SCT Banner
Financial Aid
Manual Loans Training Workbook

Release 7.2
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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

Legend
⚕ = Student
⚕ = Financial Aid Office
🏛 = Government

1. Applies for Financial Aid
2. Calculates official need analysis
3. Inform student of tracking info on web
4. Submits financial aid documents
5. Assigns student to budget
   Packages aid
   Notifies student of package

You are here!

10. Intiates SAP PROCESS
9. Completes term or year
8. Disburses aid to student account and notifies student
7. If required, process loan application
6. Accepts financial aid package
   If required, also...
   Participates in entrance interview
   Completes loan application

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.

Overview, Continued

In this section   These topics are covered in this section.

Menu structure

```
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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. Example: 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

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. *Example*: 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. *Example*: 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.

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

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Verifying Award Distributions, Continued

Banner form

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.

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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. 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.

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

Aid Year: 0405 Aid Year 2004 - 2005

Federal Rules Inquiry RPIFEDR 7.0 (C700)

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

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 *P* in the **Type** field.
7	Enter *FA* in the **Category** field.
8	Enter *000* 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 *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.

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 Base Data RFRBASE 7.0 (C700)

Fund Code	Description	Accounts Receivable Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Message Number
DIRECT	Federal Direct Stafford Loan	FDSL	FDRL	LOAN	STFD	92	3261
DLPLUS	Federal Direct Parent Loan	FDPL	FDRL	LOAN	PLUS	101	3257
DLUNSB	Federal Direct Unsub. Stafford	FDUS	FDRL	LOAN	STFD	93	3262
FWS	Federal Work Study		FDRL	WORK	CWS	50	3250
ICL	Income Contingent Loan	FICL	OTHR	LOAN	ICL	70	3251
INLN	Institutional Loan	FIL	INST	LOAN	GTIV	80	3252
INSC	Institutional Scholarship	FIS	INST	SCHL		10	3253
MERIT	Merit Scholarship	FMS	INST	GRNT		11	3254
NURSLN	Nursing Loan Program		FDRL	LOAN	NSL	102	
PELL	Federal Pell Grant	FFPG	FDRL	GRNT	PELL	20	3255
PERK	Federal Perkins Loan	FFPL	FDRL	LOAN	PERK	60	3256
PLUS	Fed. Parent Loan for Student	FPLS	FDRL	LOAN	PLUS	100	3257
SCHOL	Scholarship Fund	FSF	INST	SCHL		25	
SEOG	Federal SEOG	FSEG	FDRL	GRNT	SEOG	40	3258
SLS	Federal Supplemental Loan	FSLS	FDRL	LOAN	SLS	110	3259
STATE	State Grant Program	FSGP	STAT	GRNT		30	3260
STFD	Federal Stafford Loan	FFSL	FDRL	LOAN	STFD	90	3261
SWS	State Work Study		STAT	WORK		51	
TAP	Tuition Assistance Program	FTAP	STAT	GRNT		32	3263
UNSTFD	Federal Unsub. Stafford Loan	FUSL	FDRL	LOAN	STFD	91	3262

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. Note: 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

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

Procedure, continued

Step	Action
6	Select the Packaging 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. Note: 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**.

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. Note: 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 RNANAxx 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 RNANAxx form. Note: 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 RNANAxx 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

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.

Establishing Status Codes

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

Banner form

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. Note: 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". *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.

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

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.

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Associating a Lender ID with Guarantor ID, Continued

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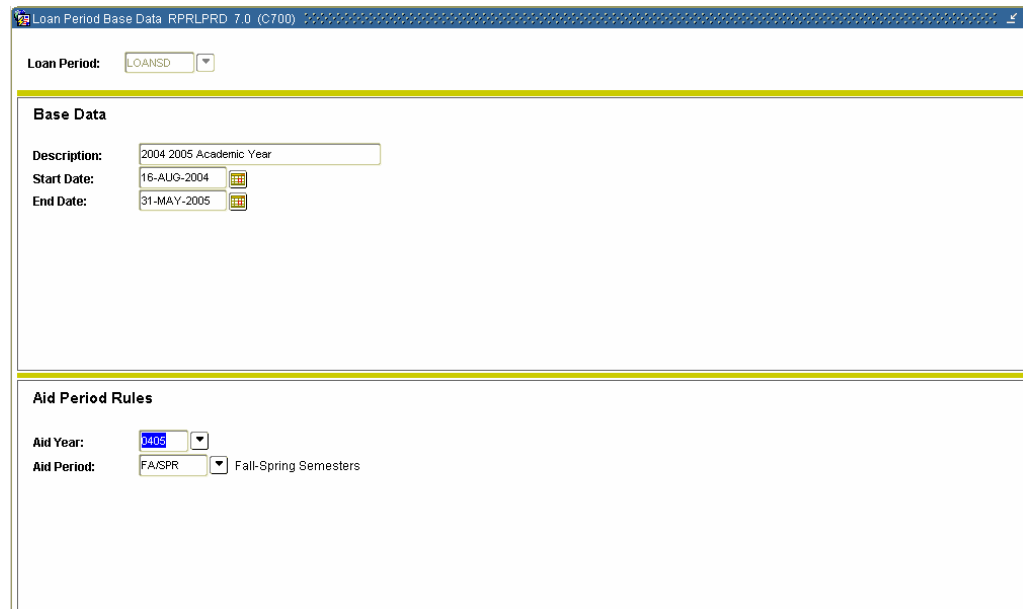
Step	Action
4	Enter the lender **Contact** person.
5	Enter the lender **Address** including **City**, **State/Prov.** and **Zip/PC**.
6	Enter the applicable SPRIDEN ID for this lender into the **Lender ID** field.
7	Enter the applicable SPRIDEN ID for the Guarantor or Insurer in the **Guarantor ID**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

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.

Establishing Loan Periods, Continued

**Options –
Disbursement
Schedule Rules**

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. Note: 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. Note: 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

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

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

Legend

= Financial Aid Office

= Student

1. Returns application
2. Determines loan amount based on student's need
3. Creates/ updates loan information
4. Record the check and reviews a summary of the students loan activity
5. Generates memos, authorizations and payment records
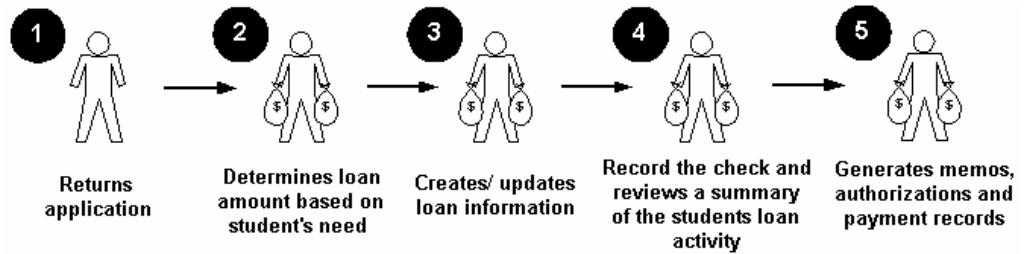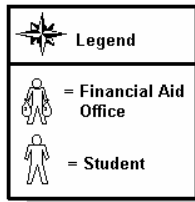
What happens   Manual loan funds are awarded to students. When the loan proceeds are received in check form the checks are recorded on the loan disbursement form. Once the student has endorsed the loan check, the loan proceeds are disbursed to the students account receivable.

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.

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.

Awarding Loan Funds Manually, 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 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.

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

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

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. Result: 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 <u>Disbursement Detail</u> 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*. Note: 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

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. Result: The Loan Disbursement block displays with the information you entered.
5	Review data and make changes as necessary. Note: 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

Procedure, continued

Step	Action
6	Click the **Save** icon if you made any changes.
7	Click the **Exit** icon. Note: 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

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.

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.

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.

Continued on the next page

Reviewing Related Reports, Continued

Procedure, continued

Step	Action
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: 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 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 Options 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

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. *(see table below)*

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><tr><th>Parameter</th><th>Description</th></tr><tr><td>Parameter 03: Tolerance Amount</td><td>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>Parameters 07 - 07:</td><td>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>Parameter 08: Set Exclude Indicator to Y</td><td>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>Parameter 09: Process Type</td><td>Scroll to view parameters 9-11. Enter a B to report both Pending and Actual disbursements.</td></tr><tr><td>Parameter 10: Process EFT only</td><td>Enter an N so that manual checks will be reported</td></tr><tr><td>Parameter 11: Reference ID</td><td>Leave blank as this field applies to EFT Rosters and/or Master Checks.</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 Options menu to review the report.
9	Click the **Exit** icon.

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

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. | 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	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 Options 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)	• 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.