SCT Banner
Financial Aid
Electronic Loans Training Workbook

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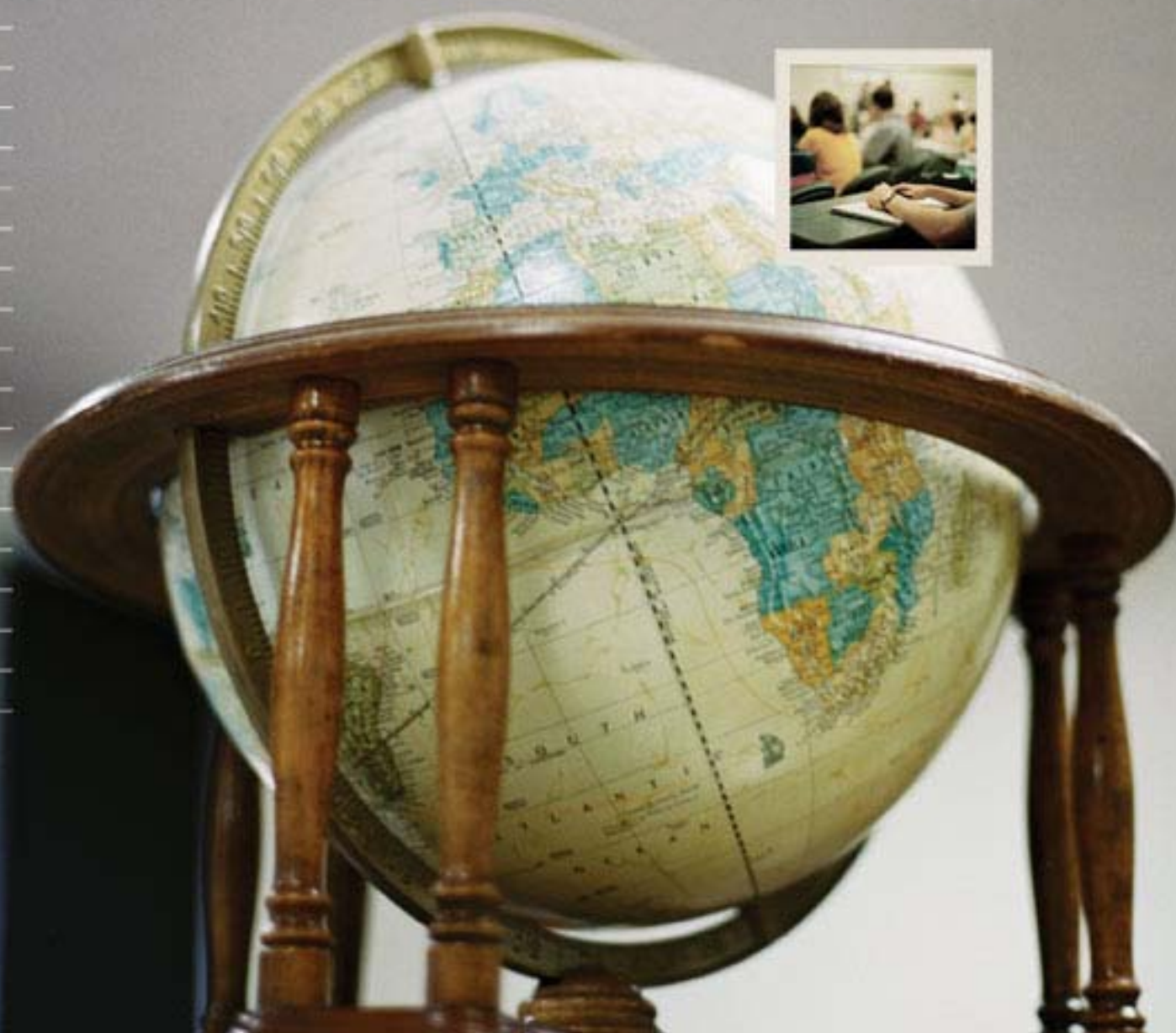
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Section A: Introduction

Overview

Workbook goal

The goal of this workbook is to provide you with an overview of Electronic Loan processing (FFELP and Alternative Loans) in SCT Banner.

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.

Topic	Page
Process Introduction	A-2

Process Introduction

Introduction   This manual explains the processing of Electronic Loans in the SCT Banner Loan Processing module. SCT Banner Electronic Loan module supports both the Commonline 4 and Commonline 5 data formats.

Flow diagram
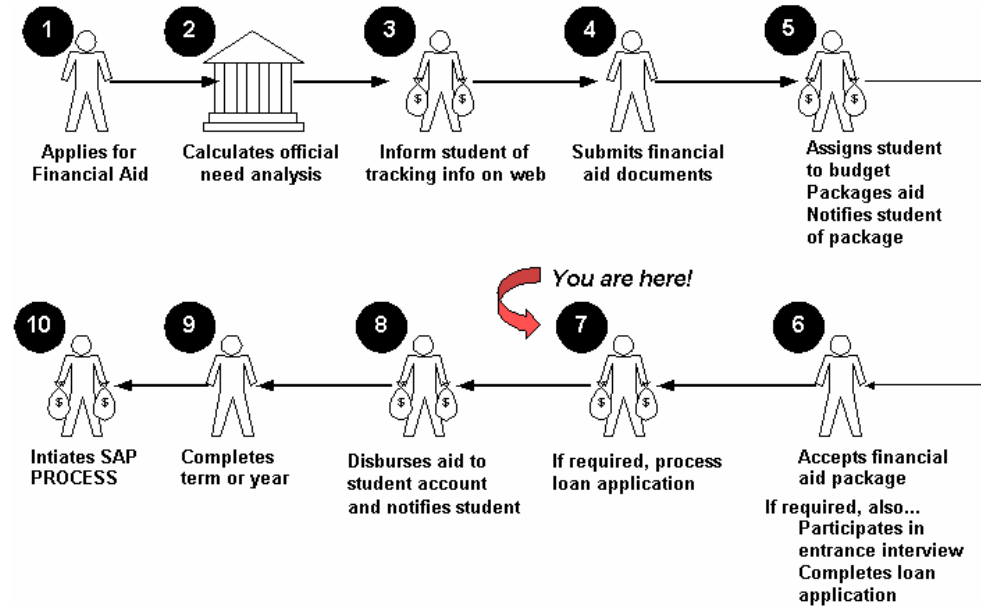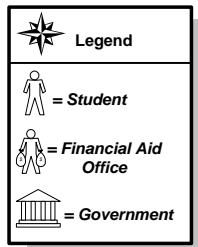
About the process

After the student has completed their loan application, their loan amount is determined based on their need. Loan applications are created and transmitted to the Lender using various SCT Banner processes. Once the Lender acknowledges guarantee of the loan and funds are sent to the institution, the loan funds are disbursed. Various rules and validations must be established before the process can begin.

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 SCT Banner for Electronic Loans.
Intended audience	Financial Aid office administrators.
Objectives	At the end of this section you will be able to • 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 • 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 • obtained administrative rights to create rules and set validation codes in SCT Banner.

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Overview, Continued

In this section   The following topics are covered in this section.

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Set Up Basic Loan Information

Introduction
On the Institution Financial Aid Options Form (ROAINST), you can set up basic loan information for processing Federal Stafford Loans.

This form enables you to:

- set the type of loans your institution processes
- provide your EL School and Branch IDs
- define various global institutional options for an aid year
- define default codes for different processes
- define institutional credit hour values by term for each student level code.

Banner form

Procedure
Follow the steps to complete the process.

Step	Action
1	Access the Institution Financial Aid Options Form (ROAINST).
	Enter an aid year in the **Aid Year** field.
	Perform a **Next Block** function.
2	Select the Loan Options tab.
3	Enter the value *E*=Electronic in the **Loan Process Type** field to allow Electronic Loan processing of Electronic Loans only. Note: Other valid values are *B*=Both (Electronic and Direct), *D*=Direct, and *N*=Neither.
4	Enter a six-digit school code in the **Electronic School Code** field.
5	Enter the two-digit campus code associated with the selected school code in the **Electronic Branch ID** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Maintain Valid Aid Periods

Purpose   Access the Aid Period Validation Form (RTVAPRD) to maintain:

- valid aid periods
- descriptions of each period
- the percent of full academic year that this aid period represents
- Pell Full Year percent for each aid period
- expected Family Contribution (EFC) percentage for the period
- activity date of the maintenance.

Banner form

Code	Description	Budget Full Year Percent	Pell Full Year Percent	EFC Percent	Activity Date
FA/SPR	Fall-Spring Semesters	100	100	100	03-JAN-1995
FA/SU1	Fall-Summer1	75	75	75	03-JAN-1995
FA/SU2	Fall-Summer2	75	75	75	03-JAN-1995
FALL	Fall Semester	50	50	50	03-JAN-1995
FAS1S2	Fall-Summer1-Summer2	99.999	100	99.999	15-JAN-1995

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Aid Period Validation Form (RTVAPRD).
2	Create an aid period using AID and your initials in the **Code** field. *Example*: AIDAB
3	Enter a **Description** for the aid period.
4	Enter *99.999* in the **Budget Full Year Percent** field. Warning: SCT Banner will only allow one aid period to be equal to 100.
5	Enter a percent in the **Full Year Percent** field. Note: The amount that you enter in the **Full Year Percent** field is the percentage of the standard academic year for the aid period code.
6	Enter the amount of Full Pell percent for each aid period. Note: The maximum percentage of the full aid year/full time Pell award that the student is eligible to receive for the aid period based on their EFC. Maximum value is 100%.

Continued on the next page

Maintain Valid Aid Periods, Continued

Procedure, continued

Step	Action
7	Enter a percent in the EFC Percent field. Use the **EFC Percent** field to prorate the expected family contribution based on the time period covered by this aid period. *Example*: A nine-month Aid Period would be 100%; A four-month Aid period would be 44.444%. This will occur only if the proration is checked on the ROAINST form.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Verify that Terms are Associated with Aid Periods

Introduction   Access the Aid Period/Term Rules Form (RORTPRD) to specify the terms associated with an aid period.

Note: Only terms associated with the current aid year on STVTERM may be used.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Aid Period/Term Rules Form (RORTPRD).
2	Enter an aid year in the **Aid Year** Field.
3	Select a Fall and Spring aid period in the **Aid Period** field.
4	Perform a **Next Block** function to access the Aid Period/Term Code Rules block.
5	Select the Fall term in the first field of the **Term Code** column.
6	Select the Spring term in the second field of the **Term Code** column.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Verify that Award Distributions are Established for Aid Periods

Introduction   The Default Award and Disbursement Schedule Rules Form (RFRDEFA) establishes award distributions for each aid period and to establish memo expiration dates. These dates must be established here for loan memos to work correctly. Dates entered here are used for loan periods associated with an aid period.

Note: Establish disbursement dates for loans are on the Loan Period Base Data Rules Form (RPRLPRD).

Differences   It is important to understand the difference between the **Award Percent** field in the **Award Schedule** block of the Default Award and Disbursement Schedule Rules Form (RFRDEFA) and the **Disbursement Percent** field in the **Disbursement Schedule** block.

Field	Purpose
Award Percent	Defines how much of an annual award is to be packaged in each term.
Pell Award Percent	Defines how much Percentage to be used when calculating the Pell award for a term. This is a required field and must equal 100% for all terms.
Disbursement Percent	Defines how much of the award for that term is to be disbursed on the specified date.
+/- Days	Defines the number of days prior to (-) or after (+) the student's earliest course start date to schedule disbursement.

Continued on the next page

Verify that Award Distributions are Established for Aid Periods, Continued

Example

Let's say that you want to package half the award in the fall term and the other half in the spring term.

- Enter *50* in each of the **Award Percent** and **Pell Award Percent** fields in the **Award Schedule** block.

Then let's say that you want to disburse half of the fall term award on August 30, three days after the start of classes, and the other half on October 30. You also want to disburse the entire spring term award on January 30, four days after the start of classes..

- Enter *50* in the **Disbursement Percent** field in the **Disbursement Schedule** block, 27-AUG-XXXX (where XXXX represents the year) in the **Disbursement Date** field for one record for the fall term, and +3 in the **+/- Days** field.
- Insert a new record and enter *50* in the **Disbursement Percent** field and 30-OCT-XXXX (where XXXX represents the year) in the **Disbursement Date** field for the second record for the fall term.
- Enter *100* in the **Disbursement Percent** field, 26-JAN-XXXX in the **Disbursement Date** field for one record for the spring term, and +4 in the **+/- Days** field.

Example Summary

This example is summarized in this table.

Disbursement %	Disbursement Date	+/- Days
50	27-AUG-XXXX	3
50	30-OCT-XXXX	0
100	26-JAN-XXXX	4

Continued on the next page

Verify that Award Distributions are Established for Aid Periods, Continued

Banner form

Procedure

Complete this process to create a default award and disbursement schedule for the aid year and aid period.

Step	Action
1	Access the Default Award and Disbursement Schedule Rules Form (RFRDEFA).
2	Enter the aid year code in the **Aid Year** field.
3	Enter the aid period In the **Aid Period** field.
4	Perform a **Next Block** function to access the Award Schedule block.
5	Perform an **Insert Record** function. Result: In the **Term Code** field for this first record, you will see the term code associated with the aid period selected in the key block. Setting up RORTPRD on the previous exercises causes the terms to insert.

Verify that Award Distributions are Established for Aid Periods, Continued

Procedure, continued

Step	Action
6	Enter the percent of the annual award that you want packaged during this term In the **Pell Award Percent** field. For practice, enter *50*.
7	Enter the date that any memo'd items for that term will expire in the **Memo Expiration** field.
8	Repeat steps 6-7 for the second term.
9	Click the **Save** icon.
10	Perform a **Next Block** function to access the **Disbursement Schedule** block.
11	Perform an **Insert Record** function. Result: In the **Term Code** field for this first record, you will see the term code associated with the aid period selected in the key block.
12	Enter the percent of the term award that you want disbursed on this date in the **Disbursement Percent** field. For practice, enter *100*. This will disburse 100% of the term award on this date.
13	Enter the date the funds are to be disbursed in the **Disbursement Date** field.
14	Enter the number of days prior to or after the first class start date of the student to schedule the disbursement in the **+/- Days** field. During this exercise we will leave this field blank.
15	Repeat steps 12-14 for the second record. Note: The disbursement percentage for a term must equal 100%. If you entered 50% for a term, then double-click in the term code field to select the term again and repeat steps 12-14.
16	Click the **Save** icon.
17	Click the **Exit** icon.

Verify that Federal Data has been Loaded

Introduction   Verify that data has been loaded to this table in the Federal Rules Inquiry Form (RPIFEDR).

Note: This data is SCT-delivered and cannot be changed.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Federal Rules Inquiry form (RPIFEDR).
2	Verify the **Aid Period** field is populated with the correct aid period.
3	Perform a **Next Block** function.
4	DO NOT attempt to alter any data on this form.
5	You may scroll through the form using the Page Down key or the Scroll Bar on the right side of the form.
6	Click the **Exit** icon.

Establish Detail Codes For Loans

Purpose

In the Detail Code Control Form (TSADETC) you can establish detail codes to be used for loans. Accounts Receivable detail codes are required to enable loan proceeds to be paid to the student's account receivable.

Note: Accounts Receivable staff would normally be responsible for creating and maintaining detail codes.

Banner form

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Detail Code Control Form (TSADETC).
2	Click the **Exit** icon to close the Printer Destinations window.
3	Perform an **Insert Record** function.
4	Enter a four-character code to represent this loan fund payment into the **Detail Code** field.
5	Enter the applicable description to appear on the student's account receivable record and also on the student's billing document - also in the **Detail Code** field.
6	Enter a **Type** code of *P*.
7	Enter the **Category** code of *FA*.
8	Enter a **Priority** code of *000*.
9	Click the **Refundable** checkbox.
10	Click the **Receipt** checkbox if receipts are to be printed when the payment is recorded.
11	Enter other values as desired.
12	Enter a **Pay Type** of *F* for financial aid.
13	Click the **Active** checkbox.
14	Click the **Save** icon. Note: If you wish to enter accounting information, perform a **Next Block** function to access the second window.

Establish Loan Funds and Associate them with a Federal Fund ID

Introduction   The Fund Base Data Form (RFRBASE) enables you to establish fund codes and define the basic characteristics of the fund.

You can associate the fund with the following:

- an accounts receivable detail code
- indicate other base data such as the fund source, fund type, and Federal Fund ID

Banner form

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

Continued on the next page

Establish Loan Funds and Associate them with a Federal Fund ID, Continued

Procedure   Follow the steps to complete the procedure.

Step	Action
1	Access the Fund Base Data Form (RFRBASE).
2	Click the **Insert Record** icon to insert a new row.
3	Enter a **Fund Code** and a **Description** for a subsidized loan. For the fund code, use your initials as the last two characters of the fund name. *Example*: STFSAB
4	Enter an A/R detail code that corresponds to a Federal Stafford Loan In the **Accounts Receivable Detail** field. <u>Note</u>: These must be established on TSADETC; see previous procedure.
5	Click the **Search** icon to view a list of A/R detail codes.
6	Locate all detail codes that begin with F and select the desired code, such as FFSL (Federal Stafford Loan).
7	Enter the source of the fund in the **Fund Source** field. For this exercise, the source will be FDRL (Federal).
8	Enter the type of fund in the **Fund Type** field. For this exercise, the type will be LOAN.
9	Enter STFD for Federal Stafford Loan in the **Federal Fund ID** field.
10	Enter a Print Order priority number in the **Print Order** field. <u>Note</u>: Lower numbers give loans higher priorities.
11	Insert a **New Record** and repeat steps 6-11, this time creating an unsubsidized loan.
12	Name the fund code using your initials as the last two characters. *Example*: STFUAB.
13	Enter the A/R detail code that corresponds to a Federal Unsubsidized Stafford Loan in the **Accounts Receivable Detail** field. <u>Note</u>: These must be established on TSADETC; see your consultant for the correct code.
14	Enter *FDRL* (federal) in the **Fund Source** field.
15	Enter *LOAN* as the type in the **Fund Type** field.

Establish Loan Funds and Associate them with a Federal Fund ID, Continued

Procedure, continued

Step	Action
16	Enter a Print Order priority number in the **Print Order** field. Note: Make sure that the print order priority for the subsidized loan is higher (number is lower) than the print order priority you assign for the unsubsidized loan. (The lower the number, the higher the priority.)
17	Enter a Message Number in the **Message Number** field of each fund in order for each fund to be viewable on the Self-Service forms.
18	Click the **Save** icon.
19	Click the **Exit** icon.

Verify that the Loan Process is Checked

Introduction   You must establish certain characteristics for both the subsidized and unsubsidized loans that you created on the Fund Base Data Form (RFRBASE) on the RFRMGMT form.

RFRMGMT displays and maintains the various attributes of a fund for a given aid year.

You can use this form to do the following:
- Allocate a budget.
- Define packaging and disbursement options.
- Declare budget and detail code components.
- Maintain disbursement locks.
- Define tracking requirements.
- Require a signed promissory note for funds.
- Assign messages and comments.

Banner form

Continued on the next page

Verify that the Loan Process is Checked, Continued

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Fund Management Form (RFRMGMT).
2	Enter an Electronic Loan fund code in the **Fund Code** field. Enter the code for the subsidized loan you created. *Example*: STFSAB
	Perform a **Next Block** function.
3	Enter an amount for this fund in the **Budget Allocated** field. *Example*: 999,999, 999.00, since this is an unlimited budget fund.
4	In the **Over-Commitment Percent** field, enter 100%. Since you have set a budget that will not run out, the over-commitment % will not come in to play.

Verify that the Loan Process is Checked, Continued

Packaging tab

Procedure   Follow these steps to complete the process.

Step	Action
1	Select the Packaging tab.
2	Enter an appropriate value in the **Award Maximum** and **Award Minimum** fields.
3	Enter the applicable award status codes into the **Offer Status**, **Accept Status** and **Decline Status** fields.
4	Enter the applicable values for packaging in the **Automatic Packaging, Automatic Scheduling** and **Automatic Acceptance** fields.
5	Click the **Override Need** or **Replace EFC** checkbox. Note: You cannot select both.
6	Click the **Loan Process** checkbox.
7	Click the **Need Analysis** checkbox.
8	Enter other values as applicable.
9	Enter an applicable value in the **Loan Fee Percent** field to enable the loan to memo at a net proceeds amount.
10	Select the **Accepted** radio button for **Memo Credit**.
11	Select the **None** radio button for **Disbursement**.
12	Click the **Save** icon.
13	Click the **Exit** icon.
14	Repeat the above steps for the unsubsidized loan.

Award Additional Unsubsidized Amounts to Students

Introduction   On the Packaging Options Form (RPROPTS), indicate if additional unsubsidized amounts should be awarded to independent students.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Packaging Options Form (RPROPTS).
2	Ensure the correct **Aid Year** is entered in the Key block.
3	Perform a **Next Block** function to enter the form.
4	Click the **Additional Stafford Eligibility Default** checkbox to allow Independent students to receive the additional eligibility limits if this is applicable at your institution.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Continued on the next page

Award Additional Unsubsidized Amounts to Students,
Continued

Performing Overrides

Overrides may be performed on the Packaging Group tab of the Award Form (RPAAWRD), Financial Aid Record Maintenance (ROARMAN) or Package Maintenance (RPAAPMT) for individual Dependent students where a PLUS Loan denial has occurred. Additionally, in the **Subsidized Loan Exclusion Amount** field you may enter an amount for Americorp and/or Chapter 31 VA benefits to be excluded in determining Sub Loan eligibility:

Performing Overrides

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Award Form (RPAAWRD).
2	Ensure the correct **Aid Year** is entered in the Key block.
3	Enter the student's **ID** number.
4	Perform a **Next Block** function to enter the form.
5	Select the Packaging Group tab.
6	Select *Y*=Yes to allow additional unsubsidized eligibility in the **Additional Stafford** field.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Equate Student System Class Codes with Banner Year

Introduction Use the Class Code Translation Form (RPRCLSS) to convert a Student system level code and Student system class code combination into a Financial Aid system class code.

Banner form

Procedure Follow these steps to complete the process.

Step	Action
1	Access the Class Code Translation Form (RPRCLSS).
2	Enter the aid year in the **Aid Year** field.
3	Perform a **Next Block** function.
4	Enter the level code or select it by clicking in the **Student System Level** field to see the list of values.
5	Enter the class code or select it by clicking in the **Student System Class** field to see the list of values.
6	In the **Financial Aid Class** field, enter the financial aid class code (Banner Year In College) associated with the level and class code combination. *Example:* Let's say that your institution has an "Undergraduate" level code with four class codes for "Freshman," "Sophomore," "Junior," and "Senior." You also have four financial aid classes using "Banner Year In College numbers 1,3,4,5, one for each of these combinations. For the first record in this form, you would enter • level code for *Undergraduate* in the **Student System Level** field • class code for *Freshman* in the **Student System Class** field • *1* in the **Financial Aid Class** field.
7	Repeat the above steps for each combination you need to define.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Establish Certification Initials

Introduction   Access the Certification Initials Validation Form (RTVCINT) to establish certification initials, if desired.

This is an optional feature and is shared with the Short Term Credit module.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Certification Initials Validation Form (RTVCINT).
2	Enter the initials of a person who is eligible to perform certifications in the **Certification Initials** field.
3	Enter the person's last name in the **Last Name** field.
4	Enter the person's first name in the **First Name** field.
5	Enter the person's middle initial in the **MI** field.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Establish Status Codes

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

Banner form

Procedure　　Complete this process to define a loan status for loan application processing.

Step	Action
1	Access the Loan Status Validation Form (RTVLNST).
2	Enter the code for a new loan status in the **Loan Status** field.
3	Enter a brief description for the loan status in the **Loan Description** field.
4	Click the **Inactive** checkbox if this loan status is to indicate that the loan is inactive.
5	Click the **Hold** checkbox if this loan status is to indicate that the loan is being held.
6	Enter the voice response message number in the **VR Msg No** field if your institution is using SCT Banner Voice Response and you want this loan status to have a message attached to it.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Create a Non-Person Record

Introduction   Use the General Person Identification Form (SPAIDEN) to enter person and non-person records. Use this form to create each of your Lenders, Guarantee Agencies and Disbursement Agencies. The federally assigned codes for Lenders, Guarantee and Disbursement Agencies must be used as the Banner ID.

Warning: DO NOT USE 'GENERATE ID' option.

When loan proceeds need to be returned as a result of a refund, change in eligibility, change in enrollment, etc., the money may need to be returned to a lender, guarantee agency, or disbursing agent. In order for returned checks to be sent back to the proper party, you must set up a Return ID, called a return entity.

Lenders and guarantors are defined in the same manner, as you will see in the next lessons.

Banner form

Create a Non-Person Record, Continued

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the General Person Identification Form (SPAIDEN).
2	Enter an **ID** for a bank. Make up an ID number, trying to be creative so that you don't call up an ID that already exists. Note: Keep in mind that most Lender ID's begin with the numeral "8". *Example*: Use "80" and then the month and year of your birthday.
3	Perform a **Next Block** function.
4	Select a matching source in the **Matching Source** field.
5	Enter the name of the lender into the **Name** field in the Non–Person Name Information block.
6	Enter the lender's tax identification number in the **SSN/SIN/TIN** field.
7	Enter the contact information for the lender in the **Address**, **City**, **State** or **Province**, **Zip or Postal Code**, **E-mail**, and **Telephone** fields.
8	Click the **Save** icon.
9	Click the **Yes** button.
10	Click the **OK** button.
11	Click the **Exit** icon.

Associate a Lender ID with a Guarantor ID

Introduction   Complete the Lender Base Data Form (RPRLNDR) to establish address information about a lender as well as to link the lender ID in SPRIDEN to the Guarantor or Insurer ID in SPRIDEN.

Note: Use official Lender and Guarantor ID codes as assigned by Common Line. Use no leading or trailing zeros.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Lender Base Data Form (RPRLNDR).
2	Enter a unique ID of the lender you want to define in the **Lender Code** field. Note: You must use the CommonLine issued ID. You can also use the **Search** feature to select a lender code.
3	Perform a **Next Block** function. Result: Two messages are displayed saying, "Lender does not exist; Please add." Click the **OK** button for both messages.

Continued on the next page

Associate a Lender ID with a Guarantor ID, Continued

Procedure, continued

Step	Action
4	Enter the lender **Contact** person.
5	Enter the lender **Address** including **City**, **State/Prov.** and **Zip/PC**.
6	Enter the applicable SPRIDEN ID for this Lender into the **Lender ID** field.
7	Enter the applicable SPRIDEN ID for the Guarantor or Insurer in the **Guarantor ID** field.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Establish Loan Periods

Introduction   Use the Loan Period Base Data Form (RPRLPRD) to create and maintain loan period information for all possible loan periods.

Background   Loans are processed using a loan period as opposed to an aid period. Students who receive loans are awarded based on a cost of attendance and an aid period just like all students; however, when a loan award is made, a loan period must be connected to that loan.

You can do either of the following.

1. Associate the loan period with an aid period (if applicable).
2. Link the loan period to a term schedule (if the loan period does not relate to an aid period).

If a loan period is not linked to an aid period, it will not be used by RPRELAP to create an **Electronic Loan Application**.

Once the application is created, the loan period may be changed to a loan period that is not linked to an aid period. All of the certification values will then need to be entered manually.

Banner form

Establish Loan Periods, Continued

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Loan Period Base Data Form (RPRLPRD).
2	Enter the code for the new loan period In the **Loan Period** field. *Example:* For this exercise, enter LOAN followed by your initials, such as LOANAA.
3	Navigate to the Base Data block.
4	Enter a brief description of the loan period in the **Description** field.
5	Enter the first date that this loan period will be in effect in the **Start Date** field.
6	Enter the last date that this loan period will be in effect in the **End Date** field.
7	Click the **Save** icon.
8	Enter the code of the aid year for this loan period in the **Aid Year** field.
9	Enter the code of the aid period for this loan period in the **Aid Period** field.
10	Click the **Save** icon.

Establish Loan Periods, *Continued*

**Options –
Disbursement
Schedule Rules**

Procedure

Follow these steps to complete the process.

Step	Action
1	Select <u>Disbursement Schedule Rules</u> from the **Options** menu to define the disbursement dates. Note: You must always define at least two disbursement dates for each loan period if it is a one-term loan. For this procedure, you can use the same dates and percentages you used in the previous part of this procedure.
2	Enter the date on which the loan is to be disbursed in the **Scheduled Date** field.
3	Enter the term code associated with that date or select it by double-clicking in the **Term Code** field to see the list of values.
4	Leave the **Disbursement Promissory Note Date** field blank unless this is an institutional loan: enter the disbursement date that is to be printed on the promissory note.
5	Enter the percentage of the total loan for the period to be disbursed on that date in the **Disbursement Percent** field. Note: Once you have defined all of your disbursement dates, the total in the **Percent** column must equal 100.
6	Enter the number of days from the scheduled disbursement date that you want the memo to expire in the **Memo Expiration Days** field, if this loan period is not associated with an aid period.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Establish Values for the Creation of Loan Applications

Introduction

Complete the Loan Options Form (RPRLOPT) to define features of this manually processed loan fund.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Loan Options Form (RPRLOPT).
2	Enter the aid year code in the **Aid Year** field.
3	Enter the fund code you want to define in the **Fund** field.
4	Perform a **Next Block** function.
5	Click the **When Loan Accepted** checkbox if you want the system to automatically create a loan application within the packaging process at the time that the award is accepted.
6	Click the **When Requirement Satisfied** checkbox if you want the system to automatically create a loan application when a particular tracking requirement has been satisfied.
7	Enter the loan status code in the **Initial Loan Status** field for the status you want to default initially. You might want to use the new loan status you created on the Loan Status Validation Form (RTVLNST) earlier in this procedure or select it by clicking in the **Initial Loan Status** field to see the list of values.
8	Select the ID of the agency authorized by the lender to receive the return of loan proceeds for students that lose their eligibility in the **Default Return ID** field.

Establish Values for the Creation of Loan Applications,
Continued

Procedure, continued

Step	Action
9	Select the lender's ID in the **Default Lender ID** field if you use a lender on a recurring basis for this fund code.
10	Select the ID of the default guarantee that provides insurance to the lender for the loan in the **Default Guarantor ID** field.
11	Click the **Satisfy Loan Application Requirement** checkbox if the entry of a loan application satisfies a loan application tracking requirement.
12	Select the requirements tracking code in the **Loan Application Requirement Code** field to indicate the tracking requirement to use when a loan application requirement is satisfied.
13	Select the tracking requirement status code to use when a loan application requirement is satisfied in the **Loan Application Requirement Status** field.
14	Click the **Memo Actual Loan Amount** checkbox if the actual loan amounts on the Loan Term Schedule Table (RPRLATR) will be used for memos.
15	Click the **Authorize Loan** checkbox if loan authorizations for this aid year and fund code will be created when disbursing funds.
16	Click the **Request Amt Required for Certification** checkbox if the loan should not be certified unless a requested loan amount was entered in the **Requested Amount** field in the Application Status Section of the Loan Application Form (RPALAPP).
17	Click the **Disbursement Amount Greater than Loan Amount** checkbox if you want to prevent loan disbursement if the disbursement amount is greater than the loan amount.
18	Click the **Save** icon.
19	Click the **Exit** icon.

Link Lender ID with Servicer ID
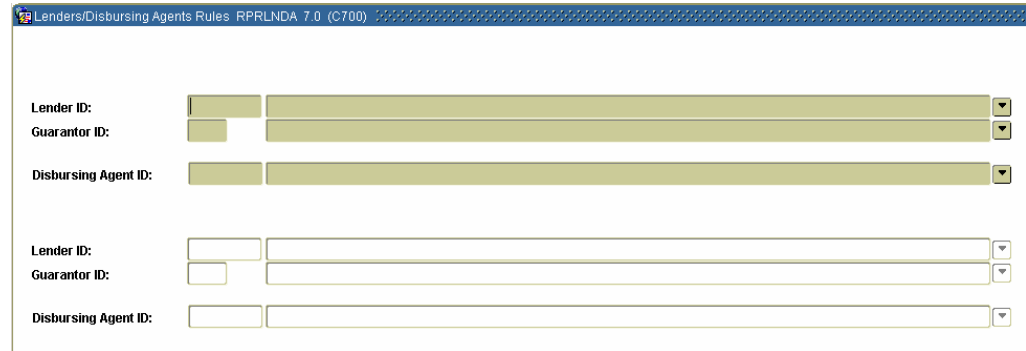
Introduction   Link a Lender ID with a Servicer ID to expedite transmission on hold/release records on the Lenders/Disbursing Agents Rules Form (RPRLNDA). This form is used to associate a lender with its designated disbursing agent (if applicable).

The information you provide decreases processing time for disbursement changes, such as Hold/Release changes.

Simply associate any Non-Person ID with your lender as its designated disbursing agent. In reality, you would check with your lenders to see if any use a separate disbursing agent.

<u>Note</u>: This is an optional form.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Lenders/ Disbursing Agents Rules Form (RPRLNDA).
2	Select a lender ID in the **Lender ID** field.
3	Select a guarantor ID in the **Guarantor ID** field. (optional)
4	Select a disbursing agent ID in the **Disbursing Agent ID** field.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Define Level and Campus Code Combinations

Introduction   Define Level and Campus code combinations that require a 30-day delay for the first disbursement on the Campus Undergraduate Level Code Rules Form (RPRCLVL).

Warning: Leave the form blank if 30-day delayed disbursements are not required.

Banner form

Procedure   Follow these steps to complete the process.

Step	Action
1	Access the Campus Undergraduate Level Code Rules Form (RPRCLVL).
2	Select the Undergraduate Campus Code(s) who should have a 30-day delay assigned to them in the **Campus Code** field.
3	Select the Undergraduate Level Code(s) who should have a 30-day delay assigned to them in the **Level Code** field.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Establish User-Level Defaults

Introduction   The Default Parameter Value Validation Form (GJAPDFT) is a special setup for an electronic loan processing. Values can be set up for one user and copied to all other users.

Alternatively, each user can complete user-level defaults for the RPRELAP process by completing the values using the Process Submission Controls Form (GLAPCLT) who will create loan applications.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Default Parameter Value Validation Form (GJAPDFT).
2	Enter *RPRELAP* in the **Process** field.
3	Perform a **Next Block** function to access the Parameters block.

Continued on the next page

Establish User-Level Defaults, Continued

Procedure, continued

Step	Action
4	For each parameter in the table, click in the **Number** field to select the parameter, then click in the empty field in the **User Default** area. Select your preferred default(s) for each parameter, then click the **Save** icon. Repeat this process with the next parameter.

Parameter	Description
Parameter 01: Aid Year	Enter the appropriate **Aid Year** (i.e., 0405)
Parameter 02: Fund Code	Enter the **Fund Code** that you wish to be processed. For this exercise enter *STFD and UNSTFD*.
Parameter 03: Default Process Type	Enter the **Default Process Type** that will be used at your institution. You may access the valid values by clicking on the **Values** icon.
Parameter 04 - 06:	Leave blank. These parameters are not used for setting up the on-line loan creation process, but may be used for the batch process.
Parameter 07:	Enter **Process Indicator** –for the purpose of this exercise enter *B*; the on-line process will ignore this parameter.
Parameter 08 - 09:	Leave blank.
Parameter 10: Permanent Address Type Default	Enter **Permanent Address Type Default** for the purpose of this exercise enter *MA* in each of these parameters.
Parameter 11: Local Address Type default.	Enter **Local Address Type Default**—for the purpose of this exercise enter *MA* in each of these parameters.
Parameter 12: Loan Status Default	Enter the default initial loan status as defined by your institution. For this exercise, enter *RECM* for Recommended.
Parameter 13: EL Application Status Default	Enter the **EL Application Status Default** code—valid values are (R)eady to send, (N)ot Ready and blank.

Establish User-Level Defaults, Continued

Procedure, continued

Step	Action
4, cont	For each parameter in the table, click in the **Number** field to select the parameter, then click in the empty field in the **User Default** area. Select your preferred default(s) for each parameter, then click the **Save** icon. Repeat this process with the next parameter.

Parameter	Description
Parameter 14: EFT Authorization Default	Valid values are (Y)es, (N)o and blank.
Parameter 15: Lock Indicator Default	Valid values are (Y)es, (N)o and blank.
Parameter 16: References Default	Valid values are (Y)es, (N)o and blank.
Parameter 17: Deferment Request Default	Valid values are (Y)es, (N)o and blank.
Parameter 18: Capitalize Interest Default	Valid values are (Y)es, (N)o and blank.
Parameter 19, 20 and 21:	Enter the **Default Lender ID**, **Default Guarantor ID** and **Default Return ID**, if your institution wishes to process in this manner— normally these would be left blank.
Parameter 22: Default Loan Period	Enter the code for the majority of borrowers if desired.
Parameter 23: Default Promissory Note Delivery	Valid values are (E)mail, (P)aper and (W)eb.
Parameter 24: Default Fed App Form Code	Valid values are (M)aster PN, (P)lus and (B)-old PN CL4 only.

Continued on the next page

Establish User-Level Defaults, Continued

Procedure, continued.

Step	Action
4, cont	For each parameter in the table, click in the **Number** field to select the parameter, then click in the empty field in the **User Default** area. Select your preferred default(s) for each parameter, then click the **Save** icon. Repeat this process with the next parameter.

Parameter	Description
Parameter 25: Default Serial Loan Code	Valid values are (N)ew MPN and (S)erial.
Parameter 26: Default Hold/Release Status	Valid values are (HR) Hold and (RR) Release Request.
Parameter 27: Source of Lender ID	Valid values are (B)anner first, then NSLDS, (N)SLDS first, then Banner and (X) never use NSLDS.
Parameter 28, 29, and 30	Leave blank for this purpose.

Step	Action
5	Click the **Save** icon.
6	Click the **Exit** icon.

Self Check

Question 1	What is the 7-character name for the Electronic Loan Application Process?

a) RPRELAP
b) RPALDSB
c) RPRLNEX

Question 2	The General Person Identification Form (SPAIDEN) is used to set up Lender and Guarantor information.

True or False

Question 3	The Lender Base Data Form (RPRLNDR) allows you to establish a Default Lender ID, a Default Guarantor ID, and a Default Return ID.

True or False

Answer Key for Self Check

Question 1	What is the 7-character name for the Electronic Loan Application Process?

a) RPRELAP
b) RPALDSB
c) RPRLNEX

Question 2	The General Person Identification Form (SPAIDEN) is used to set up Lender and Guarantor information.

True

Question 3	The Lender Base Data Form (RPRLNDR) allows you to establish a Default Lender ID, a Default Guarantor ID, and a Default Return ID.

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 electronic loans.

Intended audience Financial Aid office staff.

Objectives   The goal of Electronic Loan processing is to provide simplified and efficient loan processing capabilities to institutions and their students.

Electronic Funds Transfer is the electronic receipt of loan funds by an institution from the lender or the lender's disbursing agent.

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

- perform electronic loan application creation activities
- maintain electronic loan application changes and processing
- process Guarantor Response files
- run EFT processes.

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
- the SCT Banner Financial Aid Overview and Financial Aid Award Packaging training workbooks
- the SCT Banner General: Job Submission training workbook.

Overview, Continued

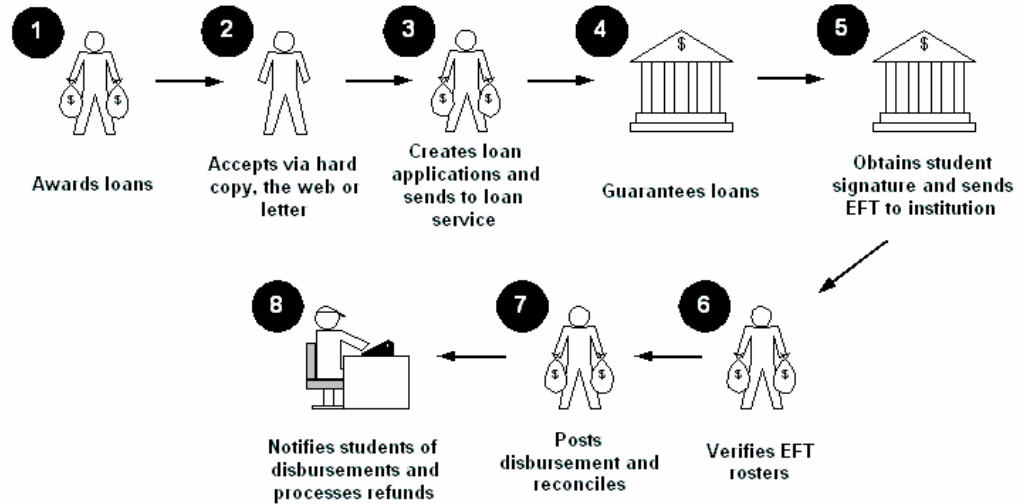**In this section**   The following topics are covered in this section.

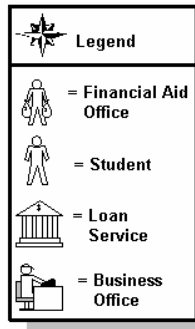# Process Introduction

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

Flow diagram

What happens   Funds are awarded to students using either manual or batch processes. Once the student accepts the loan, electronic loan applications are created in SCT Banner, certified by the Financial Aid Office, and sent to the processor using third-party software. Once the loans are guaranteed and the disbursement date is reached, funds are sent to the institution. The institution then performs the necessary steps to disburse the funds to the student's accounts.

Award an Electronic Loan to a Student

Introduction	In order to begin processing an electronic loan, a student must be awarded a loan. In addition, the loan must be in accepted status.
Options	There are five ways to award an electronic loan to a student. 1. Manually via the Award Maintenance Form (RPAAWRD). 2. Manually via the Package Maintenance Form (RPAAPMT). 3. Manually via the Financial Aid Record Maintenance Form (ROARMAN). 4. Batch packaging via the Packaging Process (RPEPCKG). 5. Online packaging via the Applicant Immediate Process Form (ROAIMMP). Note: Loan funds must be set-up on the (RPRGFND) form for automatic packaging to occur in either the RPEPCKG process or ROAIMMP awarding.
Before you start	Before you can award an electronic loan to a student, the student must have a completed Need Analysis and budget. To verify that the student meets these criteria, view the Summary tab on the Award Maintenance Form (RPAAWRD). Check to ensure the student has a budget and an EFC. If the student does not have a need analysis complete, use the Need Analysis Form (RNANAxx). If no rules have been established for budget assignment, you can use the Applicant Budget Form (RBAABUD) to manually assign a budget.

Award an Electronic Loan to a Student, Continued

**Award Form
(RPAAWRD)**

The Award Form (RPAAWRD) displays and maintains packaging information for an applicant.

Procedure

Follow the steps to award the student a loan and place in accept status.

Step	Action
1	Access the Award Form (RPAAWRD).
2	Enter the Student **ID** for a student that you have been working with.
3	Perform a **Next Block** function.
4	Check to ensure that the student has a budget and an EFC. This information is displayed in the <u>Summary</u> tab.
5	Select an electronic fund in the **Fund** field. Note: If a loan award exists, delete it and save the data, and then enter a new loan code.
6	Select a status in the **Status** field.
7	Enter the amount in the **Offered** field. Enter a Loan amount of 3500 for this exercise.

Award an Electronic Loan to a Student, Continued

Procedure, continued

Step	Action
8	Click the **Save** icon. Result: The system checks to see if the student is eligible for financial aid. You will receive an error message that says AWARD NOT PACKAGED VIOLATES FED FUND ID LIMITS. SCT Banner works with the data that has been entered on the Need Analysis Form to ensure that awards do not exceed federal regulations.
9	Change the amount of the loan to *2625*. Set the status code to *ACPT*.
10	Click the **Save** icon. The system will validate the award.
11	Click the **Exit** icon.

Continued on the next page

Award an Electronic Loan to a Student, Continued

Package Maintenance Form (RPAAPMT)

Procedure   Follow the steps to complete the process.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

Step	Action
1	Access the Package Maintenance Form (RPAAPMT).
2	Enter the aid year in the **Aid Year** field.
	Enter the student ID in the **ID** field.
3	Perform a **Next Block** function to populate the values in the Fund Awards block.
4	Select a loan in the **Fund** field.
5	Select a status in the **Status** field.
6	Enter an amount in the **Offered** field.
7	Click the **Save** icon to execute the award validation routine and to record the award.
8	Click the **Exit** icon.

Continued on the next page

Award an Electronic Loan to a Student, Continued

Financial Aid Record Maintenance Form (ROARMAN)

Procedure

Follow the steps to complete the procedure.

<u>Note</u>: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

Step	Action
1	Access the Financial Aid Record Maintenance Form (ROARMAN).
2	Enter the aid year in the **Aid Year** field.
	Enter the student ID in the **ID** field.
3	Perform a **Next Block** function to populate the values in the Fund Awards block.
4	Select a loan in the **Fund** field.
5	Select a status in the **Status** field.
6	Enter an amount in the **Offered** field.
7	Click the **Save** icon to execute the award validation routine and to record the award.
8	Click the **Exit** icon.

Continued on the next page

Award an Electronic Loan to a Student, Continued

Batch packaging via RPEPCKG

This process assumes that the user has marked the Stafford Loan fund codes as "Auto-package" funds on (RFRMGMT), and has included these funds as part of the funds grouped on (RPRGFND). It should also be understood that the student must be assigned to a valid Packaging Group in order to be packaged. Further information is contained in the lesson on Packaging.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data; then perform the following steps.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Process Submission Controls form (GJAPCTL).
2	Enter (RPEPCKG) in the **Process** field and perform the **Next Block** function.
3	Select the appropriate **Printer** and perform a **Next Block** function to move to the Parameter Values block.
4	Select the appropriate parameters as previously directed in the topic on Packaging.
5	Perform a **Next Block** function to enter the Submission block.
6	Once in the Submission block, click on **Save** and note the Job Sequence number that has been generated.

Continued on the next page

Award an Electronic Loan to a Student, Continued

Online packaging via ROAIMMP

This process assumes that the user has marked the Stafford Loan fund codes as "Auto-package" funds on (RFRMGMT), and has included these funds as part of the funds grouped on (RPRGFND). It should also be understood that the student must be assigned to a valid Packaging Group in order to be packaged. Further information is contained in the lesson on Packaging.

Note: If you have awarded a loan in the previous procedure, you will need to delete it and save the data then perform the following steps.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Applicant Immediate Process Form (ROAIMMP).
2	Enter the correct **Aid Year** and Student **ID** in the Key block.
3	Perform the **Next Block** function to access the form.
4	Click on the **Packaging Fund Assignment** field and select (*I*)mmediate from the pull-down menu.
5	Click the **Save** icon and the packaging routine will perform all validations and package the student.
6	You can review the results on the Award Form (RPAAWRD).
7	Click the **Exit** icon.

Create an Electronic Loan Application

Introduction   Create loan applications online using one of the following three procedures.

1. Via the RPRELAP process to create loan applications in batch.
2. Online via the Award Maintenance Form (RPAAWRD).
3. Online via the Financial Aid Record Maintenance Form (ROARMAN).

Note: If creating loan applications online, access <u>Create Loan Applications</u> from the Options menu.

Warning: You must have administrator access to complete the RPRELAP process to create loan applications online.

Continued on the next page

Create an Electronic Loan Application, Continued

Electronic Loan Application Process (RPRELAP)

The Electronic Loan Application Process (RPRELAP) serves as the only means to create Electronic Loan application records. This process creates Electronic Loan applications for all students who have accepted Stafford or PLUS awards from funds listed for the fund code parameter.

Note: This step is optional and should be run only after rules have been defined. If you do not use Population Selection, the Electronic Loan Application Creation process will create loan records for all students in that aid year who have an Electronic Loan award and are in Accept status.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Electronic Loan Application Process (RPRELAP).
2	Enter or select a printer in the **Printer** field.
3	Enter the parameters using the table that follows. Note: If you created User Level Defaults the following Parameters will be complete. Skip to step 6.

Continued on the next page

Create an Electronic Loan Application, Continued

Parameters   Use the table to complete the parameters.

Parameter	Description
01: Aid Year Code	Enter the aid year that you have been working with. *Example*: 0304
02: Fund Code	Enter the fund code for the loan fund for which you wish to create electronic applications. You can enter multiple fund codes.
03: Default Process Type	Enter the process to be used as the default in creating an electronic loan application. Values are: GP – Servicer will guarantee loan and then print the promissory note PG - Service provider prints a promissory note and mails it to the borrower. The service provider will guarantee the loan GO - Prom note signed by the borrower and Enterprise obtains the guarantee PO - Service provider mails prom note before the loan eligibility data is certified RP - Service provider to re-print a prom note CR - Borrower sends the loan application to the service
04: Application Code	Skip. You would use this parameter if you were using population selection.
05: Report Selection Query ID	Skip. You would use this parameter if you were using population selection.
06: Creator ID of Selection ID	Skip. You would use this parameter if you were using population selection.
07: Process Indicator	Enter a value of B for Batch processing. B is required when running the job from the Process Submission Control Form (GJAPCTL). The other value is O for Online processing.
08: Student ID	Skip. This parameter is only used when running the process online.
09: Not Used	

Create an Electronic Loan Application, Continued

Parameters, continued

Parameter	Description
10: Permanent Address Type Default	Enter the address type that you wish to use for creating the loan record permanent address. *Example*: PR for permanent address. Check the address types that exist on the Student Identification Form (SPAIDEN), in the address block of the form. This parameter allows you to enter different values.
11: Local Address Type Default	Enter the address type that you wish to use for creating the loan record local address. See above.
12: Loan Status Default	Enter the Loan Status that should be assigned to the loan application record when it is first created. Clicking the **Search** icon will take you to the Loan Status Validation Form (RTVLNST).
13: EL Application Status Default	Enter the electronic loan application status that should be assigned to the loan. Values are: N (Not Ready), R (Ready), or blank.
14: EFT Authorization Default	Enter the EFT Authorization status to be assigned to loans when they are initially created. Values are Y (Yes), N (No), or blank.
15: Lock Indicator Default	Enter the value for the Lock indicator for the loan. Valid values are Y (Yes), N (No), and blank.
16: References Default	Enter the value for the reference indicator for the loan. Valid values are Y (Yes), N (No), and blank.
17: Deferment Request Default	Enter the default value for a Deferment Request for a student. Valid values are Y (Yes), N (No), and blank. This indicates whether a student wants a deferment on the interest of an unsubsidized loan.
18: Capitalize Interest Default	This parameter indicates whether or not the student wants to defer the interest payments on an unsubsidized Stafford loan. Valid values are Y (Yes), N (No), and blank.

Create an Electronic Loan Application, Continued

Parameters, continued

Parameter	Description
19 - 21: Default Lender ID; Default Guarantor ID; Default Return ID	The enterprise uses these three parameters to set defaults for the most used agencies. The valid values come from the Non-Person Search Form (SOACOMP).
22: Default Loan Period	Enter the loan period that you want to associate with this group of electronic loan records. If left blank the loan period is associated with the student's aid period.
23: Default Promissory Note Delivery Code	Enter the code for the way that you wish for the Promissory Note to be delivered to the student. Valid values are E (Email), P (Paper), and W (Web).
24: Default Federal Application Form Code	Enter the value for the Federal Application that you want to use for this group of electronic loan records. Valid values are P (App/Prom Note, and Q (PLUS MPN). Note: This parameter only allows the selection of the Federal Application Form Code for PLUS loans. The Federal Application Form Code for Federal Stafford subsidized and unsubsidized will automatically be populated with M - Stafford MPN.
25: Default Stfd Serial Loan Code	With the Master Promissory Note, you can either add the amount of the loan to the existing PN or create a new Master PN. Valid values are S (Serial) and N (New Master PN).
26: Default Hold / Release status	Enter the Hold/Release status that you want for this batch of electronic loans. Valid values are HR (Hold) and RR (Release Request).
27: Source of Lender ID	This parameter indicates where you want the Lender ID to come from, either from NSLDS or from a previous SCT Banner record. Valid values are B (SCT Banner loan record first, followed by NSLDS); N (NSLDS first, followed by SCT Banner loan record), or X (Never use NSLDS).
28: User ID	Used with Population Selections

Create an Electronic Loan Application, Continued

Parameters, continued

Parameter	Description
29: PLUS MPN Serial Loan code	This is the default PLUS MPN Serial Loan Code: Valid values are N (New MPN), S (Serial MPN). Note: This parameter is only valid if the Default Fed App Form Code Parameter is Q =PLUS MPN.
30: PLUS Request Amt Confirmed	This is the default PLUS Requested Amount is confirmed. Valid Values are Y(confirmed) or N (Lender Confirm).

Once the parameters have been entered, follow these steps to complete the process.

Step	Action
4	Click the **Save Parameter Set as** checkbox.
5	Enter the name and description in the **Name** and **Description** fields.
6	Click the **Submit** radio button.
7	Click the **Save** icon to execute the job. Make note of the one-up number in the auto-hint. This will generate records for all students in the Population Selection, or all students for that aid year if population selection was not run.
8	Select Options and click on **Review Output** (GJIREVO).
9	Double click on **File Name** field.
10	Double click on the .log output and check the output for successful completion.
11	Double click on the .lis output and print report.
12	Click the **Exit** icon. Result: You have just created an Electronic Loan Application record. Now you need to review the information you entered.
13	Access the Electronic Loan Application Form (RPAELAP). Note: The Electronic Loan Application Form (RPAELAP) is only used to display and update loans previously created using the Electronic Loan Application process (RPRELAP).
14	Review various areas of the form to be certain all information is correct.
15	Click the **Exit** icon.

Create an Electronic Loan Application, Continued

Award Form (RPAAWRD)

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Award Form (RPAAWRD).
2	Enter the student ID for a different student than the student used in the previous exercise in the **ID** field.
3	Add an Electronic Loan award to the Award Form, if one does not already exist. Include the **Fund code**, **Status code**, and **Loan Amount**.
4	Click the **Save** icon. Result: The system checks if the student is eligible for financial aid and saves the data entered.
5	Select Create Loan Applications from the **Options** menu.
6	Click the **Exit** icon. Result: You have just created an Electronic Loan Application record. Now, you need to review the information you entered.
7	Access the Electronic Loan Application Form (RPAELAP).
8	Review various areas of the form to confirm that all information is correct.
9	Click the **Exit** icon.

Continued on the next page

Create an Electronic Loan Application, Continued

Financial Aid Record Maintenance Form (ROARMAN)

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Financial Aid Record Maintenance Form (ROARMAN).
2	Enter the student ID for a different student than the student used in the previous exercise In the **ID** field.
3	Add an Electronic Loan award to the Award Form, if one does not already exist. Include the **Fund** code, **Status** code, and **Loan Amount**.
4	Click the **Save** icon. The system checks if the student is eligible for financial aid and saves the data entered.
5	Select <u>Create Loan Applications</u> from the **Options** menu. <u>Result</u>: Selecting this option will create an Electronic Loan Application record for this particular student.
6	Review various areas of the form to confirm that all information is correct.
7	Click the **Exit** icon.

Complete Missing Data on Loan Applications

Introduction Various certification steps must be performed before loans are transmitted. Although loans can be created in a "Ready to send" status, the majority of institutions perform manual certification prior to sending loans. The steps annotated below outline these manual certification steps.

Banner form

Procedure Follow the steps to complete the process.

Step	Action
1	Access the Electronic Loan Application Form (RPAELAP).
2	Ensure that the correct **Aid Year** and **Student ID** are entered in the Key block.
3	Perform a **Next Block** function to enter the form.
4	Select <u>Certification Data</u> from the **Options** menu.
5	Verify the **Grade Level**, **Expected Graduation Date**, **Enrollment Status**, and **Dependency Status** and make any changes if necessary.
6	Enter the Certified Amount that the student is eligible in the **Maximum Eligible Amount** field.
7	Click the **Save** icon.
8	Enter the correct Certification Init(ials)—this will automatically populate the Date field and lock the application

Complete Missing Data on Loan Applications, **Continued**

Procedure, continued

Step	Action
7	Navigate back to page one of the RPAELAP form using the **Previous Block** function.
8	Review Lender ID, Return ID, and Guarantor ID. Update as necessary.
9	Change the **Application Status** field to (*R*)eady.
10	Click the **Save** icon.
11	Click the **Exit** icon. Result: You have just certified the loan application.

Run the Electronic Loan Application Extract Process

Introduction The Electronic Loan Application Extract Process (RPRELAX) extracts data from the RPRLAPP, RPRLCRT, RPRLADB, and ROBINST tables to create electronic loan application records in Commonline Electronic Loan format. In this procedure, you will complete the steps to create a loan extract file. The file can then be imported into your school-based software (SBS).

Note: The name of the file is elapxxin.

Selection of loan application Electronic loan application records will be selected for the extract process if:

- The loan is not canceled.
- The loan status is R (Ready).
- The batch ID is null.
- The loan ID is not null.
- If population selection is used, the student is also included in that population.

Banner form

Continued on the next page

Run the Electronic Loan Application Extract Process,
Continued

Procedure　Follow the steps to complete the process.

Step	Action
1	Access the Electronic Loan Application Extract Process (RPRELAX).
2	Enter a printer or *DATABASE* in the **Printer** field.
3	Use the table that follows to enter the parameters.

Req	Parameter	Description
✓	01:Aid Year Code	Enter the aid year that you have been working with. *Example*: 0405
✓	02:Fund Code	Enter the Electronic Loan Fund that you wish to extract. *Example*: STFD Federal Subsidized Stafford Loan. Enter multiple funds to run the extract for different funds simultaneously.
	03:File Identifier	Enter the environment in which you want to run the extract process. Values are P (Production environment) or T (Test environment).
✓	04:School Name	Enter the name of your organization.
✓	05: Recipient Name	Enter the name of the agency that will receive the extract file.
✓	06: Recipient ID	Enter the unique ID number of the agency that will receive the extract file. Make one up for this procedure.
	07: Media Type	Enter the method in which you plan to send the file to the receiving agency. Valid choices are: D (Diskette), C (PC), M (Mainframe), and T (Tape).
	08: Application Code	Skip. Use this parameter if you were using population selection with this procedure.

Run the Electronic Loan Application Extract Process, Continued

Procedure, continued.

Step	Action
3	Use the table that follows to enter the parameters. <table><tr><td>**Req**</td><td>**Parameter**</td><td>**Description**</td></tr><tr><td></td><td>09: Report Selection Query ID</td><td>Skip. Use this parameter if you were using population selection with this procedure.</td></tr><tr><td></td><td>10: Creator of Selection ID</td><td>Skip. Use this parameter if you were using population selection with this procedure.</td></tr><tr><td></td><td>11: Combine Sub/Unsub Stafford</td><td>This parameter is asking whether or not you want to combine Subsidized & Unsubsidized Stafford Loans on one application record. Valid values are Y (Yes) or N (No).</td></tr><tr><td></td><td>12: Version Number</td><td>This parameter determines whether you will create an Electronic Loan version 4 file or an Electronic Loan version 5 file. Values are 4 or 5.</td></tr><tr><td></td><td>13: EL School Code</td><td>This parameter represents the six-digit main campus code for the school.</td></tr><tr><td></td><td>14: EL Branch ID</td><td>This parameter represents the two-digit branch campus ID associated with the main campus code</td></tr></table>
4	Click the **Save Parameter Set as** checkbox.
5	Enter a name and description in the **Name** and **Description** field.
6	Click the **Submit** radio button.
7	Click the **Save** to submit the job.

Run the Electronic Loan Application Extract Process,
Continued

Procedure, continued.

Step	Action
8	Click the **Exit** icon. Note: Transfer the data files from your mainframe to a PC using a Binary FTP process. Once on the PC, these files are transmitted via a School Based Software product such as WhizKid or LineSS. You have just run the Electronic Loan Application Extract process (RPRELAX). Now, you will review the results of that extraction.
9	Access the Batch Control Form (RPIBATC). Note: Use the Batch Control Form (RPIBATC) to monitor the status of all data batches that deal with direct lending or electronic loan applications. This includes batches sent to the Servicer as well as batches received from the Servicer (i.e., confirmation of batches and status of individual records in batches).
10	Enter *L*=Elec Loan in the **Main Type** field, and @=Elect Loan App in the **Sub Type** field.
11	Perform a **Next Block** function. Notes: If no application records were extracted, you will see a message that no batches exist for this aid year and batch type and the form's second block will remain. If any application records are extracted, you will see a summary of that information.
12	Click the **Exit** icon.

Move the File and Transmit for Processing

Introduction	Now that the extract file has been created, the file must be moved to a local network or hard drive on a computer. Then, the file must be transmitted for processing.
Moving the file	Using File Transfer Protocol (FTP) software, move the file to a network or hard drive. Warning: SunGard SCT does not support this software.
Transmitting the file	Use third party vendor software or website to transmit the file for processing. Warning: SunGard SCT does not support this software.

Review a Record of the Electronic Loan Batch

Introduction   Use the Batch Control Form (RPIBATC) to review a record of the Electronic Loan batch.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Batch Control Form (RPIBATC).
2	Enter the aid year in the **Aid Year** field.
3	Select *L=Electronic Loans* in the **Main Type** field.
4	Select *@=Electronic Loan Applications* in the **Submission Type** field.
5	Perform a **Next Block** function and you will be able to see all pertinent information regarding your Electronic Loan batches.
6	Review the batch information.
7	Click the **Exit** icon.

Move the Response File to a SCT Banner Directory

Introduction   When the response files are received, use FTP software to move the file to the proper SCT Banner directory.

Directory location   Check with IT personnel for the proper SCT Banner directory location.

File name   The name of the response must be renamed elupdtop.dat.

Load Data from Response File into SCT Banner

Introduction   You must review the RPRELRU.lis file to see records loaded with adjustment indicators.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Electronic Loan Response Upload Process (RPRELRU).
2	Select a printer or enter *Database* in the **Printer** field.
3	Select the appropriate loan status code that means **Approved** at your institution in the **Parameter 01: Loan Status Code Values** field.
4	Click the **Submit** radio button.
5	Click the **Save** icon and acknowledge the job number. Results: SCT Banner changes the first 9 characters of the header to 'processed' so that the file cannot be accidentally imported again. RPRELRU.log will show successful completion of the job. RPRELRU.lis shows all records loaded with adjustment indicators if the amount certified or requested was changed along with error messages. Error code descriptors are found in the Commonline Loan Manual. Certification Request records from lenders are identified by the message 'Cert Request, not processed'. See topic on Processing Certification Requests.
6	Click the **Exit** icon.

Capture Changes to the Hold/Release Status

Introduction   The Hold / Release Process (RPRHDRL) captures any change to the Initial Hold/Release Status and creates an extract file for transmission to your lender/servicer. The resulting output file is named **rprhdrl_nnnnn.dat,** where nnnnn is the job sequence number.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Hold/Release Process (RPRHDRL).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values.<table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 01: Aid Year</td><td>Enter the aid year.</td></tr><tr><td>Parameter 02: Hold Release Status (H/R)</td><td>Change **Status** to (H)old or (R)elease.</td></tr><tr><td>Parameter 03: Fund(s) code</td><td>Indicate what **Fund(s)** you wish to extract.</td></tr></table>

Continued on the next page

Capture Changes to the Hold/Release Status, Continued

Procedure, continued

Step	Action
3	Enter these parameter values.

Parameter	Description
Parameter 04: Term Code	Indicate the **Term** you want to Hold/Release.
Parameter 05: Version number	Options are 4 or 5—indicate which version of CommonLine you are using in your third-party software.
Parameter 06: File identified	Choose (P)roduction or (T)est.
Parameter 07: School Name	Enter your school name.
Parameter 08: Recipient name	Scroll and enter the Recipient Name (lender, guarantor, etc). These are identifiers placed in the header record of the file to direct the electronic file to the proper guarantee/lending agency for processing.
Parameter 09: Recipient ID	Enter the recipient ID (lender, guarantor, etc).
Parameter 10: Media Type	Enter "P" for PC based.
Parameter 11,12,13 and 14	Enter **Application ID**, **Selection ID**, **Creator ID** and **User ID** if using population selection.
Parameter 15: Use Disbursement Results Table	Indicate "Y" or "N", do you want to set hold/release statuses based on presence of disbursement reject codes? This requires at least one disbursement reject in Disbursement Results Table to hold a loan, and that no rejects are found to release a loan.
Parameter 16: EL School Code	Enter the Electronic Loan school code.
Parameter 17: EL Branch ID	Enter the Electronic Loan branch ID.
Parameter 18: Days Prior to Disbursement	Enter the number of days prior to schedule disbursement date to request release (0 to 99 valid).

Capture Changes to the Hold/Release Status, 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 and note job sequence numbers. Results: Output files include rprhdrl_nnnnnn.dat data file and rprhdrl.lis file with Control Report and records not processed (with reasons). Revised disbursement dates and /or revised disbursement amounts will be included in Hold/Release transmissions if present. These changes will only be sent if there is also a change to the Hold/Release status. This process updates and changes the Hold/Release Indicator field on RPAELAP to "HS" Hold Sent or "RS" Release Sent.
8	Click the **Exit** icon.

Move the EFT Disbursement File to SCT Banner

Introduction   The RPREFTL process is run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table. You must rename each file to eftxxx.dat where xxx is a school maintained sequence number. Files are then FTP'd to the appropriate SCT Banner directory. After the file is processed, the first 9 characters of the header are changed to 'Processed' to prevent a duplicate upload.

Procedure   Follow the steps to complete the process.

Step	Action
1	Rename and FTP the file from the PC directory to the $DATA_HOME/finaid directory in SCT Banner.

Uploading the EFT File to SCT Banner

Introduction

The RPREFTL process is run to load student detail data to the temporary RPREFTD table and cash data to the RPREPMT table.

Banner form

Uploading the EFT File to SCT Banner, Continued

Procedure   Follow the steps to complete the process.

Notes: For this procedure, you will go through the steps to run this process even though you do not have a file in the $DATA_HOME/finaid directory. You will not be able to see results from this procedure, but you will run through the process.

Prior to running this process, the file must be moved from your School Bases Software, renamed, and placed in the Financial Aid dataload directory.

Step	Action
1	Access the Disbursement Roster Upload Process (RPREFTL).
2	Enter *DATABASE* in the **Printer** field. Result: This will send the output of the job to the Saved Output Review Form (GJIREVO). Warning: If your SCT Banner administrator has not added DATABASE as an option, you will not be able to print to GJIREVO.
3	Enter a file name, using the naming convention discussed in the lecture in the **Parameter 01: EFT File Name Values** field. In this example, enter eft (case-sensitive) followed by a three-character filename, and then add the extension .dat. *Example*: Anne Black would enter eftab1.dat.
4	Click the **Submit** radio button to activate the Submissions block.
5	Click the **Save** icon to submit the job.
6	Click the **Exit** icon. Result: The data from the detail record of the Electronic Loan file has now been loaded into fields in the EFT Disbursement Table (RPREFTD).
7	Access the Saved Output Review Form (GJIREVO). Note: Since you did not run this process with an actual file, your results will not appear. In a production environment, you will be able to review your output.
8	Click the **Exit** icon.

Acknowledge in SCT Banner that Cash Funds have been Received

Introduction   This form enables the user to verify the receipt of funds from the Lender, Guarantor or Disbursing agent.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Electronic Payment Receipt Form (RPAEPMT). Note: Had you run this process with an actual file, all prior receipt records would be present on this form.
2	Click the **Receipt Flag** checkbox to acknowledge receipt of an EFT fund.
3	Enter the proper receipt date in the **Receipt Date** field for your selected record if the receipt date differs from the system date.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Create Loan Disbursement Records

Introduction   Follow the steps to complete the process.

Notes: In this procedure, you will run the EFT Posting Process (RPREFTP) to load the data from the EFT Disbursement Table (RPREFTP) to the Loan Disbursement Table (RPRLADB).

This procedure uses the Unique Loan ID from the EFT Roster to match against the RPRLAPP table to match the student's pidm and loan application number.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the EFT Posting Process (RPREFTP).
2	Select the **Printer** field and enter *DATABASE*. Result: This will send the output of the job to the Saved Output Review Form (GJIREVO). Warning: If your SCT Banner administrator has not added DATABASE as an option, you will not be able to print to GJIREVO.

Continued on the next page

Create Loan Disbursement Records, Continued

Procedure, continued

Step	Action
3	Use the table to enter the appropriate data for the various parameters.

Parameter	Description
01: Distribution Method	Leave this parameter blank for this procedure. This optional parameter references the way that the enterprise receives the EFT funding. Valid values are: I – Individual check, M – Master check, E - Electronic roster, and N – Net adjustment. Leaving the parameter blank will cause the process to run for all distribution methods.
02: Reference ID	Leave this parameter blank for this exercise. This optional parameter is simply the check or roster number.

Step	Action
4	Click the **Submit** radio button to access the Submission block.
5	Click the **Save** icon to submit the job.
6	Click the **Exit** icon.
7	Access the Saved Output Review Form (GJIREVO). Note: Since you did not run this process with an actual file, your results will not appear. In a production environment, you will be able to review your output.
8	Click the **Exit** icon.
9	The upload process will annotate all necessary fields on the Loan Disbursement (RPALDSB) form as shown below. The loan is now ready to disburse.

Disburse Loans

Introduction   There are two different procedures used to disburse loans. Choose one of the following.

1. Batch Disbursement via the Disbursement Process (RPEDISB).
2. Online Disbursement via the applicant Immediate Process Form (ROAIMMP).

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Batch Disbursement Process (RPEDISB).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values. <table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 01: Aid Year</td><td>Enter the aid year.</td></tr><tr><td>Parameter 02: Process Indicator</td><td>Must be B when running in Batch mode.</td></tr></table>

Continued on the next page

Disburse Loans, Continued

Step	Action
3, cont	Enter these parameter values.

Parameter	Description
Parameter 03: Term Code	Enter the applicable term codes to be listed on the report. (This is a repeating parameter so the parameter would be listed once for each of the desired terms to be reported).
Parameter 04: Applicant ID	Must be left blank when running in Batch mode.
Parameter 05: Action Indicator	Enter N for Normal or F for Final.
Parameter 06: Fund Code	Enter the Fund Codes to be disbursed.
Parameter 07: Sort Sequence Indicator	Enter I for ID or N for Name.
Parameter 08: Application Code	Select the general area for which the selection ID was defined.
Parameter 09: Selection ID	Scroll and enter the code that identified the sub-population.
Parameter 10: Creator ID	Select the ID of the person who created the selection rules.
Parameter 11: Not used at this time	Defaults to No.
Parameter 12: User ID	Select the ID of the person using the selection rules.
Parameter 13: Pell Report Type	Default is B.
Parameter 14: Disb Report Type	Default is C.
Parameter 15: Disb Report Sort	Default is F.

Disburse Loans, 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 to execute the report.
8	Select **Review Output** on the Options menu to review the report.
9	Click the **Exit** icon.

Disburse Loans, Continued

Online Disbursement via ROAIMMP

Complete the Applicant Immediate Process Form (ROAIMMP) to authorize the disbursement of available financial aid online. This step would be performed once the student has endorsed their manual student loan check. This would normally be performed through the use of the Student Payment Form, TSASPAY in the Student Accounts Receivable Office (BURSAR).

Banner form

Procedure

Follow the 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	Enter the term code for the term in which the check was received in the **Term** field next to the **Authorize or Disburse Available Aid** checkbox.
7	Click the **Save** icon. Result: A process window is displayed while the disbursement is executed.
8	Click the **Exit** icon.

Review Related Reports

Introduction   You will find that you need to view reports related to Electronic Loans. There are three related reports to mention.

Report	Purpose
RPRLNAG	Displays the number of days between receipt of loan funds and date of the report.
RPRLNEX	Lists students whose received amounts are less than the amount on the loan by term table.
RPRLSUM	Lists loans for students and can be categorized in several ways through report parameters.

Review Related Reports, Continued

Loan Proceeds Aging Report (RPRLNAG)

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

Banner form

Procedure

Follow these steps to complete the report.

Step	Action
1	Access the Loan Proceeds Aging Report (RPRLNAG).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values. | Parameter	Description
-----------	-------------
Parameter 01: Aid Year	Enter the aid year.
Parameter 02: Term Code	Enter the applicable term codes to be listed on the report. (This is a repeating parameter so the parameter would be listed once for each of the desired terms to be reported).	

Continued on the next page

Review Related Reports, Continued

Procedure, continued

Step	Action
3	Enter these parameter values.
	<table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 03: Fund Code</td><td>Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).</td></tr><tr><td>Parameter 04: Reference ID</td><td>Leave blank since it normally is used to enter either an EFT Roster Reference Number or a Master Check Number. These would not pertain to manual loan funds.</td></tr><tr><td>Parameter 05: Sort Order</td><td>Enter N for sorting in Name order, D for Days descending or A for Days Ascending.</td></tr></table>
4	Click the **Save Parameter Set as** checkbox.
5	Enter a name and description in the **Name** and **Description** fields.
6	Click the **Submit** radio button.
7	Click the **Save** icon to execute the report.
8	Select **Review Output** on the <u>Options</u> menu to review the report.
9	Click the **Exit** icon.

Review Related Reports, Continued

Loan Funding Exception Report (RPRLNEX)

The Loan Funding Exception Report (RPRLNEX) lists students whose received amounts are less than the amount on the loan by term table.

Banner form

Procedure

Follow these steps to review the report.

Step	Action
1	Access the Loan Funding Exception Report (RPRLNEX).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values. <table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 01: Term Code</td><td>Enter the applicable term codes to be listed on the report. (This is a repeating parameter so the parameter would be listed once for each of the desired terms to be reported).</td></tr><tr><td>Parameter 02: Fund Code</td><td>Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).</td></tr></table>

Continued on the next page

Review Related Reports, Continued

Procedure, continued

Step	Action
3	Enter these parameter values.

Parameter	Description
Parameter 03: Tolerance Amount	System defaults to 1. Enter the desired Tolerance amount to be utilized by the report. Usually this would be a nominal amount such as 10.00 to allow for the rounding of loan proceed amounts when calculating the amount less applicable fees.
Parameters 07 - 07:	If a specific group of students are to be evaluated, parameters 04 to 07 would be populated with the applicable name of the population selection that has been run to identify the group of students to be reviewed. If all accounts are to be reviewed, these parameters would be left blank.
Parameter 08: Set Exclude Indicator to Y	System defaults to Y. Accept default if the students loan disbursement records are to be excluded from future reporting on this report.
Parameter 09: Process Type	Scroll to view parameters 9-11. Enter a B to report both Pending and Actual disbursements.
Parameter 10: Process EFT only	Enter an N so that manual checks will be reported.
Parameter 11: Reference ID	Leave blank as this field applies to EFT Rosters and/or Master Checks.

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 to execute the report.
8	Select **Review Output** on the <u>Options</u> menu to review the report.
9	Click the **Exit** icon.

Review Related Reports, Continued

Loan Summary Report (RPRLSUM)

The Loan Summary Report (RPRLSUM) lists loans for students and can be categorized in several ways through report parameters.

Banner form

Procedure

Follow these steps to review the report.

Step	Action
1	Access the Loan Summary Report (RPRLSUM).
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.
3	Enter these parameter values. <table><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 01: Aid Year</td><td>Enter the Aid Year.</td></tr><tr><td>Parameter 02, 03, 08, and 09</td><td>Leave blank unless the report is to be produced for only a select group of students.</td></tr></table>

Continued on the next page

Review Related Reports, Continued

Procedure, continued

Step	Action
3	Enter these parameter values.

Parameter	Description
Parameter 04: Fund Code	Enter the applicable manual loan fund codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 05: Loan Status Code	Enter the applicable manual loan status codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported).
Parameter 06: Lender ID	Enter the applicable manual loan lender codes for the loans that are to be reported. (This is a repeating parameter so the parameter would be listed once for each of the desired manual loan funds to be reported)

Note: This is usually run for only one lender at a time unless the volume with a particular guarantor or insurer is being reported. |
| Parameter 07: Sort Order | Enter the desired sort order *by number* for the report. Options are:
1. name
2. fund code
3. loan status
4. lender ID |

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 to execute the report.
8	Select **Review Output** on the <u>Options</u> menu to review the report.
9	Click the **Exit** icon.

Process Guarantor Response Files

Introduction   When a loan is sent out, it goes to a guarantee agency. The agency's role is to verify that the student is eligible for the loan (i.e. he or she is not in default).

The agency then sends a Guarantor Response file indicating whether or not the loan should be approved. In most cases, the loan is approved.

Banner form

Procedure   Follow the steps to complete the process.

Step	Action
1	Access the Electronic Load Response Upload Process (RPRELRU). Note: If you have previously saved a parameter set for this process, you may select it by clicking on the **Search** icon for the Parameter Set field. This will call up the Job Parameter Set Search Form (GJRJPRM). Selecting your desired parameter set there will insert it into RPRELRU.
2	Enter the desired printer name in the **Printer** field. Note: You can enter *DATABASE* to write the report to a table for on-line viewing and to enable the saving of the report to a shared folder on a designated network drive.

Continued on the next page

Process Guarantor Response Files, Continued

Procedure, continued

Step	Action
3	Enter the following parameter: <table><tr><th>Parameter</th><th>Description</th></tr><tr><td>01 Loan Status Code</td><td>APPR (You should enter an applicable code from RTVLNST that is an active code and will permit memoing of the loan.)</td></tr></table> Note: The Guarantor Response File must be transferred from the (SBS) software to the /dataload/finaid directory using FTP in Binary mode. The name of the file must be changed to elupdtop.dat (case-sensitive).
4	Select the **Submit** radio button.
5	Click the **Save** icon. Notes: Make a note of the Sequence Number on the Auto Help line. If you want to save this parameter set for later reuse, select the **Save Parameters** check box and enter a name for the parameter set in the corresponding field.
6	Click the **Exit** icon.
7	Review your report output, if you selected report output in step 4. RPRELRU.log will show process completion. RPRELRU.lis shows all records, loaded with adjustment indicators if the amount certified or requested was changed, along with any error messages. Error code descriptors may be found in the Commonline Loan Manual. This report will list all Certification Requests that were included in the Response File. Note: After importing a file into SCT Banner, the header will be changed to include the word PROCESSED to prevent the file from being re-imported. If the file must be re-imported, you must edit the header to remove PROCESSED from it.

Self Check

Question 1	The two criteria that must be met for an electronic loan application to be created are 1-Loan must be awarded to the student and 2-Loan must be in accepted status.
	True or False
Question 2	The RPRELAX process creates a file of loan applications to be exported to the loan service provider.
	True or False
Question 3	The Electronic Loan Response Upload Process (RPRELRU) is used to upload response files from the Electronic Loan Network. Which of the following must the file be renamed?
	a) eftxxx.dat
	b) elapxxin.dat
	c) elupxxop.dat
Question 4	Which form is used for the EFT Disbursement Process to verify receipt of EFT Roster Loan proceeds?
	a) RPAEMPT
	b) RPREMPT
	c) RPREFTP

Answer Key for Self Check

Question 1	The two criteria that must be met for an electronic loan application to be created are 1-Loan must be awarded to the student and 2-Loan must be in accepted status.
	True
Question 2	The RPRELAX process creates a file of loan applications to be exported to the loan service provider.
	True
Question 3	The Electronic Loan Response Upload Process (RPRELRU) is used to upload response files from the Electronic Loan Network. Which of the following must the file be renamed? a) eftxxx.dat b) elapxxin.dat **c) elupxxop.dat**
Question 4	Which form is used for the EFT Disbursement Process to verify receipt of EFT Roster Loan proceeds? **a) RPAEMPT** b) RPREMPT c) RPREFTP

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
Setup Forms and Where Used	D-2
Day-to-Day Forms and Setup Needed	D-3
Forms Job Aid	D-4

Set Up Forms and Where Used

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

Setup Form		Day-to-Day Form(s)	
Form Name	**Code**	**Form Name**	**Code**
Aid Period Term Rules Form	RORTPRD	Applicant Immediate Process Form	ROAIMMP
Aid Year Validation Form	ROIAIDY	Loan Application Form	RPALAPP
Award Status Validation Form	RTVAWST	Award Form	RPAAWRD
		Package Maintenance Form	RPAAPMT
		Financial Aid Record Maintenance Form	ROARMAN
Fund Base Data Form	RFRBASE	Award Form	RPAAWRD
		Package Maintenance Form	RPAAPMT
		Loan Disbursement Form	RPALDSB
		Loan Application Form	RPALAPP
		Financial Aid Record Maintenance Form	ROARMAN
General Person Identification Form	SPAIDEN	Note: This form is used to create non-person records for lenders, guarantors, and service providers.	
Lender Base Data Form	RPRLNDR	Loan Disbursement Form	RPALDSB
		Loan Application Form	RPALAPP
Loan Period Base Data Form	RPRLPRD	Loan Disbursement Form	RPALDSB
		Loan Application Form	RPALAPP
Loan Status Validation Form	RTVLNST	Loan Application Form	RPALAPP

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
Applicant Immediate Process Form (ROAIMMP)	• Aid Period Term Rules Form (RORTPRD)
Award Form (RPAAWRD	• Fund Base Data Form (RFRBASE) • Award Status Validation Form (RTVAWST)
Financial Aid Record Maintenance Form (ROARMAN)	• Fund Base Data Form (RFRBASE) • Award Status Validation Form (RTVAWST)
Financial Aid Summary Form (ROASMRY)	• n/a
Loan Application Form (RPALAPP)	• Fund Base Data Form (RFRBASE) • Lender Base Data Form (RPRLNDR) • Loan Period Base Date Rules Form (RPRLPRD) • Aid Year Validation Form (ROIAIDY) • Loan Status Validation Form (RTVLNST)
Loan Disbursement Form (RPALDSB)	• Fund Base Data Form (RFRBASE) • Lender Base Data Form (RPRLNDR) • Loan Period Base Date Rules Form (RPRLPRD)
Package Maintenance Form (RPAAPMT)	• Fund Base Data Form (RFRBASE) • Award Status Validation Form (RTVAWST)

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
RORTPRD	Aid Period Term Rules Form	
RTVAPRD	Aid Period Validation Form	
ROIAIDY	Aid Year Validation Form	
RTVAWST	Award Status Validation Form	
RPRCLVL	Campus Undergraduate Level Code Rules Form	
RTVCINT	Certification Initials Validation Form	
RPRCLSS	Class Code Translation Form	
RFRDEFA	Default Award & Disbursement Schedule Rules Form	
TSADETC	Detail Code Control Form	
RPIFEDR	Federal Rules Inquiry Form	
RFRBASE	Fund Base Data Form	
RFRMGMT	Fund Management Form	
SPAIDEN	General Person Identification Form	
RPRLNDR	Lender Base Data Form	
RPRLOPT	Loan Options Form	
RPRLPRD	Loan Period Base Data Form	
RPRLPRD	Loan Period Base Date Rules Form	
RTVLNST	Loan Status Validation Form	
RPROPTS	Packaging Options Form	

Release Date

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