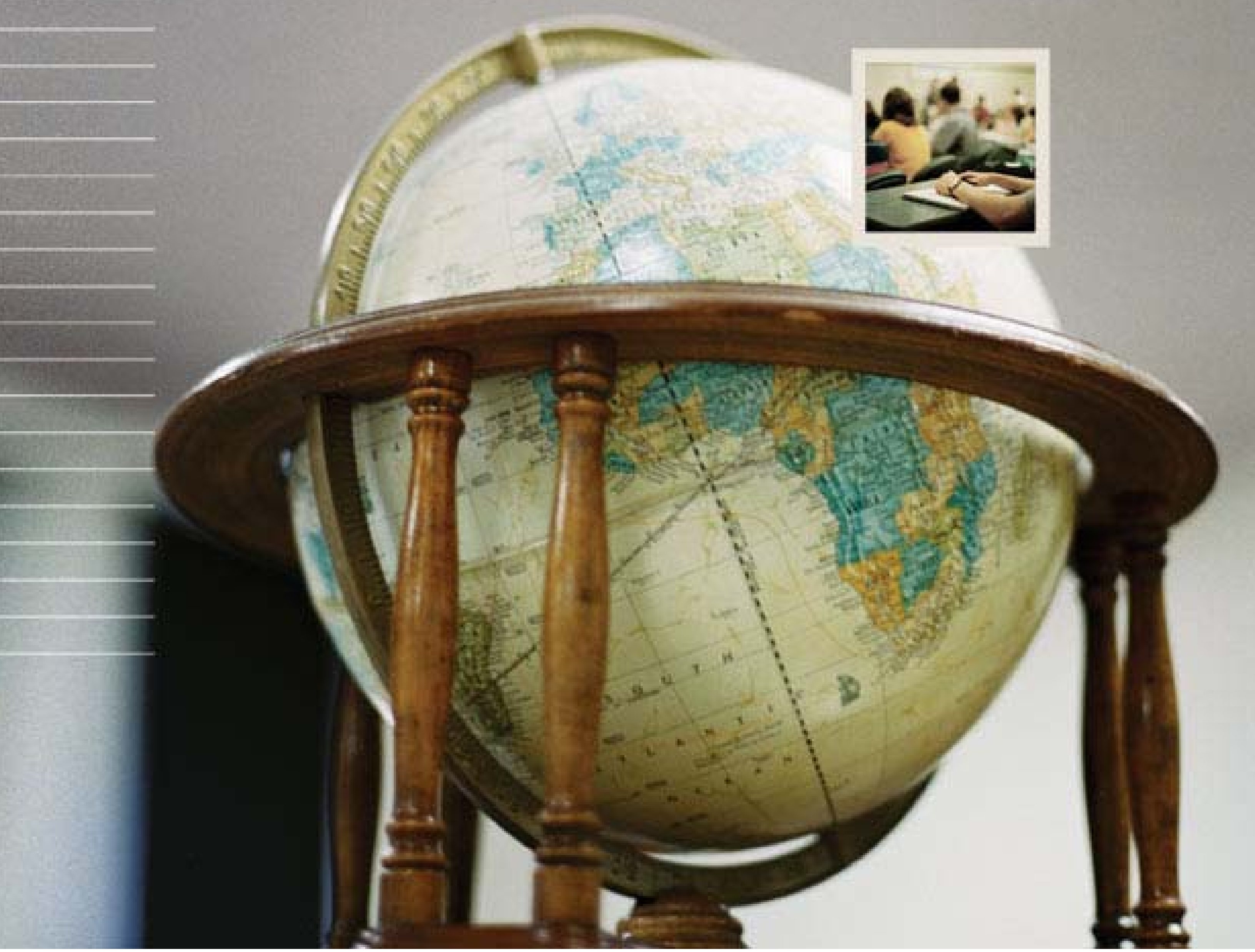
SCT Banner
Financial Aid
Pell Processing – Set Up Training Workbook

Release 7.2
June 2005



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Overview

Workbook goal	The goal of this workbook is to provide you with an overview of Pell Processing – Set Up outlining the set-up process and detailing the procedures to set-up your SCT Banner system. Common Origination and Disbursement (COD) is a standard methodology for the delivery of all Title IV funds for all processes and is a hybrid of the former Recipient Financial Management System (RFMS) process and the Direct Lending process.
Intended audience	Financial Aid office administrators and staff.
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 workbook 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 Workbook • completed the Financial Aid Record Creation Workbook • completed the Financial Aid Need Analysis Workbook • completed the Financial Aid Funds Management Workbook • completed the Financial Aid Packaging Workbook • completed the Financial Aid Disbursement Workbook • been granted administrative rights to create rules and set validation codes in SCT Banner.

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Overview, Continued

Topics covered

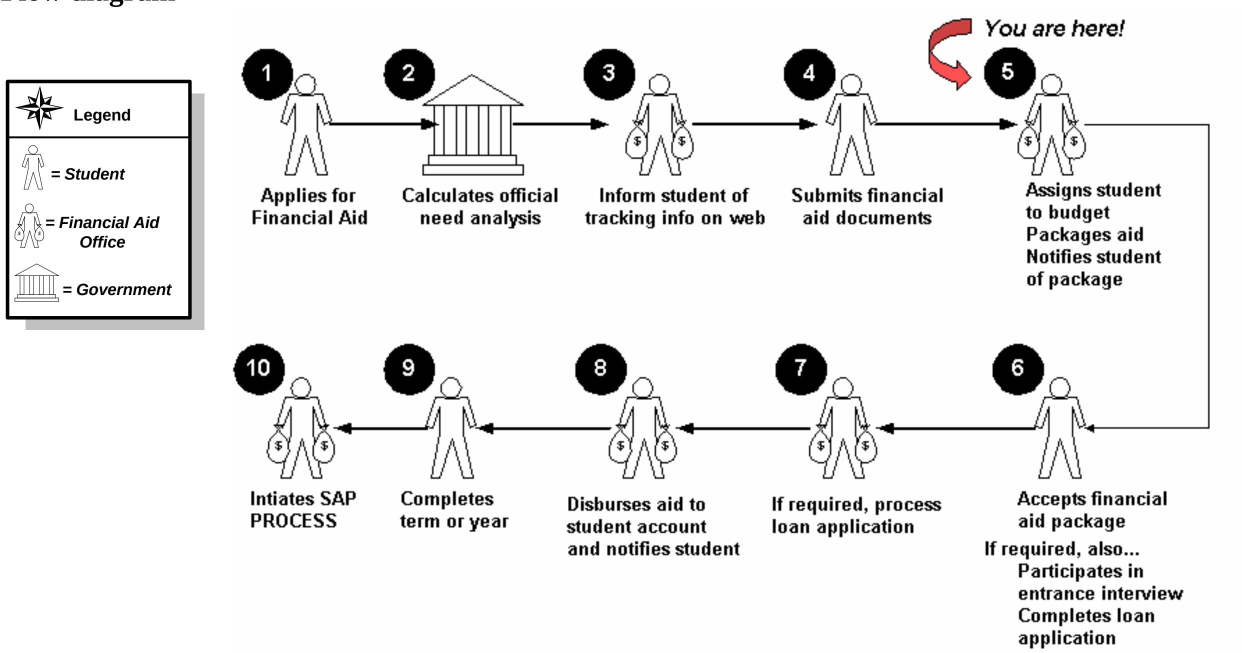
The following topics are covered in this section.

Process Introduction

Introduction

Schools are required to use the new COD process for reporting Pell Grant expenditures either as a Full Participant or as a Phase In Participant. Effective with the 2004-2005 Aid Year, SCT Banner will support only Full Pell COD Participation. This workbook is designed to assist you in setting up required SCT Banner forms to support Full Pell COD processes.

Flow diagram



About the process

The Pell COD process involves sending and receiving data files with the Dept. of Ed. (Dept.) for students who receive Pell Grant awards at your institution.

SCT Banner supports this process with a series of batch jobs to prepare and extract records for transmission to the Dept. Support is also provided for importing response files received from the Dept.

Set Up Forms

Banner forms

These forms are used to set the rules and parameters in SCT Banner for handling Pell Processing.

Form Description	Banner Name
Institutional Financial Aid Options form	ROAINST
Budget Component Validation	RTVCOMP
Budget Type Validation	RTVBTYP
Aid Period Validation form	RTVAPRD
Budget Group Validation form	RTVBGRP
Aid Period/Term Rules form	RORTPRD
Budget Component Rules	RBRCOMP
Packaging Options form	RPROPTS
Fund Base form	RFRBASE
Funds Management form	RFRMGMT
Default Award & Disbursement form	RFRDEFA
Fund Award & Disbursement form	RFRASCH
Class Code Translation Rule form	RPRCLSS
Reject Code Validation Table	RTVRJCT

Institutional Financial Aid Options Form

Description

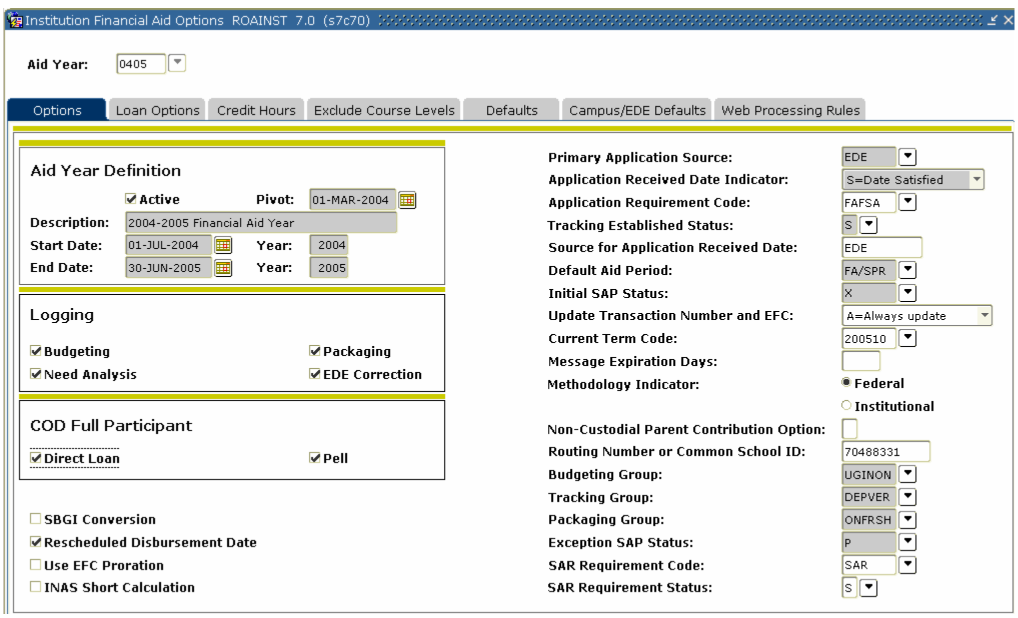
The Institution Financial Aid Options Form (ROAINST) is used to set up all of the options for a specific aid year.

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

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

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

Options tab



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Institutional Financial Aid Options Form, Continued

Required fields for Data load

Field name	Description
Active Aid Year	Active Aid Year indicator must be checked. SCT Banner computes from beginning and ending years (not month/day).
Aid Year Start Date and End Date	Enter beginning/ending dates of aid year (actively used for control of Student employment Authorizations).
Pivot Date	Date you want specified year’s forms to default when you open SCT Banner.
Primary Application Source	Enter application source.
Default Aid Period	Assigned when loading records or when awards are made prior to receipt of ISIR.
Application Received Date Indicator	Appears on ROASTAT. Controlled by dropdown choice and entry in Source for Application Received Date field.
Source for Application Received Date	If using more than one data source, enter data source from which Application Received Date will be loaded on ROASTAT.

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Institutional Financial Aid Options Form, Continued

Required field for Data load, continued

Field name	Description
Tracking Established Status	Appears on RRAAREQ for system created requirements.
Initial SAP Status	Code created on second window of ROASTAT during Data load for students with no prior SAP code.
Update Transaction Number and EFC	Indicates when data load process should update the Pell Transaction Number and EFC. A or blank - Always, N - Never, L - Update unless locked.
Current Term Code	Initially first term of defined year; acts as a default for some forms and controls use of views for rules.
Methodology Indicator	FM or IM methodology.
Non-Custodial Parent Contribution Option	IM schools choose option for treatment of non-custodial parent data.
Default Group Status	Tracking, Budgeting, Packaging, and SAP statuses used to hold records for students who do not meet the grouping rules.
Routing Number or Common School ID	Causes school's housing code to load on RNANAxx during dataload.

Procedure

Follow these steps to complete the process.

Step	Action
1	Access the Institution Financial Aid Options Form (ROAINST).
2	Select *0405* in the Aid Year field.
3	Perform a **Next Block** function.
4	Click the **Direct Loan** check box in the **COD Full Participant** block. Note: Whether checked or unchecked, all Pell Processes will assume Yes for Pell Full COD Participation starting with the 2004-2005 Aid Year.
5	Click the **Pell** check box
6	Enter or edit other fields as needed.
7	Click the **Save** icon.

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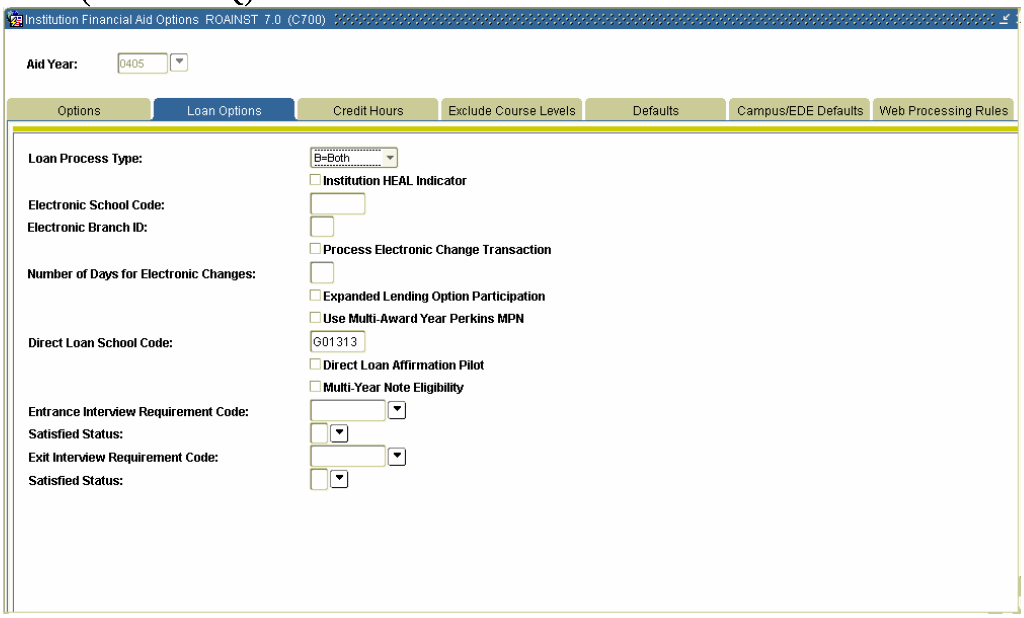
Institutional Financial Aid Options Form, Continued

Loan Options tab

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



Procedure

Follow these steps to complete the process.

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

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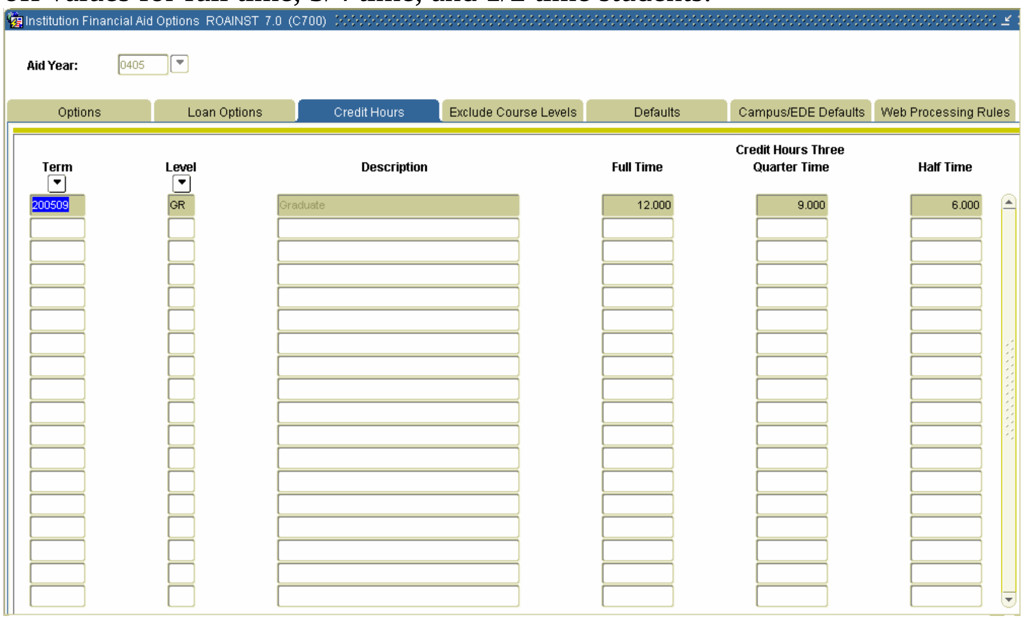
Institutional Financial Aid Options Form, Continued

Credit Hours tab

Use the Credit Hours window to define institutional credit hour values by term for each student level code. For example, you would use this window to define credit hour values for graduate students for a specific term by entering the cut-off values for full time, 3/4 time, and 1/2 time students.



Procedure

Follow these steps to complete the process.

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

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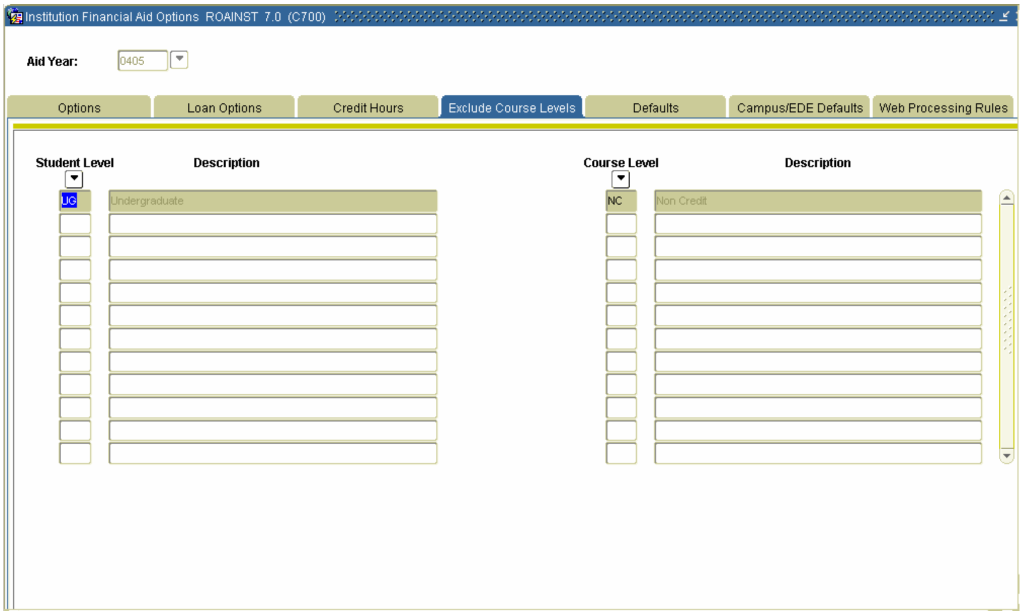
Institutional Financial Aid Options, Continued

Exclude Course Levels tab

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



Procedure

Follow these steps to complete the process.

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

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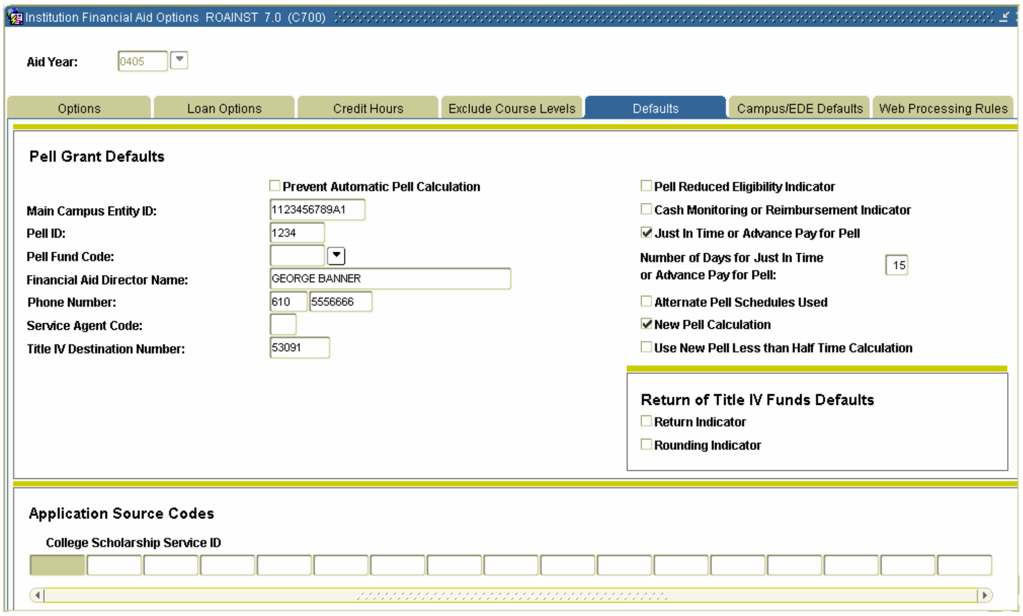
Institutional Financial Aid Options Form, Continued

Defaults tab

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



Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Defaults</u> tab.
2	Check the **Prevent Automatic Pell Calculation** check box to prevent the Pell process from automatically running from forms for all students at this institution. <u>Note</u>: This option is useful for institutions without undergraduate student populations.
3	Check the **Pell Reduced Eligibility Indicator** checkbox to re-set the Pell Origination indicator when Pell awards are reduced. Increases in Pell awards will automatically re-set the Pell Origination indicator.

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Institutional Financial Aid Options Form, Continued

Procedure, continued

Step	Action
4	Provide basic institution information including the following. • **Main Campus Entity ID** • **Pell ID** • **Pell Fund Code** • **Financial Aid Director Name** • **Phone Number** • **Service Agent Code** • **GES/Title IV Destination Number**
5	Check the **Cash Monitor/Reimbursement** checkbox if the institution must follow cash monitoring rules established by the Department of Education.
6	Check the **Just In Time or Advance Pay for Pell** checkbox if the Just In Time disbursement edits should be applied for Pell disbursements. If checked, the **Number of Days for Just In Time or Advance Pay for Pell** must also be supplied.
7	Check the **Alternate Pell Schedules Used** checkbox if the institution has tuition-sensitive programs.
8	Check the **New Pell Calculation** checkbox (Required effective with the 2004-2005 Aid Year).
9	Select other options as desired.
10	Click the **Save** icon.

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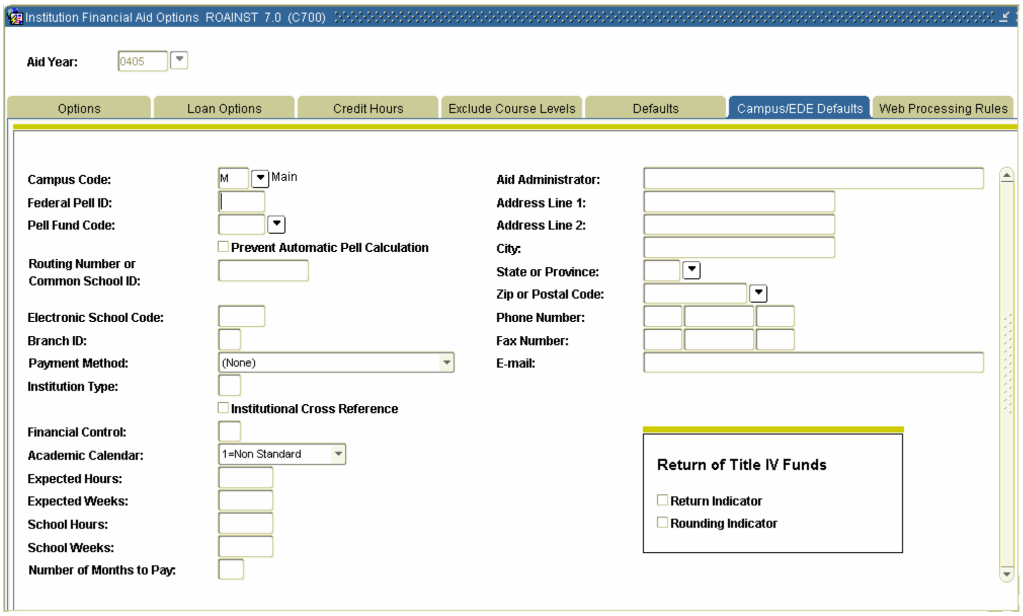
Institutional Financial Aid Options Form, Continued

Campus/EDE Defaults tab

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



Procedure

Follow these steps to complete the process.

Step	Action
1	Select the <u>Campus/EDE Defaults</u> tab.
2	Double-click in the **Campus Code** field to select a campus.
3	Enter your Federal Pell ID number in the **Federal Pell ID Number** field.
4	Double-click in the **Pell Fund Code** field to select a code.
5	Click the **Prevent Automatic Pell Calculation** checkbox, if desired.
6	Enter a number in the **Routing Number or Common School ID** field.
7	Enter a six-digit code in the **Electronic School Code** field.
8	Enter a code in the **Branch ID** field.
9	Double-click in the **Payment Method** field to select a payment method.
10	Enter an institution type in the **Institution Type** field.
11	Click the **Institutional Cross Reference** checkbox, if desired.

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Institutional Financial Aid Options Form, Continued

Procedure, continued.

Step	Action
12	Enter a number in the **Financial Control** field. Note: Enter 1 for Public; 2 for Private, non-profit; 3 for Proprietary. You may also leave this field blank.
13	Select an academic calendar in the **Academic Calendar** field.
14	Enter a number of hours in the **Expected Hours** field.
15	Enter a number of weeks in the **Expected Weeks** field.
16	Enter the number of hours in the school year in the **School Hours** field.
17	Enter the number of weeks in the school year in the **School Weeks** field.
18	Enter the name, address, phone number and e-mail address of the Aid Administrator in the appropriate fields.
19	Click the **Return Indicator** checkbox.
20	Click the **Rounding Indicator** checkbox.
21	Click the **Save** icon.

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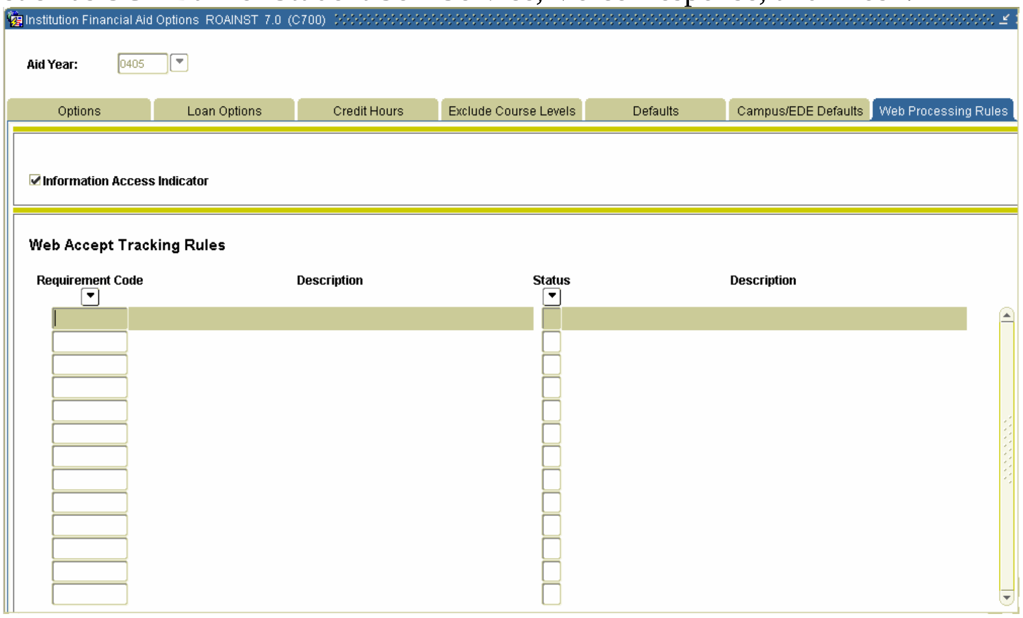
Institutional Financial Aid Options Form, Continued

Web Processing Rules tab

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



Procedure

Follow these steps to complete the process.

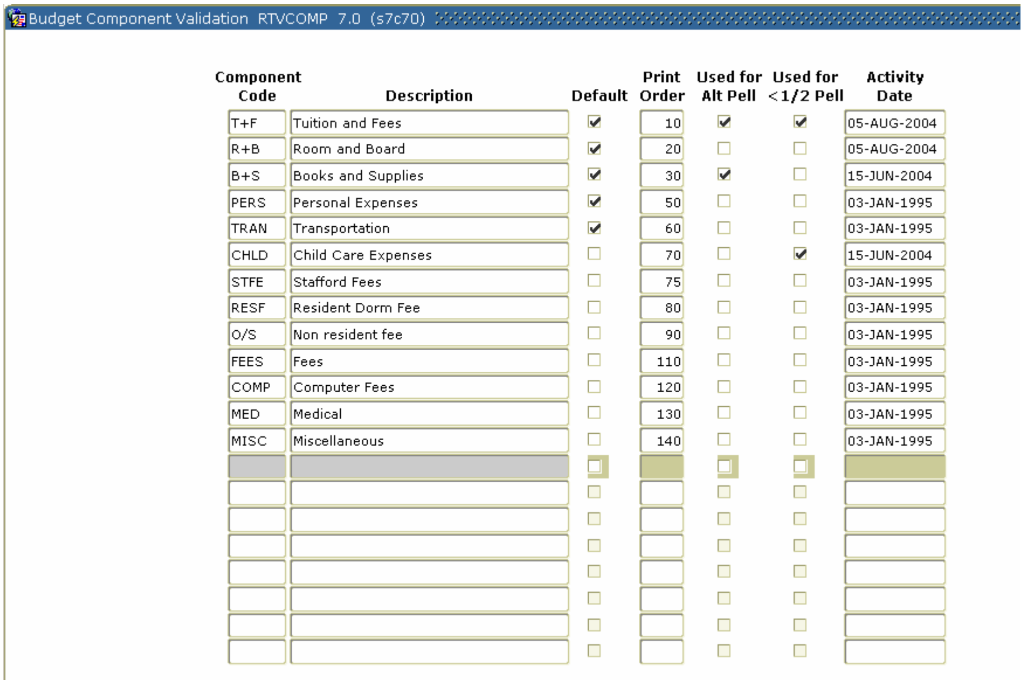
Step	Action
1	Select the <u>Web Processing Rules</u> tab.
2	Click the **Information Access Indicator** checkbox.
3	Double-click in the **Requirement Code** field to select a code.
4	Double-click in the **Status** field to select a status code.
5	Repeat steps 3-4 as needed.
6	Click the **Save** icon.

Budget Component Validation Form

Purpose

The Budget Component Validation Form (RTVCOMP) is used to build standard and optional budget components for Pell budgets as well as regular Cost of Attendance budgets.

Banner form



Budget Component Validation RTVCOMP 7.0 (s7c70)

Component Code	Description	Default	Print Order	Used for Alt Pell	Used for <1/2 Pell	Activity Date
T+F	Tuition and Fees	✓	10	✓	✓	05-AUG-2004
R+B	Room and Board	✓	20			05-AUG-2004
B+S	Books and Supplies	✓	30	✓		15-JUN-2004
PERS	Personal Expenses	✓	50			03-JAN-1995
TRAN	Transportation	✓	60			03-JAN-1995
CHLD	Child Care Expenses		70		✓	15-JUN-2004
STFE	Stafford Fees		75			03-JAN-1995
RESF	Resident Dorm Fee		80			03-JAN-1995
O/S	Non resident fee		90			03-JAN-1995
FEES	Fees		110			03-JAN-1995
COMP	Computer Fees		120			03-JAN-1995
MED	Medical		130			03-JAN-1995
MISC	Miscellaneous		140			03-JAN-1995

Procedure

Follow the steps to complete the process.

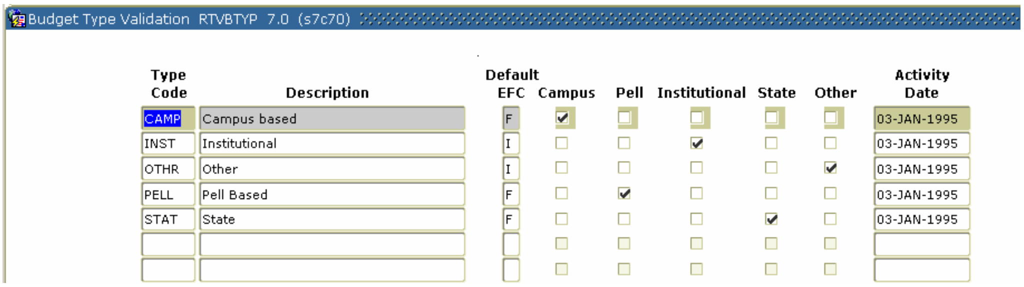
Step	Action
1	Access the Budget Component Validation Form (RTVCOMP).
2	Enter a **Component Code** – avoid using the ampersand (&) character as it has special meaning in Oracle.
3	Enter a **Component Description**.
4	Check the **Default** checkbox if the component should be included in all budget group definitions.
5	Specify a **Print Order** to be used for the component when printed on reports and letters. Low numbers are printed first. It is best to number by fives or tens so that additions can be inserted easily at a later date.
6	Check the **Used for Alt Pell** box if the budget component should be used in the calculation for eligibility for the Alternate Pell Schedule at institutions with tuition sensitive Pell eligibility.
7	Check the **Used for <1/2 Pell** box if the budget component should be included in Pell budgets for students attending less than half time during the Pell awarding and disbursing processes.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Budget Type Validation Form

Purpose

The Budget Type Validation Form (RTVBTYP) is used to define the types of budgets that will be used at the institution.

Banner form



Budget Type Validation RTVBTYP 7.0 (s7c70)

Type Code	Description	Default EFC	Campus	Pell	Institutional	State	Other	Activity Date
CAMP	Campus based	F	✓					03-JAN-1995
INST	Institutional	I			✓			03-JAN-1995
OTHR	Other	I					✓	03-JAN-1995
PELL	Pell Based	F		✓				03-JAN-1995
STAT	State	F				✓		03-JAN-1995

Procedure

Follow the steps to complete the process.

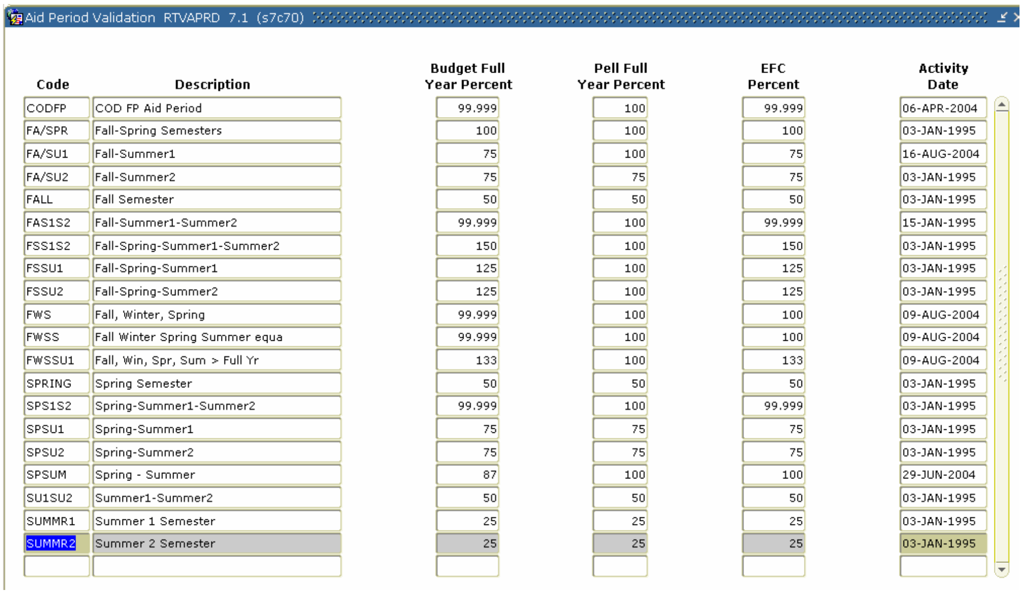
Step	Action
1	Access the Budget Type Validation Form (RTVBTYP).
2	Enter a **Type Code** of Pell
3	Enter a **Type Description** of Pell.
4	Check the **Pell** checkbox.
5	Other budget type codes may be defined later during other workbook exercises.
6	Click the **Save** icon.
7	Click the **Exit** icon.

Aid Period Validation Form

Purpose

The Aid Period Validation Form (RTVAPRD) is used to maintain valid aid periods, descriptions, and the percent of the full academic year that the aid period represents.

Banner form


Aid Period Validation RTVAPRD 7.1 (s7c70)

Code	Description	Budget Full Year Percent	Pell Full Year Percent	EFC Percent	Activity Date
CODFP	COD FP Aid Period	99.999	100	99.999	06-APR-2004
FA/SPR	Fall-Spring Semesters	100	100	100	03-JAN-1995
FA/SU1	Fall-Summer1	75	100	75	16-AUG-2004
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
FWS	Fall, Winter, Spring	99.999	100	100	09-AUG-2004
FWSS	Fall Winter Spring Summer equa	99.999	100	100	09-AUG-2004
FWSSU1	Fall, Win, Spr, Sum > Full Yr	133	100	133	09-AUG-2004
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
SPSUM	Spring - Summer	87	100	100	29-JUN-2004
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 the steps to complete the process.

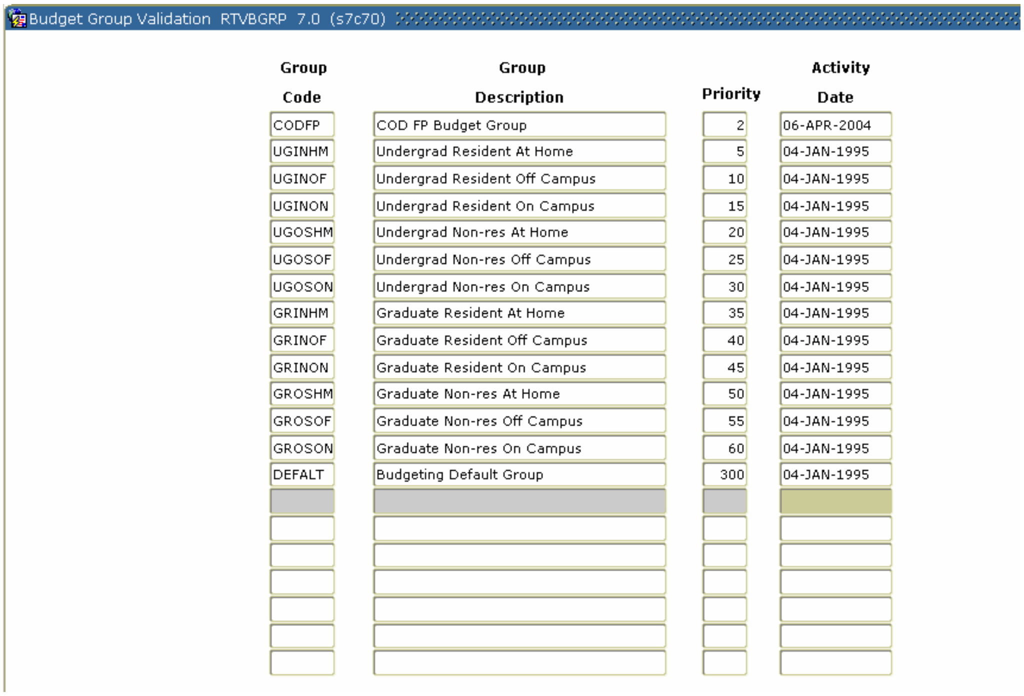
Step	Action
1	Access the Aid Period Validation Form (RTVAPRD).
2	Enter the following information on a single row of RTVAPRD: • **Code** = FA/SPR • **Description** = Fall – Spring Semesters • **Budget Full Year Percent** = 100 • **Pell Full Year Percent** = 100 • **EFC Percent** = 100
3	Repeat this process for all aid periods where Pell Grant funds will be awarded. Only one Aid Period should have the **Budget Full Year Percent** value set to 100. Multiple Aid Periods may have the **Pell Full Year Percent** value set to 100. Other aid periods may be added during other Workbook exercises.
4	Click the **Save** icon.
5	Click the **Exit** icon.

Budget Group Validation Form

Purpose

The Budget Group Validation Form (RTVBGRP) is used to define and maintain standard budget group codes for categorizing students with similar characteristics into the same group.

Banner form



Budget Group Validation RTVBGRP 7.0 (s7c70)

Group Code	Group Description	Priority	Activity Date
CODFP	COD FP Budget Group	2	06-APR-2004
UGINHM	Undergrad Resident At Home	5	04-JAN-1995
UGINOF	Undergrad Resident Off Campus	10	04-JAN-1995
UGINON	Undergrad Resident On Campus	15	04-JAN-1995
UGOSHM	Undergrad Non-res At Home	20	04-JAN-1995
UGOSOF	Undergrad Non-res Off Campus	25	04-JAN-1995
UGOSON	Undergrad Non-res On Campus	30	04-JAN-1995
GRINHM	Graduate Resident At Home	35	04-JAN-1995
GRINOF	Graduate Resident Off Campus	40	04-JAN-1995
GRINON	Graduate Resident On Campus	45	04-JAN-1995
GROSHM	Graduate Non-res At Home	50	04-JAN-1995
GROSOF	Graduate Non-res Off Campus	55	04-JAN-1995
GROSON	Graduate Non-res On Campus	60	04-JAN-1995
DEFALT	Budgeting Default Group	300	04-JAN-1995

Procedure

Follow the steps to complete the process.

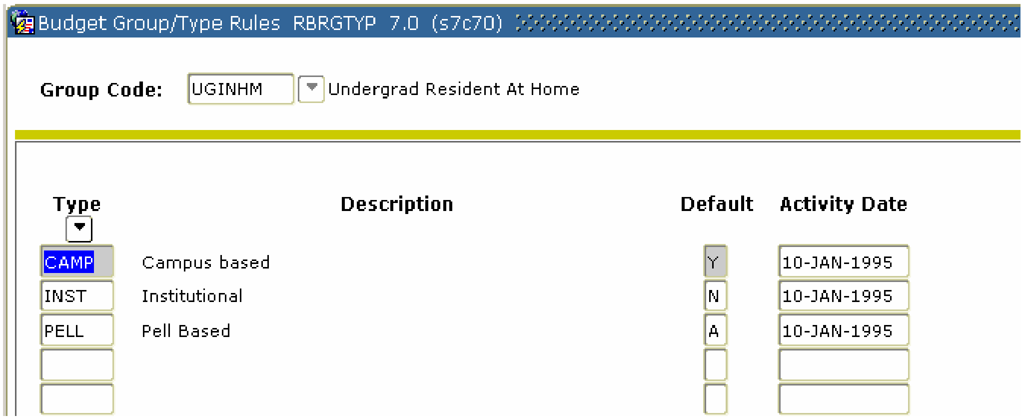
Step	Action
1	Access the Budget Group Validation Form (RTVBGRP).
2	Enter the following information on a single row of RTVBGRP. • **Group Code** = UGINON • **Group Description** = Undergraduate Resident On Campus
3	Enter a **Priority** value of 10. This value determines the order in which group assignments will be made for all Budget Groups. Lower numbers are processed first.
4	Repeat this process for all budget groups where Pell Grant funds will be awarded. Other budget groups may be added during other workbook exercises.
5	Click the **Save** icon.
6	Click the **Exit** icon.

Budget Group/Type Rules Form

Purpose

The Budget Group/Type Rules Form (RBRGTYP) is used to attach the standard budget and Pell budget to specific budget groups that will be assigned to students either with manual assignment or batch group assignment.

Banner form



Procedure

Follow the steps to complete the process.

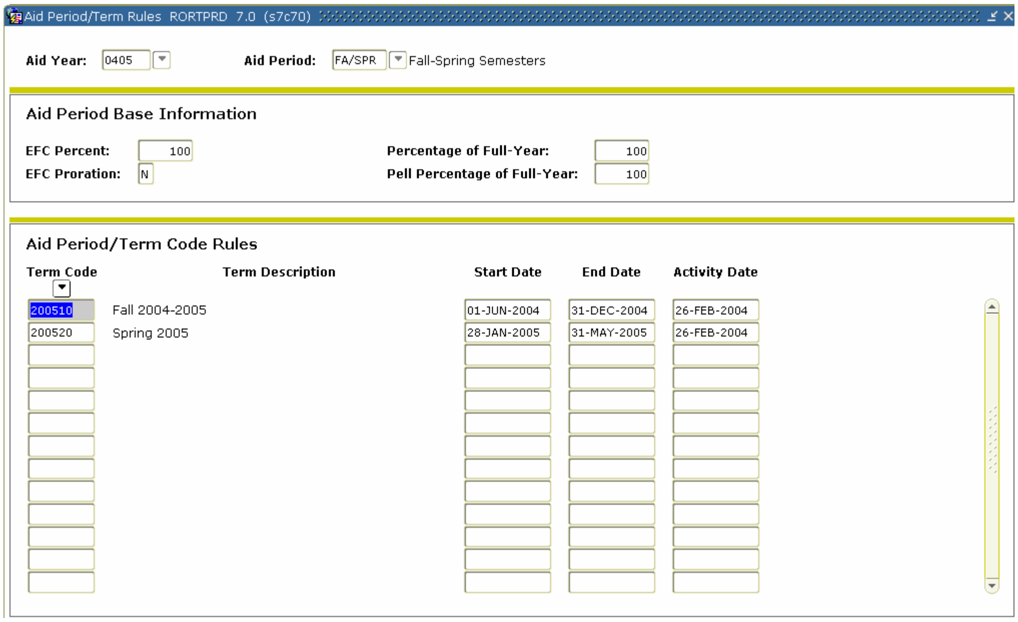
Step	Action
1	Access the Budget Group/Type Rules Form (RBRGTYP).
2	Enter a valid **Group Code** as defined in the previous exercise.
3	Enter a **Type** code of Pell an 'A'utomatic code will populate in the **Default field.**
4	Enter a **Type** code of Campus, tab to the **Default** field and enter a 'Y'
5	Click the **Save** icon.
6	Click the **Exit** icon.

Aid Period/Term Rules Form

Purpose

The Aid Period/Term Rules Form (RORTPRD) is used to connect Term Codes to an Aid Period. The information in the Aid Period Base Information Block is defaulted from the RTVAPRD form.

Banner form



Procedure

Follow the steps to complete the process.

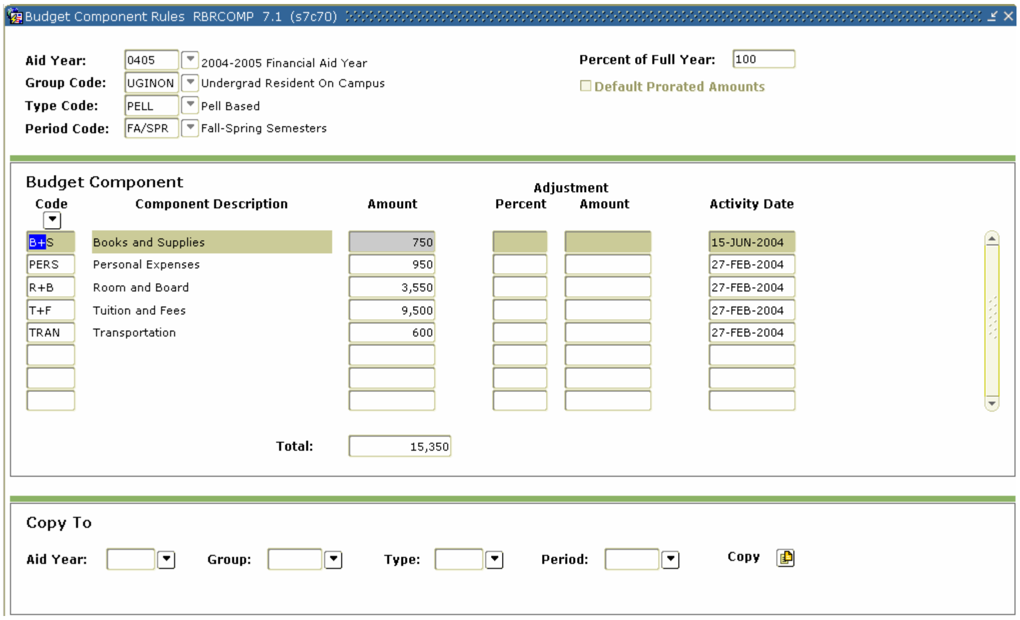
Step	Action
1	Access the Aid Period/Term Rules Form (RORTPRD).
2	Enter an **Aid Year** of 0405.
3	Enter an **Aid Period** of FA/SPR.
4	Perform a **Next Block** function to access the **Aid Period Base Information** block.
5	Enter a **Term Code** that belongs to the **Aid Year** and **Aid Period** in the **Key** block.
6	Repeat step 5 for all terms that belong to the **Aid Year** and **Aid Period** in the **Key** block.
7	Click the **Save** icon.
8	Click the **Exit** icon.

Budget Component Rules Form

Purpose

The Budget Component Rules Form (RBRCOMP) is used to attach specific budget components to specific group code / type and aid period combinations to be assigned to students either with manual assignment or batch group assignment.

Banner form



Procedure

Follow the steps to complete the process.

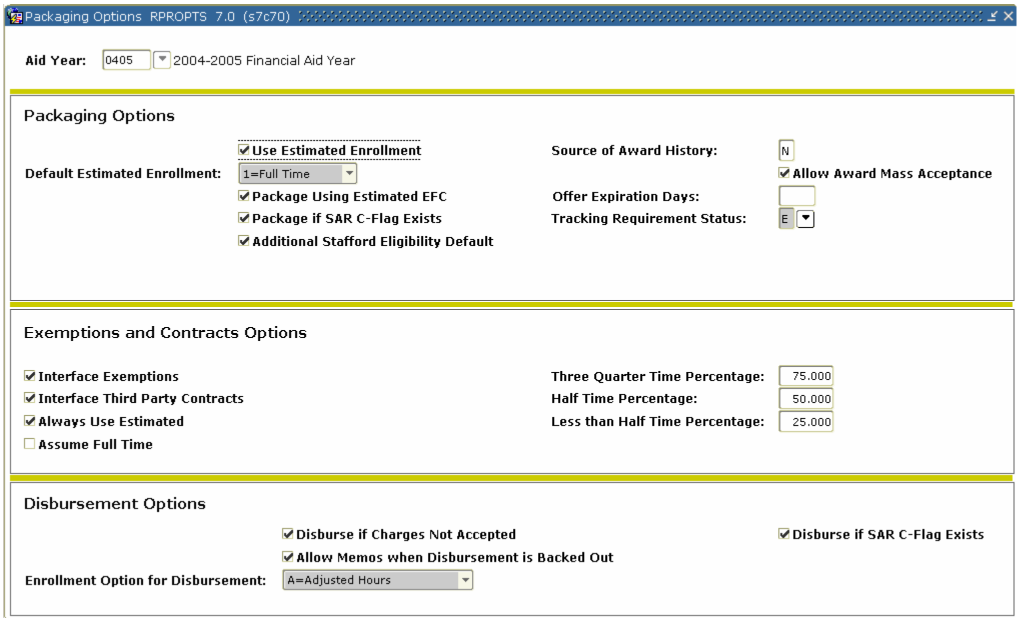
Step	Action
1	Access the Budget Component Rules Form (RBRCOMP).
2	Enter the following information in the **Key** block: • **Aid Year** = 0405 • **Group Code** = UGINON • **Type Code** = Pell • **Period Code** = FA/SPR
3	Perform the **Next Block** function.
4	Double-click in the **Code** field and select a budget component code.
5	Enter an **Amount** for the budget component.
6	Repeat steps 4 - 6 for each budget component to be associated with the Budget Group.
7	Click the **Save** icon.
8	Perform the **Rollback** function.
9	Repeat steps 2 – 8 for each Budget Group defined on RTVBGRP.
10	Click the **Exit** icon.

Packaging Options Form

Purpose

The Packaging Options Form (RPROPTS) allows options to be selected that control how the packaging process performs.

Banner form



Procedure

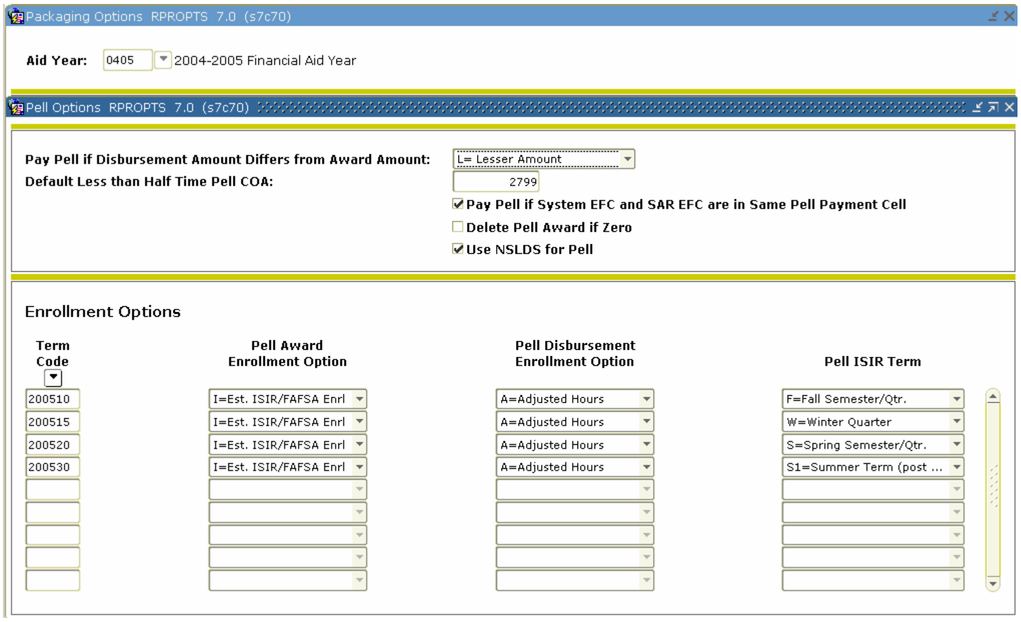
Follow the steps to complete the process.

Step	Action
1	Access the Packaging Options Form (RPROPTS).
2	Enter the **Aid Year** in the **Key** block.
3	Perform a **Next Block** function.

Continued on the next page

Packaging Options Form, Continued

Options – Pell Options



Procedure

Follow the steps to complete the process.

Step	Action
1	Select <u>Pell Options</u> from the Options menu.
2	Select a disbursement option appropriate for your institution in the **Pay Pell if Disbursement Amount Differs From Award Amount** check box. Valid choices include the following. 1. Not to pay Pell. 2. Always disburse the disbursement calculated Pell amount. 3. Pay the lesser of the award and calculated disbursement amount at the time the RPEDISB process is run when the awarded Pell amount and the calculated Pell Disbursement amount are different.
3	Enter a value for the **Default Less Than Half Time Pell COA**. (Leave this blank if you are selecting budget components for less than half time budget calculations on RTVCOMP).
4	Check the **Pay Pell If System EFC and SAR EFC Are In Same Payment Cell** checkbox to allow Pell awards to disburse when the EFCs do not match but are in the same payment cell.

Continued on the next page

Packaging Options Form, Continued

Options – Pell Options, continued.

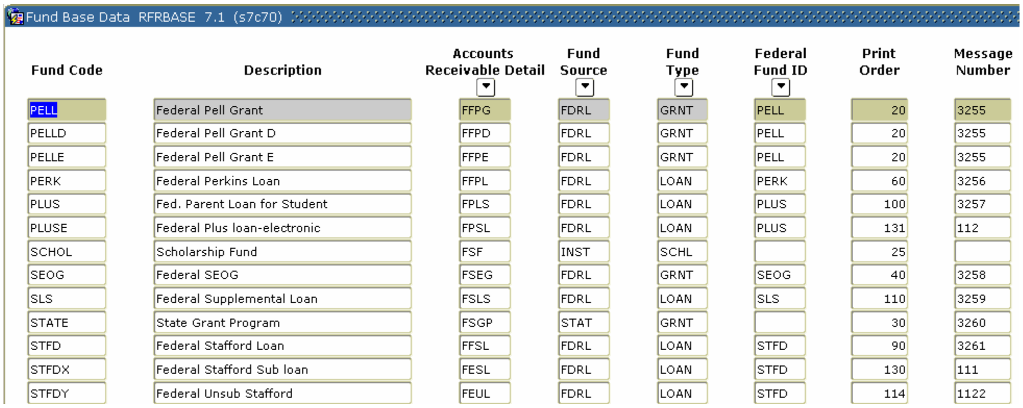
Step	Action
5	Check the **Delete Pell Award If Zero** box to have Pell awards deleted from the database if the award is reduced to zero by the Pell calculation, if no locks, originations, memo, authorization, or paid amounts exist.
6	If you wish to package Pell based on NSLDS data, check the **Use NSLDS for Pell** option.
7	Click the **Save** icon.
8	Perform a **Next Block** function to navigate to the **Enrollment Options** block of the Pell Options window.
11	Enter a **Term Code** that belongs to the **Aid Year** entered in the **Key** block.
12	Select a **Pell Award Enroll Option** appropriate for your institution. If the value of I (Est. ISIR/FAFSA Enr) is selected, the **Pell ISIR Term** field must be completed with the appropriate term code value. Note: Beginning with the 2004-2005 Aid Year the FASFA no longer collects anticipated enrollment by term. Institutions wishing to use this field must populate the appropriate Term Enrollment Information fields found by selecting the Term Enrollment option on RNANAxx.
13	Select a **Pell Disburse Enroll Option** appropriate for your institution. The value of A (Adjusted Hours) may be selected to use actual adjusted financial aid enrollment hours for disbursement.
14	Click the **Save** icon.
15	Click the **Exit** icon.

Fund Base Data Form

Purpose

The Fund Base Data Form (RFRBASE) is used to define the Pell grant as a fund and connect it to an AR Detail code, fund source, fund type and Federal Fund ID.

Banner form



Fund Base Data RFRBASE 7.1 (s7c70)

Fund Code	Description	Accounts Receivable Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Message Number
PELL	Federal Pell Grant	FFPG	FDRL	GRNT	PELL	20	3255
PELLD	Federal Pell Grant D	FFPD	FDRL	GRNT	PELL	20	3255
PELLE	Federal Pell Grant E	FFPE	FDRL	GRNT	PELL	20	3255
PERK	Federal Perkins Loan	FFPL	FDRL	LOAN	PERK	60	3256
PLUS	Fed. Parent Loan for Student	FPLS	FDRL	LOAN	PLUS	100	3257
PLUSE	Federal Plus loan-electronic	FPSL	FDRL	LOAN	PLUS	131	112
SCHOL	Scholarship Fund	FSF	INST	SCHL		25	
SEOG	Federal SEOG	FSEG	FDRL	GRNT	SEOG	40	3258
SLS	Federal Supplemental Loan	FSLS	FDRL	LOAN	SLS	110	3259
STATE	State Grant Program	FSGP	STAT	GRNT		30	3260
STFD	Federal Stafford Loan	FFSL	FDRL	LOAN	STFD	90	3261
STFDX	Federal Stafford Sub loan	FESL	FDRL	LOAN	STFD	130	111
STFDY	Federal Unsub Stafford	FEUL	FDRL	LOAN	STFD	114	1122

Procedure

Follow the steps to complete the process.

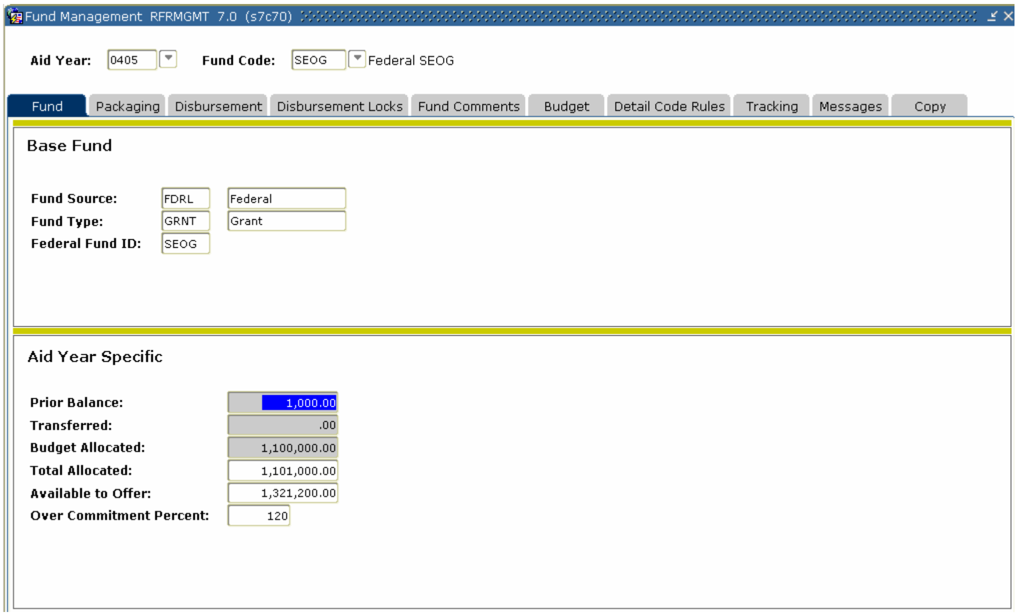
Step	Action
1	Access the Fund Base Data Form (RFRBASE).
2	Enter the following information on a single row (you may need to insert a new row by using the **Insert Row** function.). • **Fund Code** = PELL • **Description** = Federal Pell Grant • **Accounts Receivable Detail** is not required at this time but you may use the selection list to search for a code if it is already set up. • **Fund Source =** FDRL • **Fund Type** = GRNT • **Federal Fund ID** = PELL
3	Enter a **Print Order** to be used on reports and letters. Low numbers are printed first. It is best to number by fives or tens so that additions can be inserted easily at a later date.
4	Enter the message number in the **Message Number** field if you wish this fund to appear in Self Service.
5	**Save** your changes.
6	**Exit** the form.

Funds Management Form

Purpose

The Funds Management Form (RFRMGMT) is used to build the default packaging and disbursement options for the Pell grant. You can use the form to allocate a budget, define packaging and disbursement options, declare budget and detail code components, maintain disbursement locks, define tracking requirements, require a signed promissory note for funds, and assign messages and comments.

Banner form



Procedure 1

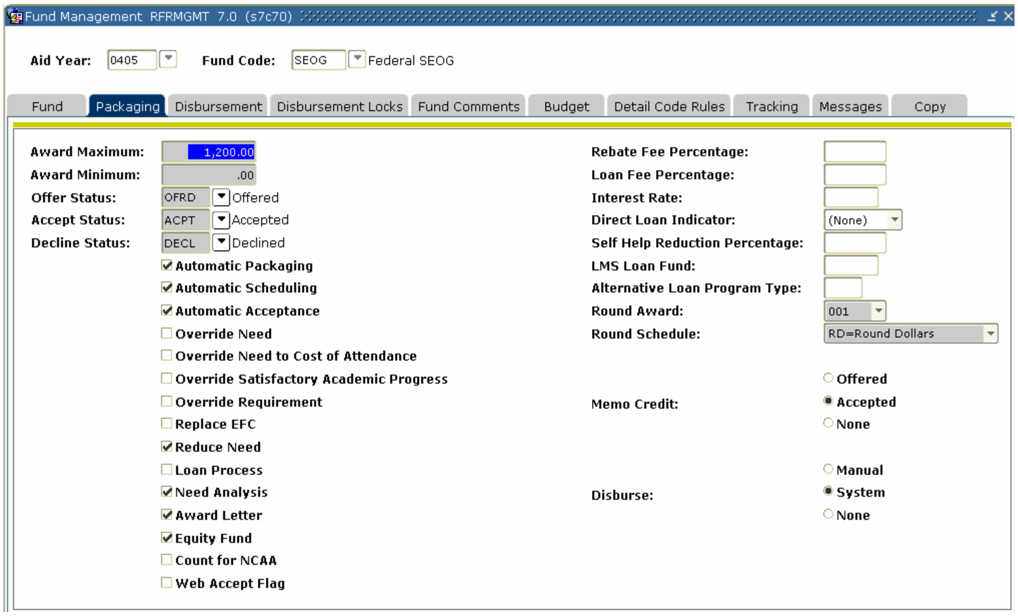
As a part of your institution's implementation, you need to define the funds and options for the current aid year. Follow these steps to complete the form.

Step	Action
1	Access the Fund Management form (RFRMGMT).
2	Enter the aid year in the **Aid Year** field.
3	Select the fund code previously defined in the **Fund Code** field.
4	Perform the **Next Block** function.
5	Enter the correct **Prior Balance** and **Budget Allocated** figures for this fund in the Aid Year Specific Information block.
6	Enter an amount in the **Available to Offer** field.
7	Enter a percentage in the **Over-Commitment Percent** field.

Continued on the next page

Funds Management Form, Continued

Packaging tab



Procedure

Follow these steps to complete the form.

Step	Action
8	Select the Packaging tab and set the parameters to be associated with this fund. See Packaging options next page.

Continued on the next page

Funds Management Form, Continued

Packaging options

Packaging Options are:

AWARD MAX - The maximum the fund can be packaged at for the year
AWARD MIN - The minimum the fund can be packaged at for the year
OFFER STATUS - The code that would indicate that this fund has been offered to the student (the default used in packaging and on Mass Offer form)
ACCEPT STATUS - The code that would indicate that this fund has auto-accepted by the system (when auto-accept is checked)
DECLINE STATUS - The code that would indicate that this fund has been declined by the student and is automatically inserted from the Mass Acceptance form.

Automatic fields:

PACKAGE - Check if the fund will be auto-packaged
SCHEDULE - Check to auto schedule disbursements (must be checked if memo'ing or disbursing through the system).
ACCEPT - Check if you want the fund to automatically be accepted when awarded to a student (good for Pell/Scholarships)
OVERRIDE Indicators - This allows funds to be awarded that can override certain tests, but once other criteria are met, the overrides no longer apply.
NEED - Will override the need test providing that the student hasn't been awarded any funds that don't override the need (i.e. SEOG) and at that point it will reduce need. Pell needs to have the override need indicator set.

Note: If you chose to Override Need and not Reduce Need in the next column on a fund you must award these funds first before awarding Federal Funds (except Pell). You will get an ERROR "Award not packaged –must reduce need". "The award must reduce the calculated need if a federal fund (except Pell) has been previously awarded."

Continued on the next page

Packaging options, continued

NEED TO COA – Will override need up to the cost of attendance (budget) amount.
RQMT - Will not perform the test for tracking items that must be satisfied for packaging to occur. Good for entitlements that will be packaged regardless of the student following through for need based aid.
SAPR - Will not perform the test for SAP standing. This would be an unusual fund that doesn't require that the student be in good SAP standing in order to be packaged.
REPLACE EFC/REDUCE NEED - Mutually exclusive. Check REPLACE EFC for funds such as PLUS, UNSUB. Funds awarded that exceed EFC will automatically reduce need at that point. Check REDUCE NEED if the fund should reduce the need of the student. You can leave both unchecked if desired.
LOAN PROCESS - Check if this fund will be used in the Loan Module for processing (tracking apps, creating apps, electronic processes). If this is checked, then you must set disburse radio button to NONE to indicate that the fund won't be disbursed in the normal way.
NEED ANALYSIS - Check if you want need analysis to have occurred before the fund will be packaged or loan processing to occur.
AWARD LTR INDICATOR - Check if you want a change in the offered amount to reset the award letter flag (to initiate a new notice to be sent). WARNING - if you do any swapping of funds use this option carefully. You can turn this on and off as needed.
EQUITY FUND -Check if this fund should be counted toward equity packaging if you use that.
COUNT FOR NCAA - Check if this fund should be counted toward NCAA rules (notation field only - no processing is done).
WEB ACCEPT FLAG: This controls which funds can be accepted/declined via the web. The valid values are 'Y' (Checked) and 'N' (unchecked).
LOAN FEE PERCENT - If this is a loan fund, enter the % of fees here (i.e. 4%). This is used in memo’ing actual loan amounts (net vs. gross).

Continued on the next page

Funds Management Form, Continued

Packaging Options, continued

INTEREST RATE - Used for Direct Lending. Enter the interest rate that is applicable.
DIRECT LOAN IND - Enter the appropriate loan type for Direct Loans if this represents a direct loan fund.
SELF HELP % - Enter a percentage for self-help for scholarship or grant funds (must be of type S or G). The percentage can be 0 but not negative.
LMS LOAN FUND - Used only if using the SunGard SCT PLUS Loan Management System.
ROUND AWARD - Identifies how you want the fund to be rounded (001 - nearest dollar, 010 - nearest ten dollars, 025 - nearest twenty-five dollars, 100 - nearest hundred dollars). Always rounds down to prevent over awarding.
ROUND SCHEDULE - Identifies how to round the disbursement scheduling (RC - Round Cents, RD - Round Dollars, TC - Truncate Cents, TD - Truncate Dollars)
MEMO CREDIT (radio button) - In order to check any one of these, you must have a detail code set on RFRBASE. Memo on Offered, Accepted or None.
DISBURSE (radio button) - In order to check this you must have a detail code set on RFRBASE.
Manual - You will manually insert the disbursement schedule and you can do either positive or negative amounts.
System - You allow the system to schedule the disbursement and to disburse the funds
None - You don't want the fund to disburse through the system.

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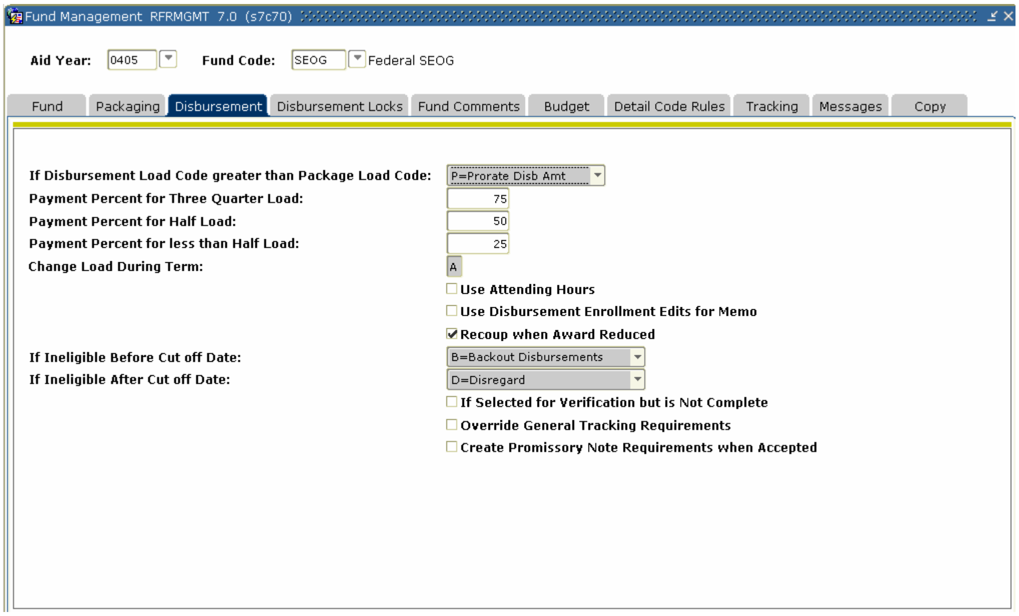
Funds Management Form, Continued

Disbursement tab



Procedure

Follow these steps to complete the form.

Step	Action
9	Select the Disbursement tab and set the parameters to be associated with this fund. See Disbursement Options next page.

Continued on the next page

Funds Management Form, Continued

Disbursement Options

If Disbursement Load Code > Package Load Code - which means that the student is not registered for the amount of credits you awarded them for. (Load code is found on RPAAWRD page 2 at the time of disbursement it looks at this code (1- FT) and then looks at RPROPTS and sees the code for disbursement for the fund then compares it to frozen hours or student hours).

Prorate – If you choose this, you must then set-up payment percentages (below).

Do Not Prorate – If you choose this, you are choosing to post whatever amount you awarded, with no adjustments made. (Unless the student is not enrolled at all).

No Disbursement – If the codes do not agree, the student not disburse until you change the load code on RPAAWRD after reviewing the record and award amount.

<u>Codes</u>: 1=Full-time, 2=3/4-time, 3=1/2-time, 4=less than ½-time, 5=Not Enrolled

<u>Note</u>: This question is based on <u>codes</u>, not <u>status</u>. In other words, 3>1, not ½ > FT

CHANGE LOAD DURING TERM - Applies if there are **multiple disbursements scheduled** during the term and the student changes enrollment

- **A -** Award prorated (will recalculate the entire term award disbursement)
- **S -** Schedules disbursement prorated (will recalculate just the scheduled disbursement).

Continued on the next page

Funds Management Form, Continued

USE ATTENDING HOURS – when checked, the enrollment load for disbursement is based on hours which the student is attending and the course has begun.

USE DISB ENROLL EDITS FOR MEMO - if you check this box you want the memo amount to reflect the enrollment edits. (Example: without this box a memo would show the full amount regardless of the student's enrollment. This box allows you to see the correct memo amount according to the current enrollment (prorated if not full-time or $0 if not enrolled).

RECOUP WHEN AWARD REDUCED - Identifies if the award is reduced and payment has been made that exceeds the new award amount, should the excess funds be recouped from the account by placing a negative payment on the account.

IF INELIGIBLE BEFORE/AFTER CUT-OFF DATE - If the student becomes ineligible for the fund at some point in relation to the cut-off date (set on RPROPTS) and disbursement has already occurred for this student

D - Disregard (allow the amount to remain on their account)
B - Back out (have the system remove the entire amount, and a new disbursement will occur if appropriate)
P - Payment not applied (back out only the amount that has not been applied to charges through the payment application process - designed to back out any that may be refunded to the student). Only applies when run in batch disbursement.

IF SELECTED FOR VERIFICATION BUT VERIFICATION NOT COMPLETE - If the student was selected for verification and the verification flag on ROASTAT is not checked then do you want to disburse the aid? Can be used to disburse institutional aid that the federal verification rules do not apply to.

OVERRIDE GENERAL TRACKING REQUIREMENTS field allows you to disburse a nonfederal fund regardless of any unsatisfied tracking requirements necessary for general disbursements.

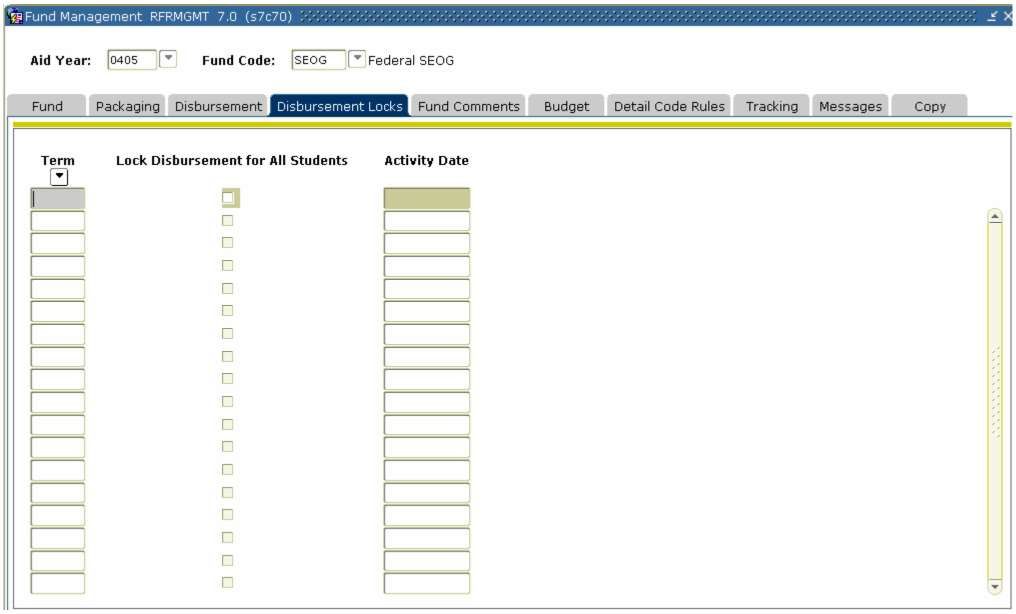
PROMISSORY NOTE REQUIRED - If checked, when the fund is accepted a prom note requirement will be created on RRAAREQ when the fund is accepted. One way to deal with Perkins and Institutional Loans.

Continued on the next page

Funds Management Form, Continued

Disbursement Locks tab

The Disbursement Locks tab allows you to lock disbursements for funds on a term-by-term basis. It is automatically locked if you run out of funds as well.



Procedure

Follow these steps to complete the form.

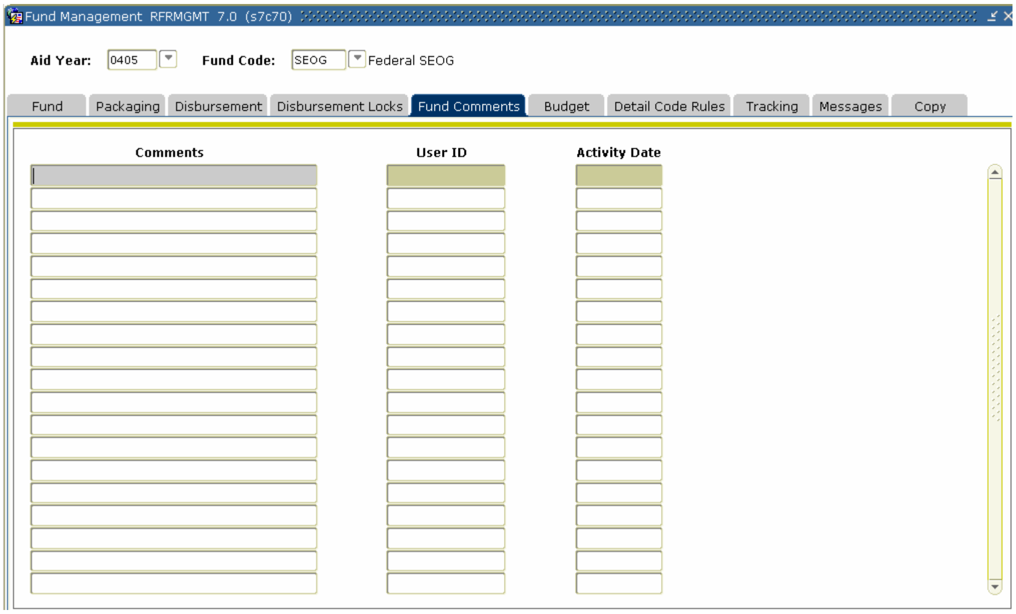
Step	Action
10	Select the Disbursement Locks tab and set the parameters to be associated with this fund.
11	Select a term in the **Term** field.
12	Click the **Lock Disbursement for All Students** checkbox.
13	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Fund Comments tab

Information about the fund can be entered here (maybe criteria for scholarships, target group, etc). You can enter up to 50 characters per line.



Procedure

Follow these steps to complete the form.

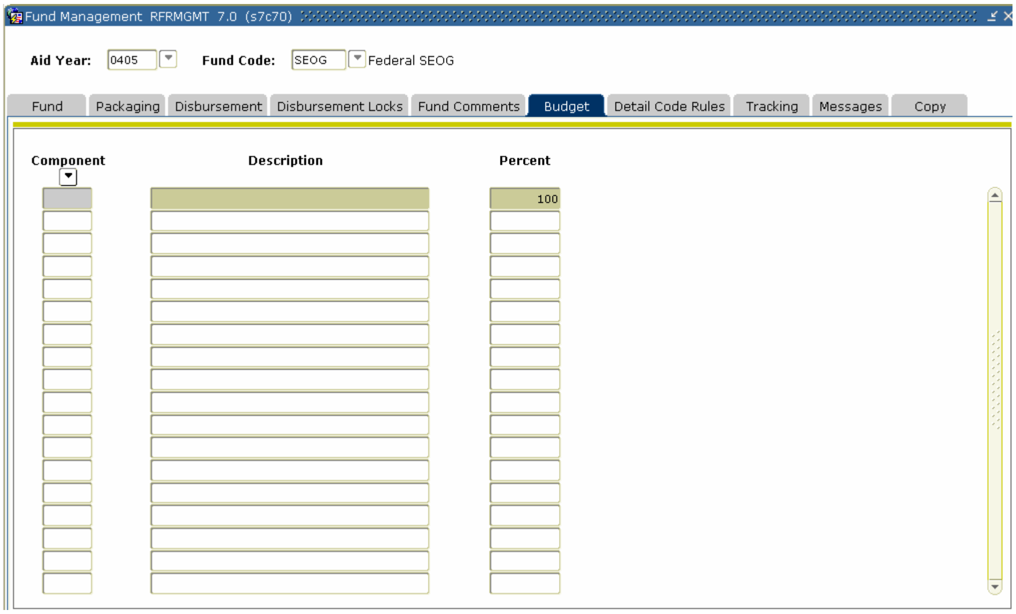
Step	Action
14	Select the Fund Comments tab and set the parameters to be associated with this fund.
15	Enter comments in the **Comments** field.
16	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Budget tab

The Budget tab allows you to limit the awarding of a fund to a percentage of the student's budget component. (I.e. 50% Tuition, 50% Books would limit the fund to a sum of these two budget amounts for the student). Good for items limited to certain budget components (i.e. childcare or room/board).



Procedure

Follow these steps to complete the form.

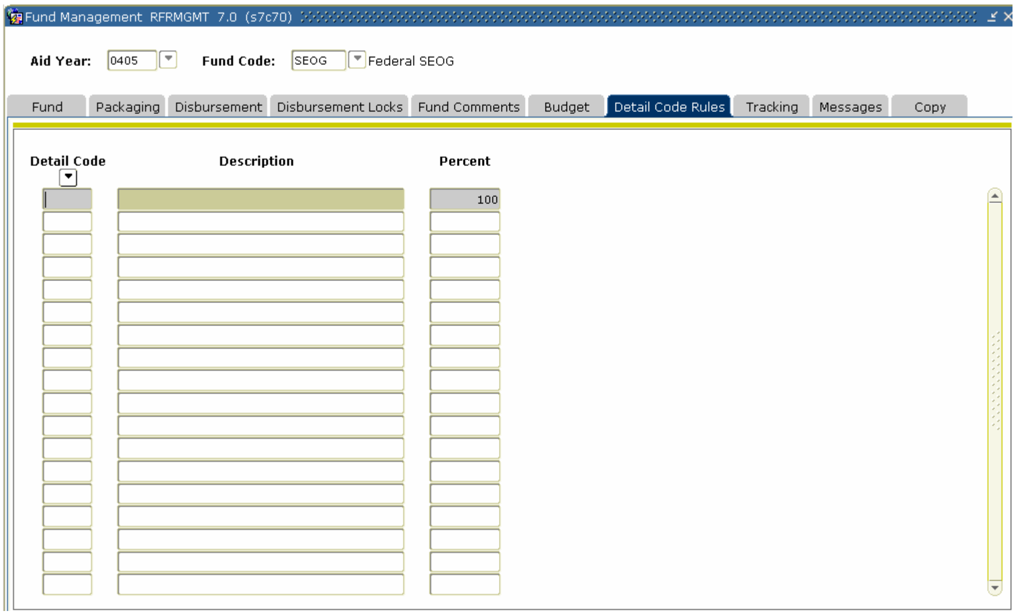
Step	Action
17	Select the <u>Budget</u> tab and set the parameters to be associated with this fund.
18	Select a budget component in the **Component** field.
19	Enter an amount in the percent field.
20	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Detail Code Rules tab

The Detail Code Rules tab allows you to associate the disbursement of a fund and limit the amount disbursed to the value of a detail code (or %) or codes. This is in no way associated with the application of funds to a specific charge (that is done in the Application of Payments in the A/R system). This is a good option for variable waivers for certain charges (tuition, room/board). Does not apply if RPROPTS has E - Expected Enrollment checked for Enrollment Options for Disbursement.



Procedure

Follow these steps to complete the form.

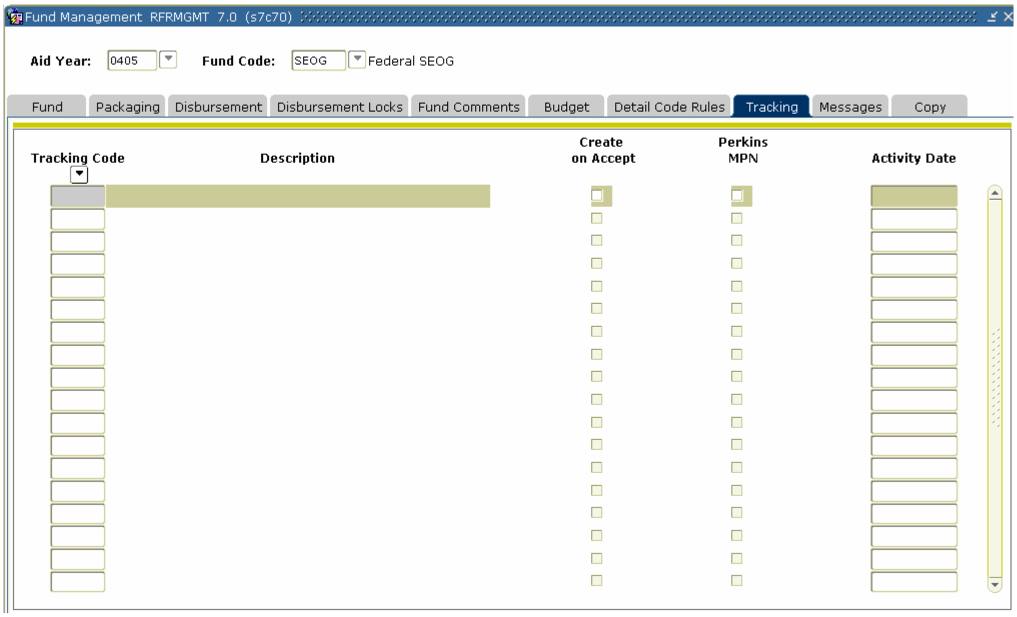
Step	Action
21	Select the <u>Detail Code Rules</u> tab and set the parameters to be associated with this fund.
22	Select a code in the **Detail Code** field.
23	Enter an amount in the percent field.
24	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Tracking tab

The Tracking tab allows for the assignment of a tracking requirement code based upon the packaging of the fund. The requirement code must be set as required for memo'ing or disbursement, but cannot be set up to stop packaging. A flag is available for the tracking of the MPN for the Perkins Fund. All codes used in this section must first be established on RTVTREQ.



Procedure

Follow these steps to complete the form.

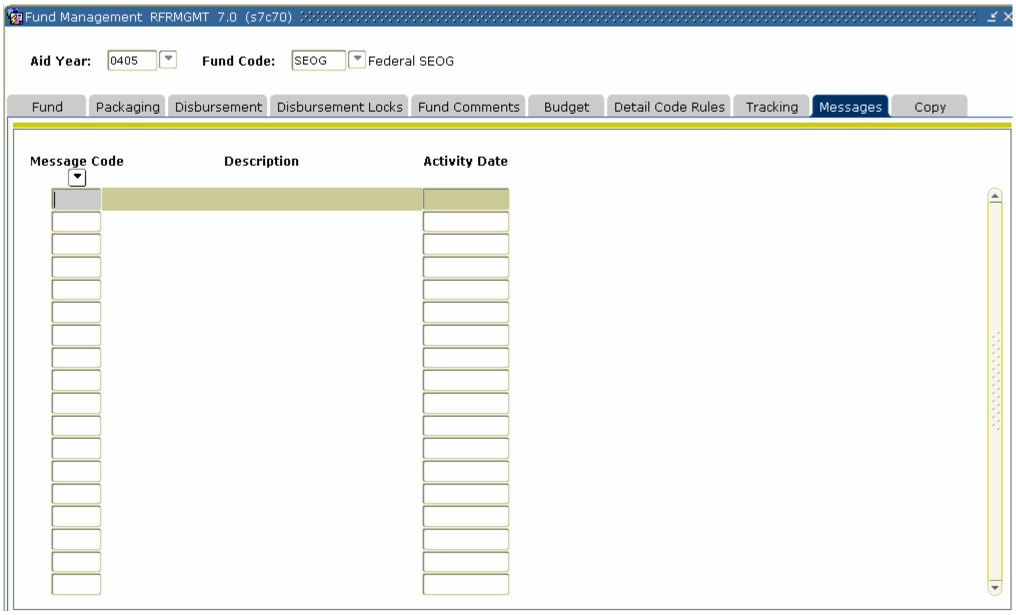
Step	Action
25	Select the <u>Tracking</u> tab and set the parameters to be associated with this fund.
26	Select a code in the **Tracking Code** field.
27	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Messages tab

The Messages tab allows for a message to be associated with the fund to print on either tracking or award notices. Great for notices about prom notes, applications, thank you notes, etc. Message must be established on RTVMESG.



Procedure

Follow these steps to complete the form.

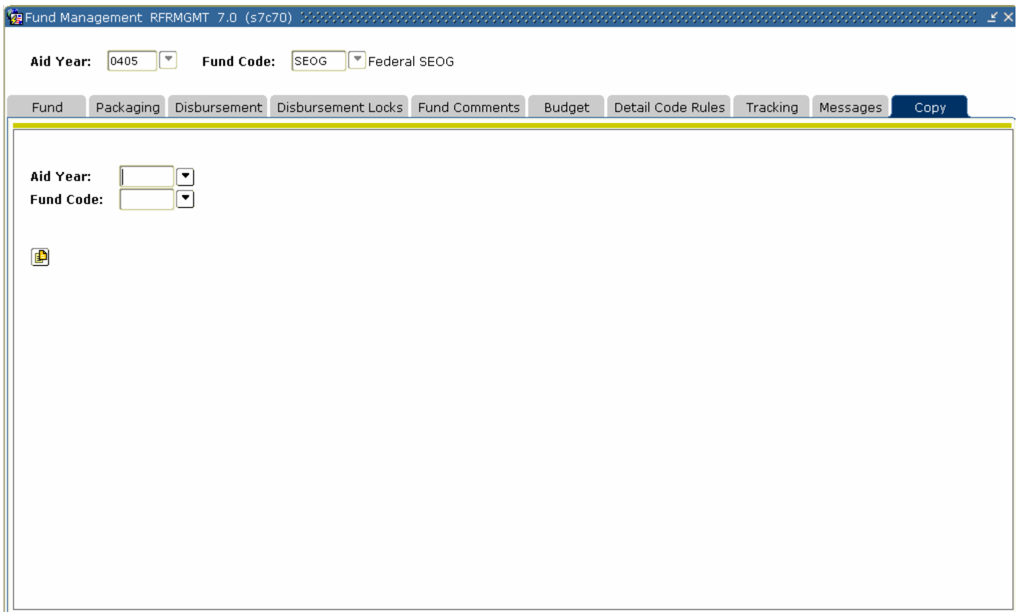
Step	Action
28	Select the <u>Messages</u> tab and set the parameters to be associated with this fund.
29	Select a code in the **Message Code** field.
30	Click the **Save** icon.

Continued on the next page

Funds Management Form, Continued

Copy tab

If you have other funds that would be similar to this fund, you can use the Copy tab to copy all the information from one fund to another then make your changes.



Procedure

Follow these steps to complete the form.

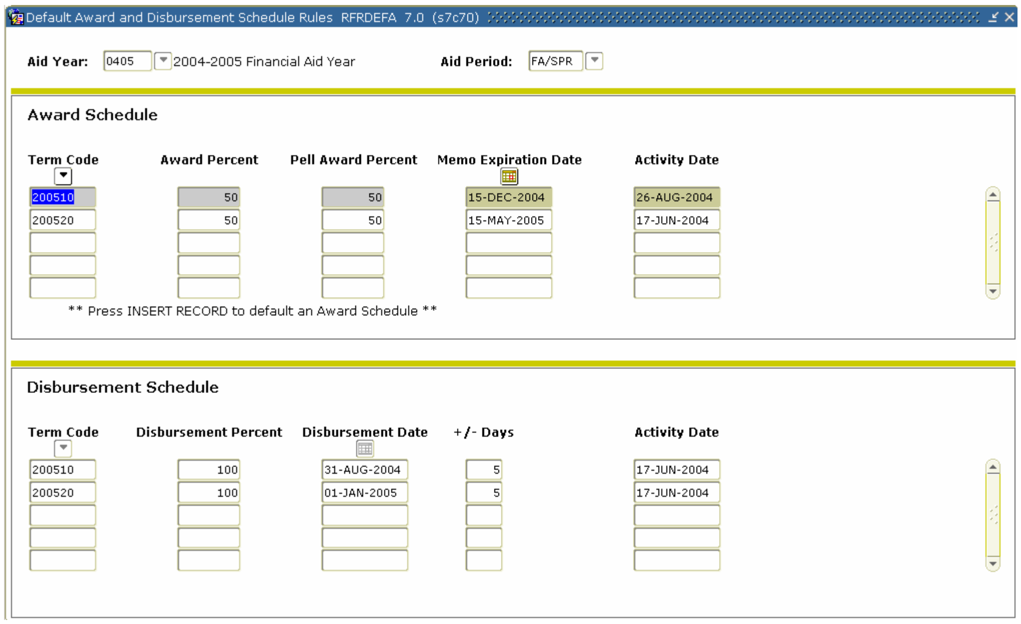
Step	Action
31	Select the <u>Copy</u> tab and set the parameters to be associated with this fund.
32	Select a new aid year in the **Aid Year** field.
33	Select a new fund code in the **Fund Code** field.
34	Click the **Copy** icon. <u>Result:</u> The Fund Management Form opens with the new fund code and aid year displayed.
35	Click the **Save** icon.

Default Award and Disbursement Schedule Rules Form

Purpose

The Default Award and Disbursement Schedule Rules Form (RFRDEFA) is used to establish award and disbursement distributions for each aid period.

Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Default Award and Disbursement Schedule Rules Form (RFRDEFA).
2	Enter and **Aid Year** of 0405 in the **Key** block.
3	Enter an **Aid Period** of FA/SPR in the **Key** block.
4	Perform a **Next Block** function to access the **Award Schedule** block.
5	Select the **Insert Record** function to default in an Award Schedule. This will insert terms from the RORTPRD form.
6	Confirm the percentages of each term code listed in the **Award Percent** fields. Note: The total must equal 100 percent.
7	Enter the percentages appropriate for awarding Pell Grants in the **Pell Award Percent** fields. Note: Pell may not total less than 100 percent but may exceed 100 percent if the aid period is more than 100 percent on RTVAPRD.
8	Define the date(s) for each term code listed in the **Memo Expiration** fields. Click on the Save icon.

Continued on the next page

Default Award and Disbursement Schedule Rules Form, Continued

Procedure Continued

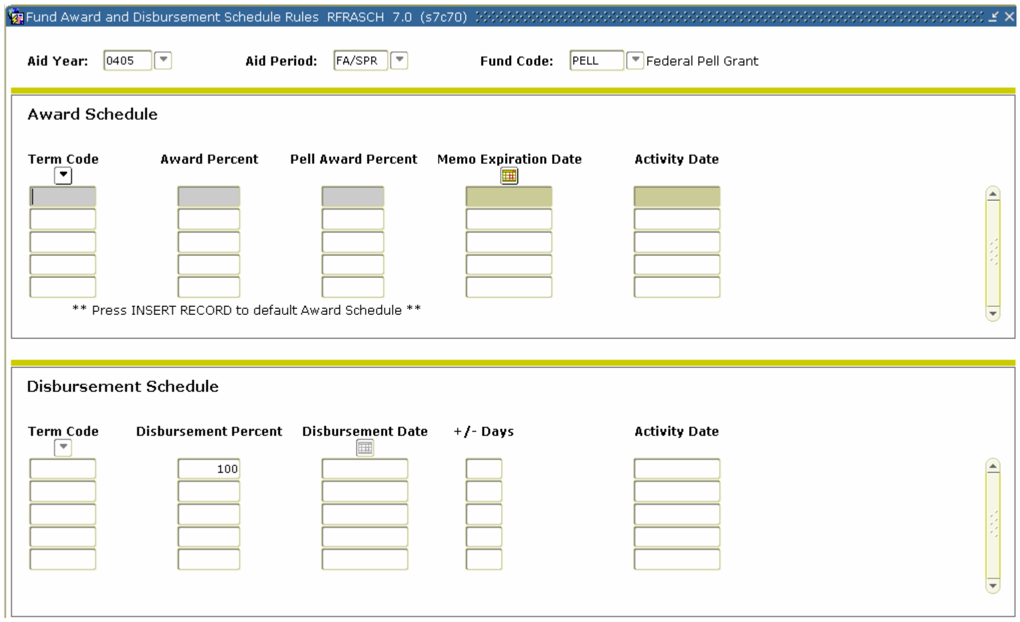
Step	Action
9	Select the **Insert Record** function in the **Disbursement Schedule** block to default in the terms associated with this aid year. This will insert terms defined in the **Award Schedule** block with the corresponding **Cut Off Date** as defined on the Enrollment Cut Off Date block of the RPROPTS form populate in the **Disbursement Date** field.
10	Define the figures in the **Disbursement Percent** field. Note: The total must equal 100 percent.
11	Confirm or change the dates for aid to be credited to a student's account in the **Disbursement Date** field.
12	Enter the number of days prior to (-) or after (+) this date if you wish to schedule disbursements according to attending hours, if using Open Learning Registration.
13	Click the **Save** icon.
14	Click the **Exit** icon.

Fund Award and Disbursement Schedule Rules Form

Purpose

The Fund Award and Disbursement Schedule Rules Form (RFRASCH) is similar to RFRDEFA, except the user has the option of defining Fund specific award and disbursement schedules. This is an optional form that does not need to be populated if the information on RFRDEFA will also be true for the Pell Grant.

Banner form



Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Fund Award and Disbursement Schedule Rules Form (RFRASCH).
2	Enter and **Aid Year** of 0405 in the **Key** block.
3	Enter an **Aid Period** of FA/SPR in the **Key** block.
4	Enter a **Fund Code** of PELL in the **Key** block.
5	Select the **Insert Record** function to default in an Award Schedule.
6	Confirm the percentages of each term code listed in the **Award Percent** fields. Note: The total must equal 100 percent.

Continued on the next page

Fund Award and Disbursement Schedule Rules Form, Continued

Procedure Continued

Step	Action
7	Enter the percentages appropriate for awarding Pell Grants in the **Pell Award Percent** fields. Note: Pell may not total less than 100 percent but may exceed 100 percent if the aid period is more than 100 percent on RTVAPRD.
8	Define the date(s) for each term code listed in the **Memo Expiration** fields.
9	Click the **Save** icon.
10	Select the **Insert Record** function to default in the terms associated with this aid year in the **Disbursement Schedule** block.
11	Define the figures in the **Disbursement Percent** field. Note: The total must equal 100 percent.
12	Set the dates for aid to be credited to a student's account in the **Disbursement Date** field.
13	Enter the number of days prior to (-) or after (+) this date if you wish to schedule disbursements according to attending hours, if using Open Learning Registration
14	Click the **Save** icon.
15	Click the **Exit** icon.

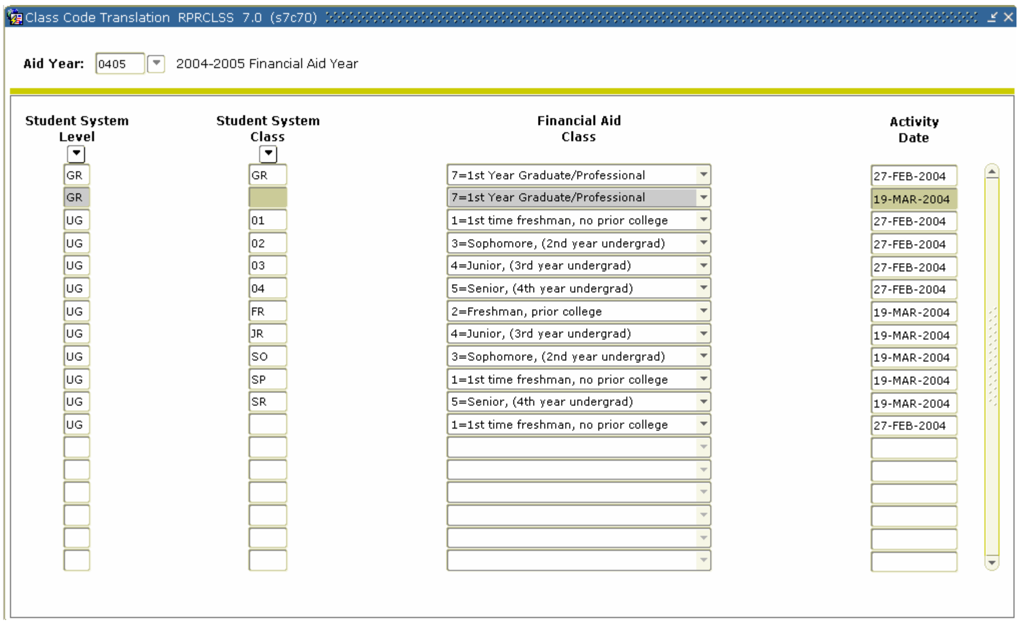
Class Code Translation Rules Form

Purpose

Student's are awarded Pell based on their undergraduate status or if the student is a post-BA undergraduate level. This level is determined by the Student System class level code and the translation rules on RPRCLSS.

The Class Code Translation Rules Form (RPRCLSS) allows you to equate the Student System class level code and the Financial Aid class code the student listed on their ISIR record.

Banner form



Class Code Translation RPRCLSS 7.0 (s7c70)

Aid Year: 0405 2004-2005 Financial Aid Year

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

Procedure

Follow the steps to complete the process.

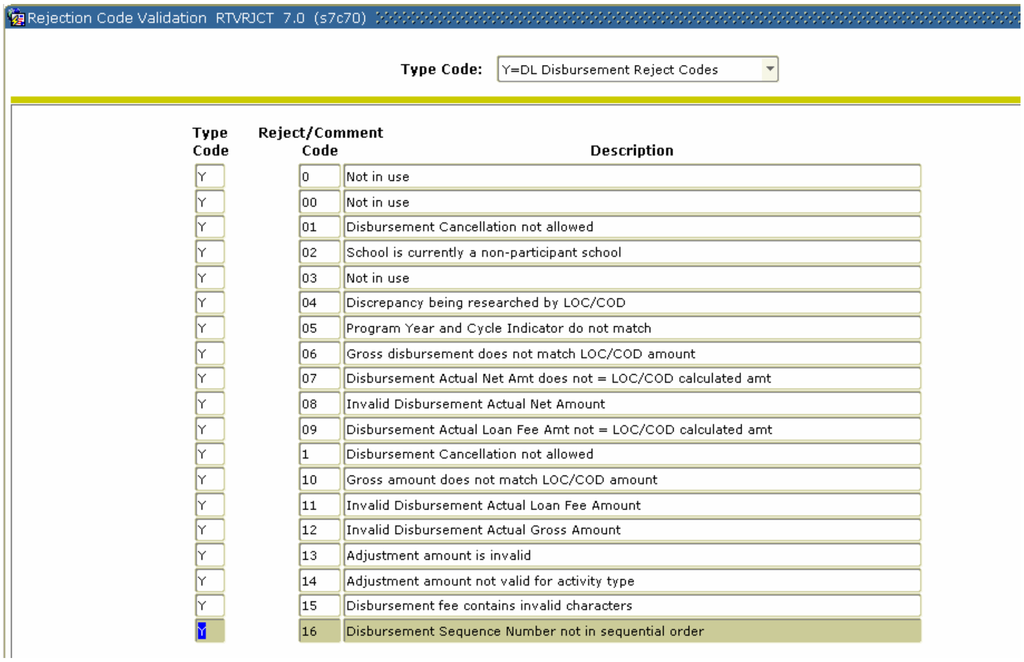
Step	Action
1	Access the Class Code Translation Rules Form (RPRCLSS).
2	Enter a valid **Aid Year** code.
3	Perform a **Next Block** function.
4	Enter a valid **Student System Level** from STVLEVL such as UG.
5	Enter a valid **Student System Class** from STVCLAS such as 01.
6	Enter a **Financial Aid Class** appropriate for the **Student System Level** and **Student System Class**.
7	Repeat steps 4 – 6 for each valid **Student System Level** and **Student System Class** that is Pell eligible. Other values may be added to this form during other Workbook exercises.
8	Click the **Save** icon.
9	Click the **Exit** icon.

Reject Code Validation Table

Purpose

The Reject Code Validation Table (RTVRJCT) lists all Pell Acknowledgement reject codes that are posted to the student record on REAORxx and READIxx. This is a delivered form and does not get updated by the institution. Any changes to this form are delivered in SCT releases.

Banner form


Rejection Code Validation RTVRJCT 7.0 (s7c70)

Type Code: Y=DL Disbursement Reject Codes

Type Code	Reject/Comment Code	Description
Y	0	Not in use
Y	00	Not in use
Y	01	Disbursement Cancellation not allowed
Y	02	School is currently a non-participant school
Y	03	Not in use
Y	04	Discrepancy being researched by LOC/COD
Y	05	Program Year and Cycle Indicator do not match
Y	06	Gross disbursement does not match LOC/COD amount
Y	07	Disbursement Actual Net Amt does not = LOC/COD calculated amt
Y	08	Invalid Disbursement Actual Net Amount
Y	09	Disbursement Actual Loan Fee Amt not = LOC/COD calculated amt
Y	1	Disbursement Cancellation not allowed
Y	10	Gross amount does not match LOC/COD amount
Y	11	Invalid Disbursement Actual Loan Fee Amount
Y	12	Invalid Disbursement Actual Gross Amount
Y	13	Adjustment amount is invalid
Y	14	Adjustment amount not valid for activity type
Y	15	Disbursement fee contains invalid characters
Y	16	Disbursement Sequence Number not in sequential order

Procedure

Follow the steps to complete the process.

Step	Action
1	Access the Reject Code Validation Table (RTVRJCT).
2	Select a **Type Code** in the **Key** block. Type Codes F, N, O, P, Q & R provide information on Pell Grant Activity or Full COD Transactions.
3	Perform the **Next Block** function.
4	Verify that values appear in the body of the form. If no values appear, contact IT support. Data on this form is supplied by SCT.
5	Click the **Exit** icon.

Self Check

Question 1: Please match each description with a 7-character name from the word bank below.

Word Bank:
RTVCOMP RTVBTYP RTVBGRP
RBRGTYP RBRCOMP

#	Description	Answer
1	Used to build standard and optional budget components for Pell budgets as well as regular Cost of Attendance budgets.	
2	Used to define the types of budgets that will be used at the institution.	
3	Used to define and maintain standard budget group codes for categorizing students with similar characteristics into the same group.	
4	Used to attach your standard budget and your Pell budget to specific budget groups that will be assigned to students, either with manual assignment or batch group assignment.	
5	Used to attach specific budget components to specific group code / type and aid period combinations to be assigned to students, either with manual assignment or batch group assignment.	

Answers for Self Check

Question 1: Please match each description with a 7-character name from the word bank below.

<u>Word Bank</u>:
RTVCOMP RTVBTYP RTVBGRP
RBRGTYP RBRCOMP

#	Description	Answer
1	Used to build standard and optional budget components for Pell budgets as well as regular Cost of Attendance budgets.	**RTVCOMP**
2	Used to define the types of budgets that will be used at the institution.	**RTVBTYP**
3	Used to define and maintain standard budget group codes for categorizing students with similar characteristics into the same group.	**RTVBGRP**
4	Used to attach your standard budget and your Pell budget to specific budget groups that will be assigned to students, either with manual assignment or batch group assignment.	**RBRGTYP**
5	Used to attach specific budget components to specific group code / type and aid period combinations to be assigned to students, either with manual assignment or batch group assignment.	**RBRCOMP**

Forms Job Aid

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

Form Name	Form Description	Owner
ROAINST	Institutional Financial Aid Options Form	
RTVCOMP	Budget Component Validation	
RTVBTYP	Budget Type Validation	
RTVAPRD	Aid Period Validation Form	
RTVBGRP	Budget Group Validation Form	
RORTPRD	Aid Period/Term Rules Form	
RBRCOMP	Budget Component Rules	
RPROPTS	Packaging Options Form	
RFRBASE	Fund Base Form	
RFRMGMT	Funds Management Form	
RFRDEFA	Default Award & Disbursement Form	
RFRASCH	Fund Award & Disbursement Form	
RPRCLSS	Class Code Translation Rule Form	
RTVRJCT	Reject Code Validation Table	

Release Date

This workbook was updated on 07/06/2005.