (RPEDISB) is executed, these codes are compared. If these load codes do not match, the disbursement process will not pay or will prorate specific funds, depending on the options you indicated on the Funds Management Form (RFRMGMT).



Section A: Introduction

Lesson: Process Introduction (Continued)

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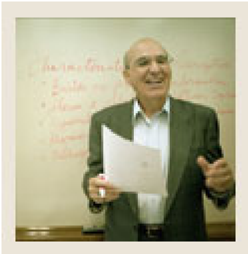
Key Points (continued)

Student System The Major, Minor, Concentration Code Validation Form (STVMAJR) in the Student system contains a control regarding disbursement. Each major is defined as Aid Eligible or Not Aid Eligible. The Disbursement process (RPEDISB) verifies the student is in an Aid Eligible major. Financial Aid also indicates what credits hours define full-time and part-time enrollment by level on the Institutional Financial Aid Options Form (ROAINST). These definitions are also used in the Disbursement process (RPEDISB). The student's major and level can be viewed on the Basic Student Information Inquiry Form (RSISTDN).

For additional information, refer to the *Using SCT Banner Financial Aid User Manual*, the *Using SCT Banner Accounts Receivable User Manual*, and the *Using SCT Banner Finance User Manual*.



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Types of disbursements

There are three levels of disbursements that you will be able to view: memos, authorization, or payment (credits).

- Memo – Indicates that the funds are awarded, but the student still has outstanding disbursement edits before final eligibility is determined.
- Authorized – Aid has been awarded and all disbursement edits fulfilled. However, the disbursement date has not yet arrived. Money will pay once the disbursement date arrives.
- Paid – Funds credit the student's account in the form of a payment.

Comparisons

This table compares the three levels.

Memos	Authorization	Payment (Credits)
Have not passed all eligibility edits	Student met all eligibility requirements	Student met all eligibility requirements
Estimated aid (offered or accepted)	Processed prior to scheduled disbursement date	Processed on or after the scheduled disbursement date
Not a direct credit to account	Not a direct credit to account	Direct credit to the student's A/R account
Do not reduce the balance due online or on the bill	Reduces payment due, but not actual balance on account	
Deleted when expires or replaced by other type of disbursement	Deleted or reduced when replaced by an actual payment	
Amount is replaced or deleted if student's award changes	Amount is replaced or deleted when student's award changes	Adjusting entries processed automatically

Section B: Set Up

Lesson: Overview

Jump to TOC

Introduction

The purpose of this section is to outline the set-up process and detail the procedures to handle disbursements at your institution.

Intended audience

Financial Aid office administrators.

Objectives

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

- identify and describe all SCT Banner forms and processes that will be affected by the disbursement process
- create the rules and set parameters used to process disbursement data.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial “SCT Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Financial Aid Overview training workbook
- a minimum working knowledge of SQL for building rules
- administrative rights to create the rules and set the validation codes in SCT Banner.

Section B: Set Up

Lesson: Overview (Continued)

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Section contents

Section B: Set Up

Lesson: Institutional Financial Aid Options Form

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Purpose

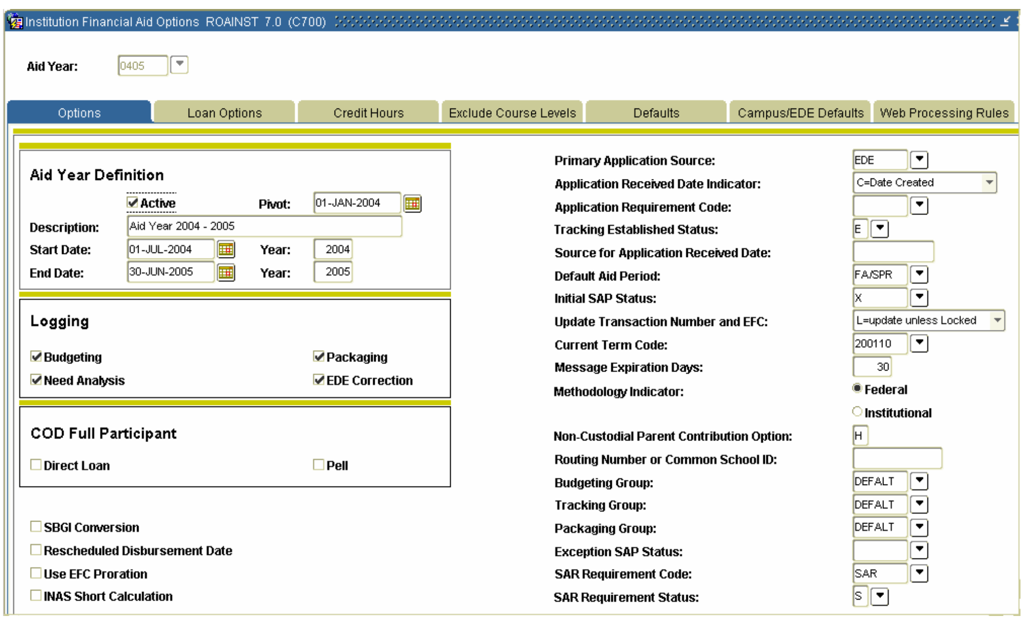
The Institution Financial Aid Options Form (ROAINST) is used to set up all of the options for a specific Aid Year.

Most other forms and processes in the financial aid modules are dependent on the information displayed on this form. The form is divided into seven tabs:

- Options
- Loan Options
- Credit Hours
- Exclude Course Levels
- Defaults
- Campus/EDE Defaults
- Web Processing Rules

Note: Aid year must be defined on ROAINST to install new releases of software and for system to be able to calculate new aid year.

SCT Banner Form



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Required Fields for Data Load

Field Name	Description
Active Aid Year	Active Aid Year indicator must be checked. SCT Banner computes from beginning and ending years (not month/day).
Aid Year Start Date and End Date	Enter beginning/ending dates of aid year (actively used for control of Student employment Authorizations).
Pivot Date	Date you want specified year's forms to default when you open SCT Banner.
Primary Application Source	Enter application source.
Default Aid Period	Assigned when loading records or when awards are made prior to receipt of ISIR
Application Received Date Indicator	Appears on ROASTAT. Controlled by dropdown choice and entry in Source for Application Received Date field.
Source for Application Received Date	If using more than one data source, enter data source from which Application Received Date will be loaded on ROASTAT.
Tracking Established Status	Appears on RRAAREQ for system created requirements.
Initial SAP Status	Code created on second window of ROASTAT during Data load for students with no prior SAP code.
Update Transaction Number and EFC	Indicates when data load process should update the Pell Transaction Number and EFC. A or blank - Always, N - Never, L - Update unless locked.
Current Term Code	Initially first term of defined year; acts as a default for some forms and controls use of views for rules.
Methodology Indicator	FM or IM methodology.
Non-Custodial Parent Contribution Option	IM schools choose option for treatment of non-custodial parent data
Default Group Status	Tracking, Budgeting, Packaging, and SAP statuses used to hold records for students who do not meet the grouping rules.
Routing Number or Common School ID	Causes school's housing code to load on RNANAxx during dataload.

Section B: Set Up

Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Institution Financial Aid Options Form (ROAINST).
2	Select *0405* in the Aid Year field.
3	Perform a **Next Block** function.
4	Enter or edit fields as needed.
5	Click the **Save** icon.

Section B: Set Up

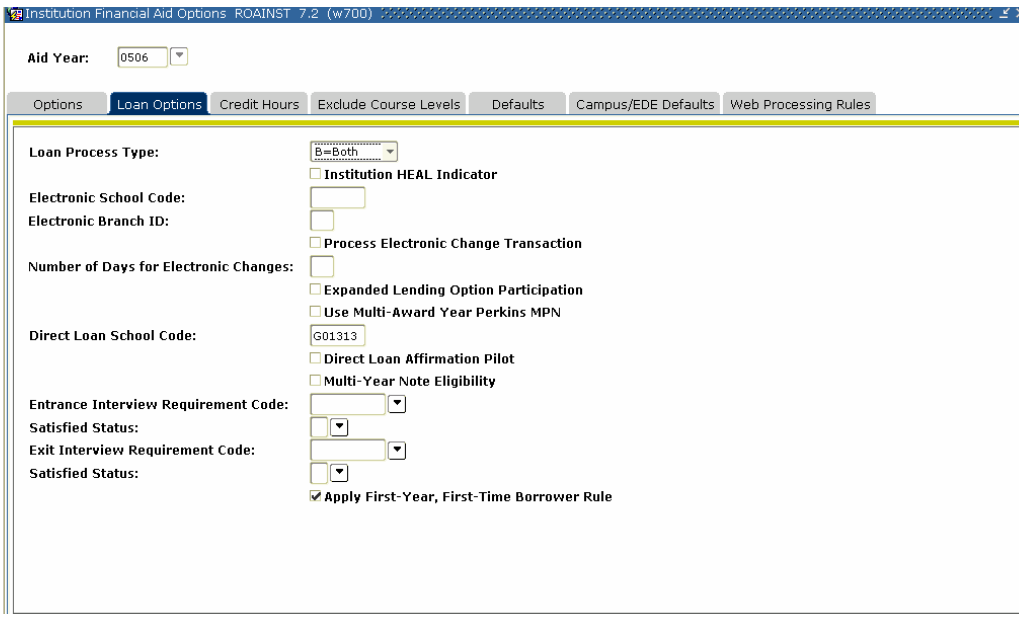
Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Purpose

The Loan Options tab is designed to capture fields related to both Direct Lending and Electronic Loan processing. Fields in this window are used with the Entrance and Exit Counseling Results processing to allow the school to establish which requirement codes and statuses will be used to satisfy the Entrance and Exit Interview requirements on the Applicant Requirements Form (RRAAREQ).

SCT Banner Form



Institution Financial Aid Options ROAINST 7.2 (w700)

Aid Year: 0506

Options | Loan Options | Credit Hours | Exclude Course Levels | Defaults | Campus/EDE Defaults | Web Processing Rules

Loan Process Type: B=Both

☐ Institution HEAL Indicator

Electronic School Code:

Electronic Branch ID:

☐ Process Electronic Change Transaction

Number of Days for Electronic Changes:

☐ Expanded Lending Option Participation

☐ Use Multi-Award Year Perkins MPN

Direct Loan School Code: G01313

☐ Direct Loan Affirmation Pilot

☐ Multi-Year Note Eligibility

Entrance Interview Requirement Code:

Satisfied Status:

Exit Interview Requirement Code:

Satisfied Status:

☑ Apply First-Year, First-Time Borrower Rule

Section B: Set Up

Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the Loan Options tab.
2	Select a type of combination of types in the Loan Process Type field.
3	Click the **Institutional HEAL Indicator** checkbox.
4	Enter the code for your institution in the **Electronic School Code** field.
5	Enter the code for your branch in the **Electronic Branch ID** field.
6	Click the **Process Electronic Change Transaction** checkbox.
7	Click the **Use Multi-Award Year Perkins MPN** checkbox.
8	Enter the institution code in the **Direct Loan School Code** field.
9	Click the **Direct Loan Affirmation Pilot** checkbox.
10	Click the **Multi-Year Note Eligibility** checkbox.
11	Select a code in the **Entrance Interview Requirement Code** field.
12	Select a status in the **Satisfied Status** field.
13	Select a code in the **Exit Interview Requirement Code** field.
14	Select a status in the **Satisfied Status** field.
15	Click the **Save** icon.

Section B: Set Up

Lesson: Institutional Financial Aid Options Form (Continued)

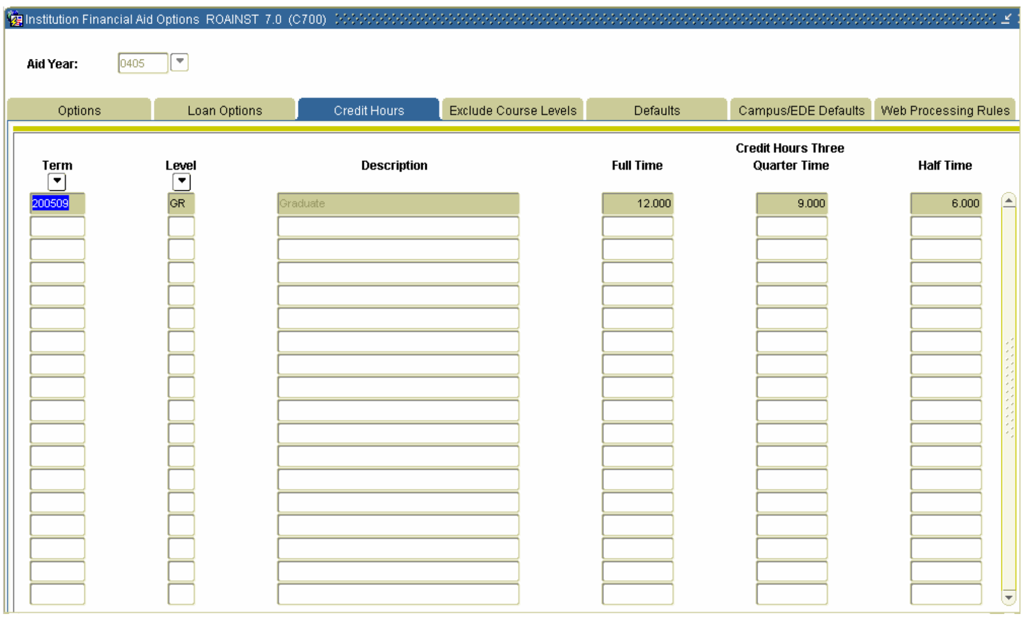
Jump to TOC

Purpose

Use the Credit Hours window to define institutional credit hour values by term for each student level code.

Example: You would use this window to define credit hour values for graduate students for a specific term by entering the cut-off values for full time, 3/4 time, and 1/2 time students.

SCT Banner Form



Procedure

Follow these steps to complete the process.

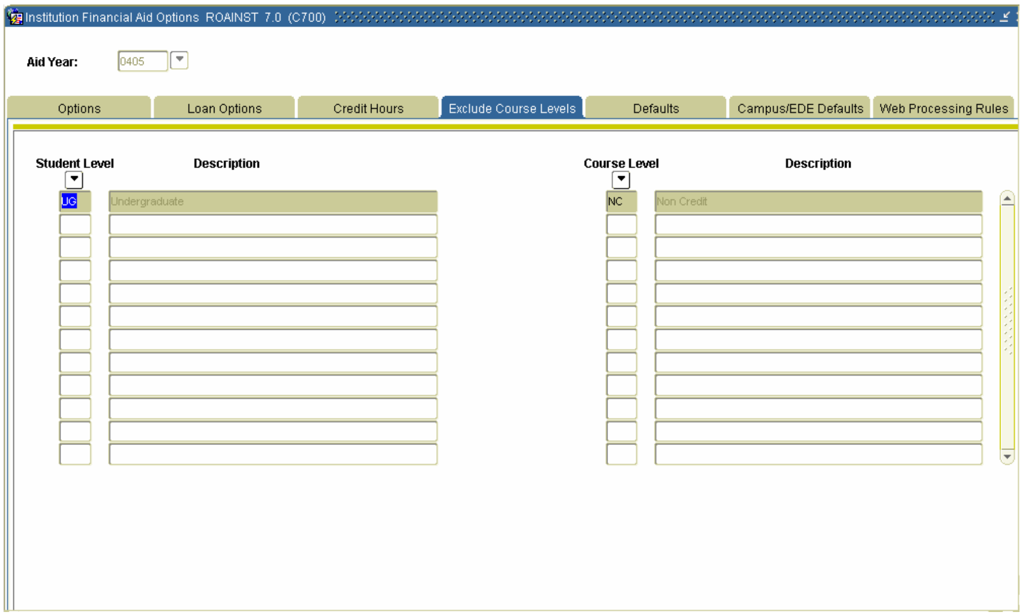
Step	Action
1	Select the Credit Hours tab.
2	Double-click in the **Term** field to select a term.
3	Double-click in the **Level** field to select a student level.
4	Enter a number in the **Full Time Credit Hours** field.
5	Enter a number in the **Three Quarter Time Credit Hours** field.
6	Enter a number in the **Half Time Credit Hours** field.
7	Click the **Save** icon.

Jump to TOC

Purpose

Use the Exclude Course Levels tab to enter the student level and the course levels to be excluded from the enrollment calculation for the aid year. Courses with the levels inserted/updated from this window will be excluded for the student level when enrollment is calculated.

SCT Banner Form



Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Exclude Course Levels</u> tab.
2	Double-click in the **Student Level** field to select a student level.
3	Double-click in the **Course Level** field to select a course level.
4	Repeat steps 2-3 as needed.
5	Click the **Save** icon.

Section B: Set Up

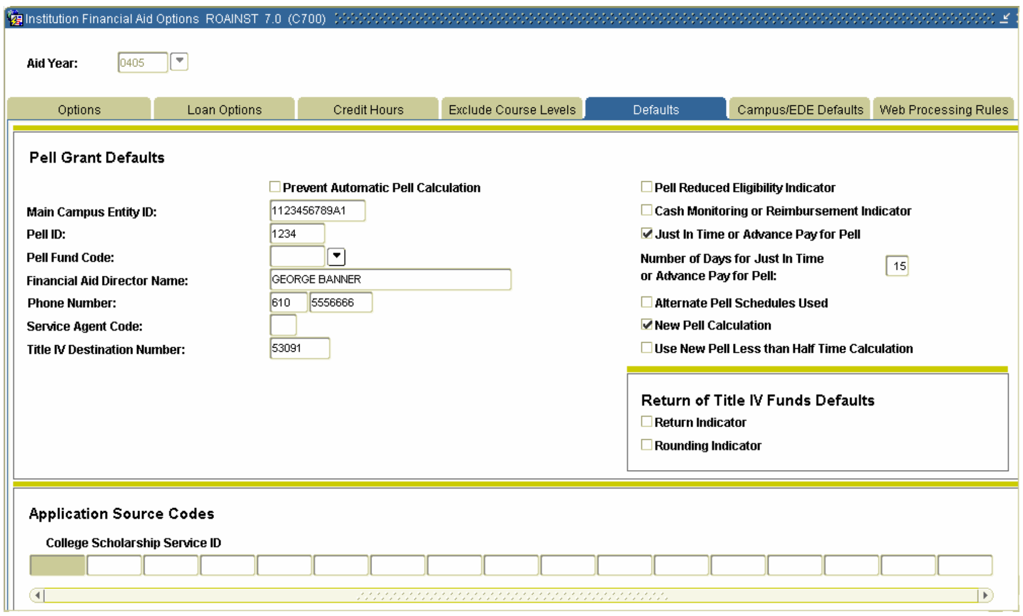
Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Purpose

The Defaults tab enables you to enter Pell Grant Default information. Enter the campus code for which you want to define default information in the Main Campus Entity ID field and the Pell ID in the Pell ID field. You can also enter the information for the Financial Aid Director, Title IV Funds, payment options, and application source codes for the College Scholarship Service.

SCT Banner Form



Procedure

Follow these steps to complete the process.

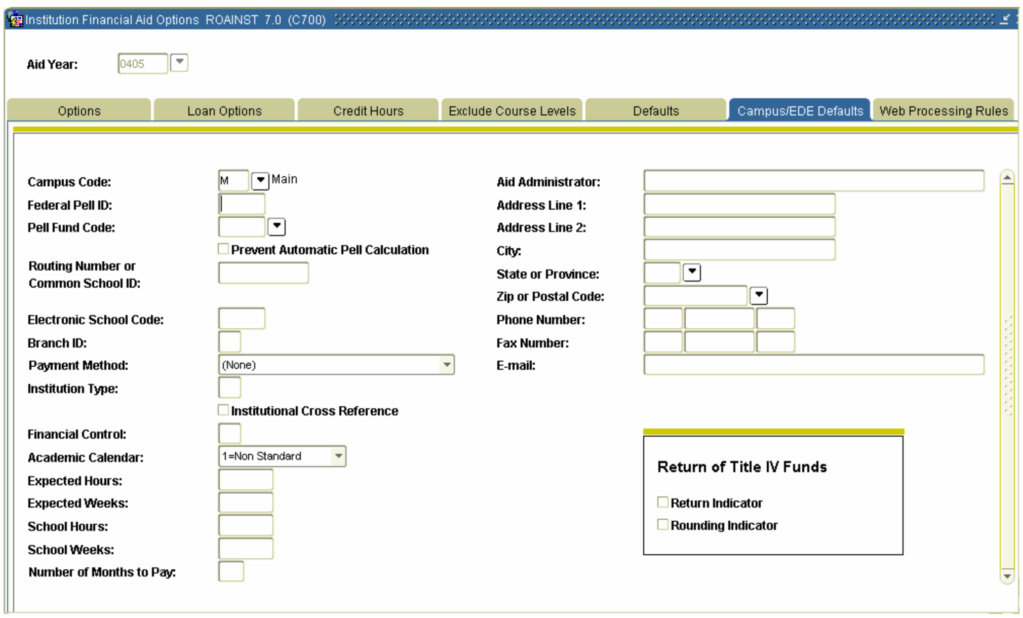
Step	Action
1	Select the <u>Defaults</u> tab.
2	Enter your institution code in the **Main Campus Entity ID** field.
3	Enter the Pell code for your institution in the **Pell ID** field.
4	Double-click in the **Pell Fund Code** field and select a code.
5	Enter a name in the **Financial Aid Director Name** field.
6	Enter a phone number in the **Phone Number** field.
7	Enter a code in the **Service Agent Code** field.
8	Enter a code in the **Title IV Destination Number** field.
9	Select other options as desired.
10	Click the **Save** icon.

Jump to TOC

Purpose

The Campus/EDE Defaults tab enables you to enter payment voucher default information. Enter the campus code for which you want to define EDE default information in the Campus Code field. If there is more than one campus at your institution, you can define separate default information for each campus (you can scroll through this field to see information for other campuses).

SCT Banner Form



Section B: Set Up

Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Campus/EDE Defaults</u> tab.
2	Double-click in the **Campus Code** field to select a campus.
3	Enter your Federal Pell ID number in the **Federal Pell ID Number** field.
4	Double-click in the **Pell Fund Code** field to select a code.
5	Click the **Prevent Automatic Pell Calculation** checkbox, if desired.
6	Enter a number in the **Routing Number or Common School ID** field.
7	Enter a six-digit code in the **Electronic School Code** field.
8	Enter a code in the **Branch ID** field.
9	Double-click in the **Payment Method** field to select a payment method.
10	Enter an institution type in the **Institution Type** field.
11	Click the **Institutional Cross Reference** checkbox, if desired.
12	Enter a number in the **Financial Control** field. <u>Note</u>: Enter *1* for Public; *2* for Private, non-profit; *3* for Proprietary. You may also leave this field blank.
13	Select an academic calendar in the **Academic Calendar** field.
14	Enter a number of hours in the **Expected Hours** field.
15	Enter a number of weeks in the **Expected Weeks** field.
16	Enter the number of hours in the school year in the **School Hours** field.
17	Enter the number of weeks in the school year in the **School Weeks** field.
18	Enter the name, address, phone number and e-mail address of the Aid Administrator in the appropriate fields.
19	Click the **Return Indicator** checkbox.
20	Click the **Rounding Indicator** checkbox.
21	Click the **Save** icon.

Section B: Set Up

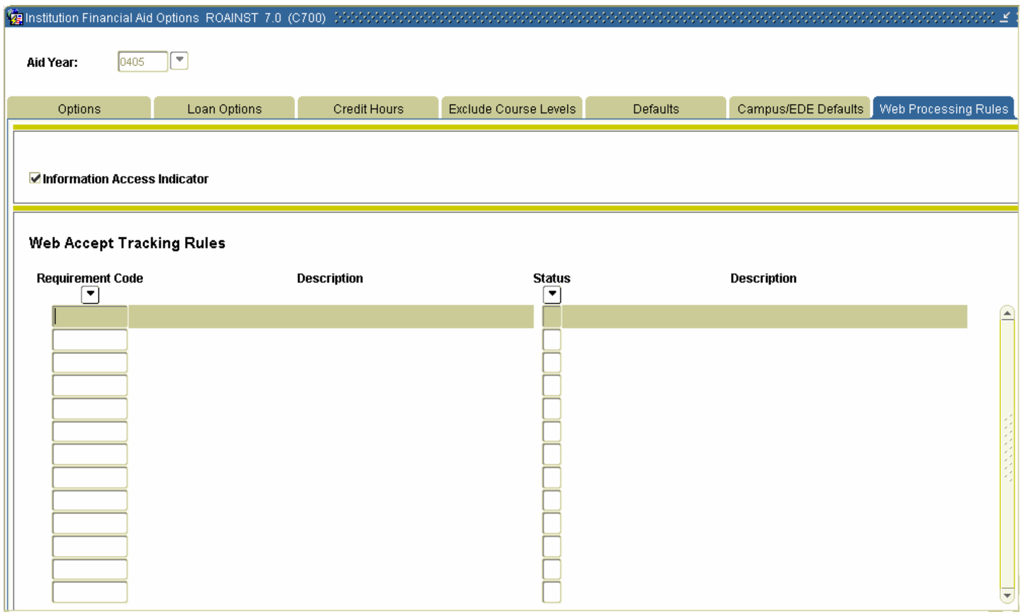
Lesson: Institutional Financial Aid Options Form (Continued)

Jump to TOC

Purpose

The Web Processing Rules tab displays some of the Web display and tracking rules. A check in the Information Access Indicator field indicates that the information for this aid year may be accessed via Information Access products such as SCT Banner Student Self-Service, Voice Response, and Kiosk.

SCT Banner Form



Procedure

Follow these steps to complete the process.

Step	Action
1	Select the Web Processing Rules tab.
2	Click the **Information Access Indicator** checkbox.
3	Double-click in the **Requirement Code** field to select a code.
4	Double-click in the **Status** field to select a status code.
5	Repeat steps 3-4 as needed.
6	Click the **Save** icon.

Section B: Set Up

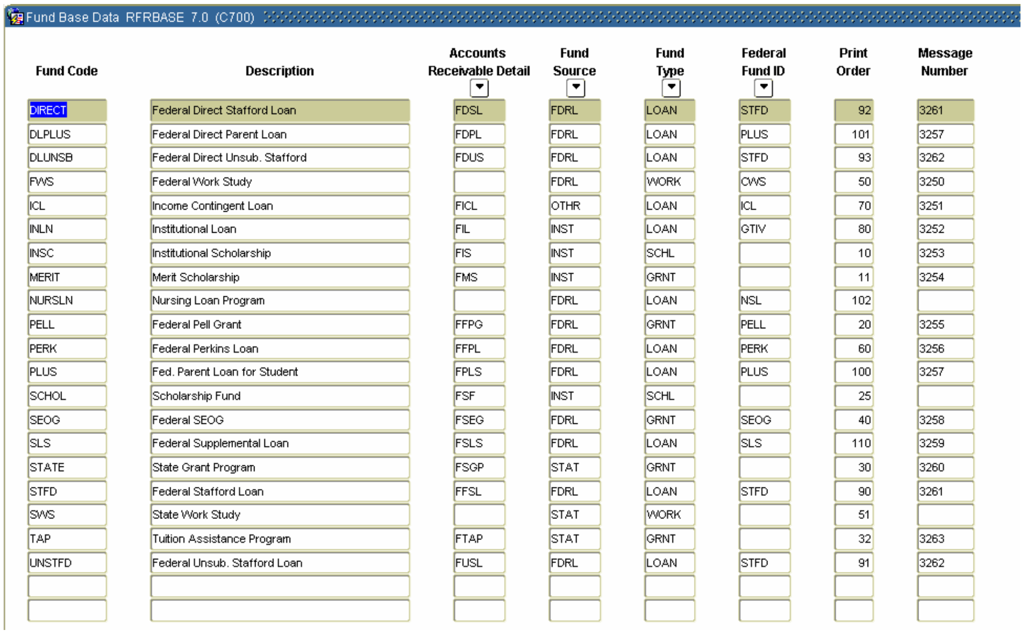
Lesson: Fund Base Data Form

Jump to TOC

Purpose

The Fund Base Data Form (RFRBASE) is used to establish fund codes and define basic characteristics of the fund. You can associate the fund with a unique accounts receivable detail code (from TSADETC), and indicate other base data such as the fund source, fund type, and federal fund ID. All funds that are awarded, monitored, or disbursed to the student are initially created on this form.

SCT Banner form



Fund Base Data RFRBASE 7.0 (C700)

Fund Code	Description	Accounts Receivable Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Message Number
DIRECT	Federal Direct Stafford Loan	FDSL	FDRL	LOAN	STFD	92	3261
DLPLUS	Federal Direct Parent Loan	FDPL	FDRL	LOAN	PLUS	101	3257
DLUNSB	Federal Direct Unsub. Stafford	FDUS	FDRL	LOAN	STFD	93	3262
FWS	Federal Work Study		FDRL	WORK	CWS	50	3250
ICL	Income Contingent Loan	FICL	OTHR	LOAN	ICL	70	3251
INLN	Institutional Loan	FIL	INST	LOAN	GTIV	80	3252
INSC	Institutional Scholarship	FIS	INST	SCHL		10	3253
MERIT	Merit Scholarship	FMS	INST	GRNT		11	3254
NURSLN	Nursing Loan Program		FDRL	LOAN	NSL	102	
PELL	Federal Pell Grant	FFPG	FDRL	GRNT	PELL	20	3255
PERK	Federal Perkins Loan	FFPL	FDRL	LOAN	PERK	60	3256
PLUS	Fed. Parent Loan for Student	FPLS	FDRL	LOAN	PLUS	100	3257
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
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

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Fund Base Data Form (RFRBASE).
2	Enter the name of the fund in the **Fund Code** field.
3	Enter a description of the fund in the **Description** field.
4	Enter the appropriate data in the remaining fields using the drop down lists.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section B: Set Up

Lesson: Detail Code Control Form

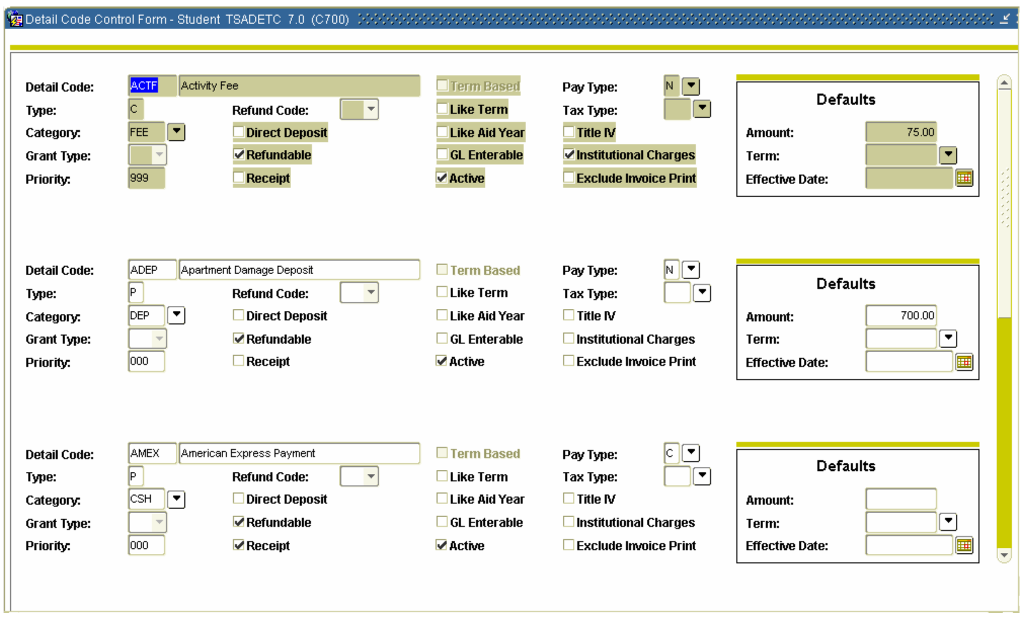
Jump to TOC

Purpose

The Detail Code Control Form (TSADETC) is used to define the detail codes that are used throughout Accounts Receivable. They allow you to identify a detail code with a specific category, identify payment types, set priority codes to tie funds to charges, and link payments to term charges.

Coordinate the fund description and the detail code description for consistency and communication purposes.

SCT Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Detail Code Control Form (TSADETC).
2	Enter the name of the detail code in the **Detail Code** field.
3	Enter the appropriate data in the remaining fields using the drop down lists or double-clicking.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Section B: Set Up

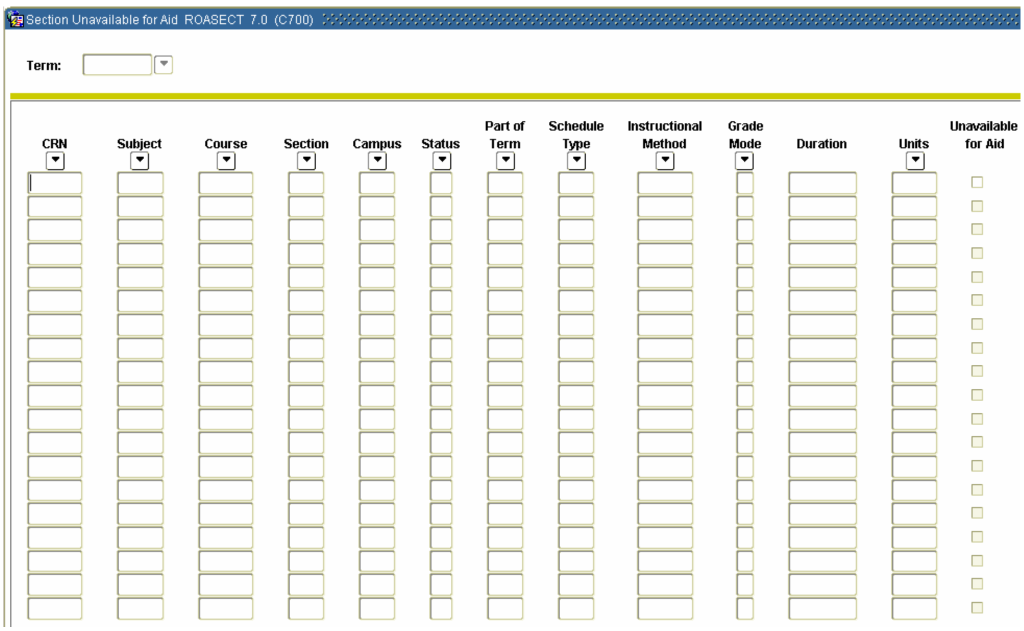
Lesson: Sections Unavailable for Aid

Jump to TOC

Purpose

The Section Unavailable for Aid Form (ROASECT) enables individual courses or sections of courses to be excluded from the calculation of financial aid hours.

SCT Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Section Unavailable for Aid Form (ROASECT).
2	Enter the name of the term in the **Term** field.
3	Enter the appropriate data in the remaining fields using the drop down lists.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Section B: Set Up

Lesson: Fund Management Form

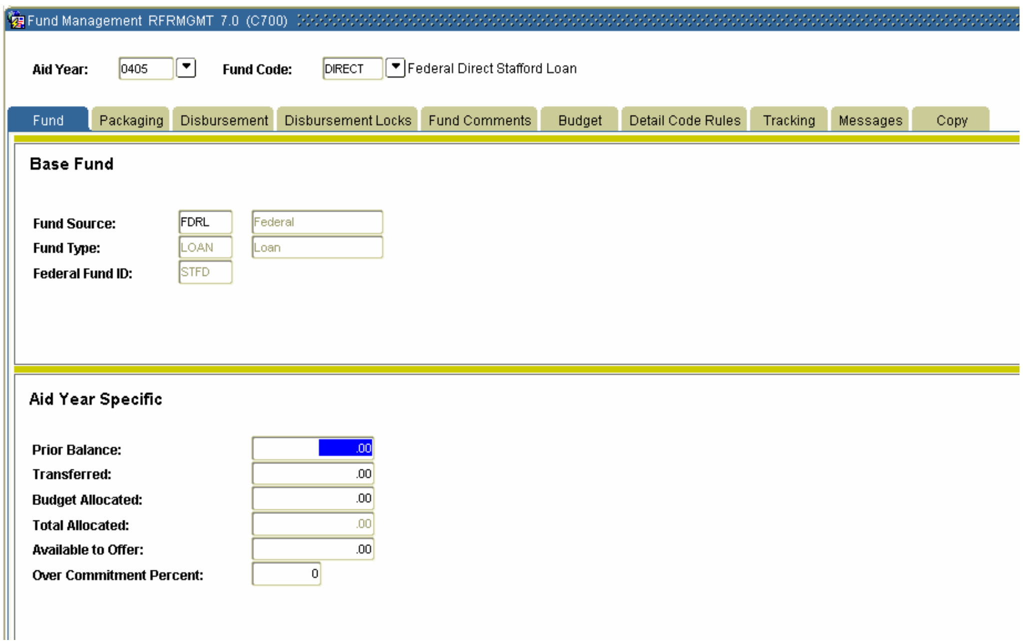
Jump to TOC

Purpose

The Fund Management Form (RFRMGMT) displays and maintains the various attributes of a fund for a given aid year.

The Fund tab indicates the Total Allocated amount, which is the limit used by the packaging process and the disbursement process when memoing, authorizing, or paying financial aid.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Fund Management Form (RFRMGMT).
2	Confirm the aid year in the **Aid Year** field.
3	Select a fund code in the **Fund Code** field from the List of Values (LOV).
4	Enter the budget allocated in the **Budget Allocated** field.
5	Enter the total allocated amount in the **Total Allocated** field.
6	Indicate a percentage in the **Over-Commitment Percentage** field, if any.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Section B: Set Up

Lesson: Fund Management Form (Continued)

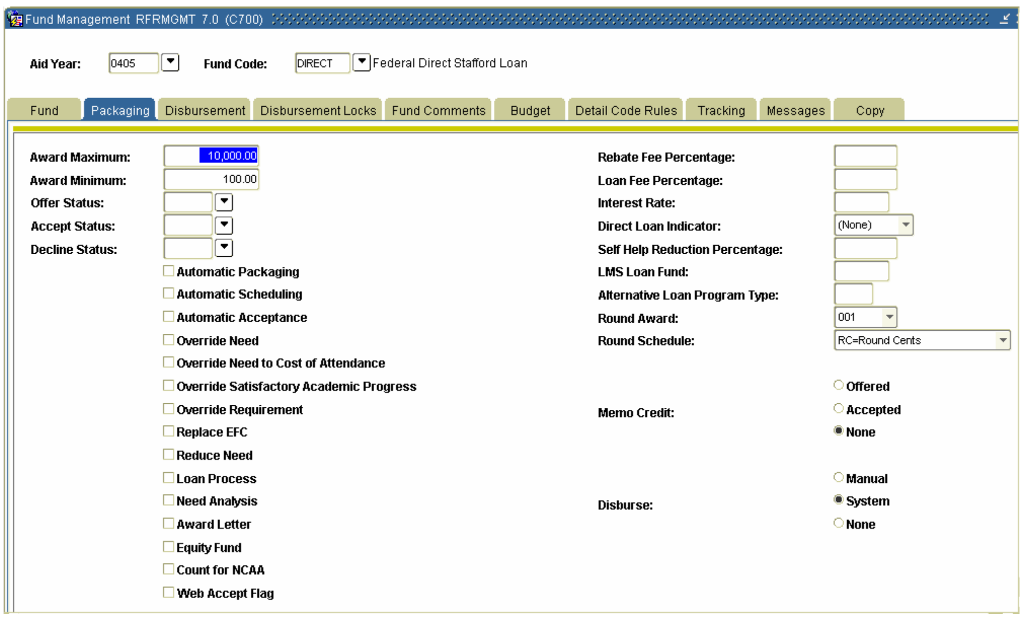
Jump to TOC

Purpose

On the Packaging tab, enter the appropriate Alt Loan Program Type code for each Alternative loan fund. This code defaults into the Electronic Loan Application Form (RPAELAP).

Note: The Needs Analysis checkbox may be selected or deselected, depending on the requirement for each lender. A checkbox in this field causes the calculated Expected Amount on the RPAELAP Loan Application Form to be affected by EFC and prior aid received.

SCT Banner Form



Section B: Set Up

Lesson: Fund Management Form (Continued)

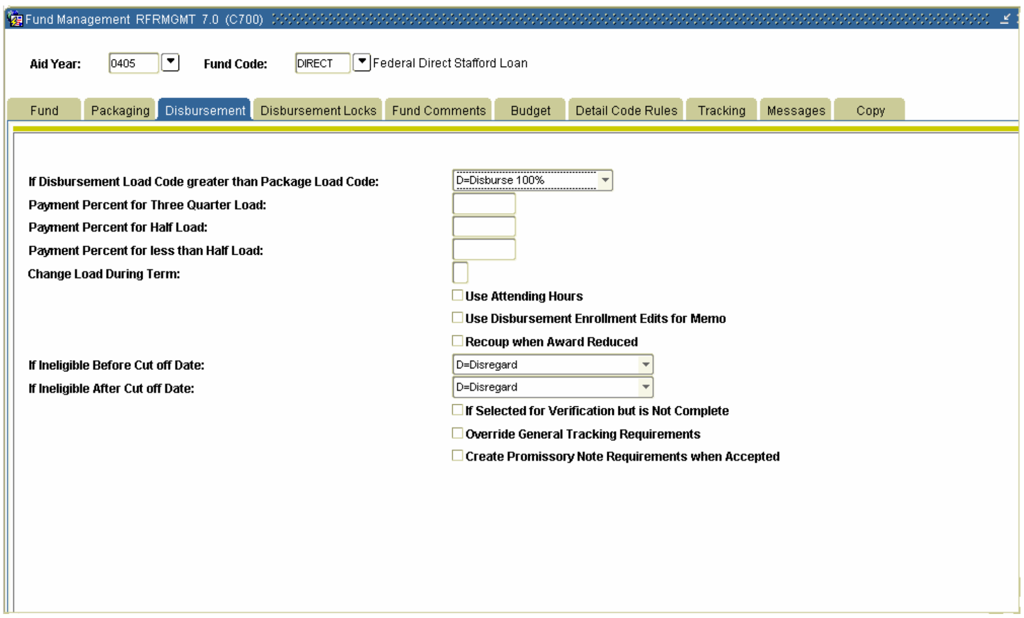
Jump to TOC

Purpose

The option to disburse or not is controlled by the Disburse Indicator for all financial aid funds that do not use the loan process.

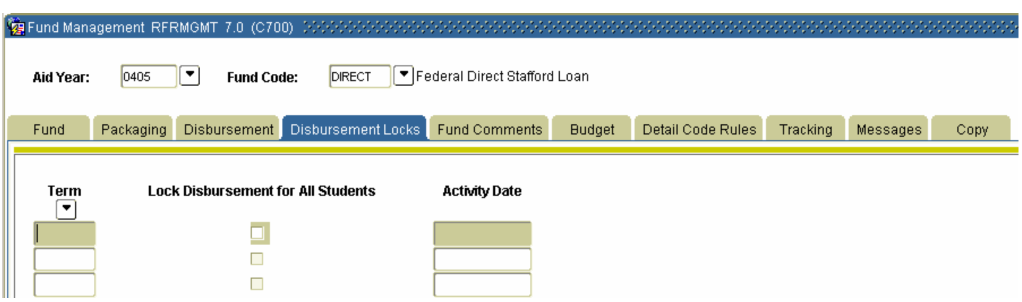
Various disbursement controls are set on this form along with the Use Attending Hours option. This is fund specific and should be set for all Title IV funds but institutional decisions may apply to all other funds.

SCT Banner Form



Disbursement Locks tab

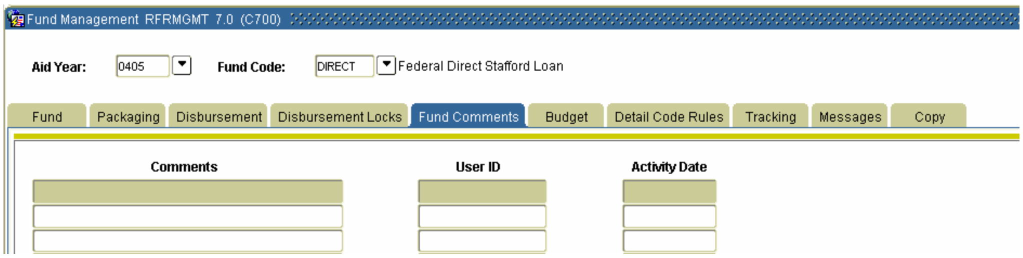
The Disbursement Locks tab allows you to lock disbursements for all students by term.



Jump to TOC

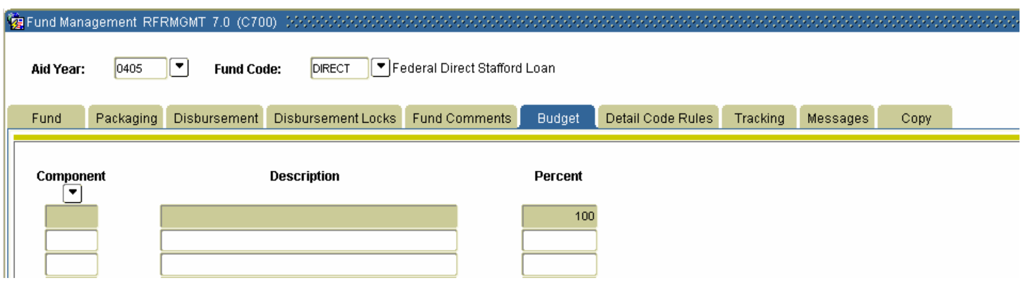
Fund Comments tab

The Fund Comments tab allows you to add free-text comments about a fund.



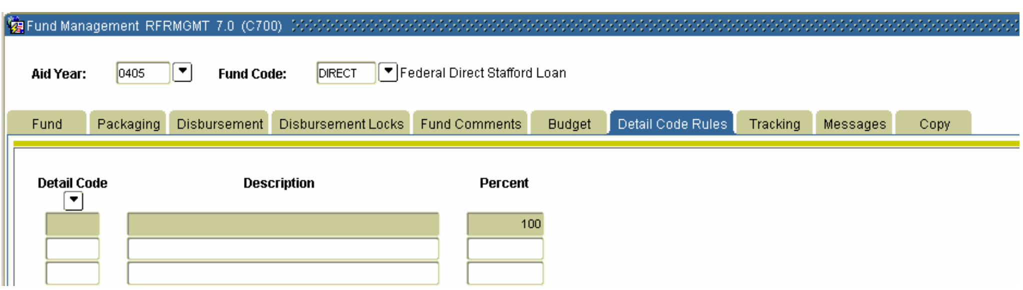
Budget tab

The Budget tab allows you link budget components to a fund.



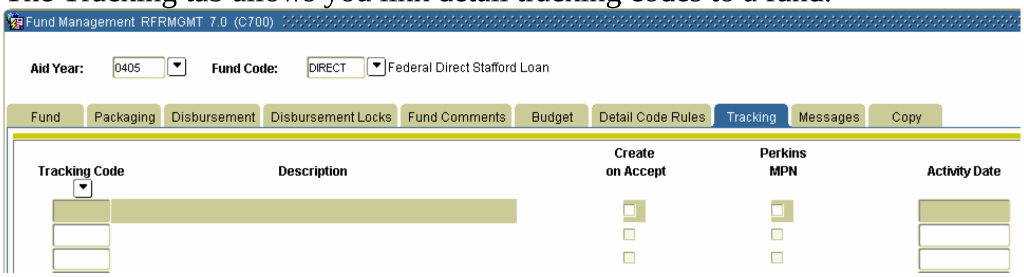
Detail Code Rules tab

The Detail Code Rules tab allows you link detail codes to a fund.



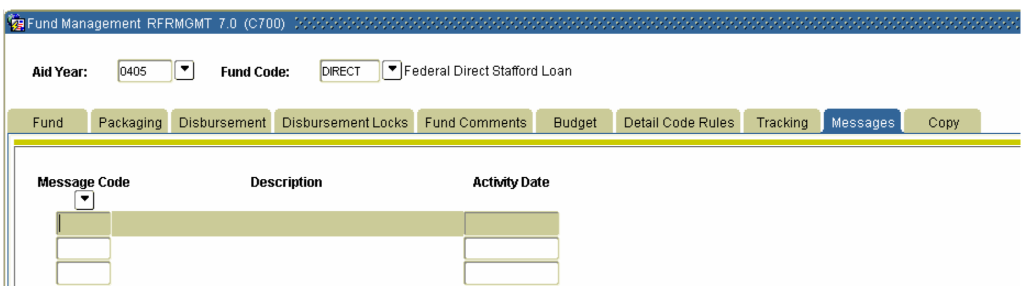
Tracking tab

The Tracking tab allows you link detail tracking codes to a fund.



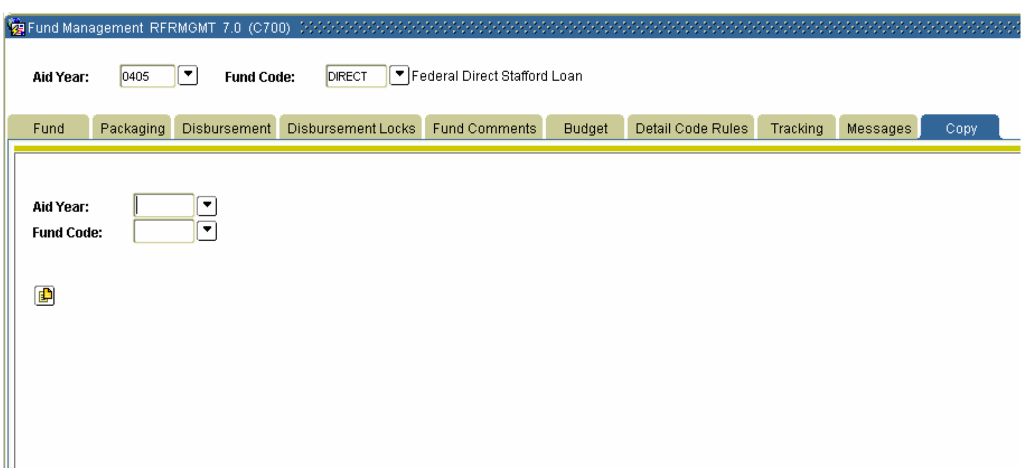
Message tab

The Message tab is used to link messages to a fund.



Copy tab

The Copy tab is an easy way to copy all fund specific information from one fund or one year to another.



Section B: Set Up

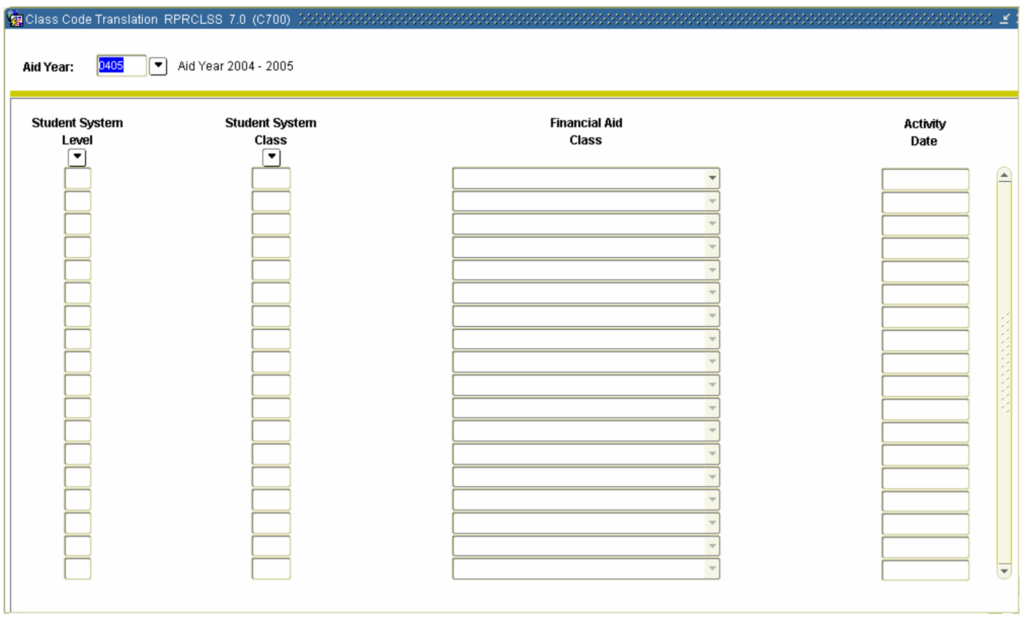
Lesson: Class Code Translation Form

Jump to TOC

Purpose

The Class Code Translation Form (RPRCLSS) is used to define financial aid years for loan certification as well as to verify student academic class prior to disbursing Title IV funds or any fund using GTIV rules.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Class Code Translation Form (RPRCLSS).
2	Confirm the aid year in the **Aid Year** field.
3	Enter the appropriate data in the remaining fields using the drop down list if necessary.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Section B: Set Up

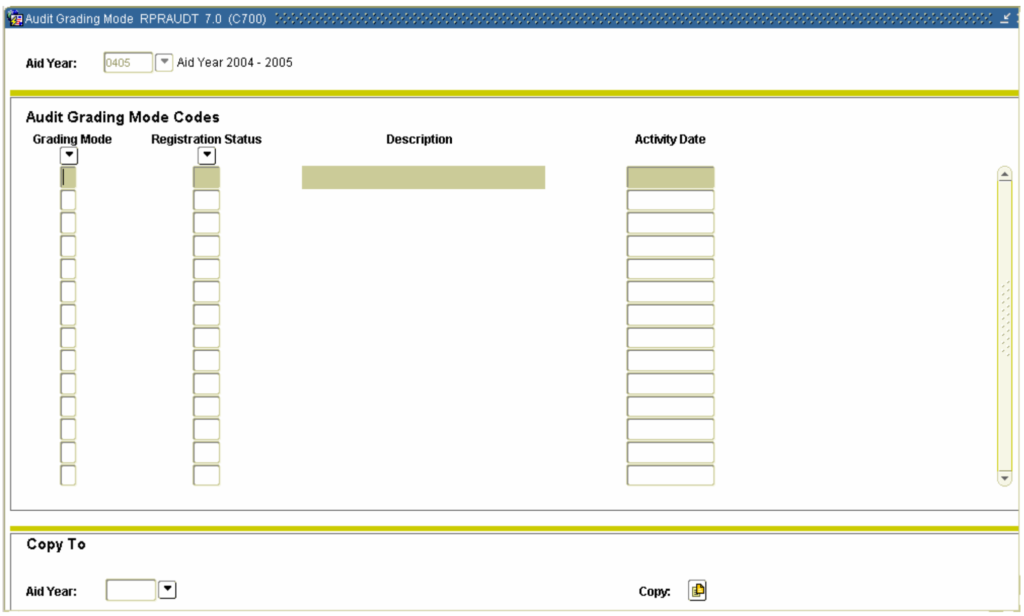
Lesson: Audit Grading Mode Form

Jump to TOC

Purpose

The Audit Grading Mode Form (RPRAUDT) is used to identify all grading mode and course registration status codes for which you do not want to pay aid. If these are listed on this form, then the billing hours for that course will not be counted in the financial aid adjusted hours that may be used in the disbursement process.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Audit Grading Mode Form (RPRAUDT).
2	Confirm the aid year in the **Aid Year** field.
3	Enter the appropriate data in the remaining fields using the drop down list if necessary.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Section B: Set Up

Lesson: Financial Aid Selection Rules Form

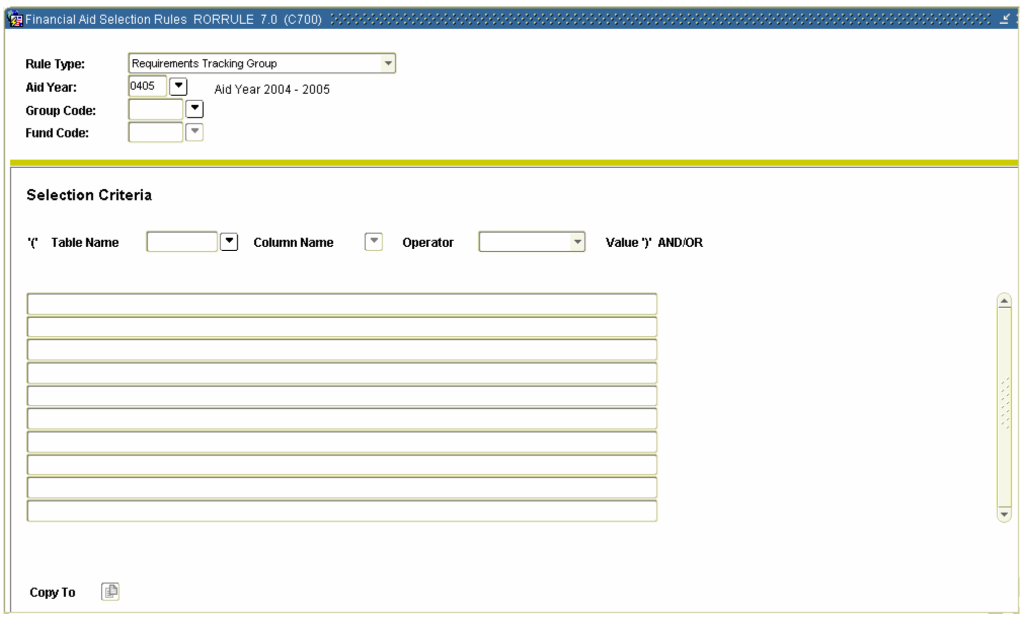
Jump to TOC

Purpose

The Financial Aid Selection Rules Form (RORRULE) enables you to perform a variety of functions based on the rule type. Instructions on this form are written in SQL and direct Banner to process the funds according to the varying rules. The disbursement rules allow you to define specific student criteria needed in order for the fund to be disbursed to the student.

Example: The student must have a 2.0 GPA in order for the fund to disburse.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Financial Aid Selection Rules Form (RORRULE).
2	Select a rule type from the drop down list in the **Rule Type** field.
3	Confirm the aid year in the **Aid Year** field.
4	Enter the appropriate data in the remaining fields using the drop down list if necessary.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section B: Set Up

Lesson: Tracking Requirement Validation Form

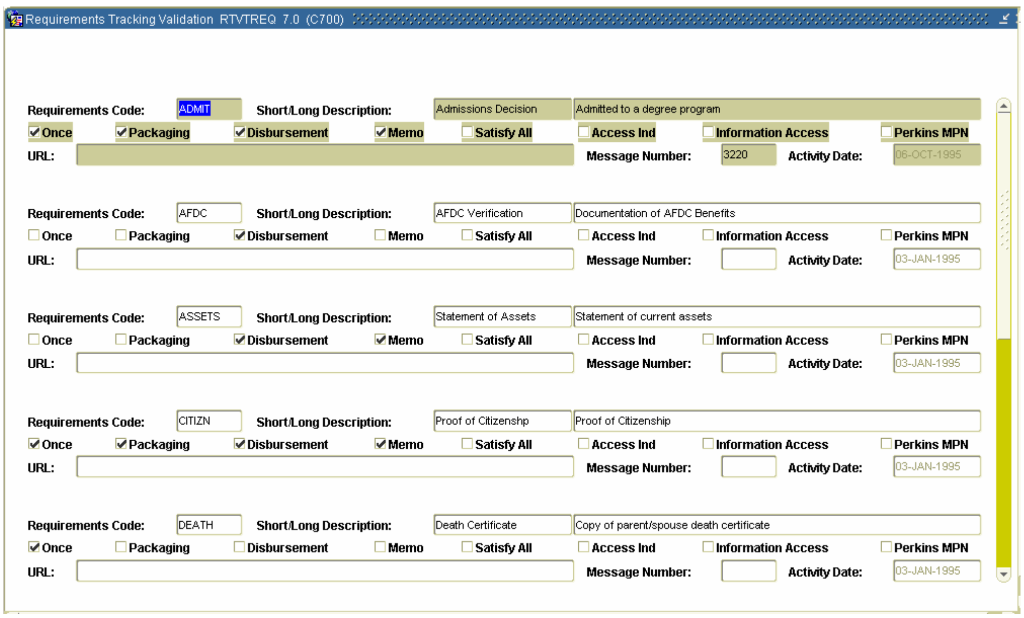
Jump to TOC

Purpose

The Tracking Requirements Validation Form (RTVTREQ) is used to define and maintain standard requirement codes. The user has the ability to define if the tracking requirement is needed to memo or pay the student's financial aid.

Note: If the requirement is attached to a fund on RFRMGMT, the rules for the requirement apply only to that specific fund.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Tracking Requirements Validation Form (RTVTREQ).
2	Enter a requirements code in the **Requirements Code** field.
3	Enter a short and long description of the requirement in the **Short/Long Description** field.
4	Click the appropriate checkboxes.
5	Enter the URL in the **URL** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Section B: Set Up

Lesson: Default Award and Disbursement Schedule Rules Form

Jump to TOC

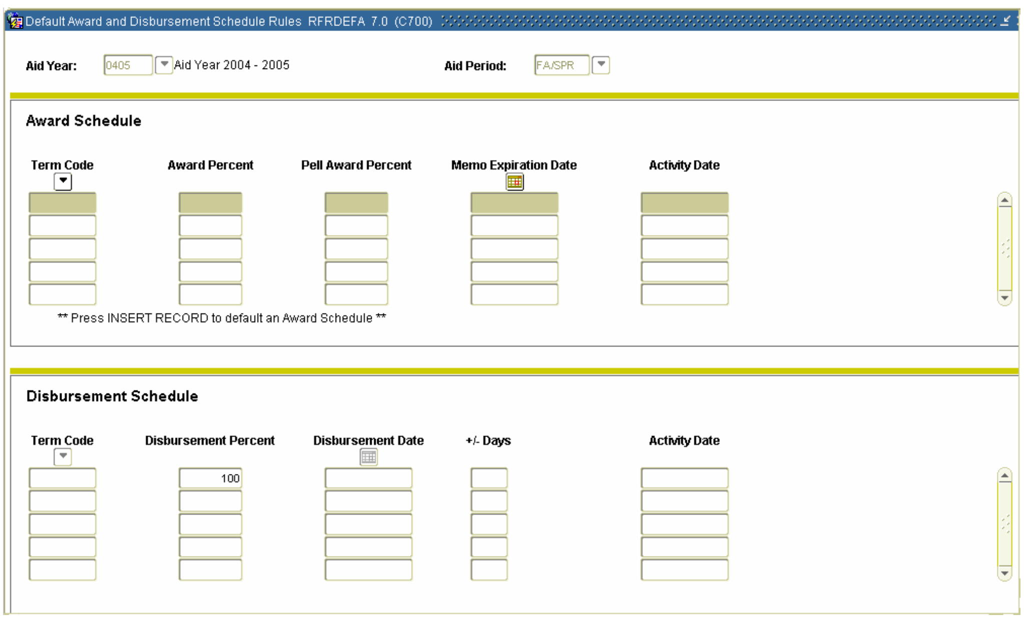
Purpose

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

Note: This form is **not** used to define the loan fund disbursement schedule.
To establish the default award and disbursement schedule rules, the Aid Period Validation Form (RTVAPRD) and the Aid Period/Term Rules Form (RORTPRD) must be completed.

This form may **not** be used to reschedule disbursement dates for non-loan funds based upon the use of Attending Hours.

SCT Banner form



Section B: Set Up

Lesson: Default Award and Disbursement Schedule Rules Form (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Default Award and Disbursement Schedule Rules Form (RFRDEFA).
2	Enter the code in the **Aid Year** field for the aid year for which you are creating a default award and disbursement schedule or select it from the LOV.
3	Enter the aid period in the **Aid Period** field or select it from the LOV. Note: For practice, enter or select the aid period you defined in a previous procedure.
4	Perform a **Next Block** function.
5	Perform an **Insert Record** function in the Award Schedule block. Note: The **Term Code** and **Award Percent** will populate with the defaults from RORTPRD. Verify this data is correct for the specified aid period. If not, adjust accordingly.
6	Enter **Pell Award Percent** and **Memo Expiration Dates** for all terms.
7	Click the **Save** icon.
8	Perform a **Next Block** function.
9	Perform an **Insert Record** function in the Disbursement Schedule block. Note: The **Disbursement Percentage** and **Disbursement Date** fields will automatically populate with the defaults from RORTPRD. Verify this information is appropriate or change the percentage or date accordingly. The **Cut-Off Date** field will populate from the RPROPTS term cut-off date (if it exists) or the term start date from STVTERM.
10	Enter the number of days prior to (-) or after (+) this date you will schedule disbursement according to attending hours, if using Open Learning Registration.
11	Click the **Save** icon.
12	Click the **Exit** icon.

Section B: Set Up

Lesson: Fund Award and Disbursement Schedule Rules Form

Jump to TOC

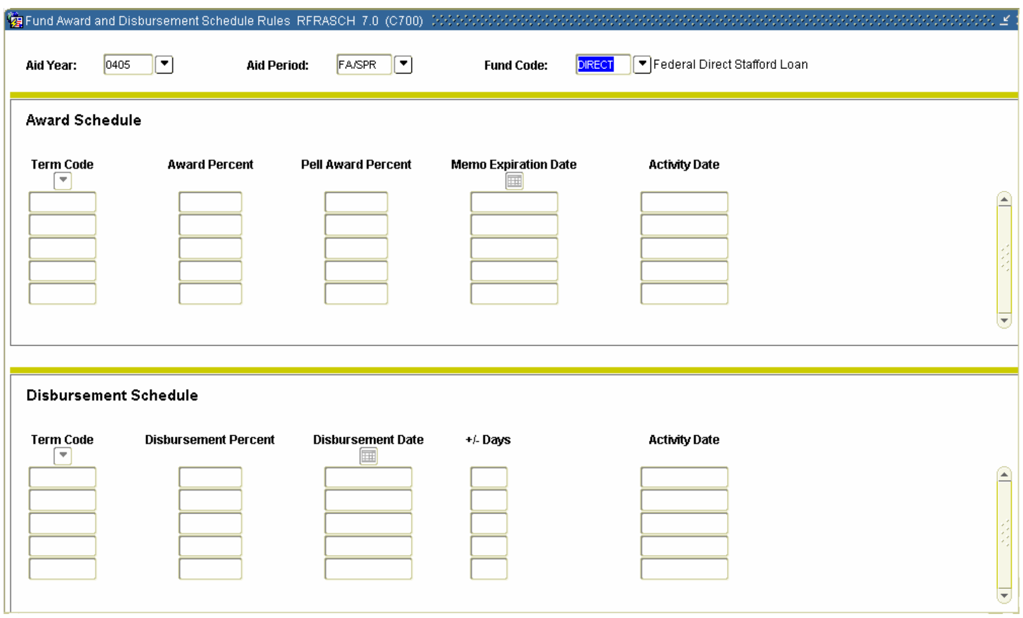
Purpose

The Fund Award and Disbursement Schedule Rule Form (RFRASCH) enables you to create award and disbursement schedules unique to the aid year, aid period, and fund.

Notes: This form is **not** used to define the loan fund disbursement schedule.

This form may **not** be used to reschedule disbursement dates for non-loan funds based upon the use of Attending Hours.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Fund Award and Disbursement Schedule Rule Form (RFRASCH).
2	Enter the aid year in the **Aid Year** field.
3	Enter the aid period in the **Aid Period** field.
4	Enter the fund code in the **Fund Code** field.
5	Enter the award and disbursements schedules.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Section B: Set Up

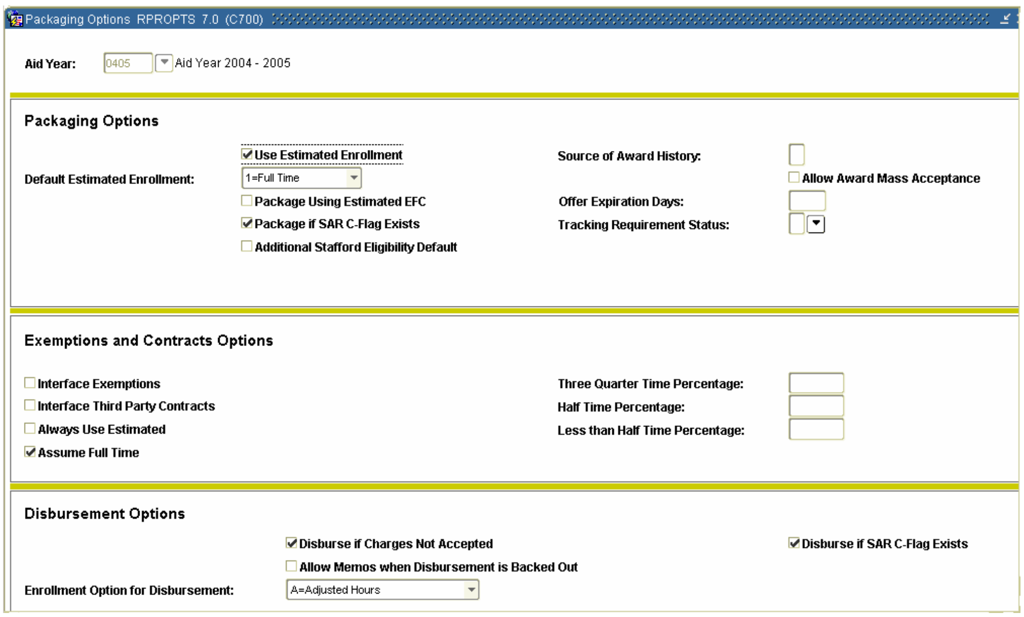
Lesson: Packaging Options Form

Jump to TOC

Purpose

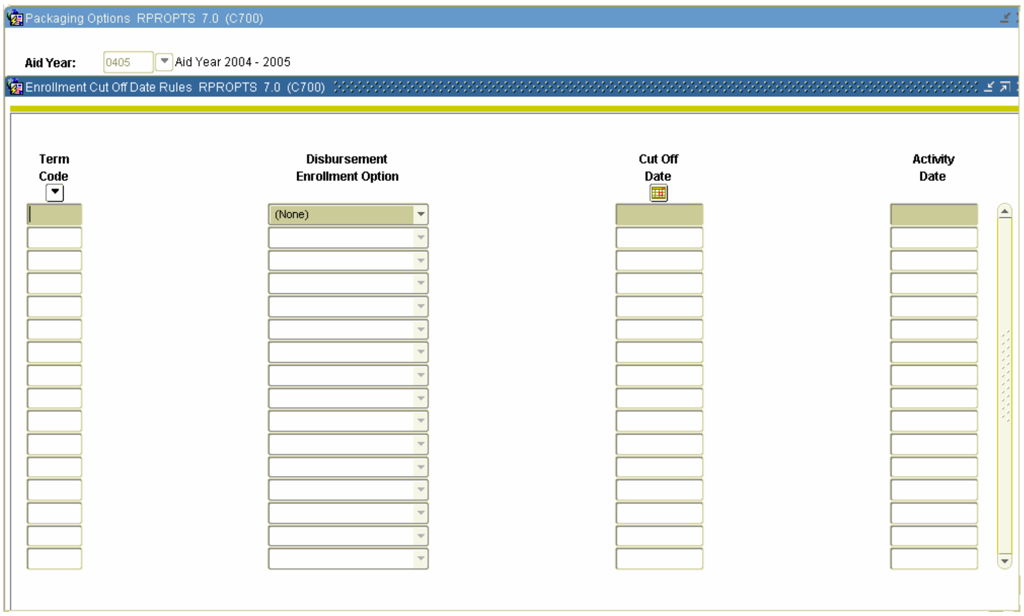
The Packaging Options Form (RPROPTS) includes some disbursement controls. These controls allow the institution to define whether a disbursement can take place if a SAR C-flag exists and if charges are not accepted in Accounts Receivable. Institutions also indicate on this form what disbursement enrollment options should be used when determining Disbursement Load Code. These options can be set differently for Pell Grant, by term, and globally for the year.

SCT Banner form



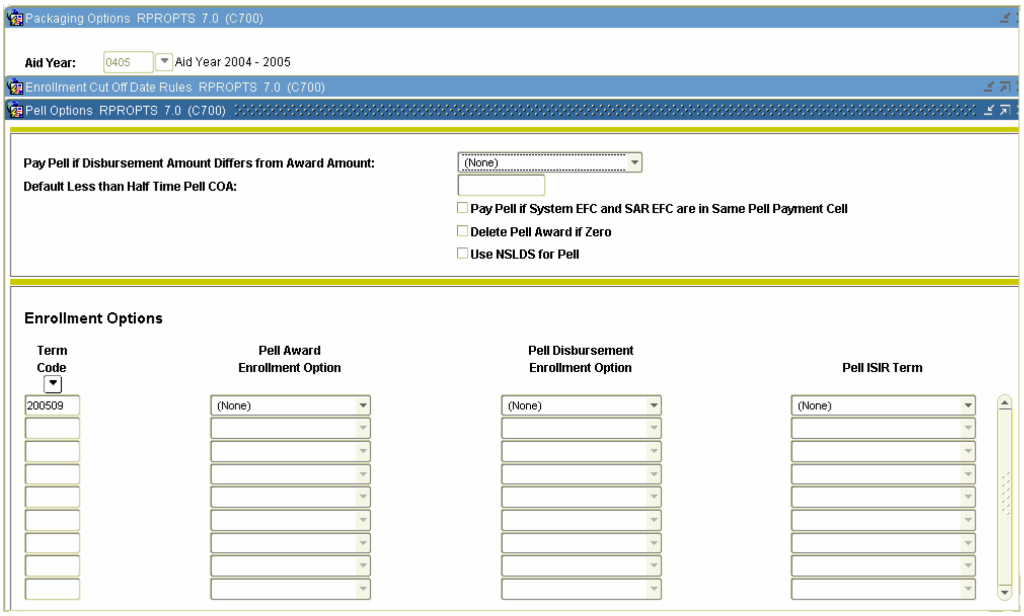
SCT Banner form

Perform a **Next Block** function to add or view the Enrollment Cut Off Date Rules.



SCT Banner form

Save your changes, and then perform a **Next Block** function to view the PELL Options window.



Packaging Options RPROPTS 7.0 (C700)

Aid Year: 0405 Aid Year 2004 - 2005

Enrollment Cut Off Date Rules RPROPTS 7.0 (C700)

Pell Options RPROPTS 7.0 (C700)

Pay Pell if Disbursement Amount Differs from Award Amount: (None)

Default Less than Half Time Pell COA:

Pay Pell if System EFC and SAR EFC are in Same Pell Payment Cell

Delete Pell Award if Zero

Use NSLDS for Pell

Enrollment Options

Term Code	Pell Award Enrollment Option	Pell Disbursement Enrollment Option	Pell ISIR Term
200509	(None)	(None)	(None)

Section B: Set Up

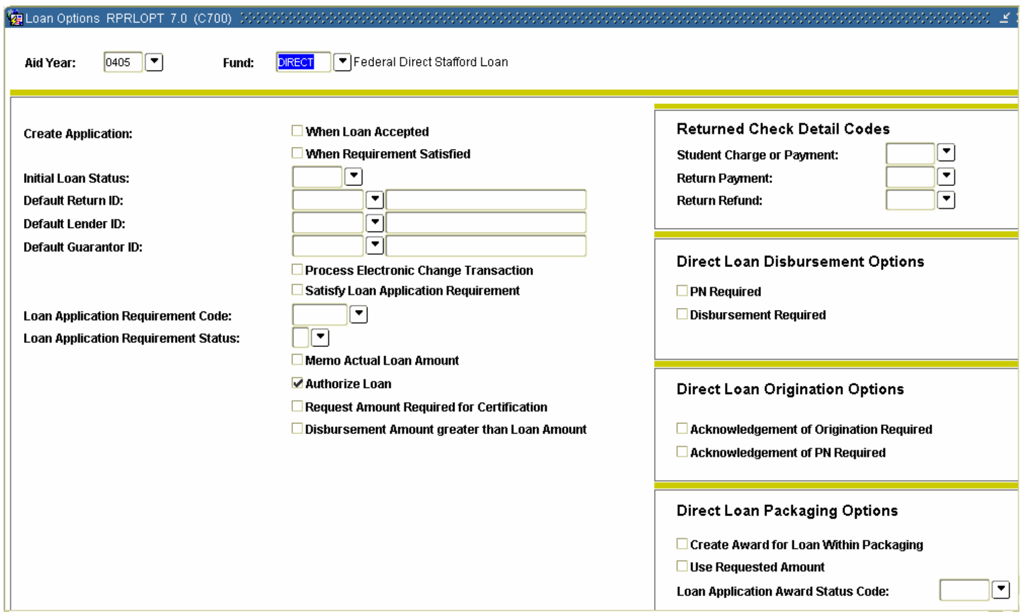
Lesson: Loan Options Form

Jump to TOC

Purpose

The Loan Options Form (RPRLOPT) is used to enter information that pertains to loan processing and the disbursement of loans.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Loan Options Form (RPRLOPT).
2	Enter the aid year in the **Aid Year** field.
3	Enter the fund code in the **Fund** field.
4	Enter the loan option information.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Section B: Set Up

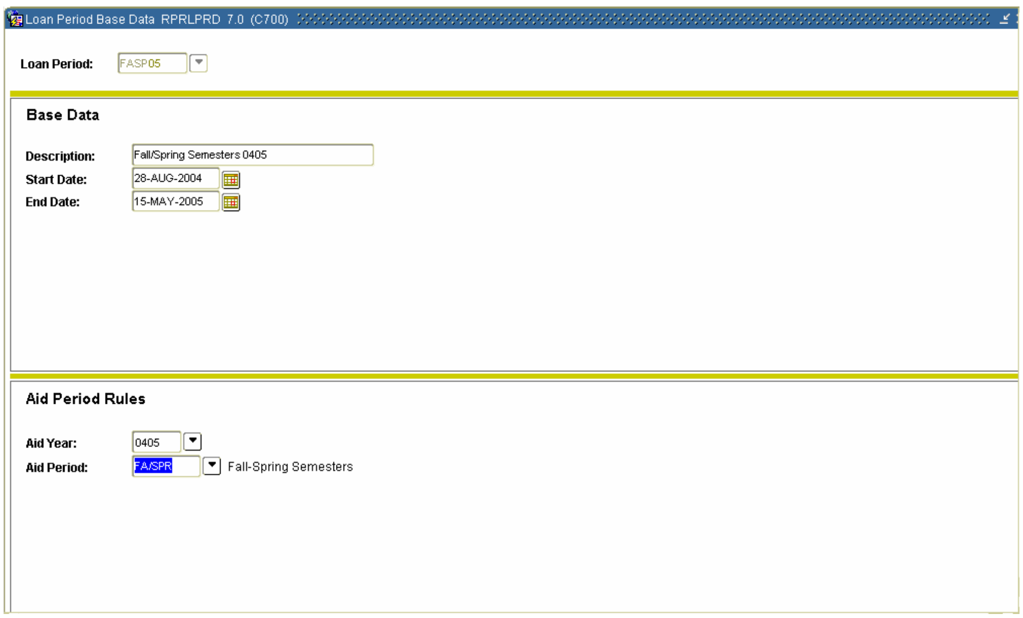
Lesson: Loan Period Base Data Form

Jump to TOC

Purpose

The Loan Period Base Data Form (RPRLPRD) is used to establish loan periods that are connected to aid periods and aid years and to establish loan disbursement dates for the loan period.

SCT Banner form



Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Loan Period Base Data Form (RPRLPRD).
2	Enter the loan period in the **Loan Period** field.
3	Enter the base data and aid period rules information.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Section B: Set Up

Lesson: Self Check

Jump to TOC

Directions

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

Question 1

No fields on the Packaging Options Form (RPROPTS) affect funds disbursement.

True or False

Question 2

The field in the Packaging Options Form that must be set to Adjusted, Billing, or Expected before disbursing funds is

a) Disburse if Charges Not Accepted
b) Source of Award History
c) Enrollment Option for Disbursement
d) None of the fields affect disbursement

Question 3

The SCT Banner form that associates a fund code with an AR detail code is

a) Aid Period Validation Form (RTVAPRD)
b) Aid Period/Term Rules Form (RORTPRD)
c) Fund Base Data Form (RFRBASE)
d) Loan Period Base Data Form (RPRLPRD)

Question 4

The validation form that you complete to build the default award and disbursement schedule is

a) Fund Base Data Form (RFRBASE)
b) Aid Period/Term Rules Form (RORTPRD)
c) Aid Period Validation Form (RTVAPRD)
d) Loan Period Base Data Form (RPRLPRD)

Question 5

What purpose does the Audit Grading Form (RPRAUDT) form serve?

Section B: Set Up

Lesson: Answer Key for Self Check

Jump to TOC

Question 1

No fields on the Packaging Options Form (RPROPTS) affect funds disbursement.

False

Question 2

The field in the Packaging Options Form that must be set to Adjusted, Billing, or Expected before disbursing funds is

a) Disburse if Charges Not Accepted
b) Source of Award History
c) Enrollment Option for Disbursement
d) None of the fields affect disbursement

Question 3

The SCT Banner form that associates a fund code with an AR detail code is

a) Aid Period Validation Form (RTVAPRD)
b) Aid Period/Term Rules Form (RORTPRD)
c) Fund Base Data Form (RFRBASE)
d) Loan Period Base Data Form (RPRLPRD)

Question 4

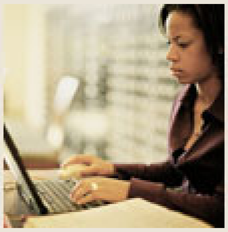
The validation form that you complete to build the default award and disbursement schedule is

a) Fund Base Data Form (RFRBASE)
b) Aid Period/Term Rules Form (RORTPRD)
c) Aid Period Validation Form (RTVAPRD)
d) Loan Period Base Data Form (RPRLPRD)

Question 5

What purpose does the Audit Grading Form (RPRAUDT) form serve?

Used to identify all registration statuses and grading modes for which you do not want to pay aid.



Section C: Day-to-Day Operations

Lesson: Overview

Jump to TOC

Introduction

The purpose of this section is to explain the day-to-day or operational procedures to handle online and batch disbursements at your institution.

Intended audience

Financial Aid office staff.

Objectives

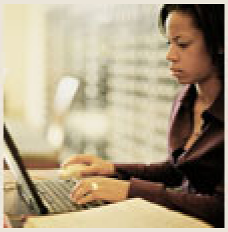
At the end of this section, you will be able to

- define the different types of disbursements
- explain how and when disbursements are made
- disburse funds through on-line or batch processing procedures
- print reports
- review and correct a scheduled disbursement for a student.

Prerequisites

To complete this section, you should have

- completed the SCT Education Practices computer-based training (CBT) tutorial "SCT Banner 7 Fundamentals," or have equivalent experience navigating in the SCT Banner system
- completed the Financial Aid Overview training workbook
- ensured that the rules and validation codes in SCT Banner needed for disbursement have been set up for you.

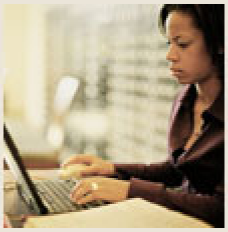


Section C: Day-to-Day Operations

Lesson: Overview (Continued)

Jump to TOC

Section contents



Section C: Day-to-Day Operations

Lesson: Process Introduction

Jump to TOC

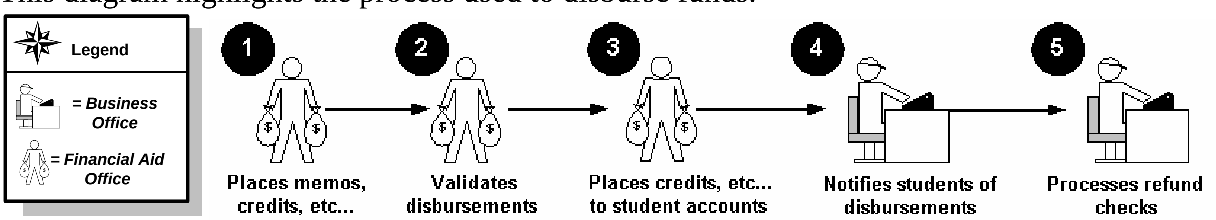
About the process

The Financial Aid Office can

- run disbursement on-line for an individual student or in batch mode for any chosen population of students
- run enrollment freeze at a pre-determined point in time to establish disbursement load
- run disbursement validation to review current disbursement eligibility and disbursements already made, with the exception of loans
- produce a report to see the results of the latest disbursement run
- produce a report of payments only, if desired, which is not connected to any disbursement run and can be produced at any time using various options
- view disbursement errors for individual students online and view payments for individual students.

Flow diagram

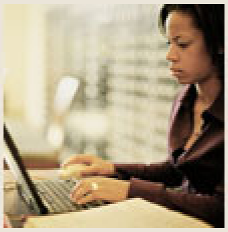
This diagram highlights the process used to disburse funds.



What happens

The stages of the process are described in this table.

Stage	Description
	Financial Aid Office
1	Applies memos, authorizations, or payments (credits) to the student's account.
2	Validates disbursements against established criteria and pays or recoups funds.
3a	Places payments (credits) on the student account.
	Business Office
3b	Can also place memos, authorizations, or payments (credits) to the student's account.
4	Notifies students of available disbursements or status.
5	Applies payments (credit) to student accounts and processes student refunds.



Section C: Day-to-Day Operations

Lesson: Viewing Financial Aid Enrollment Form

Jump to TOC

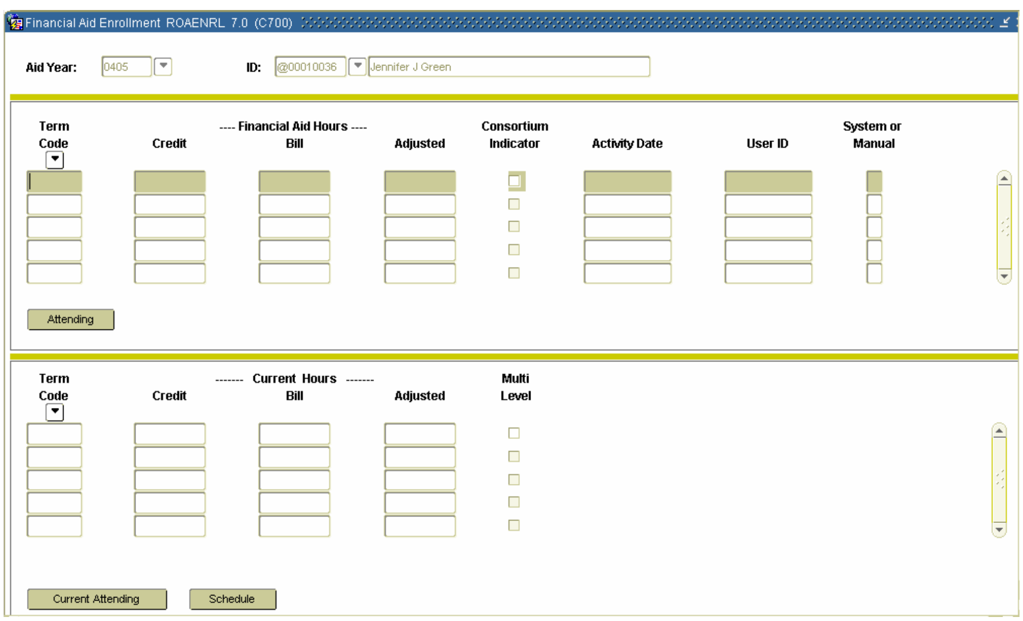
Purpose

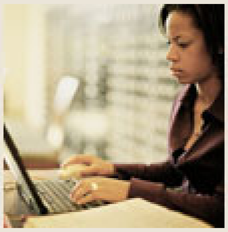
The Financial Aid Enrollment Form (ROAENRL) maintains SCT Banner Financial Aid hours and displays SCT Banner Student hours. Additionally, this form maintains Attending Hours by date for the student both for Financial Aid hours and Current Hours from registration. A view of the student's registration for the term has also been provided.

When an Aid Year has been entered in the Key Block, only the terms associated with the aid year are displayed. You may only insert manual Financial Aid hours when an Aid Year has been provided. The Aid Year in the Key Block may be left null to view all enrollment hours for a student. When the Aid Year in the Key Block is left null, the form acts as a query form to display the enrollment terms in descending order for the student.

When the Consortium indicator is checked, the previous functionality of using the Financial Aid hours for the student is used.

SCT Banner form





Section C: Day-to-Day Operations

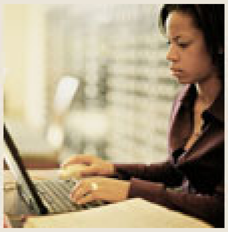
Lesson: Viewing Financial Aid Enrollment Form (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Financial Aid Enrollment Form (ROAENRL).
2	Select a student ID in the **ID** field.
3	Select a term in the **Term Code** field.
4	Click the **Save** icon.



Section C: Day-to-Day Operations

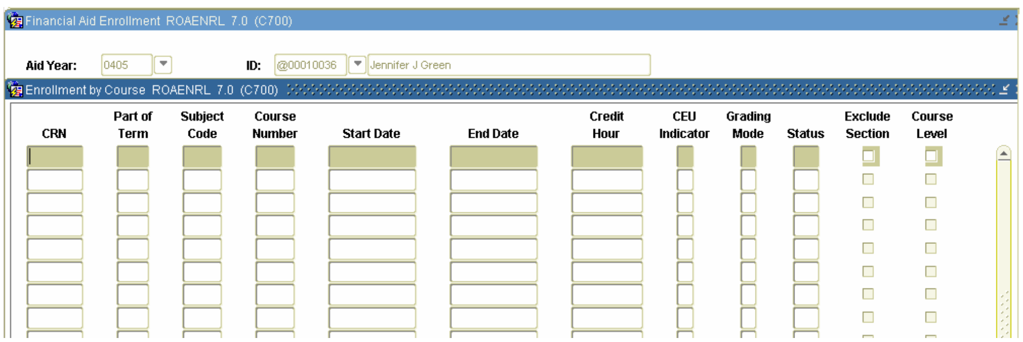
Lesson: Viewing Financial Aid Enrollment Form (Continued)

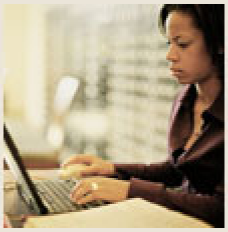
Jump to TOC

Purpose

The Enrollment by Course window displays the student's current registration along with status and sections and levels that have been excluded for this student. To view this window, press the **Schedule** button at the bottom of the window. When you are finished viewing this page, press the **Close** button at the bottom of the window.

SCT Banner Form





Section C: Day-to-Day Operations

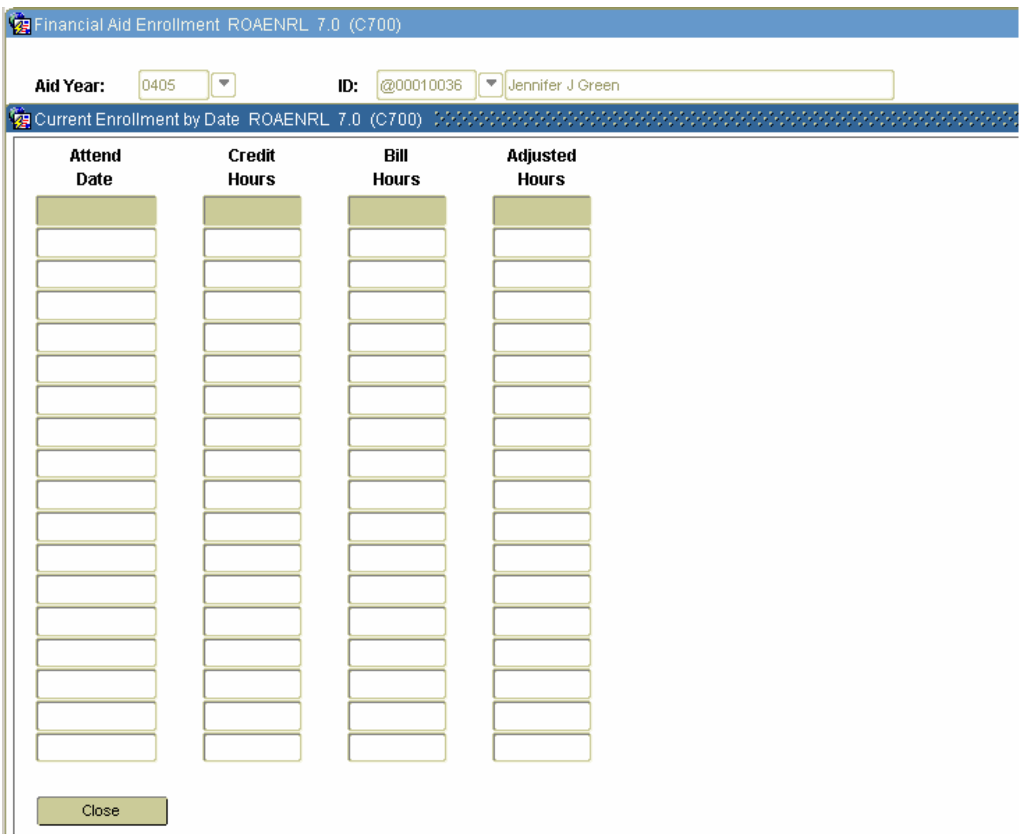
Lesson: Viewing Financial Aid Enrollment Form (Continued)

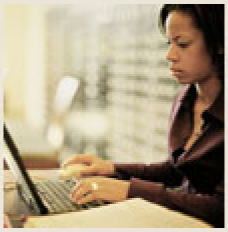
Jump to TOC

Purpose

You can view the Current Enrollment by Date window by pressing the **Current Attending** button at the bottom of the window. When you are finished viewing this page, press the **Close** button at the bottom of the window.

SCT Banner Form





Section C: Day-to-Day Operations

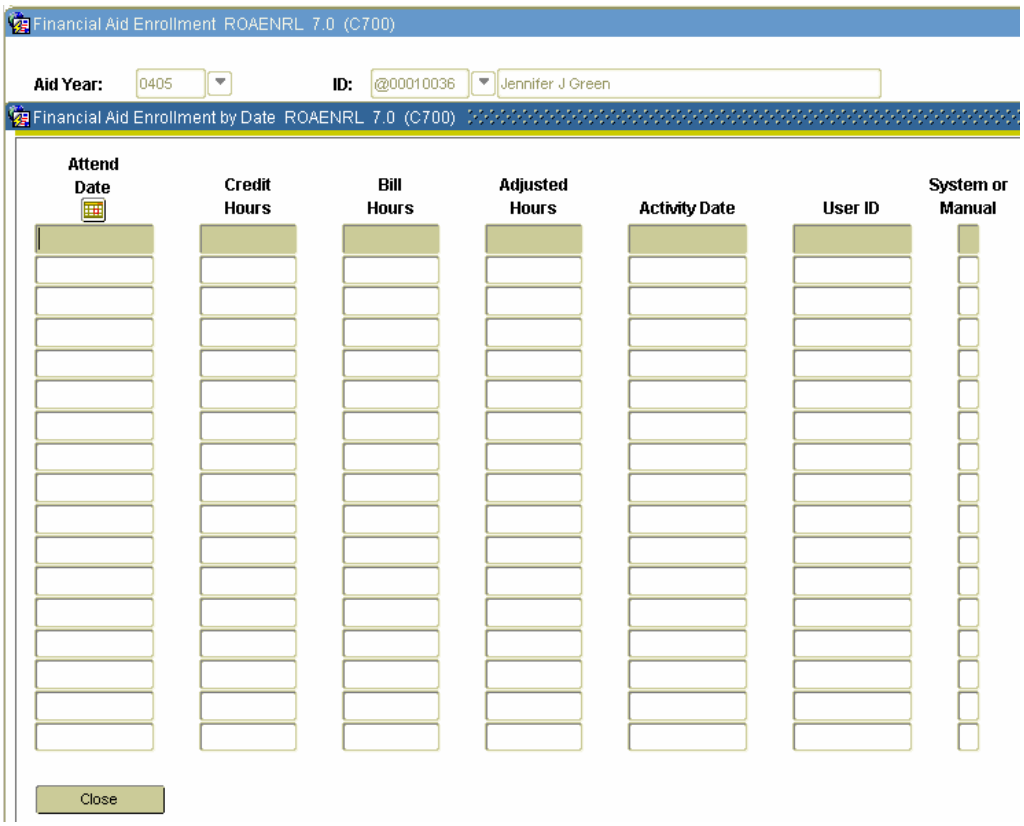
Lesson: Viewing Financial Aid Enrollment Form (Continued)

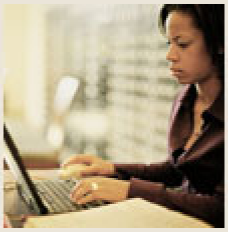
Jump to TOC

Purpose

Similar to the Current Enrollment by Date, the Financial Aid Enrollment by Date window is displayed when you press the **Attending** button in the Financial Aid Hours block.

SCT Banner Form





Section C: Day-to-Day Operations

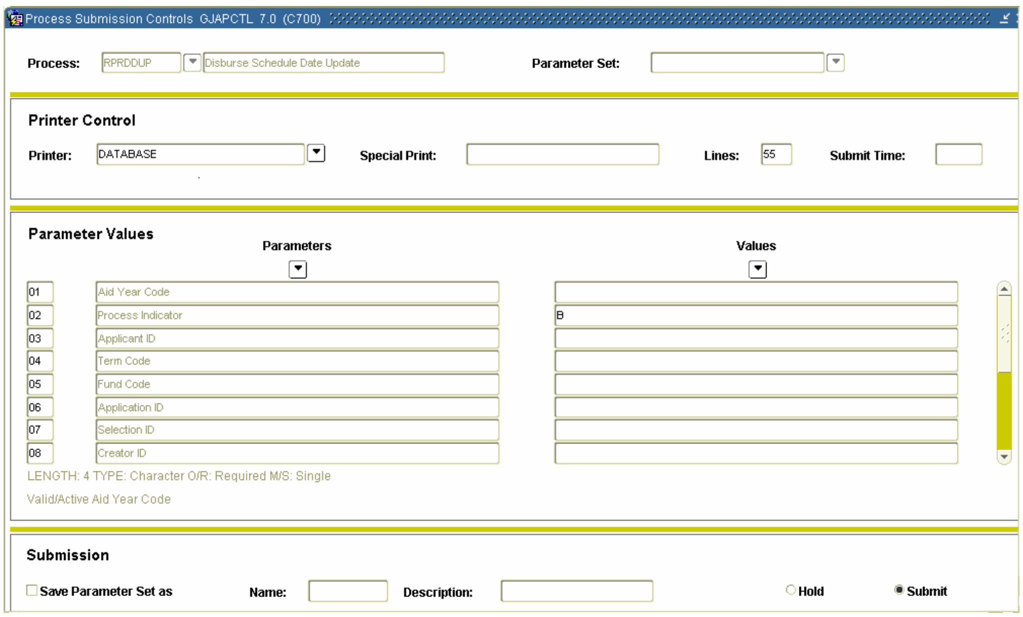
Lesson: Rescheduling Scheduled Disbursement Dates

Jump to TOC

Purpose

The Disburse Schedule Date Update process (RFRDDUP) should be run prior to running the Disbursement process (RPEDISB) to reschedule Scheduled Disbursement Dates base upon Use Attending Hours option on the Fund Management Form (RFRMGMT) and the Number of Days specified on Default Award and Disbursement Schedule Rules Form (RFRDEFA) and/or Fund Award and Disbursement Schedule Rules Form (RFRASCH) as applicable for the funds listed.

SCT Banner form



Process Submission Controls GJAPCTL 7.0 (C700)

Process: RPRDDUP Disburse Schedule Date Update Parameter Set:

Printer Control

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

Parameter Values

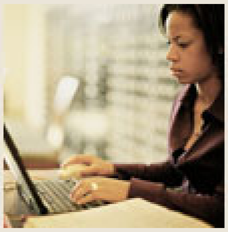
	Parameters	Values
01	Aid Year Code	
02	Process Indicator	B
03	Applicant ID	
04	Term Code	
05	Fund Code	
06	Application ID	
07	Selection ID	
08	Creator ID	

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

Valid/Active Aid Year Code

Submission

Save Parameter Set as Name: Description: Hold Submit

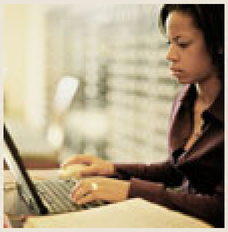


Jump to TOC

Procedure

Follow these steps to complete the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Disburse Schedule Date Update Process (RPRDDUP).</td></tr>
<tr><td>2</td><td>Select a printer or database in the Printer field.</td></tr>
<tr><td>3</td><td>Enter these parameter values.
<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Parameter 01: Aid Year Code</td><td>Enter the aid year code or use the list of values by clicking the arrow in the Values column.</td></tr>
<tr><td>Parameter 02: Process Indicator</td><td>System generated B in this field. It must be a B when running in Batch mode.</td></tr>
<tr><td>Parameter 03: Applicant ID</td><td>Must be blank when running in Batch mode.</td></tr>
<tr><td>Parameter 04: Term Code</td><td>Enter a term code.</td></tr>
<tr><td>Parameter 05: Fund Code</td><td>Enter a fund code.</td></tr>
<tr><td>Parameter 06: Applicant ID</td><td>Leave blank.</td></tr>
<tr><td>Parameter 07: Selection ID</td><td>Enter the code that identifies the population you want to run or leave blank.</td></tr>
<tr><td>Parameter 08: Creator ID</td><td>Enter the ID of the person who created the population rules</td></tr>
<tr><td>Parameter 09: User ID</td><td>Scroll and enter your user ID.</td></tr>
</table>
</td></tr>
<tr><td>4</td><td>Click the Save Parameter Set as checkbox.</td></tr>
<tr><td>5</td><td>Enter a name and description in the Name and Description fields.</td></tr>
<tr><td>6</td><td>Click the Submit radio button.</td></tr>
<tr><td>7</td><td>Click the Save icon.</td></tr>
<tr><td>8</td><td>Click the Exit icon.</td></tr>
</table>

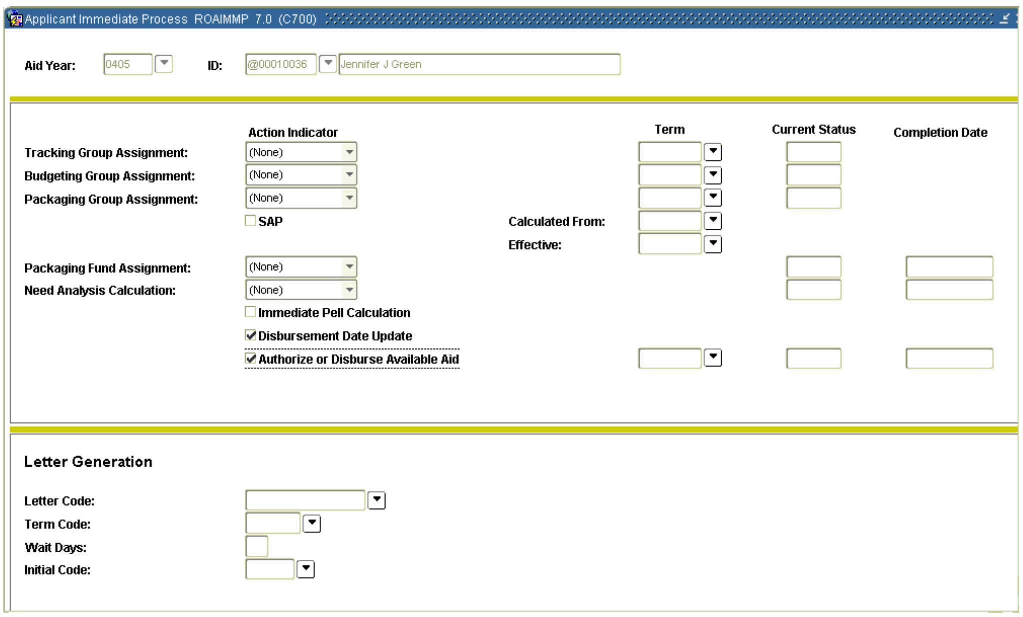


Purpose

In most cases, you have the option to run a disbursement in either online or batch mode. Disbursement for an individual student can be submitted using the Immediate Process Form (ROAIMMP) or the Batch Disbursement process (RPEDISB). You can only process one of these requests at a time.

Note: This form may be used to reschedule disbursement dates for non-loan funds for an individual student prior to running on-line disbursement for that student.

SCT Banner form



Applicant Immediate Process ROAIMMP 7.0 (C700)

Aid Year: 0405 ID: @00010036 Jennifer J Green

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

Letter Generation

Letter Code:

Term Code:

Wait Days:

Initial Code:

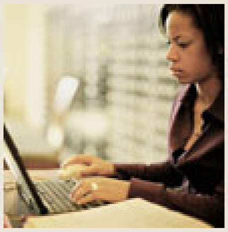
Jump to TOC

Procedure

Follow the steps to disburse the funds online to the student's account.

For this procedure, make certain that on the Packaging Options Form (RPROPTS), the **Enrollment Option for Disbursement** field in the Disbursement Options block is set to *E* for Expected Enrollment.

Step	Action
1	Access the Applicant Immediate Process Form (ROAIMMP).
2	Confirm the aid year in the **Aid Year** field.
3	Enter the ID number of a student that you have packaged in the **ID** field.
4	Perform a **Next Block** function.
5	Click the **Authorize or Disburse Available Aid** checkbox.
6	Click **Term Code**. Note: The current term from ROAINST will populate.
7	Click the **Save** icon.
8	Click the **Exit** icon.



Section C: Day-to-Day Operations

Lesson: Running a Batch Disbursement

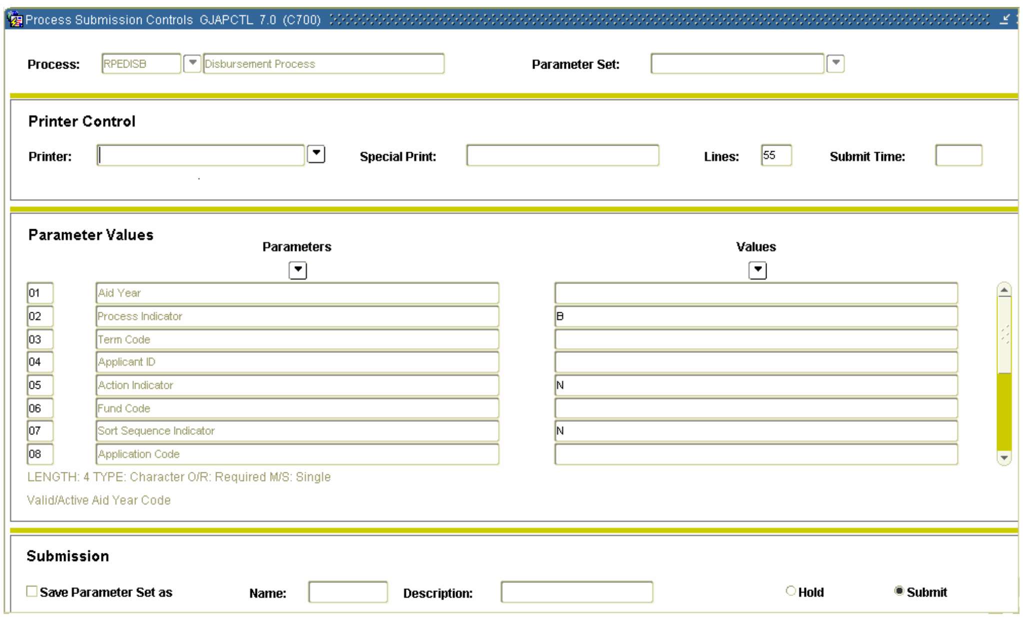
Jump to TOC

Purpose

The Disbursement process (RPEDISB) is run on a periodic basis to apply memos, authorizations, and payments. Review and enter applicable parameters on the Process Submission Controls form (GJAPCTL) to run the batch.

Note: This process is run for one term at a time and RPBDDRV must be run immediately after each term's disbursement in order to format DISBOUT into the RPBPELL and RPBDISB reports to provide information regarding disbursement.

SCT Banner form



Process Submission Controls GJAPCTL 7.0 (C700)

Process: RPEDISB Disbursement Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

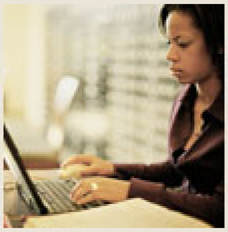
	Parameters	Values
01	Aid Year	
02	Process Indicator	B
03	Term Code	
04	Applicant ID	
05	Action Indicator	N
06	Fund Code	
07	Sort Sequence Indicator	N
08	Application Code	

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.

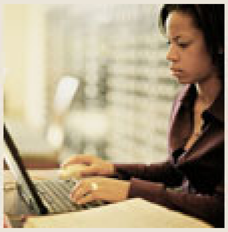
Step	Action
1	Access the Disbursement Process (RPEDISB).
2	Select a printer or database in the **Printer** field.
3	Enter these parameter values.

Parameter	Description
Parameter 01: Aid Year Code	Enter the aid year code or use the list of values by clicking the arrow in the **Values** column.
Parameter 02: Process Indicator	System generated B in this field. It must be a B when running in Batch mode.
Parameter 03: Applicant ID	Must be blank when running in Batch mode.
Parameter 04: Term Code	Enter a term code.
Parameter 05: Action Indicator	Enter N for normal or F for Final.
Parameter 06: Fund Code	Enter a fund code you want disbursed.
Parameter 07: Sort Sequence Indicator	Enter an I for ID or N for Name.
Parameter 08: Application Code	Enter the code for the general area where for which the selection ID was defined.
Parameter 09: Selection ID	Scroll and enter a code that identifies the sub-population.
Parameter 10: Creator ID	Enter the ID of the person who created the sub-population rules.
Parameter 11: Not used at this time	System generated NO.
Parameter 12: User ID	Enter your user ID.
Parameter 13: Pell Report Type	System defaults to B.
Parameter 14: Disb Report Type	System defaults to C.
Parameter 15: Disb Sort Order	System defaults to F.

Jump to TOC

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	Click the **Exit** icon.



Section C: Day-to-Day Operations

Lesson: Printing the Disbursement Reports

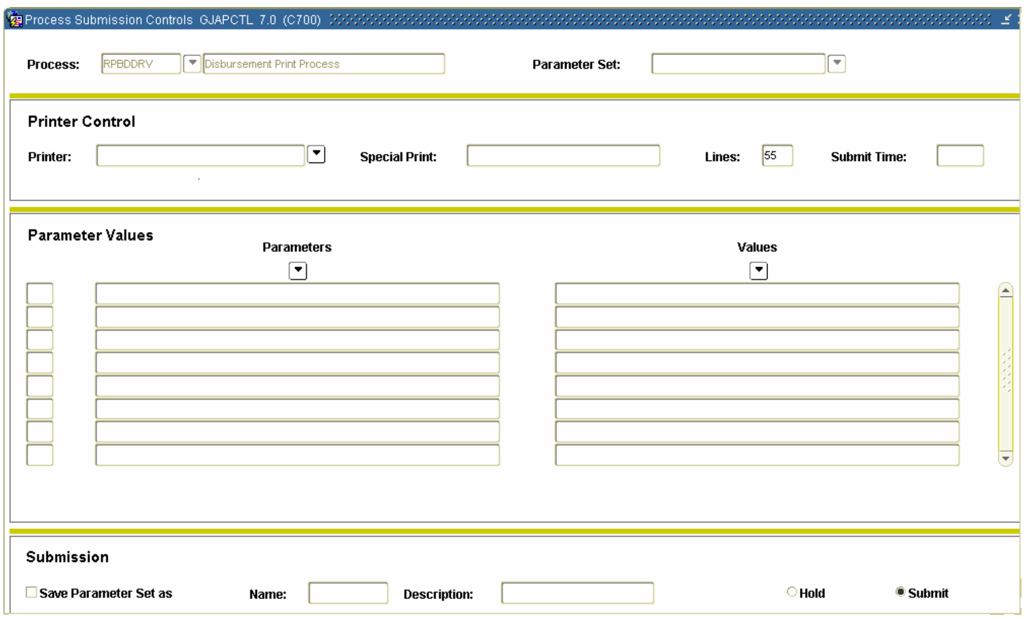
Jump to TOC

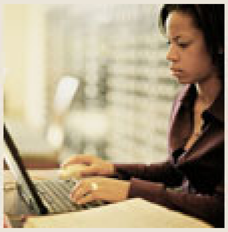
Purpose

The Disbursement Print process (RPBDDRV) runs from the Process Submission Controls Form (GJAPCTL). It will produce the data for the disbursement results report. There are no parameters for this job.

Note: This process is run for one term at a time and RPBDDRV must be run immediately after each term's disbursement in order to format DISBOUT into the RPBPELL and RPBDISB reports to provide information regarding disbursement.

SCT Banner form





Section C: Day-to-Day Operations

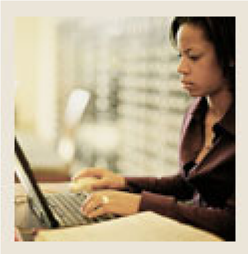
Lesson: Printing the Disbursement Reports (Continued)

Jump to TOC

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Disbursement Print Process (RPBDDRV).
2	Select a printer or database in the **Printer** field.
3	Click the **Submit** radio button. Note: There are no parameters for this process.
4	Click the **Save** icon.
5	Select Review Output from the **Option** menu.
6	Select the .log file in the **File Name** field.
7	Click the **Exit** icon.



Section C: Day-to-Day Operations

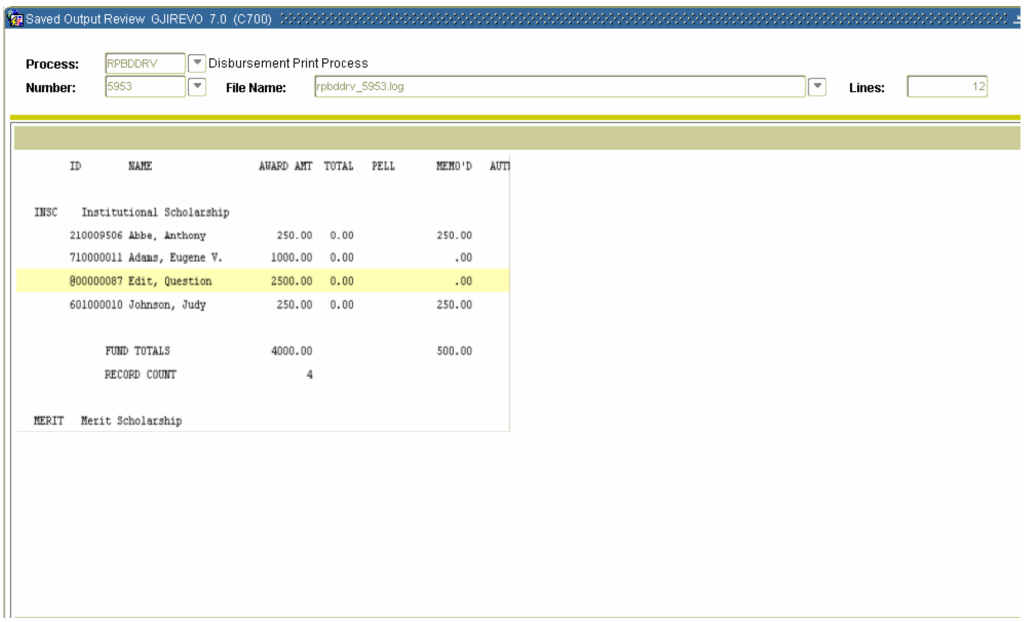
Lesson: Printing the Disbursement Reports (Continued)

Jump to TOC

Purpose

This is the Disbursement Report (RPBDISB) that is produced from running RPBDDRV. This report will display the status of a student's memo/authorization/payment for each fund and if the fund did not memo/authorize/pay, the disbursement result reason.

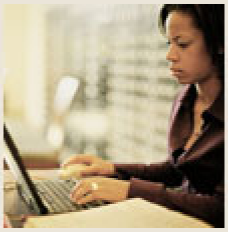
SCT Banner Form



Saved Output Review GJIREVO 7.0 (C700)

Process: RPBDDRV Disbursement Print Process
Number: 5953 File Name: rpbddrv_5953.log Lines: 12

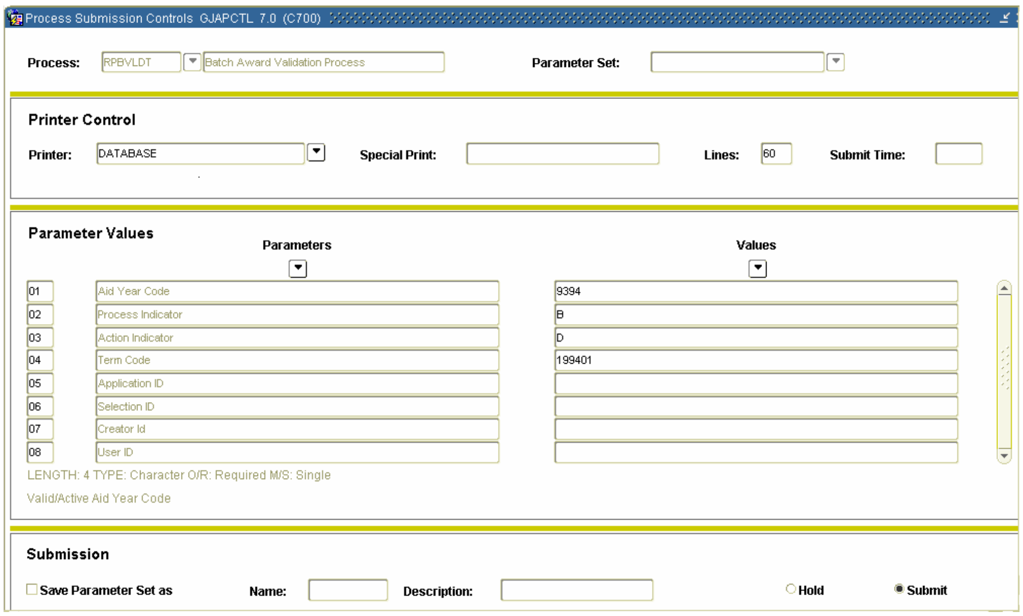
ID	NAME	AWARD AMT	TOTAL	PELL	MEMO'D	AUT
INSC	Institutional Scholarship					
210009506	Abbe, Anthony	250.00	0.00		250.00	
710000011	Adams, Eugene V.	1000.00	0.00		.00	
@00000087	Edit, Question	2500.00	0.00		.00	
601000010	Johnson, Judy	250.00	0.00		250.00	
	FUND TOTALS	4000.00			500.00	
	RECORD COUNT	4				
MERIT	Merit Scholarship					

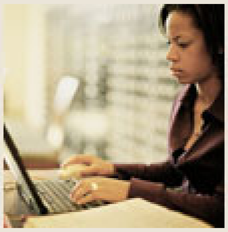


Purpose

The Batch Award Validation process (RPBVLDT) runs from the Process Submission Controls Form (GJAPCTL). Running this process with a value of D (disbursement) for action indicator will produce the data for the disbursement validation report.

SCT Banner Form





Section C: Day-to-Day Operations

Lesson: Printing the Disbursement Reports (Continued)

Jump to TOC

Procedure

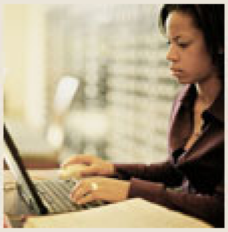
Follow these steps to complete the process.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Batch Award Validation Process (RPBVLDT).</td></tr>
<tr><td>2</td><td>Select a printer or database in the Printer field.</td></tr>
<tr><td>3</td><td>Enter these parameter values.
<table>
<tr><th>Parameter</th><th>Description</th></tr>
<tr><td>Parameter 01: Aid Year Code</td><td>Enter the aid year code or use the list of values by clicking the arrow in the Values column.</td></tr>
<tr><td>Parameter 02: Process Indicator</td><td>System generated B in this field. It must be a B when running in Batch mode.</td></tr>
<tr><td>Parameter 03: Action Indicator</td><td>Enter A for Award or D for Disbursement.</td></tr>
<tr><td>Parameter 04: Term Code</td><td>Enter a term code.</td></tr>
<tr><td>Parameter 05: Applicant ID</td><td>Must be blank when running in Batch mode.</td></tr>
<tr><td>Parameter 06: Selection ID</td><td>Scroll and enter a code that identifies the sub-population.</td></tr>
<tr><td>Parameter 07: Creator ID</td><td>Enter the ID of the person who created the sub-population rules.</td></tr>
<tr><td>Parameter 08: User ID</td><td>Enter your user ID.</td></tr>
</table></td></tr>
<tr><td>4</td><td>Click the Save Parameter Set as checkbox.</td></tr>
<tr><td>5</td><td>Enter a name and description in the Name and Description fields.</td></tr>
<tr><td>6</td><td>Click the Submit radio button.</td></tr>
<tr><td>7</td><td>Click the Save icon.</td></tr>
<tr><td>8</td><td>Click the Exit icon.</td></tr>
</table>

Report results

The Disbursement Report (RPBVDIS) is produced from running RPBVLDT. The output will display the current eligibility for disbursements that have not been made and for disbursements that have already been made.

Note: This report will only show funds with a disbursement schedule on RPAAWRD, so it will not show loan funds.



Section C: Day-to-Day Operations

Lesson: Viewing Disbursement Results On-Line

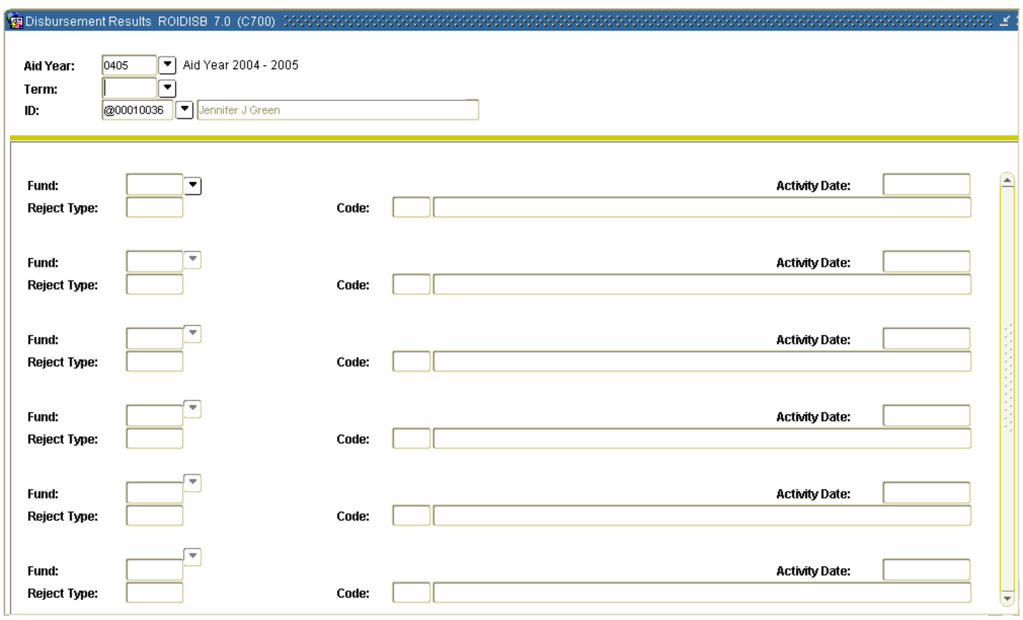
Jump to TOC

Purpose

The disbursement validation process checks institution-defined edits, hard-coded edits, and federal edits before the system actually processes a memo, disbursement, or authorization. The Disbursement Results Form (ROIDISB) enables the review of funds that were not disbursed or memoed to a student for a specified term and aid year. The form also displays the initial reason for the rejection that occurred during the disbursement or memo validation check in the Disbursement process (RPEDISB). This form does not display disbursement edit for authorized aid.

<u>Note</u>: To see a complete list of all Reject Types, access the RTVRJCT form by entering a *D* or *M* in the key block and performing the **Next Block** function. Each error condition is listed and explained in the *Using SCT Banner Financial Aid* manual.

SCT Banner form


Disbursement Results ROIDISB 7.0 (C700)

Aid Year: 0405 Aid Year 2004 - 2005
Term:
ID: @00010036 Jennifer J Green

Fund: Activity Date:
Reject Type: Code:

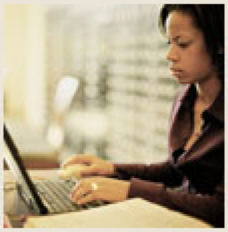
Fund: Activity Date:
Reject Type: Code:

Fund: Activity Date:
Reject Type: Code:

Fund: Activity Date:
Reject Type: Code:

Fund: Activity Date:
Reject Type: Code:

Fund: Activity Date:
Reject Type: Code:



Section C: Day-to-Day Operations

Lesson: Viewing Disbursement Results On-Line (Continued)

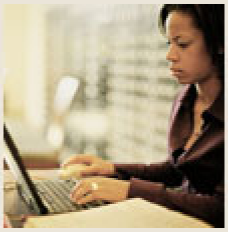
Jump to TOC

Procedure

Follow these steps to review the results.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Access the Disbursement Results Form (ROIDISB).</td></tr>
<tr><td>2</td><td>Confirm the Aid Year and student ID.</td></tr>
<tr><td>3</td><td>Enter the term code for which you ran disbursement in the Term Code field.</td></tr>
<tr><td>4</td><td>Perform a Next Block function.</td></tr>
<tr><td>5</td><td>
<table>
<tr><th>IF</th><th>THEN</th></tr>
<tr><td>Reject codes appear</td><td>correct the problem, if possible, and run the disbursement process again for the student from the ROAIMMP form.</td></tr>
<tr><td>Reject codes do not appear</td><td>the fund has either been authorized or paid.</td></tr>
</table>

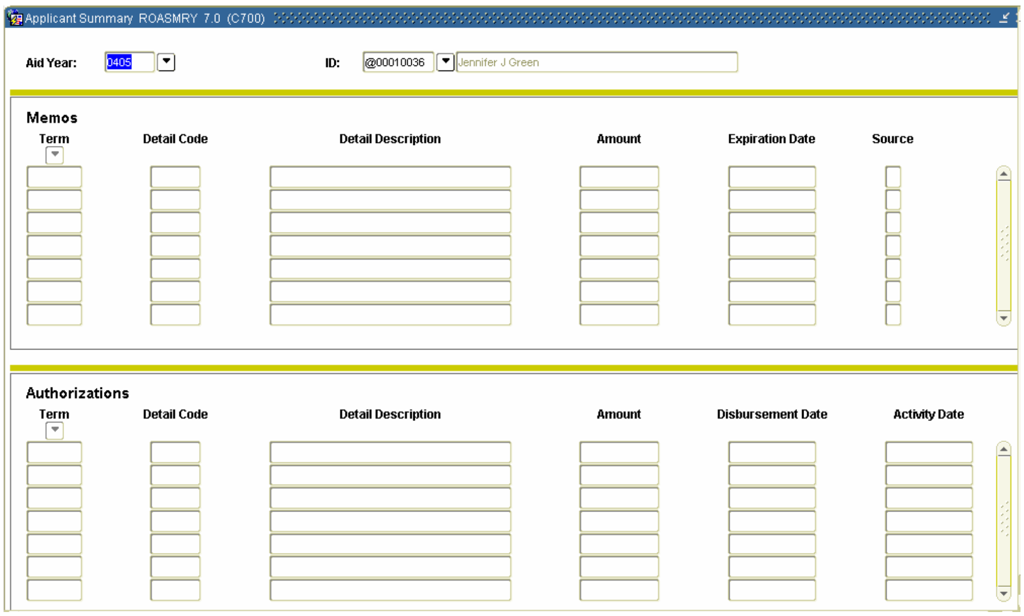
Examples: Applicant has holds, applicant has outstanding tracking requirements, applicant is not enrolled, award is not accepted, not making satisfactory academic progress, etc</td></tr>
<tr><td>6</td><td>Click the Exit icon.</td></tr>
</table>



Purpose

The Applicant Summary Form (ROASMRY) can be used to view memo and authorized amounts for individual students on the screen without printing.

SCT Banner form



Applicant Summary ROASMRY 7.0 (C700)

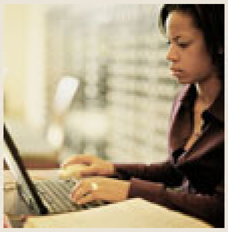
Aid Year: 0405 ID: @00010036 Jennifer J Green

Memos

Term	Detail Code	Detail Description	Amount	Expiration Date	Source

Authorizations

Term	Detail Code	Detail Description	Amount	Disbursement Date	Activity Date



Section C: Day-to-Day Operations

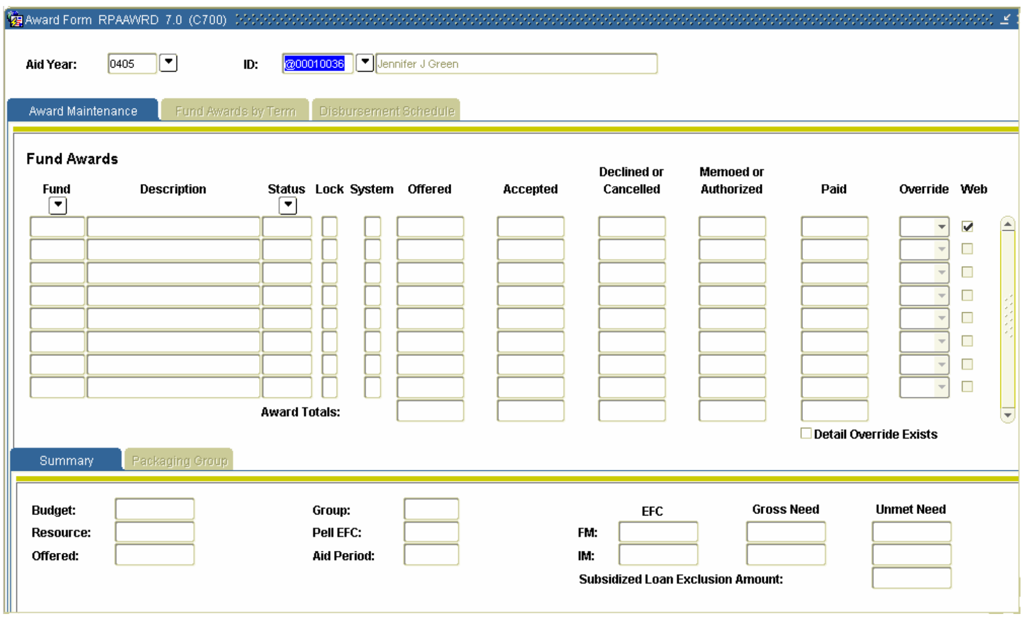
Lesson: Viewing Disbursement Results On-Line (Continued)

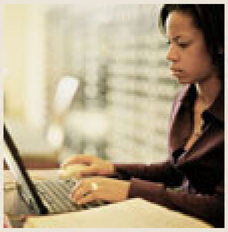
Jump to TOC

Purpose

The Award Form (RPAAWRD) can be used to view memo and authorized amounts and payments for individual students on the screen without printing. This form does not distinguish between a memo and authorization.

SCT Banner form





Section C: Day-to-Day Operations

Lesson: Summary

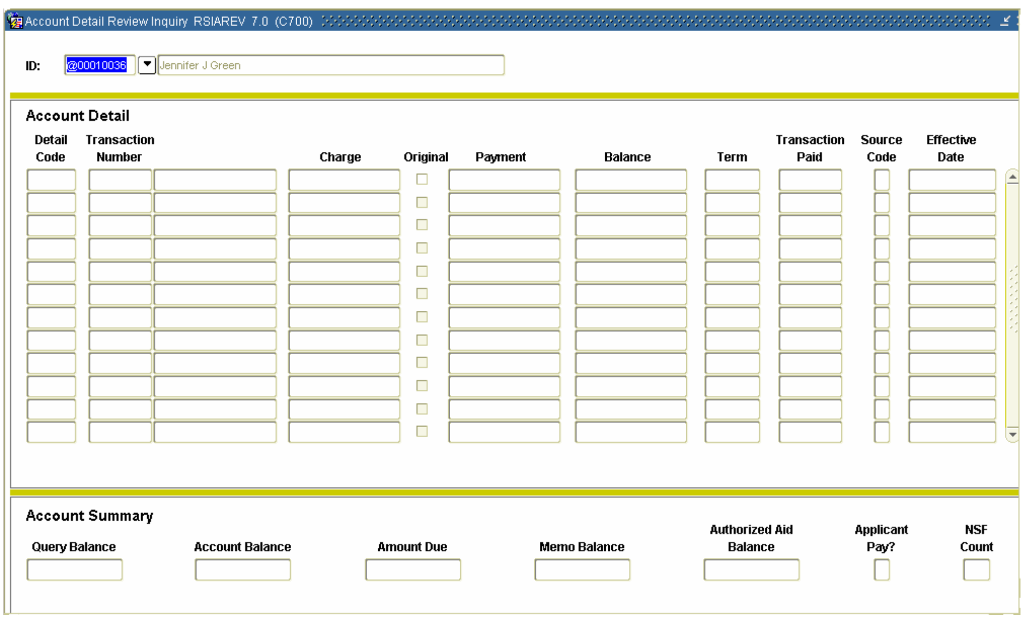
Jump to TOC

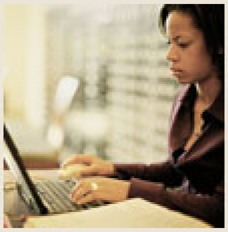
Let's review

As a result of completing this workbook, you have

- identified all rules and processing parameters for handling disbursements
- processed the disbursement reports individually and in batch
- printed reports or viewed them online
- completed information to satisfy disbursement edits.

Now you are ready to send the disbursement information to the Business Office to have the students notified and checks cut. The disbursement process automatically 'sends' the disbursement information to the Business Office. After the disbursement is actually made, you should go to the Account Detail Review Inquiry Form (RSIAREV) form to show the disbursement feed to the AR side.





Section C: Day-to-Day Operations

Lesson: Self Check

Jump to TOC

Directions

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

Question 1

The name of the form where you can see why the disbursement process did not work for a student is

a) Award Form (RPAAWRD).
b) Disbursement Rules (ROIDISB).
c) Disbursement Process (RPEDISB).
d) Applicant Immediate Process (ROAIMMP).

Question 2

A memo notation indicates that the student has not passed all eligibility edits.

True or False

Question 3

An authorization is processed on or after the scheduled disbursement date.

True or False

Question 4

Disbursements can

a) not be done online.
b) be processed in batch mode.
c) be run with no prior set-up.
d) only be done once a year.

Jump to TOC

Question 5

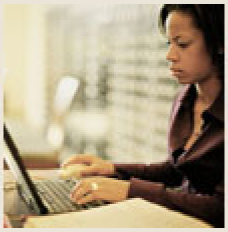
The Accounts Payable Office is responsible for actually sending out the refund checks.

True or False

Question 6

You can see a student’s authorized amount on

a) Applicant Status Form (ROASTAT).
b) Packaging Maintenance Form (RPAAPMT).
c) Applicant Requirements Form (RRAAREQ).
d) Need Analysis Results Form (RNARSLT).
e) Financial Aid Identification Form (RPAIDEN).



Section C: Day-to-Day Operations

Lesson: Answer Key for Self Check

Jump to TOC

Question 1

The name of the form where you can see why the disbursement process did not work for a student is

a) Award Form (RPAAWRD).
b) Disbursement Rules (ROIDISB).
c) Disbursement Process (RPEDISB).
d) Applicant Immediate Process (ROAIMMP).

Question 2

A memo notation indicates that the student has not passed all eligibility edits.

True

Question 3

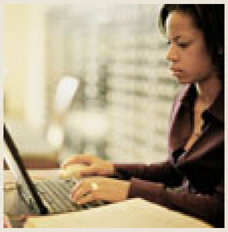
An authorization is processed on or after the scheduled disbursement date.

False

Question 4

Disbursements can

a) not be done online.
b) be processed in batch mode.
c) be run with no prior set-up.
d) only be done once a year.



Jump to TOC

Question 5

The Accounts Payable Office is responsible for actually sending out the refund checks.

True

Question 6

You can see a student’s authorized amount on

a) Applicant Status Form (ROASTAT).
b) Packaging Maintenance Form (RPAAPMT).
c) Applicant Requirements Form (RRAAREQ).
d) Need Analysis Results Form (RNARSLT).
e) Financial Aid Identification Form (RPAIDEN).

Section D: Reference

Lesson: Overview

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Introduction

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

Section contents

Guide

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**
Institutional Financial Aid Options	ROAINST	Applicant Immediate Process	ROAIMMP
		Financial Aid Enrollment Form	ROAENRL
		Disbursement Results Form	ROIDISB
		Applicant Summary Form	ROASMRY
		Award Form	RPAAWRD
		Package Maintenance Form	RPAAPMT
		Account Detail Review Inquiry	RSIAREV
Fund Base Data	RFRBASE	Same as above	
Detail Code Control	TSADETC	Same as above	
Sections Unavailable for Aid	ROASECT	Same as above	
Fund Management	RFRMGMT	Same as above	
Class Code Translation Form	RPRCLSS	Same as above	
Audit Grading Mode	RPRAUDT	Same as above	
Financial Aid Selection Rules	RORRULE	Same as above	
Tracking Requirement Validation	RTVTREQ	Same as above	
Default Award and Disbursement Schedule Rules	RFRDEFA	Same as above	
Fund Award & Disbursement Schedule Rules	RFRASCH	Same as above	
Packaging Options	RPROPTS	Same as above	
Loan Options	RPRLOPT	Same as above	
Loan Period Base Data	RPRLPRD	Same as above	

Section D: Reference

Lesson: Day-to-Day Forms and Setup Needed

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Guide

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

Day-to-Day Form	Setup Forms Needed
Applicant Immediate Process (ROAIMMP)	• Packaging Options Form (RPROPTS) • Institution Financial Aid Options (ROAINST)
Financial Aid Enrollment Form (ROAENRL)	• Institutional Financial Aid Options (ROAINST) • Fund Base Data (RFRBASE) • Detail Code Control (TSADETC) • Sections Unavailable for Aid (ROASECT) • Fund Management (RFRMGMT) • Class Code Translation Form (RPRCLSS) • Audit Grading Mode (RPRAUDT) • Financial Aid Selection Rules (RORRULE) • Tracking Requirement Validation (RTVTREQ) • Default Award and Disbursement Schedule Rules (RFRDEFA) • Fund Award & Disbursement Schedule Rules (RFRASCH) • Packaging Options (RPROPTS) • Loan Options (RPRLOPT) • Loan Period Base Data (RPRLPRD)
Disbursement Results Form (ROIDISB)	• Same as above
Applicant Summary Form (ROASMRY)	• Same as above
Award Form (RPAAWRD)	• Same as above
Package Maintenance Form (RPAAPMT)	• Same as above
Account Detail Review Inquiry (RSIAREV)	• Same as above

Section D: Reference

Lesson: Forms Job Aid

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Guide

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	Institutional Financial Aid Options	
RFRBASE	Fund Base Data	
TSADETC	Detail Code Control	
ROASECT	Sections Unavailable for Aid	
RFRMGMT	Fund Management	
RPRCLSS	Class Code Translation Form	
RPRAUDT	Audit Grading Mode	
RORRULE	Financial Aid Selection Rules	
RTVTREQ	Tracking Requirement Validation	
RFRDEFA	Default Award and Disbursement Schedule Rules	
RFRASCH	Fund Award & Disbursement Schedule Rules	
RPROPTS	Packaging Options	
RPRLOPT	Loan Options	
RPRLPRD	Loan Period Base Data	
ROAIMMP	Applicant Immediate Process	
ROAENRL	Financial Aid Enrollment Form	
ROIDISB	Disbursement Results Form	
ROASMRY	Applicant Summary Form	
RPAAWRD	Award Form	
RPAAPMT	Package Maintenance Form	
RSIAREV	Account Detail Review Inquiry	

Release Date

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This workbook was last updated on 09/09/2005.