

SCT Banner
Financial Aid
Manual Loans Training Workbook

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Section A: Introduction

Overview

Workbook goal The goal of this workbook is to help you become familiar with the forms and processes used to create and work with applications and to monitor disbursement of checks using the various facilities in the SCT Banner Financial Aid Loan module.

The workbook is divided into four sections.

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

Intended audience Financial Aid office administrators and staff.

Objectives At the end of this workbook, 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
- award loan funds manually.
- record receipt of loan checks so funds will post to student accounts.
- disburse loan proceeds.

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
- completed the Packaging training workbook
- completed the Funds Management training workbook
- administrative rights to create rules and set validation codes in SCT Banner.

In this section These topics are covered in this section.

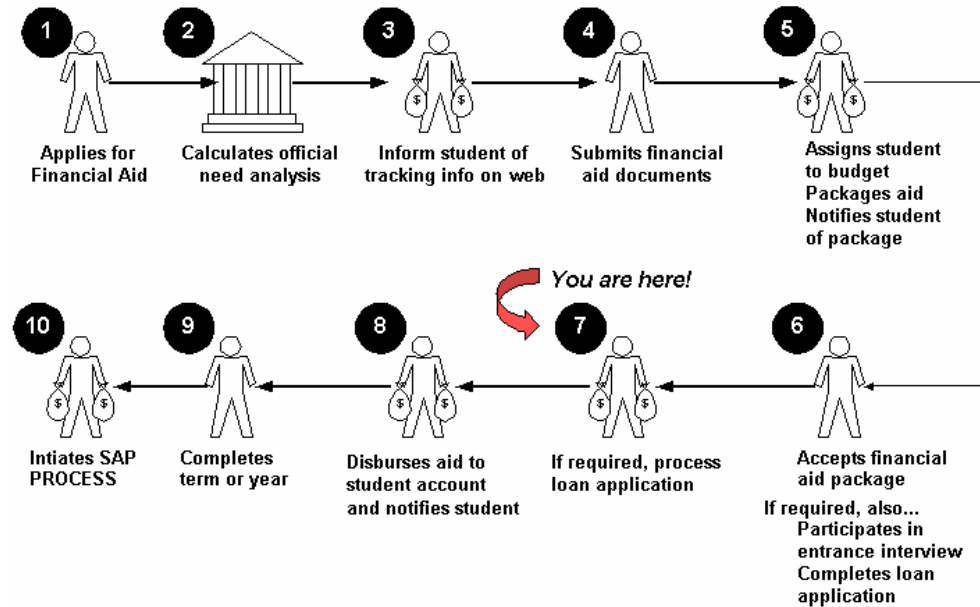
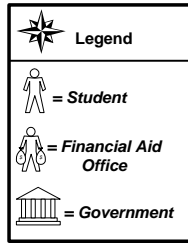
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Process Introduction

Introduction

This workbook focuses on the manual procedures for processing loans.

Flow diagram



About the process

After a student has completed his/her loan application, the loan amount is determined based on the need and the loan check is disbursed. However, rules and validations must be established before the process can begin.

Terminology

Aid period	A period of time during which students are eligible to receive aid based on attendance. This can be the same as a term or part of a term.
Award percent	A percent that defines how much of an annual award is to be packaged in each term.
Disbursement percent	A percent that defines how much of the award for that term is to be disbursed on the specified date.
Loan period	An amount of time that a student has to repay the loan.
Pell award percent	A percent that defines how much is to be used when calculating the Pell award for a term.

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 processing manual loans in your SCT Banner System.

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 “Banner 7 Fundamentals,” or have equivalent experience navigating in the SCT Banner system
- completed the Financial Aid Overview training workbook
- completed the Packaging training workbook
- completed the Funds Management training workbook
- administrative rights to create rules and set validation codes in SCT Banner.

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




Overview, Continued

In this section

These topics are covered in this section.

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Menu structure

-  Loan Processing [*RESLOAN]
 -  Direct Loan Processing [*RESLOANDL]
 -  Electronic Loan Processing [*RESLOANEL]
 -  **Manual Loan Processing [*RESLOANMN]**
 -  Loan Application [RPALAPP]
 -  Loan Disbursement [RPALDSB]
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 -  Loan Period Base Data [RPRLPRD]
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Verifying the Loan Processing Type

Introduction

Identify those loan funds that need to be processed as manual loan funds. These may be institutional loan funds, or loan funds from guarantors that will not be processed electronically in SCT Banner.

You will review all applicable data to determine if the loan fund will be processed manually.

Procedure

Follow these steps to complete the procedure.

Step	Action
1	Review contractual data to determine if loan will not be processed electronically.
2	Verify that Loan Fund is an Institutional Loan Fund that will be processed by payment from another source such as Alumni Fund or Foundation.
3	Determine if the student will receive the payment directly or if it will be received by the Institution and initially applied to the students account receivable.
4	Prepare a worksheet that will be used for gathering all approvals and values to be used for fund codes, detail codes, and various rules.
5	Obtain the proper approvals prior to setting up the loan fund.

Establishing Aid Periods for use in Budgeting, Packaging and Loan Processing

Introduction

Use the Aid Period Validation Form (RTVAPRD) to create a new aid period and verify that all applicable aid periods for the financial aid award year have been established.

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
FSS1S2	Fall-Spring-Summer1-Summer2	150	100	150	03-JAN-1995
FSSU1	Fall-Spring-Summer1	125	100	125	03-JAN-1995
FSSU2	Fall-Spring-Summer2	125	100	125	03-JAN-1995
SPRING	Spring Semester	50	50	50	03-JAN-1995
SPS1S2	Spring-Summer1-Summer2	99.999	100	99.999	03-JAN-1995
SPSU1	Spring-Summer1	75	75	75	03-JAN-1995
SPSU2	Spring-Summer2	75	75	75	03-JAN-1995
SU1SU2	Summer1-Summer2	50	50	50	03-JAN-1995
SUMMR1	Summer 1 Semester	25	25	25	03-JAN-1995
SUMMR2	Summer 2 Semester	25	25	25	03-JAN-1995

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Aid Period Validation Form (RTVAPRD).
2	Enter the code for the new aid period in the Code field. <u>Example:</u> For this exercise, enter AID followed by your initials, such as AIDAA.
3	Enter a brief description of the new aid period in the Description field.
4	Enter 100.00 in the Budget Full Year Percent field. Note: The system can have only one aid period of 100%
5	Enter 100.00 in the Pell Full Year Percent field.
6	Enter 100 in the EFC Year Percent field.
7	Click the Save icon.
8	Click the Exit icon.

Verifying Association of Terms with Aid Periods

Introduction

The Aid Period/Term Rules Form (RORTPRD) enables you to specify the terms that you want to associate with an aid period.

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.

Banner form

The screenshot shows the 'Aid Period/Term Rules' form. At the top, there are dropdown menus for 'Aid Year' (set to 0405) and 'Aid Period' (set to FA/SPR). Below this is the 'Aid Period Base Information' section with input fields for 'EFC Percent' (100), 'EFC Proration' (N), 'Percentage of Full-Year' (100), and 'Pell Percentage of Full-Year' (100). The main section is 'Aid Period/Term Code Rules', which contains a table with columns for Term Code, Term Description, Start Date, End Date, and Activity Date. The table has two rows: the first row has Term Code '200401' and Term Description 'Fall 2004', with Start Date '16-AUG-2004' and End Date '31-DEC-2004'; the second row has Term Code '200402' and Term Description 'Spring 2005', with Start Date '03-JAN-2005' and End Date '30-MAY-2005'. There are also empty rows for additional entries.

Procedure

Complete these steps to specify the terms that you want to associate with an aid period.

Step	Action
1	Access the Aid Period/Term Rules Form (RORTPRD).
2	Enter the aid year code to which you want to associate terms in the Aid Year field or select it by clicking in the Aid Year field to see the list of values (LOV).
3	Enter the aid period code in the Aid Period field or select it by clicking in the Aid Period field to see the LOV.
4	Perform a Next Block function.
5	Enter the fall term for the aid year in the first row's Term Code field or select it by clicking in the Term Code field to see the LOV. <i>Example:</i> If the aid year were 0405, you would enter the code for Fall 2004.
6	Enter the spring term for the aid year in the second row's Term Code field or select it by clicking in the Term Code field to see the LOV. <i>Example:</i> If the aid year were 0405, you would enter the code for Spring 2005.
7	Click the Save icon.
8	Click the Exit icon.

Verifying Award Distributions

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 is 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

Verifying Award Distributions, 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

Verifying Award Distributions, Continued

Banner form

Default Award and Disbursement Schedule Rules: RFRDEFA 7.0 (C700)

Aid Year: 0405 Aid Year 2004 - 2005 Aid Period: FA/SPR

Term Code	Award Percent	Pell Award Percent	Memo Expiration Date	Activity Date
200401	50	50	31-DEC-2004	09-DEC-2004
200402	50	50	30-MAY-2005	09-DEC-2004

Term Code	Disbursement Percent	Disbursement Date	+/- Days	Activity Date
200401	50	27-AUG-2004	3	09-DEC-2004
200402	100	26-JAN-2005	4	09-DEC-2004
200401	50	30-OCT-2004		

** Press INSERT RECORD to default a Disbursement Schedule **

Procedure

Follow these steps 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 for which you want to define a schedule in the Aid Year field or select it by clicking in the Aid Year field to see the list of values.
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.

Continued on the next page

Verifying Award Distributions, 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. <u>Result:</u> 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. <u>Note:</u> 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.

Verifying Loaded Federal Data

Introduction

If FFELP loan funds from any Guarantor are to be processed for a manual loan application then the applicable rules must exist for use in packaging in the loan certification functionality of RPAELAP when performing the loan certification function.

Banner form

Federal Rules Inquiry RPIFEDR 7.0 (C700)

Aid Year: 0405 Aid Year 2004 - 2005

Federal Fund ID	Class Code	Minimum Load	ELO Indicator	HEAL Indicator	Additional Stafford	Maximum Annual	Maximum Cumulative
STFD	1	1st (never att.)	3	Half-time		2,625.00	23,000.00
STFD	1	1st (never att.)	3	Half-time	Y	2,625.00	23,000.00
STFD	1	1st (never att.)	3	Half-time	N	6,625.00	46,000.00
STFD	1	1st (never att.)	3	Half-time	Y	6,625.00	46,000.00
STFD	2	1st (prev. att.)	3	Half-time	N	2,625.00	23,000.00
STFD	2	1st (prev. att.)	3	Half-time	Y	2,625.00	23,000.00
STFD	2	1st (prev. att.)	3	Half-time	N	6,625.00	46,000.00
STFD	2	1st (prev. att.)	3	Half-time	Y	6,625.00	46,000.00
STFD	3	2nd Year	3	Half-time	N	3,500.00	23,000.00
STFD	3	2nd Year	3	Half-time	Y	3,500.00	23,000.00
STFD	3	2nd Year	3	Half-time	N	7,500.00	46,000.00
STFD	3	2nd Year	3	Half-time	Y	7,500.00	46,000.00
STFD	4	3rd Year	3	Half-time	N	5,500.00	23,000.00
STFD	4	3rd Year	3	Half-time	Y	5,500.00	23,000.00
STFD	4	3rd Year	3	Half-time	N	10,500.00	46,000.00
STFD	4	3rd Year	3	Half-time	Y	10,500.00	46,000.00
STFD	5	4th Year	3	Half-time	N	5,500.00	23,000.00
STFD	5	4th Year	3	Half-time	Y	22,167.00	47,625.00

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Federal Rules Inquiry Form (RPIFEDR).
2	Verify that rules exist for STFD and PLUS Federal fund IDs if these funds are to be processed as manual funds.
3	Click the Exit icon.

Establishing Detail Codes

Introduction

Accounts Receivable detail codes are required to enable loan proceeds to be paid to the student's account receivable.

Banner form

The screenshot displays the Banner Detail Code Control Form (TSADETC) with three detail code entries. Each entry includes fields for Detail Code, Type, Category, Grant Type, Priority, Refund Code, and various checkboxes for Term Based, Like Term, Like Aid Year, GL Enterable, Active, Direct Deposit, Receipt, Pay Type, Tax Type, Title IV, Institutional Charges, and Exclude Invoice Print. A Defaults section is also visible for each entry, showing Amount, Term, and Effective Date.

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 <i>P</i> in the Type field.
7	Enter <i>FA</i> in the Category field.
8	Enter <i>000</i> in the Priority field.
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 <i>F</i> 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.

Establishing Loan Funds

Introduction

The Fund Base Data Form (RFRBASE) enables you to establish loan funds and associate them with federal loan identifiers, if applicable. The loan fund may or may not be associated with a federal fund ID in the case of Institutional Loans or Alternative loans.

SCT Banner loan applications can be created and sent using electronic processes or they can be processed manually.

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

Alternative and Private Loan funds may also be defined on RFRBASE.

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	FFPLS	FDRL	LOAN	PLUS	100	3257
SCHOL	Scholarship Fund	FSF	INST	SCHL		25	
SEOG	Federal SEOG	FSEOG	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

Establishing Loan Funds, Continued

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Fund Base Data Form (RFRBASE).
2	Enter the applicable fund code in the Fund Code field. <u>Note:</u> It is not to exceed six characters
3	Enter the applicable description in the Description field to be printed on the award letter
4	Enter the applicable detail code from TSADETC to be used when recording financial aid memos or payments in the Accounts Receivable Detail field.
5	Enter the applicable fund source in the Fund Source field.
6	Enter the applicable fund type in the Fund Type field.
7	If applicable, complete the Federal Fund ID .
8	Enter the applicable number in the Print Order field.
9	Enter a value in the Message Number field to permit the fund to be referenced if your institution is using SCT Banner Voice Response system.
10	Click the Save icon.
11	Click the Exit icon.

Establishing Aid Year Specific Values for Loan Fund

Introduction

Values to be utilized for awarding and disbursing the manual fund need to be specified.

Banner form

Fund Management RFRMGMT 7.0 (C700)

Aid Year: 0405 Fund Code: NLN Institutional Loan

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

Base Fund

Fund Source: INST Institutional
 Fund Type: LOAN Loan
 Federal Fund ID: GTIV

Aid Year Specific

Prior Balance: .00
 Transferred: .00
 Budget Allocated: 95,000.00
 Total Allocated: 95,000.00
 Available to Offer: .00
 Over Commitment Percent: 105

Procedure

Follow the steps to complete the procedure.

Step	Action
1	Access the Fund Management Form (RFRMGMT).
2	Enter the aid year in the Aid Year field.
	Enter or select a fund in the Fund Code field.
3	Perform the Next Block function to access the Aid Year Specific Information block.
4	Enter the applicable allocated amount in the Budget Allocated field.
5	Enter the applicable over-commitment percentage in the Over-Commitment Percent field.

Continued on the next page

Establishing Aid Year Specific Values for Loan Fund, Continued

Packaging tab

The screenshot displays the 'Packaging' tab of the Fund Management RFRMGMT 7.0 (C700) application. The top navigation bar includes tabs for Fund, Packaging, Disbursement, Disbursement Locks, Fund Comments, Budget, Detail Code Rules, Tracking, Messages, and Copy. The 'Packaging' tab is active, showing a form with the following fields and options:

- Aid Year:** 0405
- Fund Code:** INLN Institutional Loan
- Award Maximum:** 8,500.00
- Award Minimum:** .00
- Offer Status:** OFFRD Offered
- Accept Status:** ACPY Accepted
- Decline Status:** DECL Declined
- Automatic Packaging
- Automatic Scheduling
- Automatic Acceptance
- Override Need
- Override Need to Cost of Attendance
- Override Satisfactory Academic Progress
- Override Requirement
- Replace EFC
- Reduce Need
- Loan Process
- Need Analysis
- Award Letter
- Equity Fund
- Count for NCAA
- Web Accept Flag
- Rebate Fee Percentage:** [Empty]
- Loan Fee Percentage:** 1.5
- Interest Rate:** [Empty]
- Direct Loan Indicator:** (None)
- Self Help Reduction Percentage:** [Empty]
- LMS Loan Fund:** [Empty]
- Alternative Loan Program Type:** [Empty]
- Round Award:** 001
- Round Schedule:** RC=Round Cents
- Memo Credit:**
 - Offered
 - Accepted
 - None
- Disburse:**
 - Manual
 - System
 - None

Procedure, continued

Step	Action
6	Select the <u>Packaging</u> tab.
7	Enter an appropriate value in the Award Maximum and Award Minimum fields.
8	Enter the applicable award status codes into the Offer Status , Accept Status and Decline Status fields.
9	Enter the applicable values for packaging in the Automatic Packaging , Automatic Scheduling and Automatic Acceptance fields.
10	Click the Override Need or Replace EFC checkbox. <u>Note:</u> You cannot select both.
11	Click the Loan Process checkbox.
12	Enter other values as applicable.
13	Enter an applicable value in the Loan Fee Percent field to enable the loan to memo at a net proceeds amount.
14	Enter the applicable three-digit servicer code or Alt if the loan fund is an alternative loan fund in the Alternative Loan Program Type field.
15	Select the Offered radio button for Memo Credit .
16	Select the None radio button for Disbursement .

Continued on the next page

Establishing Aid Year Specific Values for Loan Fund, Continued

Disbursement tab

Procedure, continued

Step	Action
17	Select the Disbursement tab.
18	Enter a value into the Change Load During Term field. <u>Note:</u> Enter A for Award Prorated or S for Scheduled Disbursement Prorated
19	Enter other values on other windows as applicable, especially tracking requirements and messages to appear on the award letter.
20	Click the Save icon.
21	Click the Exit icon.

Indicating Additional Unsubsidized Amounts

Introduction

Use the Packaging Options Form (RPROPTS) to determine loan awarding. One of these should be used:

- Default option
- Expected Annual Enrollment on the RNANAx form.

Banner form

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Packaging Options Form (RPROPTS).
2	Enter the aid year in the Aid Year field.
3	Perform a Next Block function.
4	Verify that the Use Estimated Enrollment box is checked if students are to be awarded manual loans based upon their Expected Annual Enrollment on the RNANAx form. <u>Note:</u> Beginning with 0405 Expected Annual Enrollment must be loaded manually if used.
5	Verify that a default awarding values such as Assume Full Time and ¾ Time etc. have been selected to be used if the student does not have an Expected Annual Enrollment on the RNANAx form.

Continued on the next page

Indicating Additional Unsubsidized Amounts, Continued

Procedure, continued

Step	Action
6	If one or more of the manual loan funds to be awarded are unsubsidized Stafford loan funds, enter the institution's policy choice regarding the automatic awarding of additional unsubsidized Stafford loan funds by checking the Additional Stafford Eligibility Default checkbox.
7	Click the Save icon.
8	Perform a Next Block function to access the Enrollment Cut Off Date Rules window for all of the terms within the aid year
9	Select a term in the Term Code field.
10	Select an option in the Disbursement Enrollment Option field.
11	Enter a date in the Cut Off Date field.
12	Repeat steps 9-11 for all terms in the aid year.
13	Click the Save icon.
14	Perform a Next Block function to access the Pell Options window.
15	Edit options as desired.
16	Click the Save icon.
17	Click the Exit icon.

Equating Student System Class Codes

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

The screenshot shows the 'Class Code Translation RPRCLSS 7.0 (C700)' form. At the top, there is a dropdown for 'Aid Year' set to '0405' and a label 'Aid Year 2004 - 2005'. Below this is a table with four columns: 'Student System Level', 'Student System Class', 'Financial Aid Class', and 'Activity Date'. Each column has a dropdown menu. The 'Student System Level' dropdown shows 'UG'. The 'Student System Class' dropdown shows '01'. The 'Financial Aid Class' dropdown shows '1=1st time freshman, no prior college'. The 'Activity Date' dropdown shows '09-DEC-2004'. There are several empty rows below the first row.

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	<p>In the Financial Aid Class field, enter the financial aid class code (Banner Year In College) associated with the level and class code combination.</p> <p><u>Example:</u> 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.</p> <p>For the first record in this form, you would enter</p> <ul style="list-style-type: none"> 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.

Establishing Status Codes

Introduction

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

Banner form

Loan Status Validation RTVLNST 7.0 (C700)

Loan Status	Loan Description	Inactive	Hold	VR Msg No	Activity Date
APPR	Approved	<input type="checkbox"/>	<input type="checkbox"/>	3280	06-OCT-1995
CANC	Loan Cancelled	<input checked="" type="checkbox"/>	<input type="checkbox"/>		04-JAN-1995
INFO	Additional Information Needed	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3281	06-OCT-1995
PROC	Processed	<input type="checkbox"/>	<input type="checkbox"/>	3282	06-OCT-1995
RECD	Received	<input type="checkbox"/>	<input type="checkbox"/>	3283	06-OCT-1995
RECM	Recommended	<input type="checkbox"/>	<input type="checkbox"/>		04-JAN-1995
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

Procedure

Complete these steps 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.

Creating Non-Person Records

Introduction

The General Person Identification Form (SPAIDEN) is used to create non-person records for each lender, guarantor, and service provider.

Warning: DO NOT USE ‘GENERATE ID’ option.

Banner form

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. <i>Note:</i> Make up an ID number, trying to be creative so that you don't call up an ID that already exists. Keep in mind that most Lender ID's begin with the numeral "8". <i>Example:</i> 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.

Associating a Lender ID with 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

The screenshot shows the 'Lender Base Data RPRLNDR 7.0 (C700)' form. It includes a 'Lender Code' dropdown menu at the top. Below this are several input fields: 'Name', 'Contact', 'Activity Date', 'Address' (with three lines), 'City', 'State or Province' (dropdown), 'Zip or Postal Code' (dropdown), 'Nation' (dropdown), 'Telephone' (three separate boxes), 'Lender ID' (dropdown), 'Guarantor ID' (dropdown), 'Pre-Disbursement Recipient' (dropdown), 'Post-Disbursement Recipient' (dropdown), and 'Number of Days for Changes' (input box).

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. <u>Note:</u> 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. <u>Result:</u> Two messages are displayed saying, "Lender does not exist; Please add." Click the OK button for both messages.

Continued on the next page

Associating a Lender ID with Guarantor ID, Continued

Procedure, continued

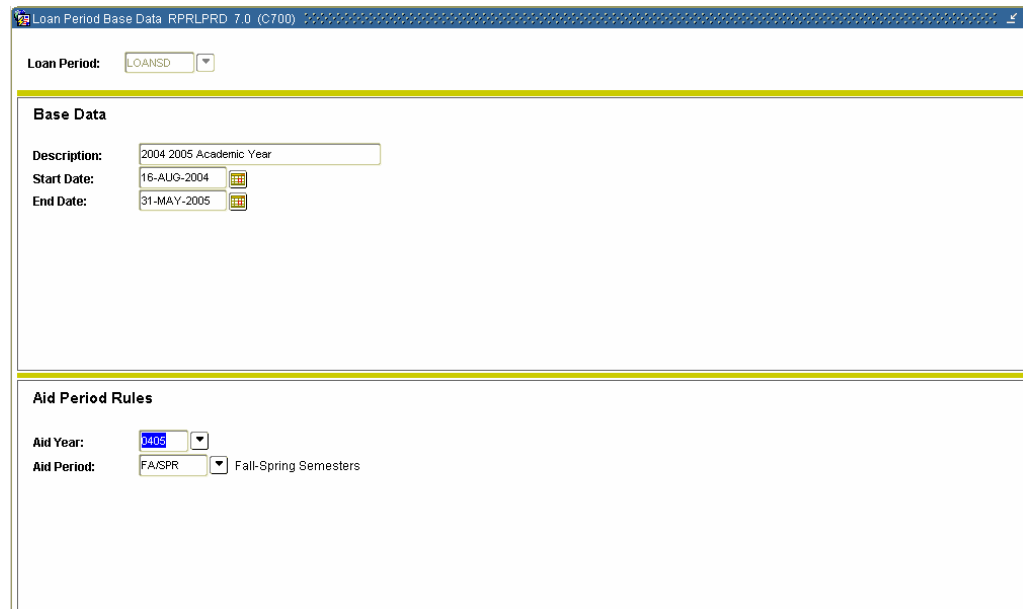
Step	Action
4	Enter the lender Contact person.
5	Enter the lender Address including City, State/Prov. and Zip/PC.
6	Enter the applicable SPRIDEN ID for this lender into the Lender ID field.
7	Enter the applicable SPRIDEN ID for the Guarantor or Insurer in the Guarantor ID field.
8	Click the Save icon.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

Establishing Loan Periods

Introduction

The Loan Period Base Data Form (RPRLPRD) is used to define the beginning and ending dates of the loan period along with either the applicable aid period or terms along with the applicable scheduled disbursement dates.

Banner form



Loan Period Base Data RPRLPRD 7.0 (C700)

Loan Period: LOANSD

Base Data

Description: 2004 2005 Academic Year

Start Date: 16-AUG-2004

End Date: 31-MAY-2005

Aid Period Rules

Aid Year: 0405

Aid Period: FA/SPR Fall-Spring Semesters

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. <u>Example:</u> 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.

Continued on the next page

Establishing Loan Periods, Continued

Options – Disbursement Schedule Rules

Loan Period Base Data RPRLPRD 7.0 (C700)

Loan Period: LOANSD

Disbursement Schedule Rules RPRLPRD 7.0 (C700)

Scheduled Date	Term Code	Disbursement Promissory Note Date	Disbursement Percent	Memo Expiration Days
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Procedure, continued

Step	Action
10	Click the Save icon.
11	Select <u>Disbursement Schedule Rules</u> from the Options menu to define the disbursement dates. <u>Note:</u> You must always define at least two disbursement dates for each loan period if it is a one-term loan. For this exercise, you can use the same dates and percentages you used in the previous part of this exercise.
12	Enter the date on which the loan is to be disbursed in the Scheduled Date field.
13	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.
14	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.
15	Enter the percentage of the total loan for the period to be disbursed on that date in the Disbursement Percent field. <u>Note:</u> Once you have defined all of your disbursement dates, the total in the Percent column must equal 100.
16	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.
18	Click the Save icon.
19	Click the Exit icon.

Establishing 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 check box 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 check box 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 exercise 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.

Continued on the next page

Establishing 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.

Defining Level and Campus Code Combinations

Introduction

Complete the Campus Undergraduate Level Code Rules Form (RPRCLVL) to define by level code and campus code those students who should have a 30-day delay assigned to their first disbursement.

Note: Leave the form blank when 30-day delayed disbursements are not required. This currently applies to Stafford loans only.

Banner form

Campus		Level		Activity Date
<input type="checkbox"/>	<input type="text" value="Main"/>	<input type="checkbox"/>	<input type="text" value="Undergraduate"/>	<input type="text" value="09-DEC-2004"/>
<input type="checkbox"/>	<input type="text" value="Main"/>	<input type="checkbox"/>	<input type="text" value="Graduate"/>	<input type="text" value="09-DEC-2004"/>
<input type="checkbox"/>	<input type="text" value="Main"/>	<input type="checkbox"/>	<input type="text" value="Continuing Education"/>	<input type="text" value="09-DEC-2004"/>
<input checked="" type="checkbox"/>	<input type="text" value="Main"/>	<input type="checkbox"/>	<input type="text" value="Professional"/>	<input type="text" value="09-DEC-2004"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>

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.

Establishing Certification Initials

Introduction

Establish Certification Initials for use on RPALAPP. Complete these steps on the Certification Initials Validation Form (RTVCINT) to enter the initials of a person with the responsibility to certify loan applications.

Banner form

Certification				Activity
Initials	Last Name	First Name	MI	Date
JKK	Klinger	John	K	04-JAN-1995
MPC	Chimp	Michael	P	11-OCT-1996
PGA	Anderson	Paula	G	04-JAN-1995
SAI	Ingerson	Steven	A	04-JAN-1995
SAN	Netherton	Susan	A	04-JAN-1995

Procedure

Follow these 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.

Self Check

Question 1 What SCT Banner form do you use to link level code, class code and financial aid class code?

- a) Class Code Translation Form (RPRCLSS)
- b) Loan Options Form (RPRLOPT)
- c) Loan Period Base Data Form (RPRLPRD)

Question 2 To create a lender code in the **Lender Code** field of the Lender Base Data Form (RPRLNDR), you would enter a unique

- a) Name
- b) Aid Period
- c) ID

Question 3 The Default Award and Disbursement Schedule Rules Form (RFRDEFA) is used to create a default award and disbursement schedule.

True or False

Answer Key for Self Check

-
- Question 1** What SCT Banner form do you use to link level code, class code and financial aid class code?
- a) **Class Code Translation Form (RPRCLSS)**
 - b) Loan Options Form (RPRLOPT)
 - c) Loan Period Base Data Form (RPRLPRD)
-
- Question 2** To create a lender code in the **Lender Code** field of the Lender Base Data Form (RPRLNDR), you would enter a unique
- A. Name
 - B. Aid Period
 - C. ID**
-
- Question 3** The Default Award and Disbursement Schedule Rules Form (RFRDEFA) is used to create a default award and disbursement schedule.
- True**
-

Section C: Day-To-Day Operations

Overview

Purpose The purpose of this section is to explain the day-to-day or operational procedures for manual loans.

Intended audience Financial Aid office staff.

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

- award loan funds manually.
- record receipt of loan checks so funds will post to student accounts.
- disburse loan proceeds.

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
- completed the Packaging training workbook
- completed the Funds Management training workbook
- administrative rights to create rules and set validation codes in SCT Banner.

In this section These topics are covered in this section.

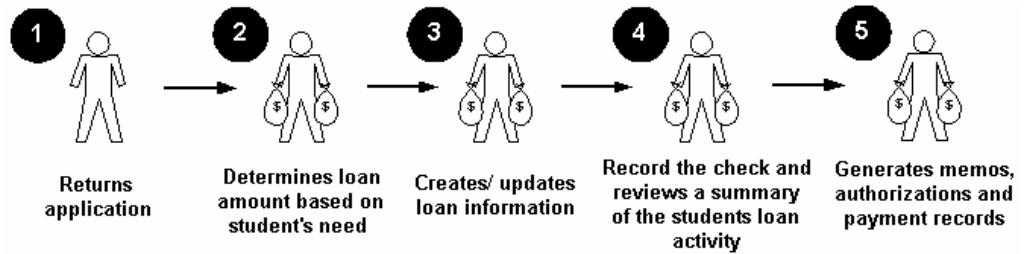
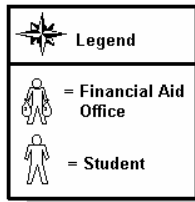
Topic	Page
Process Introduction	C-2
Awarding Loan Funds Manually	C-3
Reviewing Manual Loan Application	C-6
Recording Check Information When Funds Arrive	C-7
Setting the Feed Indicator for Loan Disbursement	C-9
Disbursing Loans Online	C-11
Reviewing Related Reports	C-12
Self Check	C-18
Answer Key for Self Check	C-19

Process Introduction

Introduction

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

Process flow



What happens

Manual loan funds are awarded to students. When the loan proceeds are received in check form the checks are recorded on the loan disbursement form. Once the student has endorsed the loan check, the loan proceeds are disbursed to the students account receivable.

Awarding Loan Funds Manually

Introduction

There are three forms on which you can manually award loan funds.

1. Award Form (RPAAWRD)
2. Package Maintenance Form (RPAAPMT)
3. Financial Aid Record Maintenance Form (ROARMAN)

Award Form (RPAAWRD)

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Award Form (RPAAWRD).
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 to populate the values in the Fund Awards block.
5	Select a loan in the Fund field.
6	Select a status in the Status field.
7	Enter an amount in the Offered field.
8	Click the Save icon to execute the award validation routine and to record the award.
9	Click the Exit icon.

Continued on the next page

Awarding Loan Funds Manually, Continued

Package Maintenance Form (RPAAPMT)

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Package Maintenance Form (RPAAPMT).
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 to populate the values in the Fund Awards block.
5	Select a loan in the Fund field.
6	Select a status in the Status field.
7	Enter an amount in the Offered field.
8	Click the Save icon to execute the award validation routine and to record the award.
9	Click the Exit icon.

Continued on the next page

Reviewing Manual Loan Application

Introduction

After the awarded loan is in the Accept status a loan application is created and can be reviewed on the Loan Application Form (RPALAPP).

Banner form

The screenshot shows the 'Loan Application RPALAPP 7.0 (C700)' interface. It features a header with the user ID '@00010015' and name 'Matthew M Dinnocenti'. The main form is divided into several sections:

- Application Number:** [Empty field]
- Fund Code:** INLN (dropdown)
- Aid Year:** 0405 (dropdown)
- Lender ID:** @00010063 (dropdown)
- Return ID:** @00010063 (dropdown)
- Guarantor ID:** 112233445 (dropdown)
- Loan Period:** LOANSD (dropdown)
- Loan Status:** APRR (dropdown)
- Recommended Amount:** 5,000.00
- Requested Amount:** [Empty field]
- Maximum Eligibility Amount:** [Empty field]
- Expected Amount:** [Empty field]
- Approved Amount:** [Empty field]
- System Indicator:** M (dropdown)
- Activity Date:** [Empty field]
- Fee Percent:** 1.500
- Grade Level:** 1
- Loan Period Start Date:** 16-AUG-2004
- Loan Period End Date:** 31-MAY-2005
- Received Date:** 10-DEC-2004
- Processed Date:** [Empty field]
- Certification Date:** [Empty field]
- Submission Date:** [Empty field]
- Approval Date:** [Empty field]

At the bottom right, there is a checkbox for 'Former HEAL'.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Loan Application Form (RPALAPP)
2	Review the data that is on the Loan Application making modification as needed.
3	Click the Save icon.
4	Click the Exit icon.

Recording Check Information When Funds Arrive

Introduction

Once your institution receives funds, they must be checked for the subsequent disbursement procedure or funds will not post to student accounts.

Complete the following procedure to view a summary of all loan activity for the student and record the receipt of loan checks.

Banner form

Fund	Application Number	Loan Period	Recommended Amount	Expected Amount	Approved Amount	Return ID	Loan Status
NLN	1	LOANSD	5000.00			@00010063	APPR

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Loan Disbursement Form (RPALDSB).
2	Enter the ID of the student for whom you created the loan application in lesson 3 in the ID field.
3	Perform a Next Block function. <u>Result:</u> The Loan Information already entered will populate the form.

Continued on the next page

Recording Check Information When Funds Arrive, Continued

Options – Disbursement Detail

Procedure, continued

Step	Action
4	Select Disbursement Detail from the Options menu.
5	Enter the check number or electronic batch number of the financial aid payment in the Reference ID field.
6	Enter Y or N in the Feed field to indicate whether the disbursement detail transaction should be sent to the SCT Banner Accounts Receivable module. For practice, enter Y. <u>Note:</u> By entering a Y you are simulating the student's endorsement of the loan check or that they are not required to endorse the check.
7	Enter the amount of the check in the Check Net Amount field.
8	Enter a date in the Check Received field.
9	Click the Save icon.
10	Click the Exit icon.

Setting the Feed Indicator for Loan Disbursement

Introduction

Use the Financial Aid Summary Form (ROASMRY) to set the feed indicator for the loan disbursement at the time that the loan check is endorsed so that the loan payment to the student's account will be included in the cashiering session of the cashier who is processing the student's check.

Banner form

The screenshot shows two web browser windows. The top window is titled 'Applicant Summary ROASMRY 7.0 (C700)' and contains fields for 'Aid Year' (0405) and 'ID' (@00010015 Matthew M Dinnocenti). The bottom window is titled 'Requirements and Loan Disbursement ROASMRY 7.0 (C700)' and contains two main sections: 'Applicant Requirements' and 'Loan Disbursements'.

Applicant Requirements

Requirement Code	Requirement Description	Status Indicator	Status Date	Established Date	Satisfied Indicator	SBGI Code	Required Fund	System Indicator

Loan Disbursements

Fund	Term	Schedule Date	Sequence	Detail	Check Amount	Date Received	Feed	Certified Hours
INLN	200401	16-AUG-2004	1	FL	5,000.00	10-DEC-2004	Y	
Reference ID: CH55555		Comment:		Electronic Funds Transfer:				
Reference ID:		Comment:		Electronic Funds Transfer:				

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Financial Aid Summary Form (ROASMRY).
2	Enter the aid year code in the Aid Year field.
3	Enter the student ID In the ID field.
4	Perform a Next Block function. <u>Result:</u> The Loan Disbursement block displays with the information you entered.
5	Review data and make changes as necessary. <u>Note:</u> If the value in the Feed field is F, the batch-run disbursement process has been run and you cannot make any changes. If the value in the Feed flag is Y, the transaction will feed to the student's account when the Disbursement Process is run for the student.

Continued on the next page

Setting the Feed Indicator for Loan Disbursement, Continued

Procedure, continued

Step	Action
6	Click the Save icon if you made any changes.
7	Click the Exit icon.
	<u>Note:</u> The transaction will be fed to the student's account during the next batch-run disbursement process or when disbursed from ROAIMMP. You can access ROAIMMP from the ROARMAN form by selecting the Group Assign button.

Disbursing Loans Online

Introduction

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

The screenshot shows the 'Applicant Immediate Process ROAIMMP 7.0 (C700)' form. At the top, there are dropdown menus for 'Aid Year' (set to 0405) and 'ID' (set to @00010015), followed by a text field for the student name 'Matthew M Dinnocenti'. Below this is a table with columns for 'Action Indicator', 'Term', 'Current Status', and 'Completion Date'. The 'Action Indicator' column contains dropdown menus for 'Tracking Group Assignment', 'Budgeting Group Assignment', and 'Packaging Group Assignment', all set to '(None)'. There is a checkbox for 'SAP'. The 'Term' column has dropdown menus for 'Calculated From' and 'Effective', both set to 200405. The 'Current Status' column has a dropdown menu set to 'Waiting'. The 'Completion Date' column has an empty text field. Below the table, there are checkboxes for 'Immediate Pell Calculation', 'Disbursement Date Update', and 'Authorize or Disburse Available Aid' (which is checked). At the bottom, there is a 'Letter Generation' section with dropdown menus for 'Letter Code', 'Term Code', 'Wait Days', and 'Initial Code'.

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. <u>Result:</u> A process window is displayed while the disbursement is executed.
8	Click the Exit icon.

Reviewing Related Reports

Introduction

SCT Banner provides three reports to help you manage loans.

Helpful SCT Banner forms include

- Loan Proceeds Aging Report (RPRLNAG)
- Loan Funding Exception Report (RPRLNEX)
- Loan Summary Report (RPRLSUM)

Note: Sample reports are found in Chapter 19 of the Bookshelf documentation.

Banner form

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

The screenshot shows the 'Process Submission Controls' window for the RPRLNAG report. The 'Process' dropdown is set to 'RPRLNAG' and the 'Parameter Set' dropdown is empty. The 'Printer Control' section shows 'Printer' set to 'DATABASE', 'Special Print' is empty, 'Lines' is '55', and 'Submit Time' is empty. The 'Parameter Values' section has a table with columns 'Parameters' and 'Values'. The 'Parameters' column lists 'Aid Year Code', 'Term Code', 'Fund Code', 'Reference ID', and 'Sort Order'. The 'Values' column has a dropdown set to 'N'. Below the table, it says 'LENGTH: 4 TYPE: Character O/R: Required M/S: Single Valid/Active Aid Year Code'. The 'Submission' section has 'Save Parameter Set as' checked, 'Name' and 'Description' fields, and 'Hold' and 'Submit' radio buttons.

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. <u>Note:</u> You can enter <i>DATABASE</i> 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

Reviewing Related Reports, Continued

Procedure, continued

Step	Action												
3	Enter these parameter values.												
	<table border="1"> <thead> <tr> <th data-bbox="513 428 743 459">Parameter</th> <th data-bbox="748 428 1411 459">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 466 743 539">Parameter 01: Aid Year</td> <td data-bbox="748 466 1411 539">Enter the aid year.</td> </tr> <tr> <td data-bbox="513 546 743 682">Parameter 02: Term Code</td> <td data-bbox="748 546 1411 682">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 data-bbox="513 688 743 867">Parameter 03: Fund Code</td> <td data-bbox="748 688 1411 867">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 data-bbox="513 873 743 1010">Parameter 04: Reference ID</td> <td data-bbox="748 873 1411 1010">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 data-bbox="513 1016 743 1089">Parameter 05: Sort Order</td> <td data-bbox="748 1016 1411 1089">Enter N for sorting in Name order, D for Days descending or A for Days Ascending.</td> </tr> </tbody> </table>	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).	Parameter 03: 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 04: Reference ID	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.	Parameter 05: Sort Order	Enter N for sorting in Name order, D for Days descending or A for Days Ascending.
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).												
Parameter 03: 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 04: Reference ID	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.												
Parameter 05: Sort Order	Enter N for sorting in Name order, D for Days descending or A for Days Ascending.												
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.												

Continued on the next page

Reviewing Related Reports, Continued

Introduction

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

Banner form

The screenshot shows the Banner form for the Loan Funding Exception Report (RPRLNEX). The form is titled "Process Submission Controls GJAPCTL 7.0 (C700)".

Process: RPRLNEX (dropdown), Loan Funding Exception Report (text field). **Parameter Set:** (dropdown).

Printer Control: **Printer:** DATABASE (dropdown), **Special Print:** (text field), **Lines:** 55 (text field), **Submit Time:** (text field).

Parameter Values:

	Parameters	Values
01	Term Code	
02	Fund Code	
03	Tolerance Amount	1
04	Application ID	
05	Selection ID	
06	Creator ID	
07	User ID	
08	Set Exclude Indicator to "Y"	Y

LENGTH: 6 TYPE: Character O/R: Required M/S: Multiple
Term(s) for which the exception report will be run

Submission: Save Parameter Set as, Name: (text field), Description: (text field), Hold, Submit

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. <u>Note:</u> You can enter <i>DATABASE</i> 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 border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </table>	Parameter	Description	Parameter 01: 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 02: 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	Description						
Parameter 01: 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 02: 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).						

Continued on the next page

Reviewing Related Reports, Continued

Procedure, continued

Step	Action														
3	Enter these parameter values.														
	<table border="1"> <thead> <tr> <th data-bbox="513 428 748 459">Parameter</th> <th data-bbox="753 428 1411 459">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 466 748 644">Parameter 03: Tolerance Amount</td> <td data-bbox="753 466 1411 644">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.</td> </tr> <tr> <td data-bbox="513 651 748 863">Parameters 07 - 07:</td> <td data-bbox="753 651 1411 863">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.</td> </tr> <tr> <td data-bbox="513 869 748 976">Parameter 08: Set Exclude Indicator to Y</td> <td data-bbox="753 869 1411 976">System defaults to Y. Accept default if the students loan disbursement records are to be excluded from future reporting on this report.</td> </tr> <tr> <td data-bbox="513 982 748 1052">Parameter 09: Process Type</td> <td data-bbox="753 982 1411 1052">Scroll to view parameters 9-11. Enter a B to report both Pending and Actual disbursements.</td> </tr> <tr> <td data-bbox="513 1058 748 1165">Parameter 10: Process EFT only</td> <td data-bbox="753 1058 1411 1165">Enter an N so that manual checks will be reported</td> </tr> <tr> <td data-bbox="513 1171 748 1241">Parameter 11: Reference ID</td> <td data-bbox="753 1171 1411 1241">Leave blank as this field applies to EFT Rosters and/or Master Checks.</td> </tr> </tbody> </table>	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.
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.														
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.														

Continued on the next page

Reviewing 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

Process Submission Controls GJAPCTL 7.0 (C700)

Process: RPRLSUM Loan Summary Report Parameter Set:

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

Parameter Values

	Parameters	Values
01	Aid Year	
02	Application ID	
03	Selection ID	
04	Fund Code	
05	Loan Status Code	
06	Lender ID	
07	Sort Option	1
08	Creator ID of Selection ID	

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

Submission
 Save Parameter Set as Name: Description: Hold Submit

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. <i>Note:</i> You can enter <i>DATABASE</i> 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 border="1"> <thead> <tr> <th>Parameter</th> <th>Description</th> </tr> </thead> <tbody> <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> </tbody> </table>	Parameter	Description	Parameter 01: Aid Year	Enter the Aid Year	Parameter 02, 03, 08, and 09	Leave blank unless the report is to be produced for only a select group of students.
Parameter	Description						
Parameter 01: Aid Year	Enter the Aid Year						
Parameter 02, 03, 08, and 09	Leave blank unless the report is to be produced for only a select group of students.						

Continued on the next page

Reviewing Related Reports, Continued

Procedure, continued

Step	Action										
3	<p>Enter these parameter values.</p> <table border="1"> <thead> <tr> <th data-bbox="513 426 743 457">Parameter</th> <th data-bbox="748 426 1411 457">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="513 464 743 646">Parameter 04: Fund Code</td> <td data-bbox="748 464 1411 646">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 data-bbox="513 653 743 835">Parameter 05: Loan Status Code</td> <td data-bbox="748 653 1411 835">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).</td> </tr> <tr> <td data-bbox="513 842 743 1161">Parameter 06: Lender ID</td> <td data-bbox="748 842 1411 1161"> 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) <u>Note:</u> This is usually run for only one lender at a time unless the volume with a particular guarantor or insurer is being reported. </td> </tr> <tr> <td data-bbox="513 1167 743 1375">Parameter 07: Sort Order</td> <td data-bbox="748 1167 1411 1375"> Enter the desired sort order <i>by number</i> for the report. Options are: <ol style="list-style-type: none"> 1. name 2. fund code 3. loan status 4. lender ID </td> </tr> </tbody> </table>	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) <u>Note:</u> 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 <i>by number</i> for the report. Options are: <ol style="list-style-type: none"> 1. name 2. fund code 3. loan status 4. lender ID
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) <u>Note:</u> 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 <i>by number</i> for the report. Options are: <ol style="list-style-type: none"> 1. name 2. fund code 3. loan status 4. lender ID 										
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.										

Self Check

-
- Question 1** Which of the following forms do you use to record the receipt of loan checks?
- a) Loan Disbursement Form (RPALDSB)
 - b) Loan Application Form (RPALAPP)
 - c) Loan Options Form (RPRLOPT)
-
- Question 2** On the Financial Aid Summary Form (ROASMRY), you can change the disbursement amount only if the value in the **Feed** field is F.
- True or False
-
- Question 3** To authorize the disbursement of available financial aid you use the Applicant Immediate Process Form (ROAIMMP).
- True or False
-
- Question 4** Which report lists loans for students and can be categorized several ways through report parameters.
- a) Loan Proceeds Aging Report (RPRLNAG)
 - b) Loan Funding Exception Report (RPRLNEX)
 - c) Loan Summary Report (RPRLSUM)
-

Answers for Self Check

-
- Question 1** Which of the following forms do you use to record the receipt of loan checks?
- a) **Loan Disbursement Form (RPALDSB)**
 - b) Loan Application Form (RPALAPP)
 - c) Loan Options Form (RPRLOPT)
-
- Question 2** On the Financial Aid Summary Form (ROASMRY), you can change the disbursement amount only if the value in the **Feed** field is F.
- False. If the value in the Feed field is F, the batch-run disbursement process has been run and you cannot make any changes.**
-
- Question 3** To authorize the disbursement of available financial aid you use the Applicant Immediate Process Form (ROAIMMP).
- True.**
-
- Question 4** Which report lists loans for students and can be categorized several ways through report parameters.
- a) Loan Proceeds Aging Report (RPRLNAG)
 - b) Loan Funding Exception Report (RPRLNEX)
 - c) **Loan Summary Report (RPRLSUM)**
-

Section D: Reference

Overview

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

In this section These topics are covered in this section.

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

Set Up Forms and Where Used

Purpose Use this table as a guide to the 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 Period Validation Form	RTVAPRD		
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
Campus Undergraduate Level Code Rules Form	RPRCLVL		
Certification Initials Validation Form	RTVCINT		
Class Code Translation Form	RPRCLSS		
Default Award & Disbursement Schedule Rules Form	RFRDEFA		
Detail Code Control Form	TSADETC		
Federal Rules Inquiry Form	RPIFEDR		
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
Fund Management Form	RFRMGMT		
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 Options Form	RPRLOPT		
Loan Period Base Data Form	RPRLPRD	Loan Disbursement Form	RPALDSB
		Loan Application Form	RPALAPP
Loan Period Base Date Rules Form	RPRLPRD		
Loan Status Validation Form	RTVLNST	Loan Application Form	RPALAPP
Packaging Options Form	RPROPTS		

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)	<ul style="list-style-type: none"> • Aid Period Term Rules Form (RORTPRD)
Award Form (RPAAWRD)	<ul style="list-style-type: none"> • Fund Base Data Form (RFRBASE) • Award Status Validation Form (RTVAWST)
Financial Aid Record Maintenance Form (ROARMAN)	<ul style="list-style-type: none"> • Fund Base Data Form (RFRBASE) • Award Status Validation Form (RTVAWST)
Financial Aid Summary Form (ROASMRY)	<ul style="list-style-type: none"> • n/a
Loan Application Form (RPALAPP)	<ul style="list-style-type: none"> • 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)	<ul style="list-style-type: none"> • Fund Base Data Form (RFRBASE) • Lender Base Data Form (RPRLNDR) • Loan Period Base Date Rules Form (RPRLPRD)
Package Maintenance Form (RPAAPMT)	<ul style="list-style-type: none"> • 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.
