

SUNGARD SCT HIGHER EDUCATION

# SCT Banner Financial Aid Disbursements Training Workbook

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#### Workbook goal

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

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

#### Intended audience

Financial Aid office administrators and staff.

#### **Section contents**

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#### Introduction

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

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

#### **Flow diagram**

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



#### FA interfaces

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



#### **Key points**

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

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

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

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

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

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



#### **Key Points (continued)**

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

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



#### **Types of disbursements**

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

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

#### Comparisons

This table compares the three levels.

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



#### Introduction

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

#### Intended audience

Financial Aid office administrators.

#### Objectives

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

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

#### Prerequisites

To complete this section, you should have

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



## Section B: Set Up

# Lesson: Overview (Continued)

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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

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

#### **SCT Banner Form**

Aid Year: 0405 🔻						
Options Loan Optio	ons	Credit Hours	Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Ru
						E
Aid Year Definition				ry Application Source:	ED	Date Created
Active	Pivot:	01-JAN-2004		ation Received Date Ind ation Requirement Code	-	
Description: Aid Year 2004 - 2005				ng Established Status:		
Start Date: 01-JUL-2004	Year:	2004		e for Application Receiv	_	
End Date: 30-JUN-2005	Year:	2005		t Aid Period:		/SPR 🔻
			Initial 9	SAP Status:	×	•
Logging			Update	e Transaction Number a	ind EFC:	update unless Locked
✓ Budgeting		Packaging	Currer	nt Term Code:	20	0110 💌
✓ Need Analysis		EDE Correction	Messa	ige Expiration Days:		30
I Neeu Analysis		EDE COllection	Metho	dology Indicator:	-	ederal
						nstitutional
COD Full Participant				ustodial Parent Contribu	· _	
Direct Loan		🗆 Pell		g Number or Common S		
			-	ting Group:		FALT
SBGI Conversion				ng Group: ging Group:		FALT V
Rescheduled Disbursement Date				ging Group: tion SAP Status:		
Use EFC Proration				equirement Code:	SA	
INAS Short Calculation				equirement Status:		



## Section B: Set Up

### Lesson: Institutional Financial Aid Options Form (Continued)

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#### **Required Fields for Data Load**

Field Name	Description
Active Aid Year	Active Aid Year indicator must be checked. SCT Banner computes
	from beginning and ending years (not month/day).
Aid Year Start Date	Enter beginning/ending dates of aid year (actively used for control of
and End Date	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	If using more than one data source, enter data source from which
Received Date	Application Received Date will be loaded on ROASTAT.
Tracking Established	Appears on RRAAREQ for system created requirements.
Status	
Initial SAP Status	Code created on second window of ROASTAT during Data load for students with no prior SAP code.
Update Transaction	Indicates when data load process should update the Pell Transaction
Number and EFC	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	IM schools choose option for treatment of non-custodial parent data
Contribution Option	
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	Causes school's housing code to load on RNANAxx during dataload.
Common School ID	



# Section B: Set Up

### Lesson: Institutional Financial Aid Options Form (Continued)

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#### Procedure

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



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

#### **SCT Banner Form**

12	Institution Fi	nancial Aid Optior	ns ROAINST 7	7.2 (w700) 2000000	***********	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	*****************	200000000000000 🛎 🖄
	Aid Year:	0506						
F	Options	Loan Options	Credit Hours	Exclude Course Leve	ls Defaults	Campus/EDE Defaults	Web Processing Rules	
	Loan Proce	ss Type:		B=Both	dicator			
Ш	Electronic S	chool Code:						
	Electronic B	ranch ID:						
	Lieca onic L	and ite.		Process Electronic	Change Trancac	tion		
	Number of I	Days for Electron	-		-			
				Expanded Lending	• •			
				Use Multi-Award Y	ear Perkins MPN	4		
	Direct Loan	School Code:		G01313				
				🗆 Direct Loan Affirm				
				Multi-Year Note El	gibility			
	Entrance In	terview Require	ment Code:	•				
	Satisfied St	atus:						
	Exit Intervi	ew Requirement	Code:					
	Satisfied St	atus:						
				🗹 Apply First-Year, F	irst-Time Borro	wer Rule		



### Section B: Set Up

### Lesson: Institutional Financial Aid Options Form (Continued)

### 🚽 Jump to TOC

#### Procedure

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 <b>Electronic School Code</b> field.
5	Enter the code for your branch in the <b>Electronic Branch ID</b> 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 <b>Direct Loan School Code</b> 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.



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

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

#### **SCT Banner Form**

Institution Financial Aid Year: 04	Aid Options ROAINST 7.0 (	(0700) (00000000000000	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	***************		-99999999999999999999
Options	Loan Options	Credit Hours	Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Rul
Term	Level	Description		Full Time	Credit Hours Three Quarter Time	Half Time
200509	GR G	raduate		12.000	9.000	6.000

#### Procedure

Step	Action
1	Select the <u>Credit Hours</u> tab.
2	Double-click in the <b>Term</b> 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.



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

#### **SCT Banner Form**

Aid Year: 0405	Options ROAINST 7.0 (C	2 <b>700)</b> 20000000000000000000000000000000000	******	000000000000000000000000000000000000000	*******	00000000000000 <b>⊻</b>
Options	Loan Options	Credit Hours	Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Rules
Student Level	Description			Course Level	Description	
	aduate			NC Non Credit		
			]			
			ļ			

#### Procedure

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



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

#### **SCT Banner Form**

Aid Year: 0405 Options Loan Options		Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Rules
Pell Grant Defaults Main Campus Entity ID: Pell ID: Pell Fund Code: Financial Aid Director Name: Phone Number: Service Agent Code: Title IV Destination Number:	Prevent Automatic Pell Calo 1123456789A1 1234 CEORCE BANNER 610 5556666 53091	sulation	Cash Monitor Just In Time of Number of Days or Advance Pay Alternate Pell V New Pell Calc	Schedules Used	15
			Return of Tit Return Indica		5
Application Source Codes College Scholarship Service ID					

#### Procedure

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



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

#### **SCT Banner Form**

🙀 Institution Financial Aid	Options ROAINST 7.0 (C7	00) 202000000000	000000000000000000000000000000000000000	0000000000000000	000000000000000000000000000000000000000	000000000000000002 2
Aid Year: 0405						
Options	Loan Options	Credit Hours	Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Rules
Campus Code:	M 🔽 Main		Aid Administrator:			
Federal Pell ID:			Address Line 1:			
Pell Fund Code:			Address Line 2:			
Routing Number or	Prevent Auto	matic Pell Calculation	City:			
Common School ID:		ļ	State or Province: Zin or Deptal Code			
Electronic School Code			Zip or Postal Code Phone Number:	· [		
Branch ID:			Fax Number:			
Payment Method:	(None)		E-mail:			
Institution Type:						
	Institutional C	cross Reference				
Financial Control: Academic Calendar:	1=Non Standard	*				
Expected Hours:				Return o	of Title IV Funds	
Expected Weeks:				🗆 Return I	ndicator	
School Hours:				Roundin	ng Indicator	
School Weeks:						
Number of Months to P	Pay:					•



### Section B: Set Up

### Lesson: Institutional Financial Aid Options Form (Continued)

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#### Procedure

Step	Action
1	Select the <u>Campus/EDE Defaults</u> tab.
2	Double-click in the <b>Campus Code</b> field to select a campus.
3	Enter your Federal Pell ID number in the Federal Pell ID Number field.
4	Double-click in the <b>Pell Fund Code</b> 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 <b>Electronic School Code</b> field.
8	Enter a code in the <b>Branch ID</b> field.
9	Double-click in the <b>Payment Method</b> field to select a payment method.
10	Enter an institution type in the <b>Institution Type</b> field.
11	Click the Institutional Cross Reference checkbox, if desired.
12	Enter a number in the <b>Financial Control</b> field. <u>Note</u> : Enter <i>1</i> for Public; <i>2</i> for Private, non-profit; <i>3</i> 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 <b>Expected Hours</b> field.
15	Enter a number of weeks in the <b>Expected Weeks</b> 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 <b>Return Indicator</b> checkbox.
20	Click the <b>Rounding Indicator</b> checkbox.
21	Click the <b>Save</b> icon.



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

#### **SCT Banner Form**

🙀 Institution Financial Aid	Options ROAINST 7.0 (0	0700) 0000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	000000000000000000000000000000000000000	00000000000000000 <u>×</u> 1
Aid Year: 0405	<b>v</b>					
Options	Loan Options	Credit Hours	Exclude Course Levels	Defaults	Campus/EDE Defaults	Web Processing Rules
✓ Information Access	Indicator					
Web Accept Track	king Rules					
Requirement Code		Description	Status ▼		Description	
						<b>A</b>

#### Procedure

Step	Action
1	Select the Web Processing Rules tab.
2	Click the Information Access Indicator checkbox.
3	Double-click in the <b>Requirement Code</b> 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.



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

#### **SCT Banner form**

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

#### Procedure

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



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

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



#### Procedure

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



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

#### **SCT Banner form**

Section Un	available for Aid	ROASECT 7.0	) (C700) 🔀	000000000		00000000	0000000000	00000000000	0000000	000000000000000000000000000000000000000	000000000	000000000
Term:	•											
						Part of	Schedule	Instructional	Grade			Unavailabl
CRN	Subject	Course	Section	Campus	Status	Term	Type	Method	Mode	Duration	Units	for Aid
					П				П			
					$\square$				Ĭ			
									Π			

#### Procedure

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



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

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

#### SCT Banner form

🙀 Fund Management RFRMGMT 7.0	0 (C700) 00000000000000			*************			
Aid Year: 0405 🛡 Fu	Ind Code: DIRECT Fe	ederal Direct Stafford L	Dan				
Fund Packaging Disburse	ement Disbursement Locks	Fund Comments	Budget	Detail Code Rules	Tracking	Messages	Сору
Base Fund							
Fund Source: FDRL	Federal						
Fund Type:	Loan						
Federal Fund ID: STFD							
Aid Year Specific Prior Balance: Transferred:	00						
Budget Allocated:	.00						
Total Allocated: Available to Offer:	.00						
Over Commitment Percent:	0						

#### Procedure

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



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

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

#### **SCT Banner Form**

🙀 Fund Management RF	RMGMT 7.0 (C700) 20000000000000000000000000000000000	***************************************	000000000000000000000000000000000
Aid Year: 0405	Fund Code: DIRECT Federal Direct Sta	ifford Loan	
Fund Packaging	Disbursement Disbursement Locks Fund Comme	nts Budget Detail Code Rules Tracking Message	s Copy
Award Maximum: Award Minimum: Offer Status: Accept Status: Decline Status:	10,000.000         100.00         V         Automatic Packaging         Automatic Acceptance	Rebate Fee Percentage: Loan Fee Percentage: Interest Rate: Direct Loan Indicator: Self Help Reduction Percentage: LMS Loan Fund: Alternative Loan Program Type: Round Award:	
	Override Need	Round Schedule:	RC=Round Cents
	Override Need to Cost of Attendance	ribana Schedale.	
	Override Satisfactory Academic Progress		Offered
	Override Requirement Replace EFC	Memo Credit:	⊂ Accepted ● None
	Reduce Need  Loan Process  Need Analysis	Disburse:	⊂ Manual ® System
	Award Letter     Equity Fund		○ None
	Count for NCAA Web Accept Flag		



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

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

#### **SCT Banner Form**

Aid Year:       Year       Fund Code:       Prect       Pederal Direct Stafford Loan         Fund       Packaging       Disbursement       Disbursement Locks       Fund Comments       Budget       Detail Code Rules       Tracking       Messages       Copy         If Disbursement Load       Code       grament Percent for Three Quarter Load:       Image: Disbursement Encontron Haif Load:       Image: Disbursement Encontron       Decent for Haif L	1	Fund Man	nagem	ent RFI	RMGM	F 7.0 (C7	00)	2000	9000R	00000				-0-0-0	0000	9000R		0000		000	00000	-000	0000	2000	-000	0000	2000	 -00 <u>-</u> 2
If Disbursement Load Code greater than Package Load Code:       D=Disburse 100%         Payment Percent for Three Quarter Load:       D         Payment Percent for Half Load:       D         Payment Percent for Iss than Half Load:       D         Change Load During Term:       Use Attending Hours         Use Disbursement Enrollment Edits for Memo       Recoup when Award Reduced         If Ineligible Before Cut off Date:       D=Disregard         If Ineligible After Cut off Date:       D=Disregard         If Selected for Verification but is Not Complete       Override General Tracking Requirements		Aid Year:	: [	1405	•	Fund C	ode:	D	IRECT		Feder	ral Dire	ect St	tafford	Loan													
If Disbursement Load Code greater than Package Load Code:       P-Disburse 100%.         Payment Percent for Three Quarter Load:       Image: Control (Control (Co		Fund	Pac	kaging	Disb	ursement	Di	isburs	emen	t Locks	5 Fu	und Co	omme	ents	Buc	lget	Deta	il Code	e Rules	3	Tracking	N	lessaç	ges	C	Сору		
		Payment Payment Payment Change L If Ineligib	t Perce t Perce t Perce Load D ble Befe	ent for 1 ent for 1 ent for 1 uring T ore Cut	Chree ( lalf Lo ess th erm: off Da	Quarter Lu ad: an Half Lo te:	oad:	ackag	e Loa	d Code	:		فال ا	Use A Use C Reco Disre Disre If Seli	Attendi Disburs up who gard gard ected 1 ride Ge	ng Ho semer en Aw for Ve	urs at Enrol ard Re rificatio Tracki	duced on but ng Rec	is Not	Com ents	iplete	cepte	đ					

#### **Disbursement Locks tab**

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

Aid Year: 0405 Fund Code: DIRECT Fiederal Direct Stafford Loan			
Aid Year: 0405 Fund Code: DRECT Federal Direct Stafford Loan			
Fund Packaging Disbursement Disbursement Locks Fund Comments Budget Detail Code Ru	les Tracking	Messages	Сору
Term Lock Disbursement for All Students Activity Date			



#### **Fund Comments tab**

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



#### **Budget tab**

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

🥵 Fund Man:	agement RFF	RMGMT 7.0 (C70	0) 000000000000000	000000000000000000000000000000000000000	*******	000000000000000000000000000000000000000		*******		********
Aid Year:	0405	Fund Co	ie: DIRECT F	ederal Direct Stafford	Loan					
Fund	Packaging	Disbursement	Disbursement Locks	Fund Comments	Budget	Detail Code Rules	Tracking	Messages	Сору	
Compon	ent		Description		Percent					
					100					

#### **Detail Code Rules tab**

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

Ŵ	Fund Mana	agement RFF	RMGMT 7.0 (C70	0) 200000000000000			************		0000000000		000000
	Aid Year:	0405	Fund Co	<b>de: DIRE</b> CT ▼Fe	deral Direct Stafford	Loan					
	Fund	Packaging	Disbursement	Disbursement Locks	Fund Comments	Budget	Detail Code Rules	Tracking	Messages	Сору	
	Detail Co	ode	Des	cription	Percent						



#### **Tracking tab**

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

Aid Year:	0405	Fund Cod	<b>le: DIRE</b> CT ▼Fe	ederal Direct Stafford					
Fund	Packaging	Disbursement	Disbursement Locks	Fund Comments	Budget	Detail Code Rules	Tracking Messages	Сору	
Trackin			Description			Create on Accept	Perkins MPN	Act	ivity Date

#### Message tab

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

Ż	Fund Mana	igement RFF	RMGMT 7.0 (C70	0) 000000000000000	************						99999
	Aid Year:	0405	Fund Co	de: DIRECT 🛡 F	ederal Direct Stafford	Loan					
	Fund	Packaging	Disbursement	Disbursement Locks	Fund Comments	Budget	Detail Code Rules	Tracking	Messages	Сору	
	Message	e Code ]	Des	cription	Activity Da	te					
		_									
		_				_					

#### Copy tab

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





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

#### SCT Banner form

udent System Level	Student System Class	Financial Aid Class	Activity Date
		·	
		<b></b>	
		<b></b>	
		Y	
		· · · · · · · · · · · · · · · · · · ·	
		▼ ▼	
		· · · · · · · · · · · · · · · · · · ·	

#### Procedure

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



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

#### **SCT Banner form**

Audit Grading Mode				xxxxxxxxxxxxxxxxxxx ⊻ :
Audit Grading Grading Mode	Mode Codes Registration Status	Description	Activity Date	
Copy To Aid Year:			Соруг.	

#### Procedure

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



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

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

#### **SCT Banner form**

🙀 Financial Aid Sel	lection Rules RORRULE 7.0 (C700) 0000000000000000000000000000000000	4000 <u>i</u>
Rule Type: Aid Year: Group Code: Fund Code:	Requirements Tracking Group       P405     Aid Year 2004 - 2005       V     V	
Selection Cri		
		-
		•
Сору То 🏾 🗊	9	

#### Procedure

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



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

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

#### **SCT Banner form**

Requirements	s Code: ADMIT	Short/Long Description:	Admissions Decision	Admitted to a degree prog	ram	
Once	Packaging	✓ Disbursement	Satisfy All	Access Ind	Information Access	Perkins MPN
URL:				Message Number:	3220 Activity Date:	06-OCT-1995
Requirements	s Code: AFDC	Short/Long Description:	AFDC Verification	Documentation of AFDC E	lenefits	
Once	Packaging	🗹 Disbursement 📃 Memo	Satisfy All	Access Ind	Information Access	Perkins MPN
URL:				Message Number:	Activity Date:	03-JAN-1995
Requirement	ASSETS	Short I one Description:	Statement of Assets	Statement of current asse	ts	
Once	s Code: ASSETS	Short/Long Description:	Statement of Assets	Statement of current asse	Information Access	<b>Perkins MPN</b> 03-JAN-1995
Once URL:	Packaging		L	Access Ind	Information Access	
Once URL:	Packaging	☑ Disbursement ☑ Memo	Satisfy All	Access Ind	Information Access	
Requirements	Packaging s Code: CTTIZN	Disbursement     Memo     Short/Long Description:	Proof of Citizenshp	Access Ind Message Number: Proof of Citizenship	Information Access  Activity Date:	03-JAN-1995
Once URL: Requirements ✓ Once	■ Packaging	Disbursement     Memo     Short/Long Description:	Proof of Citizenshp	Access Ind Message Number: Proof of Citizenship Access Ind	Information Access Activity Date: Information Access Activity Date: Activity Date:	03-JAN-1995

#### Procedure

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



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

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

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

#### **SCT Banner form**

Aid Year:	d and Disbursement Schedule Rul 0405 💌 Aid Year 2004 - 2005			······································	90000000000000000000000000000000000000
Award Scl		Pell Award Percent	Memo Expiration Date	Activity Date	• • • •
Disburser Term Code	nent Schedule Disbursement Percent	Disbursement Date	+/- Days	Activity Date	



### Section B: Set Up

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

### 🗲 Jump to TOC

#### Procedure

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



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

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

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

#### **SCT Banner form**

Aid Year:	and Disbursement Schedule Rules 0405 • Aid Per		Fund Code: DIREC	T ▼Federal Direct Stafford Loan	9999999999999999999999999999 2
Award Sci	hedule				
Term Code	Award Percent	Pell Award Percent	Memo Expiration Date	Activity Date	
Disburser	nent Schedule				
Term Code	Disbursement Percent	Disbursement Date	+/- Days	Activity Date	

#### Procedure

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


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

Reckaging Options RPROPTS 7.0	(C700) 0000000000000000000000000000000000		≥ 3000000000000000000000000000000000000
Aid Year: 0405 💌 Aid Year :	2004 - 2005		
Packaging Options			
	✓ Use Estimated Enrollment	Source of Award History:	
Default Estimated Enrollment:	1=Full Time		Allow Award Mass Acceptance
	Package Using Estimated EFC	Offer Expiration Days:	
	Package if SAR C-Flag Exists	Tracking Requirement Status:	
	Additional Stafford Eligibility Default		
Exemptions and Contracts C	ptions		
Interface Exemptions		Three Quarter Time Percentage:	
□ Interface Third Party Contracts		Half Time Percentage:	
Always Use Estimated		Less than Half Time Percentage:	
🗹 Assume Full Time			
Disbursement Options			
	Disburse if Charges Not Accepted	I	☑ Disburse if SAR C-Flag Exists
	Allow Memos when Disbursemen	t is Backed Out	
Enrollment Option for Disbursemen	t: A=Adjusted Hours		



# **SCT Banner form**

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

🙀 Packaging Options	RPROPTS 7.0 (C700)		.∠
Aid Year: 0405	Aid Year 2004 - 2005		
	Date Rules RPROPTS 7.0 (C700) 0000000000000000000000000000000000		
Term Code 💌	Disbursement Enrollment Option	Cut Off Date	Activity Date
	(None)		
	<b></b>		
	· · · · · · · · · · · · · · · · · · ·		
	· · · · · · · · · · · · · · · · · · ·		
	V		
	<b></b>		
	<b></b>		
	· · · · · · · · · · · · · · · · · · ·		



# **SCT Banner form**

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

🙀 Packaging Option:	s RPROPTS 7.0 (C700)		<u>ک</u>
_			
Aid Year: 040			
	f Date Rules RPROPTS 7.0 (C700)		물기)
🗑 Pell Options RPR	OPTS 7.0 (C700) 0000000000000000000000000000000000		9000000000000000000000000000000 🗹 🗖 1
-	sement Amount Differs from Award Amount: Half Time Pell COA:	(None)	ame Pell Payment Cell
Enrollment Op Term Code	vtions Pell Award Enrollment Option	Pell Disbursement Enrollment Option	Pell ISIR Term
	(None) *	(None)	(None)    (None)
		· · · · · · · · · · · · · · · · · · ·	



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

# **SCT Banner form**

Aid Year: 0405 V Fund:	DIRECT Federal Direct Stafford Loan	
Create Application: Initial Loan Status: Default Return ID: Default Lender ID: Default Lender ID:	When Loan Accepted         When Requirement Satisfied         V         V         V         V         V         V         V         V         V         V         V	Returned Check Detail Codes Student Charge or Payment:
Loan Application Requirement Code: Loan Application Requirement Status:	Process Electronic Change Transaction     Satisfy Loan Application Requirement     V     V     O     Memo Actual Loan Amount	Direct Loan Disbursement Options  PN Required  Disbursement Required
	☑ Authorize Loan ☐ Request Amount Required for Certification ☐ Disbursement Amount greater than Loan Amount	Direct Loan Origination Options  Acknowledgement of Origination Required Acknowledgement of PN Required
		Direct Loan Packaging Options Create Award for Loan Within Packaging Use Requested Amount Loan Application Award Status Code:

### Procedure

Follow these steps to complete the process.

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



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

# **SCT Banner form**

koan Period B	ase Data RPRLPRD 7.0 (C700) 55555555555555555555555555555555555
Base Data Description: Start Date: End Date:	PallSpring Semesters 0405         28-AUG-2004         III         15-MAY-2005
Aid Period Aid Year: Aid Period:	Rules Q405 V FAISSR V Fail-Spring Semesters

# Procedure

Follow these steps to complete the process.

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



# Directions

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

# **Question 1**

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

True or False

### Question 2

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

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

### **Question 3**

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

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

### **Question 4**

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

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

### **Question 5**

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



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

### False

### **Question 2**

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

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

### **Question 3**

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

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

### **Question 4**

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

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

### **Question 5**

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

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



# Introduction

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

### Intended audience

Financial Aid office staff.

### Objectives

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

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

### Prerequisites

To complete this section, you should have

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



# Section C: Day-to-Day Operations

Lesson: Overview (Continued)

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### About the process

The Financial Aid Office can

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

# Flow diagram

This diagram highlights the process used to disburse funds.



# What happens

The stages of the process are described in this table.

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



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

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

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

Financial Aid Hours Bill	Adjusted	Consortium Indicator	Activity Date	User ID	System or Manual	-
						-
						;
Current Hours Bill	Adjusted	Multi Level				
		Bill     Adjusted       Image: Image of the state of the stat	Bill         Adjusted         Level           Image: Image of the state of the st	Bill     Adjusted     Level       Image: Constraint of the second secon	Bill     Adjusted     Level       Image: Image of the state of th	Bill     Adjusted     Level       Image: Image in the second sec



# Procedure

Follow these steps to complete the process.

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



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





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

🙀 Financial Aid Enrol	Iment ROAENRL 7	'.0 (C700)		
		-		
Aid Year: 0405		ID: @00010036		
🙀 Current Enrollment				 **********************
Attend	Credit	Bill	Adjusted	
Date	Hours	Hours	Hours	
Close				



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

Aid Year: 0405		ID: @00010036	Jennifer J Gree	n		
Financial Aid Enro	llment by Date ROA	ENRL 7.0 (C700)	200000000000			00000000
Attend						
Date	Credit Hours	Bill Hours	Adjusted Hours	Activity Date	User ID	System o Manual
						ЦЦ
						ЦЦ
						I H
						4 8
						1 8
						1 8
						íН
						íй
						íй
						íΠ



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

	r Control				
Printer:	DATABASE .	Special Print:		Lines: <sup>55</sup> Submit	Time:
Param	eter Values Parameters			Values 💌	
D1	Aid Year Code				
02	Process Indicator		в		
33	Applicant ID				
D4	Term Code				
05	Fund Code				
D6	Application ID				
	Selection ID				
07 08	Creator ID				



# Section C: Day-to-Day Operations

Lesson: Rescheduling Scheduled Disbursement Dates (Continued)

# Procedure

Follow these steps to complete the process.

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



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

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

SCT Banner	• form
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🙀 Applicant Immediate Process ROAIM	MP 7.0 (C700) 0000000000000000000000000000000000			 00000000000000 <u>×</u>
Aid Year: 0405 💌 ID:	@00010036 🔍 Jennifer J Green	]		
Tracking Group Assignment: Budgeting Group Assignment: Packaging Group Assignment: Packaging Fund Assignment: Need Analysis Calculation:	Action Indicator (None)  V (None)  V SAP (None) V Immediate Pell Calculation Disbursement Date Update Authorize or Disburse Available Aid	Calculated From: Effective:	Term V V V V V	Completion Date
Letter Generation Letter Code: Term Code: Wait Days: Initial Code:	V V V			



# Section C: Day-to-Day Operations

Lesson: Running a Disbursement On-Line for an Individual Student (Continued)

### Procedure

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

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

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



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

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

	s Submission Controls GJAPCTL 7.0 (C700)				0000000000			
Proces	ss: RPEDISB Disbursement Process		Pa	arameter Set:				
Printe	er Control							
Printer	r:	Special Print:			Lin	es: 55	Submit Time:	
Paran	neter Values Parameters					Values		
	<b>`</b>					•		
01	Aid Year							
02	Process Indicator			в				
03	Term Code							
04	Applicant ID							
05	Action Indicator			N				
06	Fund Code							
07	Sort Sequence Indicator			N				
08	Application Code							
LENGT	TH: 4 TYPE: Character O/R: Required M/S: Single							
Valid/Ad	ctive Aid Year Code							
Subm	lission							
Save	e Parameter Set as Name:	Descrip	ntion:			0	Hold 🔍 🖲 S	Submit



# Section C: Day-to-Day Operations

Lesson: Running a Batch Disbursement (Continued)

# 🚽 Jump to TOC

# Procedure

Follow these steps to complete the process.

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



# **Procedure, continued**

Step	Action
4	Click the Save Parameter Set as checkbox.
5	Enter a name and description in the Name and Description fields.
6	Click the <b>Submit</b> radio button.
7	Click the Save icon.
8	Click the <b>Exit</b> icon.



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

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

SCT	Banner	form
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Process Su Process:	bmission Con	trois GJAPCTL 7.0 (C			meter Set:				•	*******	1
Printer C Printer:	ontrol		▼ Special	Print:		I	ines: 55	S	Submit Time:		
	er Values	Paran [-	eters 2				Values				
Submissi	on ameter Set a	s Name:		Description:				<sup>O</sup> Hold	• Si	ıbmit	



# Section C: Day-to-Day Operations

Lesson: Printing the Disbursement Reports (Continued)

Jump to TOC

# Procedure

Follow these steps to complete the process.

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



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

Saved	Output	Review G	JIREVO 7.	) (C700) (C700)		000000	***********	000
Proce			T	sbursement Prin	t Proces	e		
Numb		5953			rpbddrv_			
		·						
	ID	NAME		AWARD AMT	TOTAL	PELL	MENO'D	AUT
INSC	Inst	titutional	Scholarshi	p				
		9506 Abbe,		250.00			250.00	
		0011 Adams,					.00	
		0087 Edit, 0010 Johnso		2500.00			.00 250.00	
	60100	JOIO JOHNSC	on, Judy	250.00	0.00		250.00	
		FUND TOTAL	LS	4000.00			500.00	
		RECORD COU	INT	4				
MERIT	Mer	it Scholars	ship					



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

Process:	RPBVLDT     Batch Award Validation Process	Parameter Set:
Printer:	DATABASE Special	Print: Lines: 80 Submit Time:
Parame	eter Values Parameters	Values ()
D1	Aid Year Code	3394
02	Process Indicator	Β
03	Action Indicator	D
04	Term Code	199401
05	Application ID	
06	Selection ID	
07	Creator Id	
08	User ID	
	: 4 TYPE: Character O/R: Required M/S: Single ve Ald Year Code	



# Section C: Day-to-Day Operations

Lesson: Printing the Disbursement Reports (Continued)

# 🜒 Jump to TOC

#### Procedure

Follow these steps to complete the process.

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

### **Report results**

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

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



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

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

🧟 Disbursement F	Results ROIDISB 7.0 (C700)		
Term:	405 V Aid Year 2004 - 2005 V 200010036 V Jennifer J Green		
Fund: Reject Type:	<b>▼</b>	Code:	Activity Date:
Fund: Reject Type:		Code:	Activity Date:
Fund: Reject Type:	<b></b>	Code:	Activity Date:
Fund: Reject Type:		Code:	Activity Date:
Fund: Reject Type:		Code:	Activity Date:
Fund: Reject Type:		Code:	Activity Date:



# Section C: Day-to-Day Operations

Lesson: Viewing Disbursement Results On-Line (Continued)

# 🚽 Jump to TOC

# Procedure

Follow these steps to review the results.

Step		Action				
1	Access the Disbursement Result	s Form (ROIDISB).				
2	Confirm the Aid Year and stude	ent <b>ID</b> .				
3	Enter the term code for which ye	ou ran disbursement in the <b>Term Code</b> field.				
4	Perform a <b>Next Block</b> function.					
5						
	IF	THEN				
	Reject codes appear	correct the problem, if possible, and run the disbursement process again for the student from the ROAIMMP form.				
	Reject codes do not appear	the fund has either been authorized or paid.				
	<i>Examples</i> : Applicant has holds, applicant has outstanding tracking requirements, applicant is not enrolled, award is not accepted, not making satisfactory academic progress, etc					
6	Click the <b>Exit</b> icon.					



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

🧑 Applicant Sur	mmary ROASMRY 7.0 (C70	00) 00000000000000000000000000000000000		000000000000000000000000000000000000000	00000000000000000
Aid Year:	<mark>0405</mark> 💌	ID: @00010036 Vennifer J Gre	en		
Memos Term Term	Detail Code	Detail Description	Amount	Expiration Date	Source
Authorizat	cions Detail Code	Detail Description	Amount	Disbursement Date	Activity Date



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

Award Form Aid Year: Award Main	RPAAWRD 7.0 (C700) 333 0405 💌 ID: ntenance Fund Awards b	@00010036	Uennifer J Green	0000000000000		0000000000000			8666 <b>¥</b>
Fund Awa	ards Description	Status Lock S	System Offered	Accepted	Declined or Cancelled	Memoed or Authorized	Paid	Override	Web
		Award Totals:						rride Exists	
Summar Budget: Resource: Offered:		Group: Pell EFC Aid Per			EFC FM: IM: Subsidized Loan F	Gross	Need [	Unmet Need	



# Let's review

As a result of completing this workbook, you have

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

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

)etail Code	Transaction Number	Charge	Original	Payment	Balance	Term	Transaction Paid	Source Code	Effective Date
_									
_		[							
						j 🖂		Ŭ Ŭ	
						í 🖂		П	
_								ЦĻ	



# Directions

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

### **Question 1**

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

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

### Question 2

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

True or False

### Question 3

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

True or False

# **Question 4**

Disbursements can

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



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

True or False

# Question 6

You can see a student's authorized amount on

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



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

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

#### **Question 2**

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

#### True

### **Question 3**

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

#### False

#### **Question 4**

Disbursements can

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



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

### True

# **Question 6**

You can see a student's authorized amount on

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



# Introduction

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

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# Section D: Reference

Lesson: Setup Forms and Where Used

🗲 Jump to TOC

# Guide

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

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



# Section D: Reference

Jump to TOC

### Guide

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

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



# Guide

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

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



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