# Banner Financial Aid
# Data Load and Record Creation Training Workbook

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**Revision History Log**

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| 4/30/2008 | New version that supports Banner 8 software. |

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# Introduction

## Course goal

The goal of this course is to provide you with the knowledge and practice to accurately load data and create and modify student data using the various facilities in the Banner Record Creation module. The workbook is divided into three sections:

- Introduction
- Set Up
- Day-to-Day Operations

## Intended audience

- Financial Aid Office Administrators and Staff
- Financial Aid Technical Support

## Prerequisites

To complete this course, you should have

- completed the Education Practices computer-based training (CBT) tutorial *Banner 8 Fundamentals*, or have equivalent experience navigating in the Banner system
- completed the Financial Aid Overview training workbook
- administrative rights to create the rules and set the validation codes in Banner.

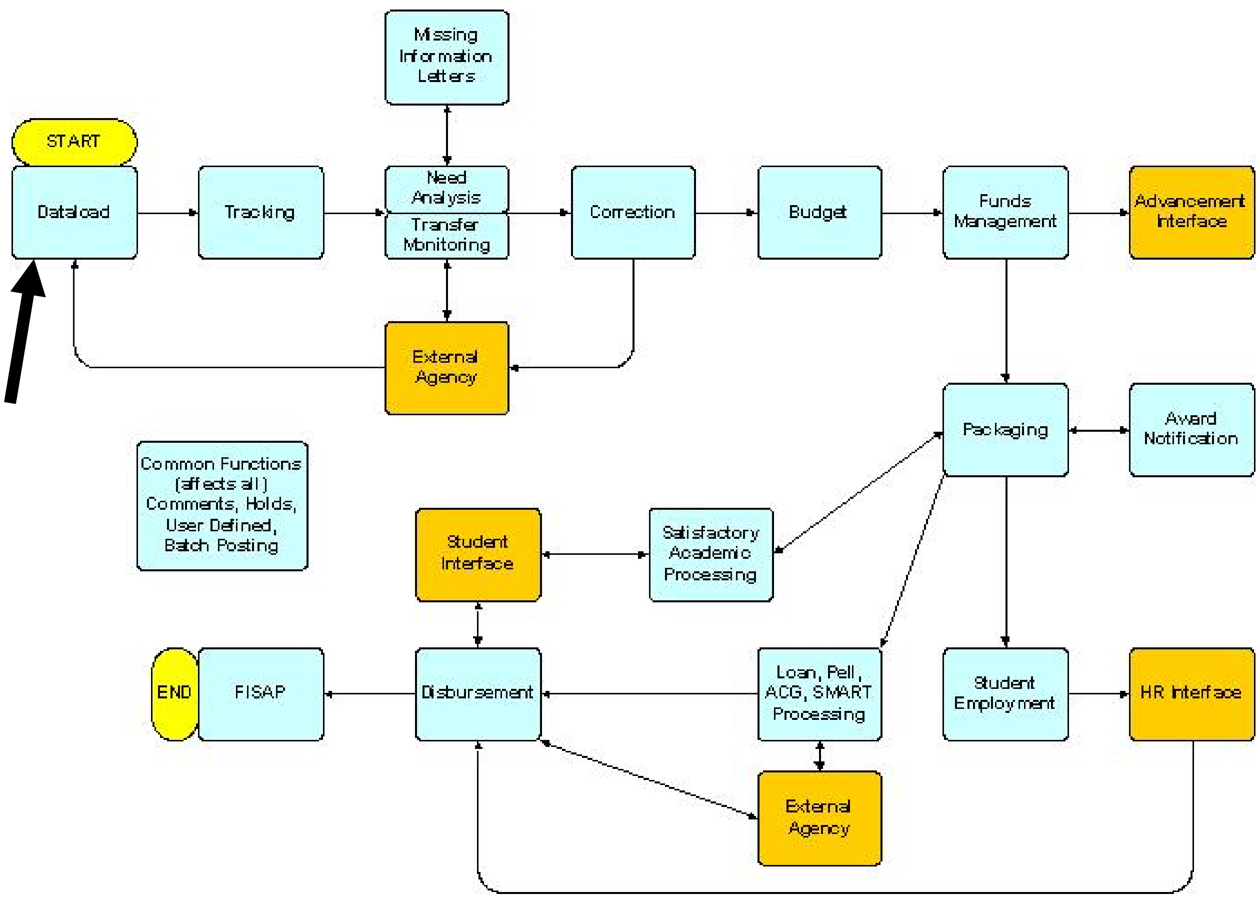
# Process Introduction

## Introduction

The data load process allows you to load financial aid applicant records into the Banner Financial Aid System from external sources via electronic media.  The external sources can be from CSS (College Scholarship Service) and EDE (Federal Application for Student Aid).

## Flow diagram

This diagram highlights where the dataload and record creation occurs within the overall Financial Aid process.



## Sources of data

Information can be loaded from any of these application sources:

- Electronic Data Exchange (EDE) – created from Dept. of Education central processor. Application for Federal Student Aid (FAFSA)

- National Student Loan Data System (NSLDS) – part of data load from EDE

- College Scholarship Service Profile (CSS) – optional but required by some institutions; used to do more in-depth Need Analysis calculation.

## What happens

The Financial Aid staff (FA) will oversee this process for the institution.

| Stage | Description |
|---|---|
| 1 | Student applies for financial aid. |
| 2 | Government calculates official need analysis. |
| 3 | FAO informs student of tracking information on the web. |
| 4 | Student submits financial aid documents. |
| 5 | FAO assigns student to budget Packages aid and notifies student of package. |
| 6 | Student accepts financial aid package. |
| 7 | FAO processes loan application. |
| 8 | FAO disburses aid to student account and notifies student. |
| 9 | Student completes term of year. |
| 10 | FAO initiates SAP process. |

# Set Up

## Introduction

The data load process loads financial aid applicant records into the Banner Financial Aid system from external sources via electronic media. This enables you to load information from any of the following application sources: the College Scholarship Service (CSS) and the Application for Federal Student Aid (FAFSA) (EDE).

## Objectives

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

- explain how to load government-provided electronic records into Banner through the data load process

- build rules for each record “source” based on processing procedures

- prevent the creation of duplicates when adding person and non-person records using the Common Matching process.

## Menu structure

These forms can be found under the Financial Aid Common Functions menu.

- Data Management [*RESDATA]
  - Financial Aid Suspended Records Maintenance [RCRSUSP]
  - Data Source Rules [RCRDTSR]
  - Interface Data Translation Rules [RCRTPTR]
  - Data Source Code Validation [RTVINFC]

# Interface Data Translation Rules Form

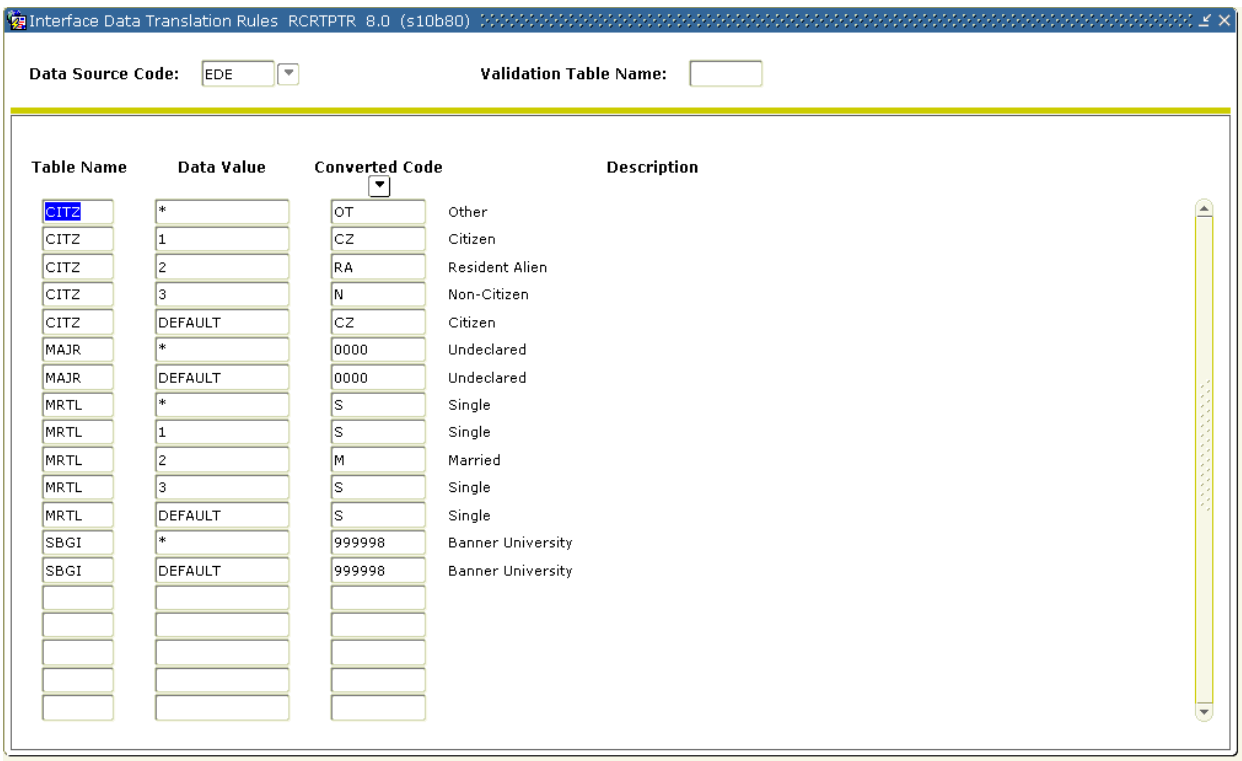
## Introduction

The Interface Data Translation Rules form (RCRTPTR) converts the codes on the interface data to valid Banner values before the fields are added to the system if a school chooses to load new ISIR records that do not have a matching General Person record.

SunGard delivers this form populated with sample data. Users may optionally convert Citizenship (CITZ) values.

Note: Set up this form for each application source (i.e., EDE or CSS).

## Banner form



Interface Data Translation Rules RCRTPTR 8.0 (s10b80)

**Data Source Code:** EDE **Validation Table Name:**

| Table Name | Data Value | Converted Code | Description |
|---|---|---|---|
| CITZ | * | OT | Other |
| CITZ | 1 | CZ | Citizen |
| CITZ | 2 | RA | Resident Alien |
| CITZ | 3 | N | Non-Citizen |
| CITZ | DEFAULT | CZ | Citizen |
| MAJR | * | 0000 | Undeclared |
| MAJR | DEFAULT | 0000 | Undeclared |
| MRTL | * | S | Single |
| MRTL | 1 | S | Single |
| MRTL | 2 | M | Married |
| MRTL | 3 | S | Single |
| MRTL | DEFAULT | S | Single |
| SBGI | * | 999998 | Banner University |
| SBGI | DEFAULT | 999998 | Banner University |

## Steps

Follow these steps to complete the process.

1. Access the Interface Data Translation Rules Form (RCRTPTR).
2. Double-click in the **Data Source Code** field and select the tape source code for the external record source to be used.

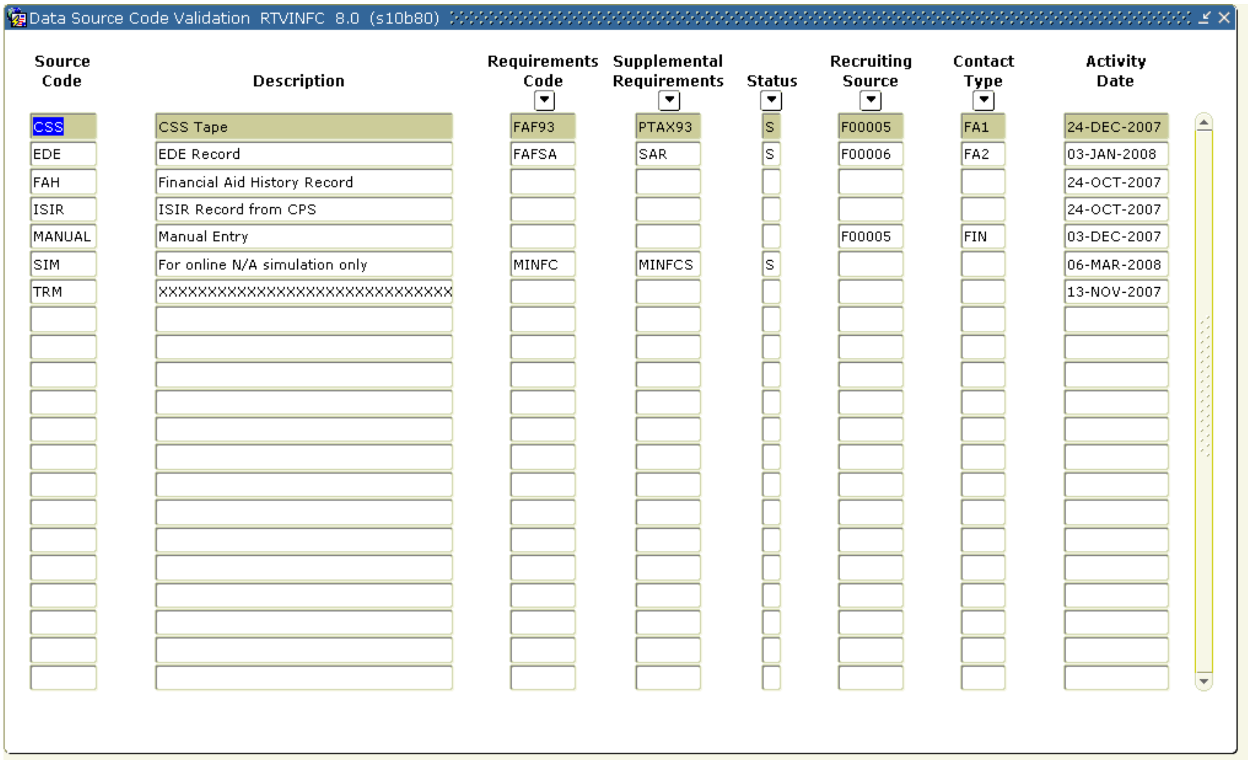
   Example: EDE or CSS
3. Enter *MRTL* in the **Table Name** field.
4. Enter a value for the Table Name in the **Data Value** field.
5. Double-click in the **Converted Code** field for each table name, and select a marital status of *Single*.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Data Source Code Validation Form

## Introduction

The Data Source Code Validation Form (RTVINFC) contains the list of valid data interface source codes and descriptions.

## Banner form


Data Source Code Validation RTVINFC 8.0 (s10b80)

| Source Code | Description | Requirements Code | Supplemental Requirements | Status | Recruiting Source | Contact Type | Activity Date |
|---|---|---|---|---|---|---|---|
| CSS | CSS Tape | FAF93 | PTAX93 | S | F00005 | FA1 | 24-DEC-2007 |
| EDE | EDE Record | FAFSA | SAR | S | F00006 | FA2 | 03-JAN-2008 |
| FAH | Financial Aid History Record | | | | | | 24-OCT-2007 |
| ISIR | ISIR Record from CPS | | | | | | 24-OCT-2007 |
| MANUAL | Manual Entry | | | | F00005 | FIN | 03-DEC-2007 |
| SIM | For online N/A simulation only | MINFC | MINFCS | S | | | 06-MAR-2008 |
| TRM | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX | | | | | | 13-NOV-2007 |

Note: Values used on Code Requirements and Supplemental Requirements must exist on the Requirements Tracking Validation Form (RTVTREQ). Values used on Status Requirement must exist on the Requirements Tracking Status Validation Form (RTVTRST).

## Steps

Follow these steps to complete the EDE Source Code.

1. Access the Data Source Code Validation Form (RTVINFC).

2. Double-click in the **Requirements Code** field for the ISIR record and select a requirement code that represents the tracking document of the ISIR record.

   Note: Document posts to the Applicant Requirements Form (RRAAREQ).

3. *Optional* Double-click in the **Supplemental Requirements** field and select a supplemental document (e.g., Institutional Form).

4. Double-click in the **Status** field and select a status code to default with the tracking document(s).

   Example: S (Received and Satisfied).

5. Double-click in the **Recruiting Source** field and select the appropriate code for the recruiting source.

   Note: The recruiting source code comes from the Source/Background Institution Code Validation Form (STVSBGI). This is system-required, even if you are not creating recruiting records during Data Load.

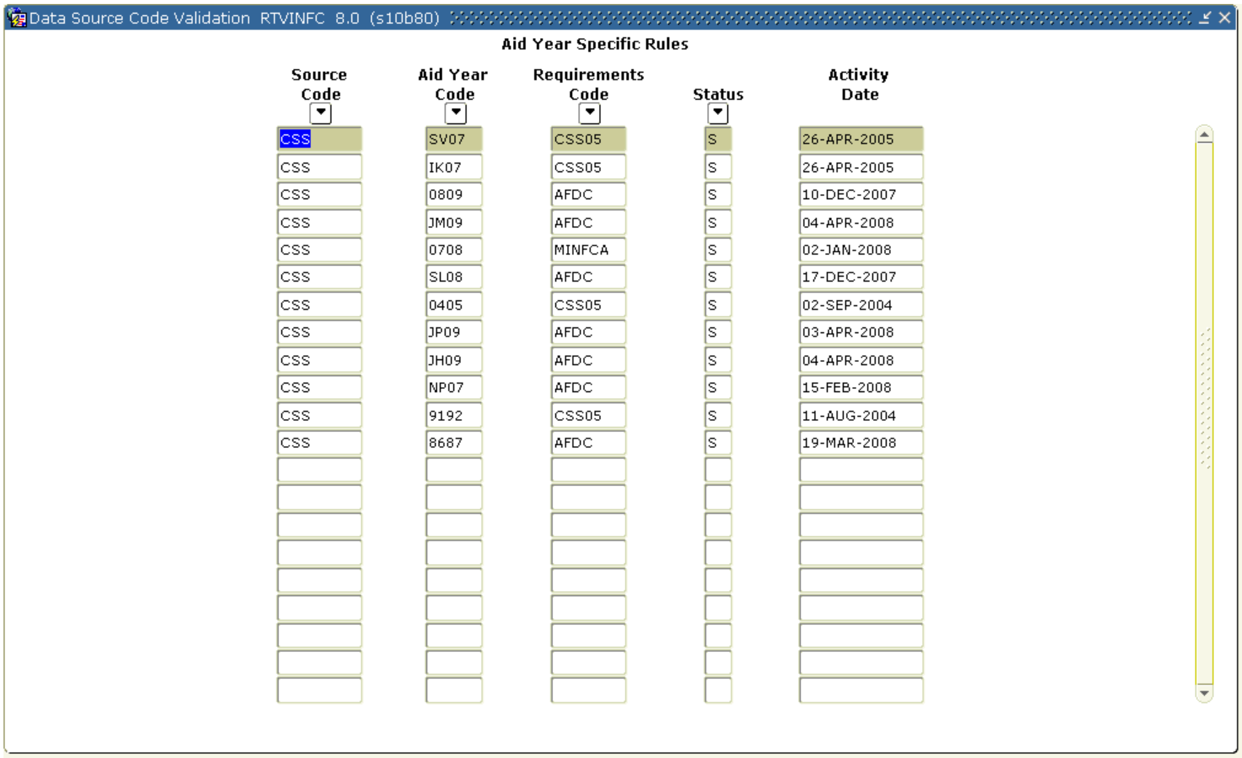
6. Double-click in the **Contact Type** field and select the recruiting contact type code.

   Note: The contact type code comes from the Contact Type Code Validation Form (STVCTYP). This is system-required, even if you are not creating recruiting records during Data Load.

7. The **Activity Date** field defaults to today's date.

8. Click the **Next Block** icon.

## Banner Form



Data Source Code Validation RTVINFC 8.0 (s10b80)

Aid Year Specific Rules

| Source Code | Aid Year Code | Requirements Code | Status | Activity Date |
|---|---|---|---|---|
| CSS | SV07 | CSS05 | S | 26-APR-2005 |
| CSS | IK07 | CSS05 | S | 26-APR-2005 |
| CSS | 0809 | AFDC | S | 10-DEC-2007 |
| CSS | JM09 | AFDC | S | 04-APR-2008 |
| CSS | 0708 | MINFCA | S | 02-JAN-2008 |
| CSS | SL08 | AFDC | S | 17-DEC-2007 |
| CSS | 0405 | CSS05 | S | 02-SEP-2004 |
| CSS | JP09 | AFDC | S | 03-APR-2008 |
| CSS | JH09 | AFDC | S | 04-APR-2008 |
| CSS | NP07 | AFDC | S | 15-FEB-2008 |
| CSS | 9192 | CSS05 | S | 11-AUG-2004 |
| CSS | 8687 | AFDC | S | 19-MAR-2008 |

9. Double-click in the **Source Code** field and select *EDE*.

10. Double-click in the **Aid Year Code** and select the aid year code for the data being loaded.

11. Double-click in the **Requirements Code** field and select the code for the specific tracking document for the ISIR record.

12. Double-click in the **Status** field and select a status code to default with the tracking document(s).

13. The **Activity Date** field defaults to today's date.

14. Click the **Save** icon.

15. Click the **Exit** icon.

## Steps

Follow these steps to complete the CSS Source Code.

1. Access the Data Source Code Validation Form (RTVINFC).

2. Double-click in the **Requirements Code** field for the Profile record and select a requirement code that represents the tracking document of the Profile record.

   Note: Document posts to the Applicant Requirements Form (RRAAREQ).

3. *Optional* Double-click in the **Supplemental Requirements** field and select a supplemental document (e.g., Institutional Form).

4. Double-click in the **Status Requirement** field and select a status code to default with the tracking document(s).

   Example: S (Received and Satisfied).

5. Double-click in the **Source** field and select the appropriate code for the recruiting source.

   Note: The recruiting source code comes from the Source/Background Institution Code Validation Form (STVSBGI). This is system-required, even if you are not creating recruiting records during Data Load.

6. Double-click in the **Contact Type** field and select the recruiting contact type code.

   Note: The contact type code comes from the Contact Type Code Validation Form (STVCTYP). This is system-required, even if you are not creating recruiting records during Data Load.

7. The **Activity Date** field defaults to today's date.

8. From the **Options** menu, click on **Aid Year Specific Rules**.

9. Double-click in the **Source Code** field and select *Profile*.

10. Double-click in the **Aid Year Code** and select the aid year code for the data being loaded.

11. Double-click in the **Requirements Code** field and select the code for the specific tracking document for the Profile record.

12. Double-click in the **Status** field and select a status code to default with the tracking document(s).

    Note: If an Aid Year-specific ISIR document is set up here, all tracking document set up for the EDE source on the previous screen is ignored.

13. The **Activity Date** field defaults to today's date.

14. Click the **Save** icon.

15. Click the **Exit** icon.

    Note: The **Source Code** is used as the default in the keyblock of the Need Analysis Form (RNANAxx) when no ISIR or Profile record exists. You may create Manual records using this source. ***Do not remove*** this source code from the Data Source Code Validation Form (RTVINFC). You will become locked in the Need Analysis Form (RNANAxx) if the student has no needs analysis record yet.

    Note: The **SIM Source Cod**e is used to perform needs analysis simulations on the Need Analysis Processing Form (RNAPRxx).

    Note: The **TRM Source Code** is used during exchange of transfer monitoring files.

    Note: The **ISIR Source Code** is used to view original ISIR transactions from the RNANAxx form. Original ISIR transactions are captured via a parameter choice in the RCRTP09 Dataload Part 3 process.

# Installation Controls Form

## Introduction

Multiple PIDM Prevention began as a project to prevent the creation of duplicates when person and non-person records are added to the database. Common Matching is part of the overall multiple PIDM prevention project.

Common Matching:

- uses a rules-based algorithm to check for possible database matches before a new person or non-person record is added to the system.

- replaces the existing algorithms from Financial Aid and Student with a centralized algorithm

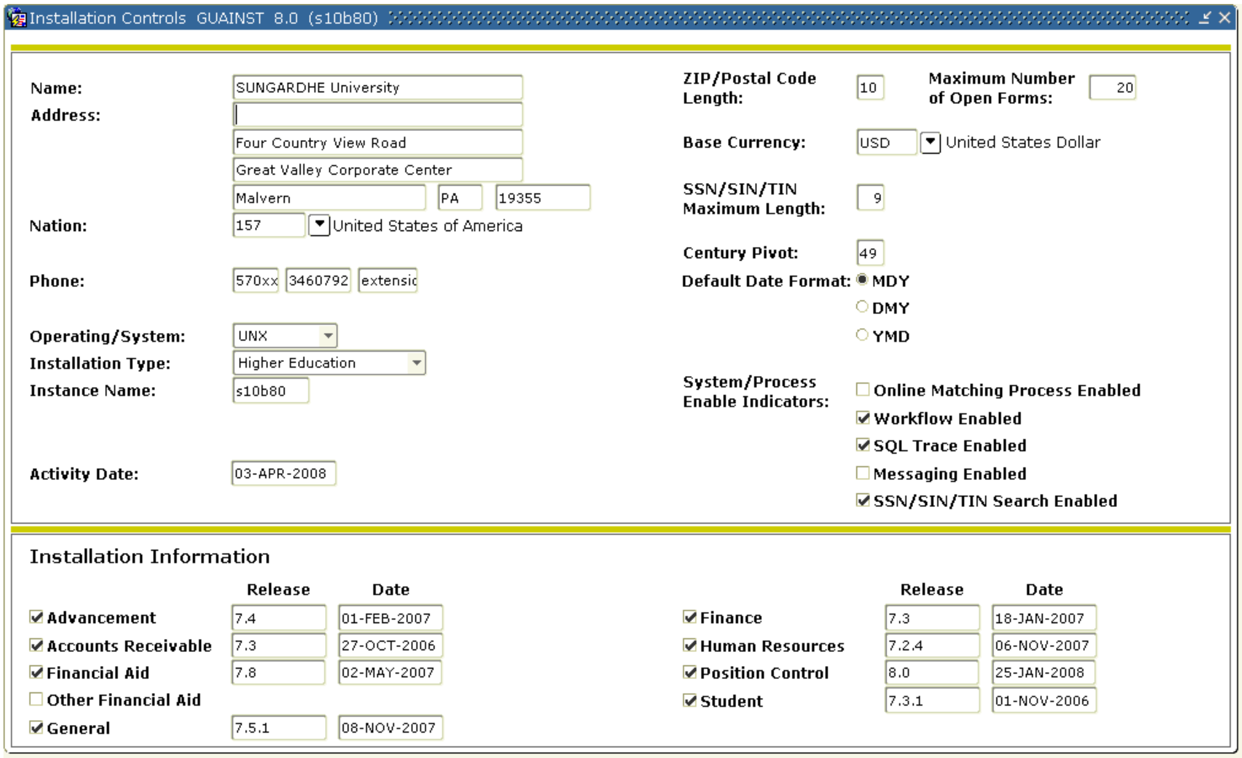
## Purpose

The Installation Controls Form (GUAINST) is used to set up institutional controls, including the option to use the Common Matching process when creating a new record from %IDEN forms.

The **Online Matching Process Enabled** checkbox allows you to select this option. If checked, the Common Matching Entry Form (GOAMTCH) will be called when a user creates a record on %IDEN forms. If not checked, the Common Matching Entry Form (GOAMTCH) will not be called automatically.

Note: For Common Matching to work for resolving suspended records, this does not have to be enabled.

## Banner form




## Steps

Follow these steps to complete the process.

1. Access the Installation Controls Form (GUAINST).
2. Update any existing information, if necessary.

   Example: Name, address, or installation information.
3. Select the **Online Matching Process Enabled** checkbox to enable Common Matching.
4. Click the **Save** icon.
5. Click the **Exit** icon.

# Common Matching Source Code Validation Form

## Purpose

The Common Matching Source Code Validation Form (GTVCMSC) is used to create the various source codes that may be used in Common Matching.

The new **Comment** field for each code is viewable from GORCMRL and GOAMTCH, and has a maximum of 4000 characters to describe the purpose of the Matching Source.

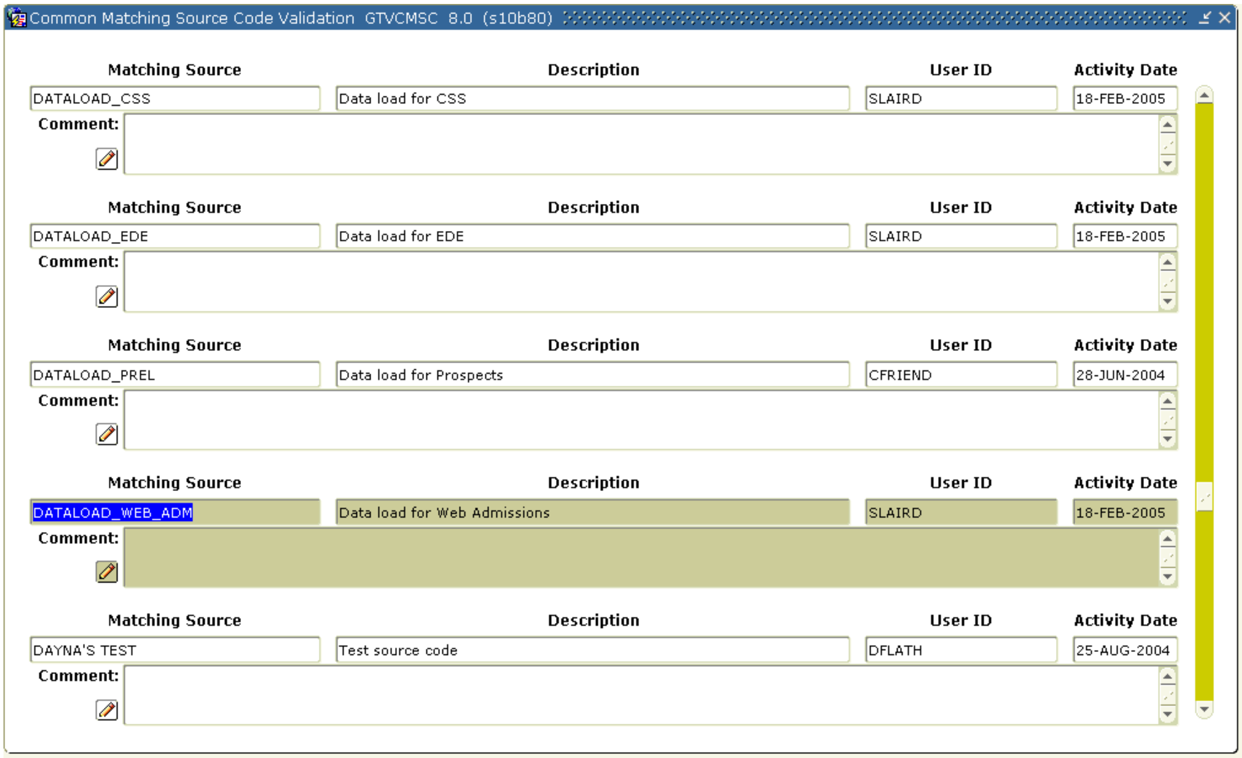
A Matching Source Code and associated rules will be used:

- From SPAIDEN, when the Matching Source code is associated with the User ID on the GORCMUS form.

- From RCRSUSP when the Common Matching Source Code is associated with the application Source Code and Aid Year on the RCRDTSR form.

- During the RCPMTCH Data Load Part 2 process when the Matching Source is entered in parameter 06.

# Banner form



Common Matching Source Code Validation GTVCMSC 8.0 (s10b80)
Matching Source
Description
User ID
Activity Date
DATALOAD_CSS
Data load for CSS
SLAIRD
18-FEB-2005
Comment:
Matching Source
Description
User ID
Activity Date
DATALOAD_EDE
Data load for EDE
SLAIRD
18-FEB-2005
Comment:
Matching Source
Description
User ID
Activity Date
DATALOAD_PREL
Data load for Prospects
CFRIEND
28-JUN-2004
Comment:
Matching Source
Description
User ID
Activity Date
DATALOAD_WEB_ADM
Data load for Web Admissions
SLAIRD
18-FEB-2005
Comment:
Matching Source
Description
User ID
Activity Date
DAYNA'S TEST
Test source code
DFLATH
25-AUG-2004
Comment:

## Steps

Follow these steps to define source codes for batch processing and on-line matching.

1. Access the Common Matching Source Code Validation Form (GTVCMSC).
2. Perform an **Insert Record** function.
3. Enter a source code in the **Matching Source** field for RCPMTCH batch processing and for RCRSUSP suspended record matching.

   Example: FA-DATALOAD
4. Enter a description of the source code that will be used when creating records online or during data load processing and suspense resolution in the **Description** field.

   Example: *Financial Aid Dataload*

   Note: The same Source Code may be used for all matching at an institution or separate code(s) for Financial Aid matching may be used. Institutions that use CommonLine Loan Processing may set up a Matching Source code and Description to use when creating non-person lender, guarantor, and servicer ID's on the SPAIDEN form.
5. Click the **Comment** button to enter remarks about this Source Code.
6. Perform an **Insert Record** function.
7. Enter a source code for on-line matching from the SPAIDEN form in the **Matching Source** field.

   Example: FA_NONPERSON_LOANS
8. Enter a description of the source code in the **Description** field.

   Example: FA nonperson records for loan processing
9. Click the **Comment** button to enter remarks about this Source Code.
10. Repeat the process to enter new source codes as necessary.
11. Click the **Save** icon.
12. Click the **Exit** icon.

# Common Matching Source Code Form

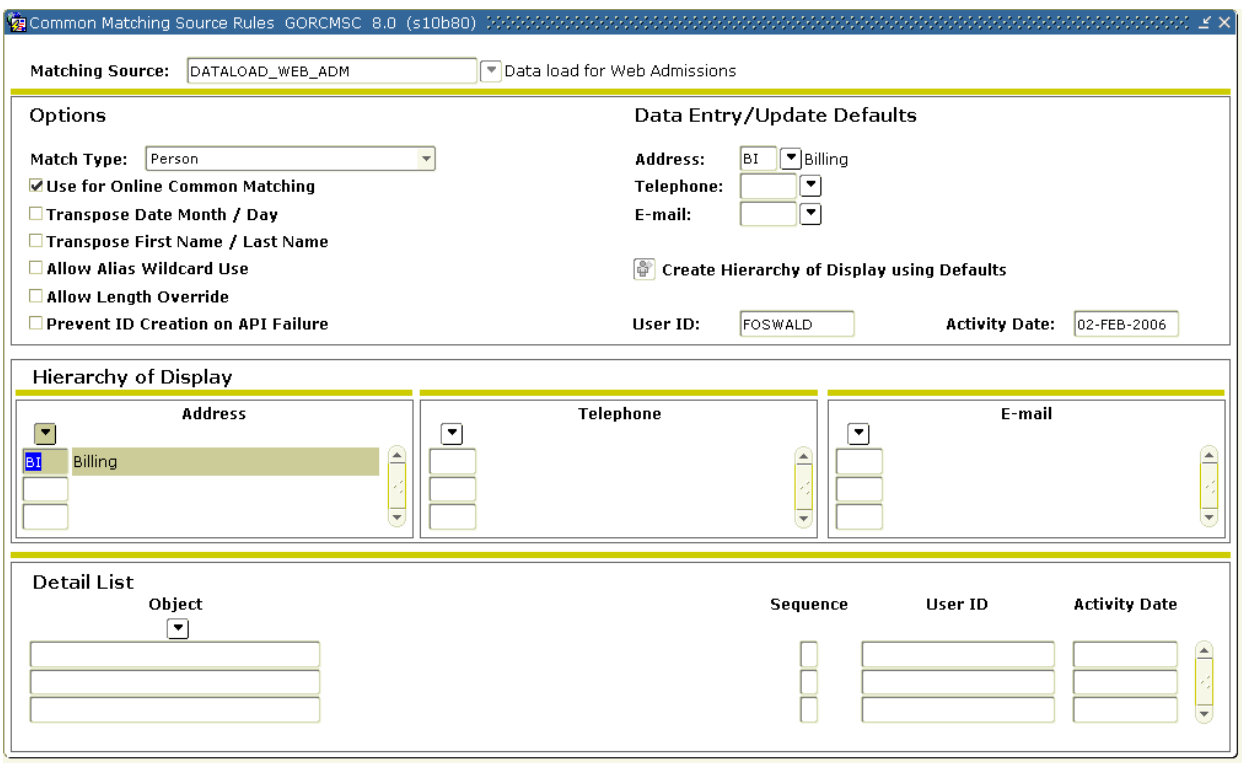
## Purpose

The Common Matching Source Code Form (GORCMSC) is used to set up controls to be used with a particular source code, and indicate if the source code will be used for online matching. This form is also used to identify whether the source code will be used to match against person data and/or non-person data.

Example: You can assign default Address, Telephone, and E-mail types to the source code, which will default into the Common Matching Entry Form (GOAMTCH) if the source code is used from there from the SPAIDEN form.

Optional: The Detail List block allows you to specify forms to which the user can navigate on the Common Matching Entry Form (GOAMTCH). This enables users to see more detailed information about possible matched records.

## Banner form



## Options Window Features

The options listed below are optional and are explained fully in the Banner General Release Guide.

**Transpose Date Month/Day** must include "Birth Date" element in Rule. It allows matching on transposed dates; for example, 01/05 could match January 5th and May 1st.

**Transpose First Name/Last Name** allows matching on transposed name elements; for example, Thomas Lee and Lee Thomas.

**Allow Alias Wildcard Use** appends a % to incoming data to search for similar rows in Alias Tables (GORNAME). For example, 'Bet' entered on GOAMTCH will find 'Beth = Elizabeth' in an Alias Table and return potential matches with the first or middle name 'Elizabeth.'

**Allow Length Override** uses the length of incoming data to search for matches on name fields if the length of data on the rule is greater than data input.

The rule specifies a length of 5 for the First Name element

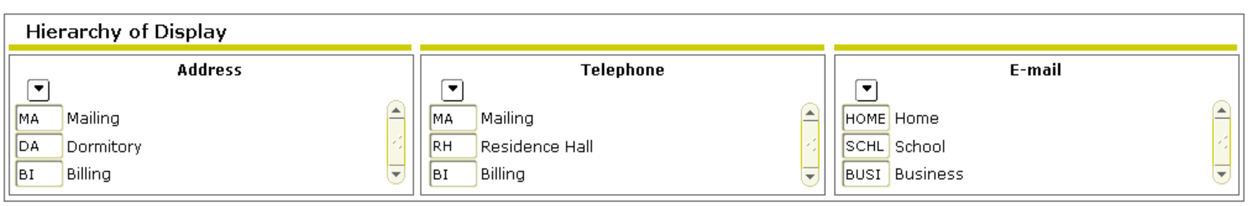
For example, if 'Sam' is entered in the **First Name** field on GOAMTCH, potential matches that begin with 'Sam' like 'Samuel,' 'Samantha' and 'Samson' will be found

**Prevent ID Creation on API Failure** mandates that complete information for Address, Telephone and/or E-Mail must be provided in order to create a new ID. Creation may proceed by removing partial information. This check box does not affect batch loads.

Note: Uses should test these options thoroughly since they may affect system performance when processing large populations of records.

## Hierarchy of Display Window

Users may establish a hierarchy for displaying Address / Telephone / Email information on the GOAMTCH form. . Matched addresses will be displayed first; if no matching addresses are found, the hierarchy will be used to display existing addresses, even if they do not match the record being entered into Banner.



## Steps

Follow these steps to define defaults for address, email, and phone type to be used with a particular source code, and indicate if the source code will be used for online matching.

Note: The steps below assume that matching has been enabled on the Installation Controls Form (GUAINST) and the matching source code has been defined on Common Matching Source Code Validation Form (GTVCMSC).

1. Access the Common Matching Source Rules Form (GORCMSC).
2. Using the **Matching Source** field, select the matching source code you created on the Common Matching Source Code Validation Form (GTVCMSC).
3. Perform a **Next Block** function to access the Matching Source Rules window.
4. Use the **Match Type** field to specify that this code will be used to match on persons, non-persons, or both.
5. If the Matching Source code will be used to create person or non-person records from the SPAIDEN form, click the **Use for Online Common Matching** checkbox.

   Note: This checkbox does not apply to the RCRSUSP Suspended Records Maintenance Form and is not used during the RCPMTCH Data Load Part 2 process. You do not have to check the box if the Source Code will be used for EDE or CSS matching only. If the box is checked for use from SPAIDEN, you are restricted in rules to data elements that have the box checked on the GORCMDD Data Dictionary Form.
6. Click the **Transpose Date Month/ Day** checkbox to reorder the month and date fields.

   Example: 01/05 could be read as May 1st OR January 5th.
7. Click the **Transpose First Name/Last Name** checkbox to reorder the first and last names.

   Example: The name Lee Thomas could also be seen as Thomas Lee. This is helpful for international students.
8. Click the **Allow Alias Wildcard Use** checkbox to append a wildcard to incoming data.

   Example: Entering “bet” will return Beth and Elizabeth. This increases results.

9. Click the **Allow Length Override** checkbox to use length of incoming data to search for matches on name fields if length of data on rule is greater than data input.

10. Click the **Prevent ID Creation on API Failure** checkbox to force users to enter a valid address, email, and telephone record. This is not applicable to FA dataload matching.

11. Create a hierarchy for **Address, Telephone** and **E-Mail** information in the Data Entry/Update Defaults section.

12. Click the **Create Hierarchy of Display Using Defaults** button to default in address, telephone, and e-mail entries from the GORCMSC Options block.

13. Enter additional Address, Telephone, and E-mail types in the order in which they should display on the GOAMTCH form.

    Note: Setting up default types for address, telephone, and email records is optional.

14. Perform a **Next Block** function to access the Common Matching Detail List block.

    Note: In this example, you will use this block to indicate that the user can access SPAIDEN and ROIASIQ while on the Matching window of GOAMTCH. Other suggested forms include: ROASTAT and RNANAxx.

15. Enter *SPAIDEN* in the **Object** field.

16. Enter *1* in the **Sequence** field.

17. Enter *ROIASIQ* in the **Object** field.

18. Enter *2* in the **Sequence** field.

19. Click the **Save** icon.

20. Click the **Exit** icon.

# Common Matching User Setup Form

## Purpose

The Common Matching User Setup Form (GORCMUS) allows you to assign a default online matching source code to a specific Banner user (Oracle User ID) for online Common Matching processing from the SPAIDEN form. Additionally, you can use this form to specify whether users are allowed to choose from other matching source codes or if they are restricted to using the default.

How implemented: When the user enters the GOAMTCH form, the assigned matching source code will default in the key block. Based upon the rules set on GORCMUS, the user may be able to change this source code.

Note: Set up on this form is not used from the Suspended Records Maintenance Form (RCRSUSP). Refer to the Data Source Rules Form (RCRDTSR) set up.

## Excluding users

Using GORCMUS, you can exempt selected users from the mandatory process by clicking the **Exclude User** checkbox.

Example: If the user is a "super-user" who never creates duplicates, you may exempt the user from having the matching form appear on SPAIDEN by clicking the **Exclude User** checkbox.

Also, Financial Aid staff members who create nonperson records for CommonLine Loan lenders might be exempted from Common Matching if the school has only a few lenders.

# Banner form

Common Matching User Setup GORCMUS 8.0 (s10b80)

| User ID | Online Matching Source | Description | Allow Other Matching Sources | Exclude User | Activity Date |
|---|---|---|---|---|---|
| DANDREAS | DEB_TEST1 | Deb's first test | ☑ | ☑ | 18-AUG-2004 |
| DCOLELLA | VENDOR | Vendor Matching | ☑ | ☐ | 18-SEP-2007 |
| DFLATH | DFLATH_ONLINE_1 | Dayna's Online source code 1 | ☑ | ☐ | 12-AUG-2005 |
| DLINDBLO | | | ☑ | ☑ | 27-JUL-2004 |
| DLOFTUS | | | ☑ | ☑ | 02-AUG-2007 |
| DMCGARRY | VENDOR | Vendor Matching | ☑ | ☑ | 13-MAR-2006 |
| DRICHIE | HR_ONLINE_MATCH1 | Julie's HR common match test | ☑ | ☑ | 05-MAR-2008 |
| DSACHDEV | | | ☑ | ☑ | 07-DEC-2005 |
| EDELANEY | ADV_MATCH1 | Advancement Test Match 1 | ☑ | ☑ | 08-JUN-2005 |
| EJETTO | DFLATH_ONLINE_1 | Dayna's Online source code 1 | ☑ | ☑ | 12-AUG-2004 |
| FAISUSR | ONLINE_FINAID | Finaid online entry | ☑ | ☑ | 20-SEP-2004 |
| FIMSUSR | VENDOR | Vendor Matching | ☑ | ☐ | 18-SEP-2007 |
| GSHADEL | | | ☑ | ☑ | 07-DEC-2005 |
| GSHALOVK | | | ☑ | ☐ | 17-AUG-2005 |
| HDOMBROS | ADV_MATCH1 | Advancement Test Match 1 | ☑ | ☐ | 08-JUN-2006 |
| HRISUSR | HR_ONLINE_MATCH1 | Julie's HR common match test | ☑ | ☐ | 07-SEP-2005 |
| HWOOD | SL_ONLINE_2 | Sue online source 2 | ☑ | ☑ | 22-JUN-2004 |
| JCOLE | HR_ONLINE_MATCH1 | Julie's HR common match test | ☑ | ☑ | 25-JAN-2005 |
| JCRAVEN | | | ☑ | ☑ | 23-JUL-2004 |
| JECARTER | | | ☑ | ☑ | 01-APR-2008 |
| JPIERSOL | CS1 | Cindy S Rule 1 | ☑ | ☑ | 08-SEP-2005 |
| KBLATTNE | ONLINE_FINAID | Finaid online entry | ☑ | ☐ | 06-OCT-2004 |

## Steps

Follow these steps to assign a default online matching source code to a specific Banner user.

1. Access the Common Matching User Setup Form (GORCMUS).

2. Enter the username in the **User ID** field or select one from the LOV.

3. Enter the source code in the **Online Matching Source** field or select one from the LOV.

   Result: The information in the **Description** field will default.

4. Click the **Allow Other Matching Sources** checkbox if you want to allow the user to select a source code other than the default.

   Example: A Financial Aid user may want separate Matching Source codes if the user creates person records for students and non-person records for lenders from SPAIDEN.

5. Leave the **Exclude User** checkbox unchecked.

   Note: Clicking the **Exclude User** checkbox exempts the user from calling the Common Matching Entry Form automatically when creating new records.

   Note: THE RCPMTCH Data Load Part 2 Matching process uses the Common Matching Application Programming Interface (API) and is not affected by the Exclude User setting if an Excluded user happens to run that process.

6. Click the **Save** icon.

7. Click the **Exit** icon.

# Common Matching Rules Form

## Introduction

The Common Matching Rules Form (GORCMRL) is used to set up the actual matching rules associated with the source codes for each type of input data your institution processes.

Use this form to:

- create the matching rules and assign specific database values which each rule will use in the matching algorithm
- assign a priority to each rule
- copy previously created rules.

Elements selected for rules may be designated to **Match on Null Value** by selecting *No* (data item must be present in both the source and the database) or *Yes* (data item must be present in either the database or the source). Also, various field lengths may be used in rules. For ID and SSN/SIN/TIN, a negative length may be entered to reverse the order.

Example: By entering a -4 for SSN/SIN/TIN, the last 4 characters will be compared.

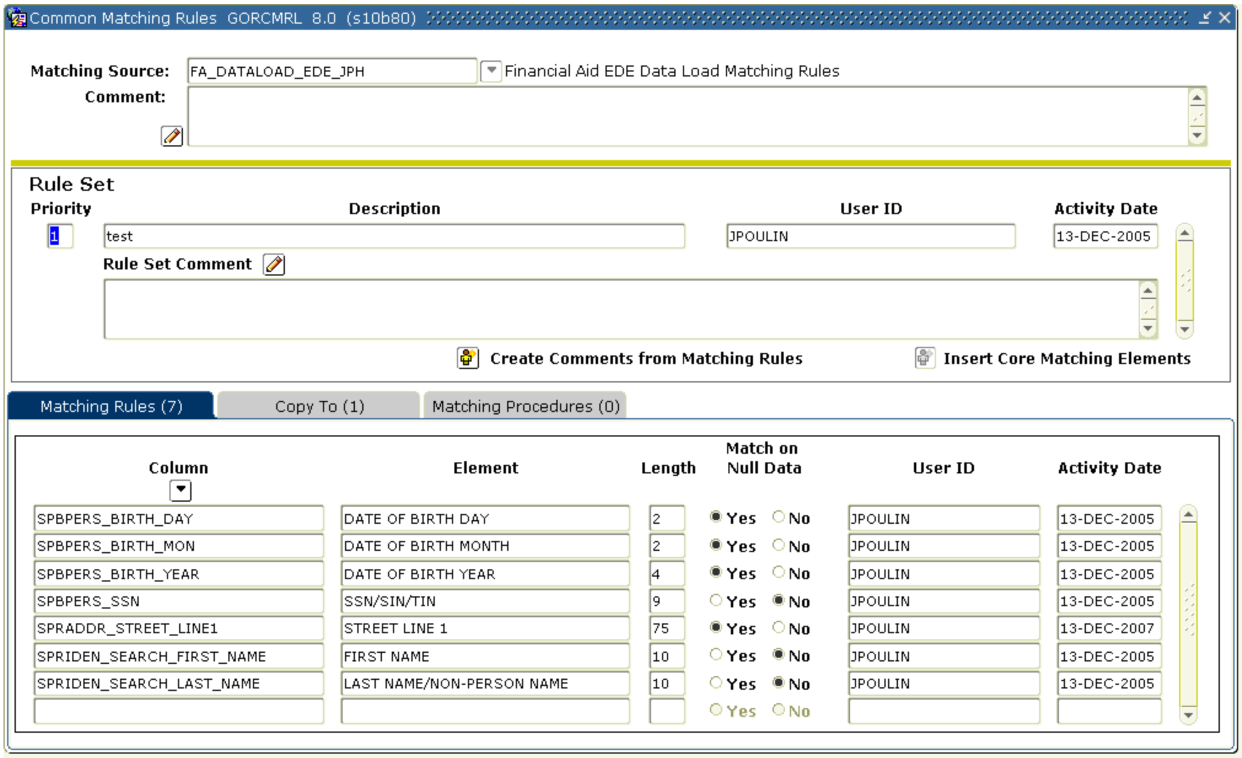
This form also allows for adding specific database procedures for matching components that are not within General Banner tables (e.g., matching high school data for Banner Student) to the matching rule. Database procedures require additional programming to function during matching processes.

For Financial Aid, the rule(s) will be used for Common Matching:

- From SPAIDEN, when the Matching Source Code is associated with the User ID on the GORCMUS form.
- From RCRSUSP, when the Common Matching Source Code is associated with the application Source Code and Aid Year on the RCRDTSR form.
- During RCPMTCH Data Load Part 2, if the Matching Source is entered in parameter 06.

Note: You must set up the matching source code on the Common Matching Source Rules Form (GORCMSC) prior to setting up the rules on GORCMRL.

# Banner form



Common Matching Rules GORCMRL 8.0 (s10b80)

Matching Source: FA_DATALOAD_EDE_JPH Financial Aid EDE Data Load Matching Rules

Comment:

Rule Set

| Priority | Description | User ID | Activity Date |
|---|---|---|---|
| 1 | test | JPOULIN | 13-DEC-2005 |

Rule Set Comment

Create Comments from Matching Rules    Insert Core Matching Elements

Matching Rules (7) | Copy To (1) | Matching Procedures (0)

| Column | Element | Length | Match on Null Data | User ID | Activity Date |
|---|---|---|---|---|---|
| SPBPERS_BIRTH_DAY | DATE OF BIRTH DAY | 2 | Yes | JPOULIN | 13-DEC-2005 |
| SPBPERS_BIRTH_MON | DATE OF BIRTH MONTH | 2 | Yes | JPOULIN | 13-DEC-2005 |
| SPBPERS_BIRTH_YEAR | DATE OF BIRTH YEAR | 4 | Yes | JPOULIN | 13-DEC-2005 |
| SPBPERS_SSN | SSN/SIN/TIN | 9 | No | JPOULIN | 13-DEC-2005 |
| SPRADDR_STREET_LINE1 | STREET LINE 1 | 75 | Yes | JPOULIN | 13-DEC-2007 |
| SPRIDEN_SEARCH_FIRST_NAME | FIRST NAME | 10 | No | JPOULIN | 13-DEC-2005 |
| SPRIDEN_SEARCH_LAST_NAME | LAST NAME/NON-PERSON NAME | 10 | No | JPOULIN | 13-DEC-2005 |

## Steps

Follow these steps to define the rules for the online matching source code you created.

1. Access the Common Matching Rules Form (GORCMRL).

2. Enter the matching source code in the **Matching Source** field.

3. Perform a **Next Block** function.

4. Enter a priority in the **Rule Set Priority** field.

   Note: You can have multiple rule sets with different priorities. Banner processes the first priority rule. Each priority rule is applied to the entire student database.

5. Enter a description of the rule in the **Description** field.

6. Click the **Save** icon.

7. Enter a comment to explain the rule set:

   - Click the **Create Comments from Matching Rules** icon to allow Banner to generate a rule set comment OR

   - Click the **Rule Set Comment** button to enter free comments for each rule set.

   - Click the **Create Comments from Matching Rules** to auto-generate comments based on elements added into rule.

   - Click the **Insert Core matching Elements** icon.

   Result: This pulls any required data elements into the next block (e.g., SPRIDEN_SEARCH_LAST_NAME)

   Note**:** Last Name and SSN are the only data elements that are required for Financial Aid rules.

8. Select these data elements from the LOV in the **Column** field:

   - SPBPERS_SSN
   - SPRIDEN_SEARCH_FIRST_NAME
   - SPRADDR_ZIP

   Note: Do not use data elements for First Name or Middle Name in rules for matching non-person records.

9. Update the **Match on Null Data** indicator to *No*.

10. For SPBPERS_SSN, keep the length at the default of 9.

    Result: The entire SSN/SIN/TIN will be used when matching the data element.

11. Update the **Match on Null Data** indicator for SPBPERS_SSN to *No*.

12. For SPRIDEN_SEARCH_FIRST_NAME, update the length from 15 to 10.

    Result: The first 5 characters of the first name will be used when matching the data element.

13. Update the **Match on Null Data** indicator for SPRIDEN_SEARCH_FIRST_NAME to *No*.

14. For SPRADDR_ZIP, update the length from 10 to 5.

15. Update the **Match on Null Data** indicator for SPRADDR_CITY to *No*.

16. Click the **Save** icon.

Note:  Suggested matching rules for Financial Aid person processing are listed in the following table.

| Priority | Column Name | Data Element | Length | Match on Null Data |
|---|---|---|---|---|
| 1 | SPRIDEN_SEARCH_LAST_NAME | Last name/Non-Person Last Name | 15 | No |
| 1 | SPRIDEN_SEARCH_FIRST_NAME | First name | 10 | No |
| 1 | SPBPERS_SSN | SSN/SIN/TIN | 9 | No |
| 1 | SPBPERS_BIRTH_DATE | Birth Date | 8 | Yes |
| 1 | SPRADDR_ZIP | Zip Code | 5 | No |

Note:  A Priority 2 rule could be created omitting the First Name, Birth, and/or Zip elements. SunGard recommends including the SSN in all Common Matching rules for Financial Aid processing; however, the Common Matching process may be run for Financial Aid without including the SSN if the user includes sufficient data to confirm the accuracy of the match.

## Common Matching Algorithm Match Sequence

Primary match elements include Last Name, First Name, Middle Name, SPRIDEN_ID, and SSN. The primary match sequence is as follows:

- SSN, if used in rule.

- Last, First, Middle Name – Combines First and/or Middle Name with Last Name if they are used in rule. Last Name must equal on length. First and or Middle Name must equal on length or be present on the GORNAME form.

- If ID used in rule, records are retrieved with matching IDs in Banner.

The secondary match sequence is as follows:

- Compares additional data elements used in rule for all records returned via primary match.

- Match exists if:

- Element set to Required 'R' or Exists 'Y' and values are equal.

- Element set to Exists 'Y' and Banner value is null.

- Element set to Exists 'Y' and value in temporary tables is null.

- Address elements are taken from the same address.

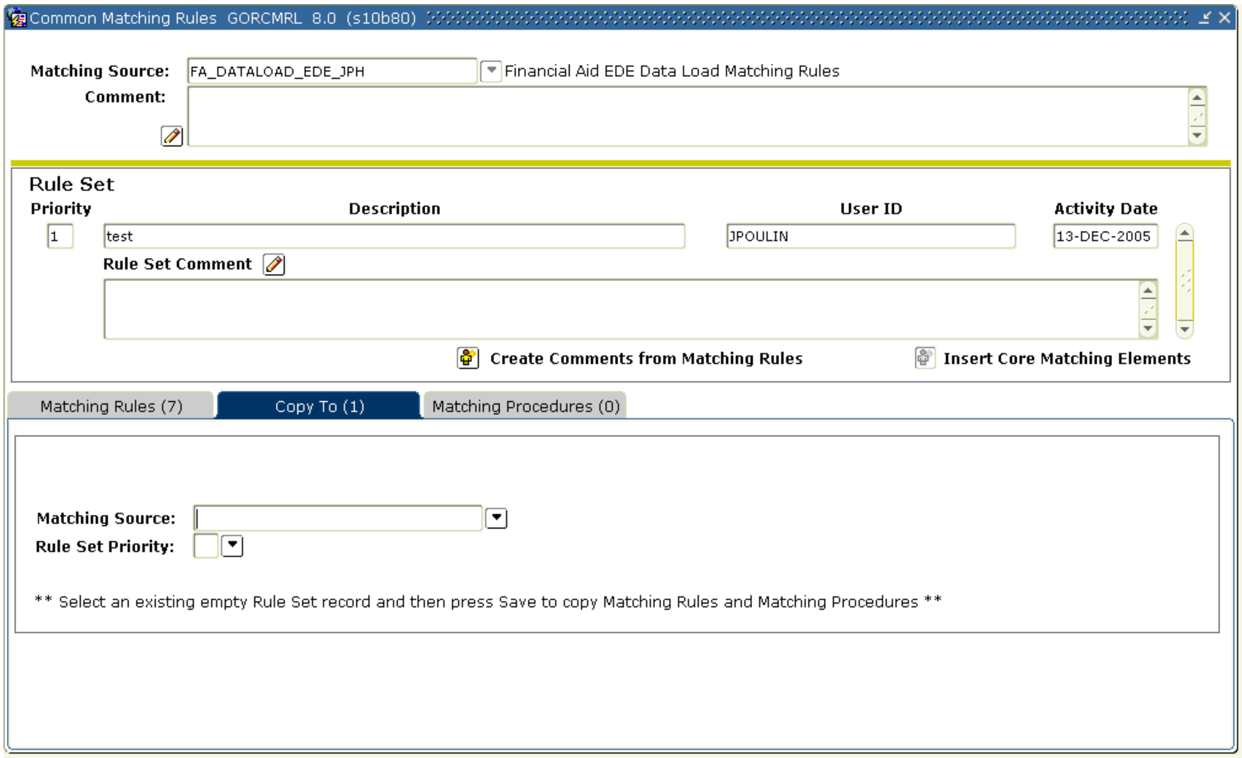
- Record considered New 'N' if:

- No primary match is made.

- Non-name elements are determined as no match and cannot be null.

## Copy Rules To tab

Use the **Copy Rules To** tab to easily copy the rules and matching procedures you set up on the **Matching Rules** tab to a second matching source.



## Steps

Follow these steps to enter a new priority and copy the rule you just created to that priority.

1. Perform an **Insert Record** function.

2. Perform a **Previous Block** function.

3. Enter a new priority and description in the **Rule Set Priority** and **Description** fields.

4. Click the **Save** icon.

5. Use the Up Arrow to navigate to the priority you just created (see previous procedure).

6. Select the **Copy To** tab.

7. Use the LOV to select the new priority.

   Result: The **Matching Source** and **Rule Set Priority** fields will populate with the appropriate values. Only priorities that do not have rules will be listed.

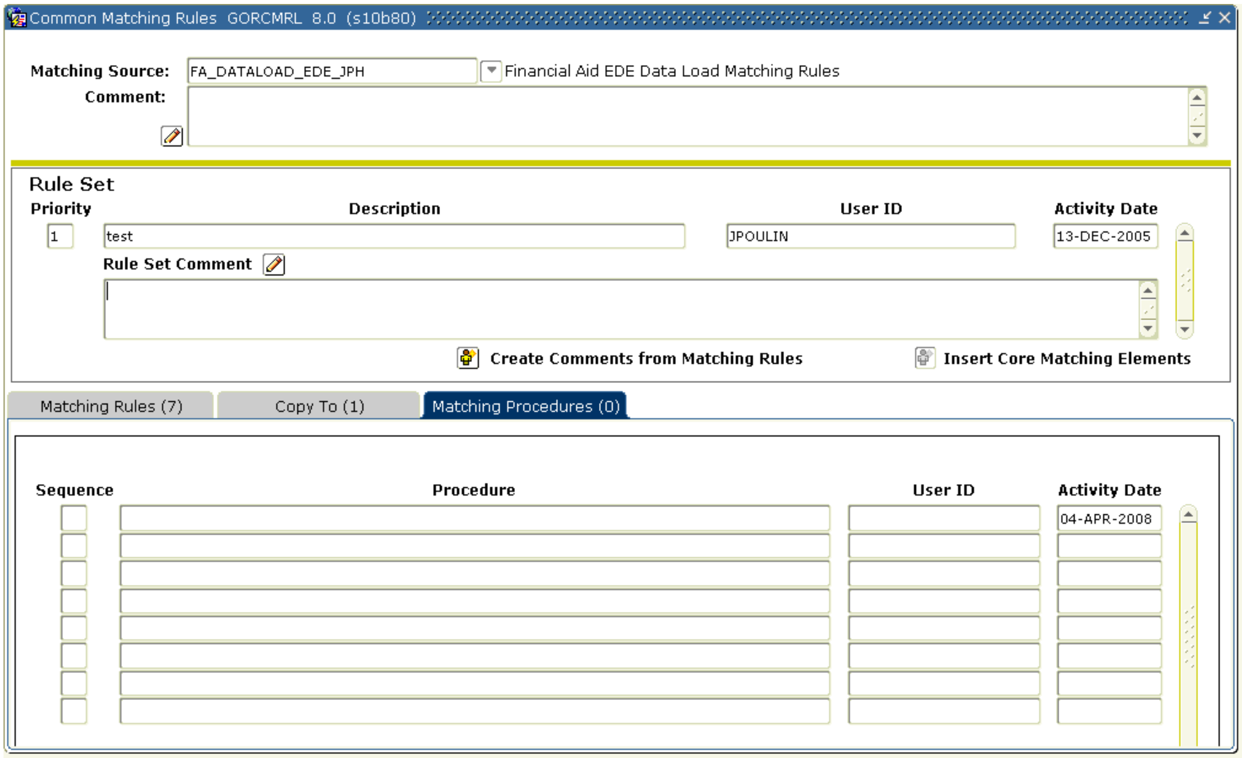
8. Click the **Save** icon

9. Click the **Matching Procedures** tab to view the rules.

10. Click the **Exit** icon.

## Matching Procedures tab

The **Matching Procedures** tab is used to assign a priority to the matching procedures.




## Steps

Follow these steps to use the Matching Procedures tab.

1. Access the Common Matching Rules Form (GORCMRL).
2. Enter the matching source code in the **Matching Source** field.
3. Select the **Matching Procedures** tab.
4. Enter a sequence number in the **Sequence** field.
5. Enter the name of the package procedure to be called by the Common Matching process in the **Procedure** field.

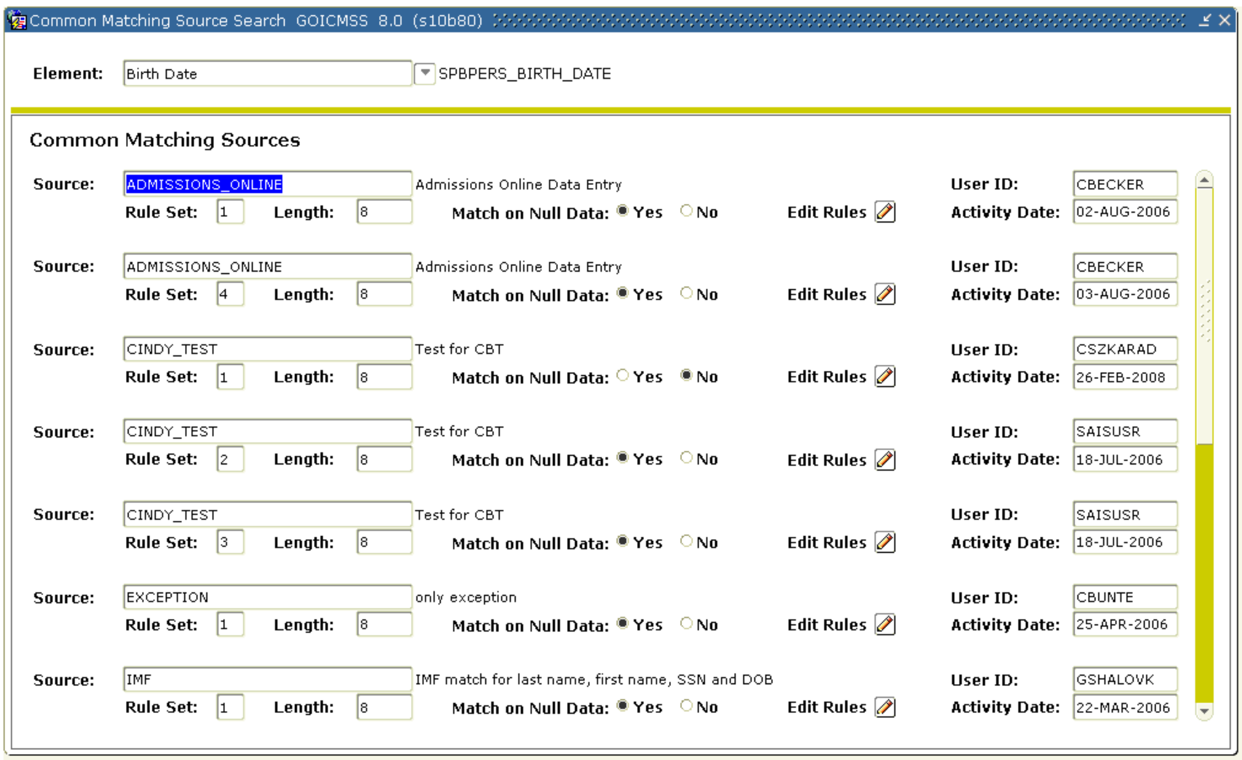
   Example: SAKMTCH.P_MATCH_SORHSCH
6. Click the **Save** icon.
7. Click the **Exit** icon.

# Common Matching Source Search Form

## Purpose

Use the GOICMSS Common Matching Source Search Form to identify rule sets that include a particular data element when an update to that element is needed.

## Banner form



## Steps

Follow these steps to complete the procedure.

1. Access the Common Matching Source Search Form (GOICMSS).
2. Enter the data element code in the **Element** field.
3. Perform a **Next Block** function.
4. Select the rule set that needs to be revised.
5. Click the Edit Rules button to access the Common Matching Rules Form (GORCMRL).
6. Edit the rule set as needed.
7. Click the **Save** icon.
8. Click the **Exit** icon to return to the GOICMSS form.
9. Click the **Exit** icon.

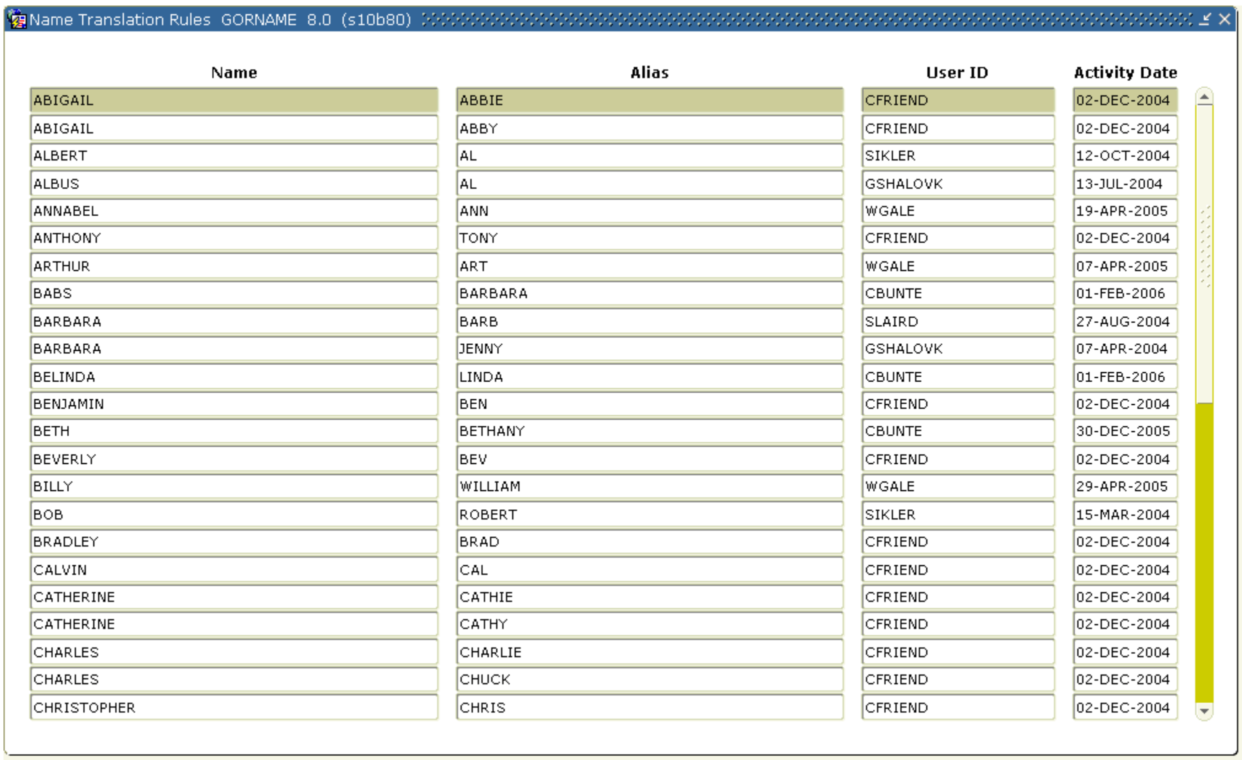
# Name Translation Rules Form

## Purpose

The Name Translation Rules Form (GORNAME) allows you to associate aliases for person names. This form can be used for first and middle names and is delivered with data for common names.

Note: Alias matching works both ways. For example, there is no need to enter “Elizabeth = Liz” and “Liz = Elizabeth” as separate rules.

## Banner form



Name Translation Rules GORNAME 8.0 (s10b80)

| Name | Alias | User ID | Activity Date |
|---|---|---|---|
| ABIGAIL | ABBIE | CFRIEND | 02-DEC-2004 |
| ABIGAIL | ABBY | CFRIEND | 02-DEC-2004 |
| ALBERT | AL | SIKLER | 12-OCT-2004 |
| ALBUS | AL | GSHALOVK | 13-JUL-2004 |
| ANNABEL | ANN | WGALE | 19-APR-2005 |
| ANTHONY | TONY | CFRIEND | 02-DEC-2004 |
| ARTHUR | ART | WGALE | 07-APR-2005 |
| BABS | BARBARA | CBUNTE | 01-FEB-2006 |
| BARBARA | BARB | SLAIRD | 27-AUG-2004 |
| BARBARA | JENNY | GSHALOVK | 07-APR-2004 |
| BELINDA | LINDA | CBUNTE | 01-FEB-2006 |
| BENJAMIN | BEN | CFRIEND | 02-DEC-2004 |
| BETH | BETHANY | CBUNTE | 30-DEC-2005 |
| BEVERLY | BEV | CFRIEND | 02-DEC-2004 |
| BILLY | WILLIAM | WGALE | 29-APR-2005 |
| BOB | ROBERT | SIKLER | 15-MAR-2004 |
| BRADLEY | BRAD | CFRIEND | 02-DEC-2004 |
| CALVIN | CAL | CFRIEND | 02-DEC-2004 |
| CATHERINE | CATHIE | CFRIEND | 02-DEC-2004 |
| CATHERINE | CATHY | CFRIEND | 02-DEC-2004 |
| CHARLES | CHARLIE | CFRIEND | 02-DEC-2004 |
| CHARLES | CHUCK | CFRIEND | 02-DEC-2004 |
| CHRISTOPHER | CHRIS | CFRIEND | 02-DEC-2004 |

## Steps

Follow these steps to associate aliases with person names.

1. Access the Name Translation Rules Form (GORNAME).
2. Perform an **Insert Record** function.
3. Enter the person name in the **Name** field.
4. Enter the alias in the **Alias** field.
5. Click the **Save** icon.

   Warning: Once the name/alias has been saved, no updates may be made to the record. The record must be deleted and re-entered if changes are necessary.

6. Click the **Exit** icon.

# Non-Person Name Translation Rules

## Purpose

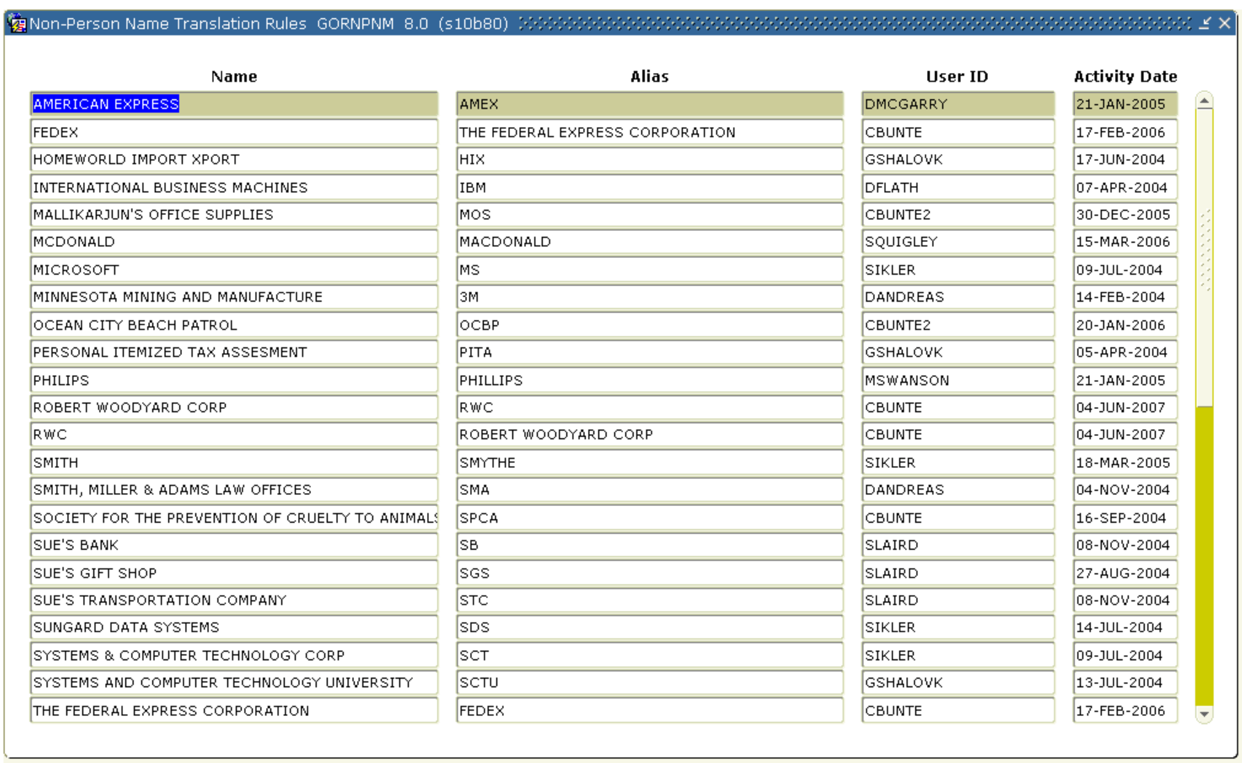
The Non-Person Name Translation Rules Form (GORNPNM) allows you to associate aliases with non-person names.

Examples:

- IBM = International Business Machines
- FedEx = Federal Express
- FNB = First National Bank

Note: There is no seed data delivered with this form.

## Banner form


Non-Person Name Translation Rules GORNPNM 8.0 (s10b80)

| Name | Alias | User ID | Activity Date |
|---|---|---|---|
| AMERICAN EXPRESS | AMEX | DMCGARRY | 21-JAN-2005 |
| FEDEX | THE FEDERAL EXPRESS CORPORATION | CBUNTE | 17-FEB-2006 |
| HOMEWORLD IMPORT XPORT | HIX | GSHALOVK | 17-JUN-2004 |
| INTERNATIONAL BUSINESS MACHINES | IBM | DFLATH | 07-APR-2004 |
| MALLIKARJUN'S OFFICE SUPPLIES | MOS | CBUNTE2 | 30-DEC-2005 |
| MCDONALD | MACDONALD | SQUIGLEY | 15-MAR-2006 |
| MICROSOFT | MS | SIKLER | 09-JUL-2004 |
| MINNESOTA MINING AND MANUFACTURE | 3M | DANDREAS | 14-FEB-2004 |
| OCEAN CITY BEACH PATROL | OCBP | CBUNTE2 | 20-JAN-2006 |
| PERSONAL ITEMIZED TAX ASSESMENT | PITA | GSHALOVK | 05-APR-2004 |
| PHILIPS | PHILLIPS | MSWANSON | 21-JAN-2005 |
| ROBERT WOODYARD CORP | RWC | CBUNTE | 04-JUN-2007 |
| RWC | ROBERT WOODYARD CORP | CBUNTE | 04-JUN-2007 |
| SMITH | SMYTHE | SIKLER | 18-MAR-2005 |
| SMITH, MILLER & ADAMS LAW OFFICES | SMA | DANDREAS | 04-NOV-2004 |
| SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS | SPCA | CBUNTE | 16-SEP-2004 |
| SUE'S BANK | SB | SLAIRD | 08-NOV-2004 |
| SUE'S GIFT SHOP | SGS | SLAIRD | 27-AUG-2004 |
| SUE'S TRANSPORTATION COMPANY | STC | SLAIRD | 08-NOV-2004 |
| SUNGARD DATA SYSTEMS | SDS | SIKLER | 14-JUL-2004 |
| SYSTEMS & COMPUTER TECHNOLOGY CORP | SCT | SIKLER | 09-JUL-2004 |
| SYSTEMS AND COMPUTER TECHNOLOGY UNIVERSITY | SCTU | GSHALOVK | 13-JUL-2004 |
| THE FEDERAL EXPRESS CORPORATION | FEDEX | CBUNTE | 17-FEB-2006 |

## Steps

Follow these steps to associate aliases with non-person names.

1. Access the Non-Person Name Translation Rules Form (GORNPNM).
2. Perform an **Insert Record** function.
3. Enter the non-person name (i.e., FNB) in the **Name** field.
4. Enter the alias (i.e., First National Bank) in the **Alias** field.
5. Click the **Save** icon.

   Warning: Once the name/alias has been saved, no updates may be made to the record. The record must be deleted and re-entered if changes are necessary.
6. Click the **Exit** icon.

# Job Parameter Set Rules Form

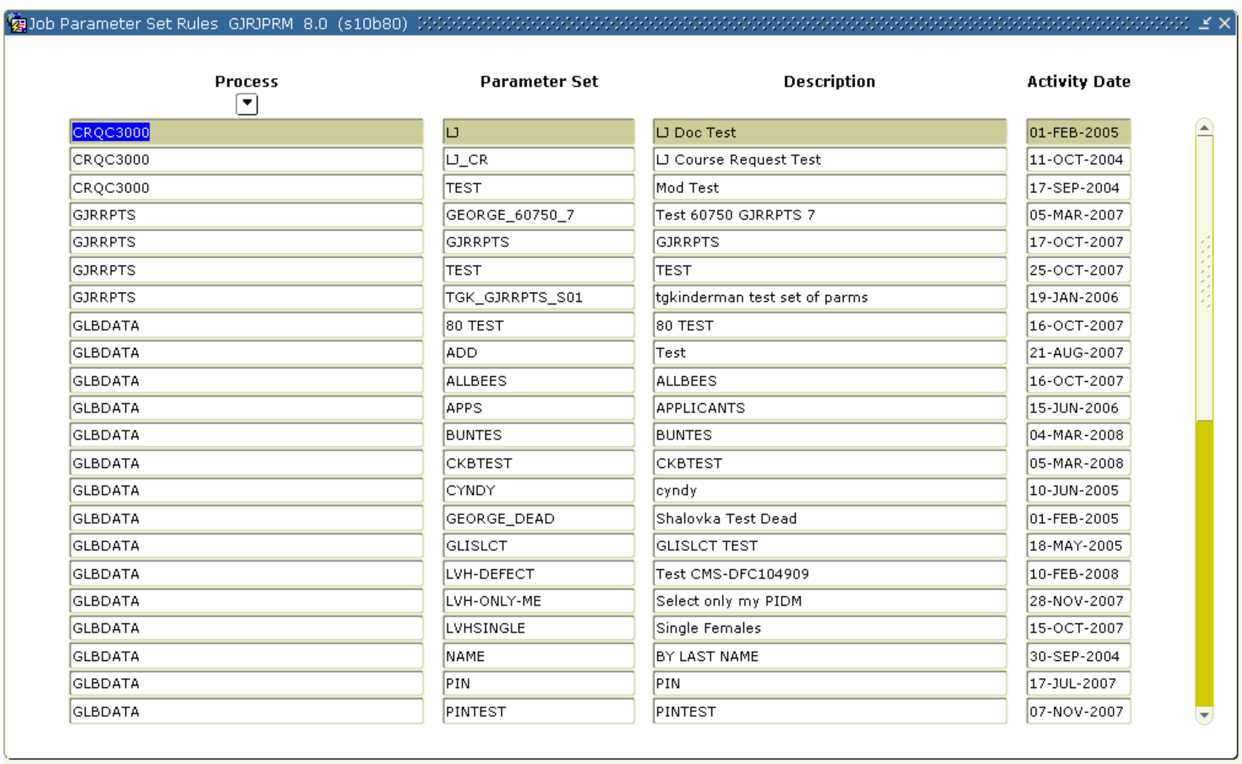
## Purpose

The Job Parameter Set Rules form (GJRJPRM) is used to define the names of the job parameter sets used at your institution should it choose to load ISIR records online from the Suspended Records Maintenance form (RCRSUSP). A job parameter set contains user-level defaults used to run a job or report. This feature lets you save frequently used combinations of user-level parameter values for running a job or report.

Note: This form is optional; however, separate parameter sets will need to be created if your institution loads both EDE ISIR records and CSS Profile records.

Caution: A job parameter set cannot be deleted from GJRJPRM once any user-level defaults are defined for the set.

## Banner form


Job Parameter Set Rules GJRJPRM 8.0 (s10b80)

| Process | Parameter Set | Description | Activity Date |
|---|---|---|---|
| CRQC3000 | LJ | LJ Doc Test | 01-FEB-2005 |
| CRQC3000 | LJ_CR | LJ Course Request Test | 11-OCT-2004 |
| CRQC3000 | TEST | Mod Test | 17-SEP-2004 |
| GJRRPTS | GEORGE_60750_7 | Test 60750 GJRRPTS 7 | 05-MAR-2007 |
| GJRRPTS | GJRRPTS | GJRRPTS | 17-OCT-2007 |
| GJRRPTS | TEST | TEST | 25-OCT-2007 |
| GJRRPTS | TGK_GJRRPTS_S01 | tgkinderman test set of parms | 19-JAN-2006 |
| GLBDATA | 80 TEST | 80 TEST | 16-OCT-2007 |
| GLBDATA | ADD | Test | 21-AUG-2007 |
| GLBDATA | ALLBEES | ALLBEES | 16-OCT-2007 |
| GLBDATA | APPS | APPLICANTS | 15-JUN-2006 |
| GLBDATA | BUNTES | BUNTES | 04-MAR-2008 |
| GLBDATA | CKBTEST | CKBTEST | 05-MAR-2008 |
| GLBDATA | CYNDY | cyndy | 10-JUN-2005 |
| GLBDATA | GEORGE_DEAD | Shalovka Test Dead | 01-FEB-2005 |
| GLBDATA | GLISLCT | GLISLCT TEST | 18-MAY-2005 |
| GLBDATA | LVH-DEFECT | Test CMS-DFC104909 | 10-FEB-2008 |
| GLBDATA | LVH-ONLY-ME | Select only my PIDM | 28-NOV-2007 |
| GLBDATA | LVHSINGLE | Single Females | 15-OCT-2007 |
| GLBDATA | NAME | BY LAST NAME | 30-SEP-2004 |
| GLBDATA | PIN | PIN | 17-JUL-2007 |
| GLBDATA | PINTEST | PINTEST | 07-NOV-2007 |

## Steps

Follow these steps to create a job parameter set.

1. Access the Job Parameter Set Rules Form (GJRJPRM).
2. Enter or select the process name in the **Process** field.
3. Enter the parameter set name in the **Parameter Set** field.
4. Enter the description in the **Description** field.
5. The **Activity Date** field will default with today's date.
6. Click the **Save** icon.
7. Click the **Exit** icon.

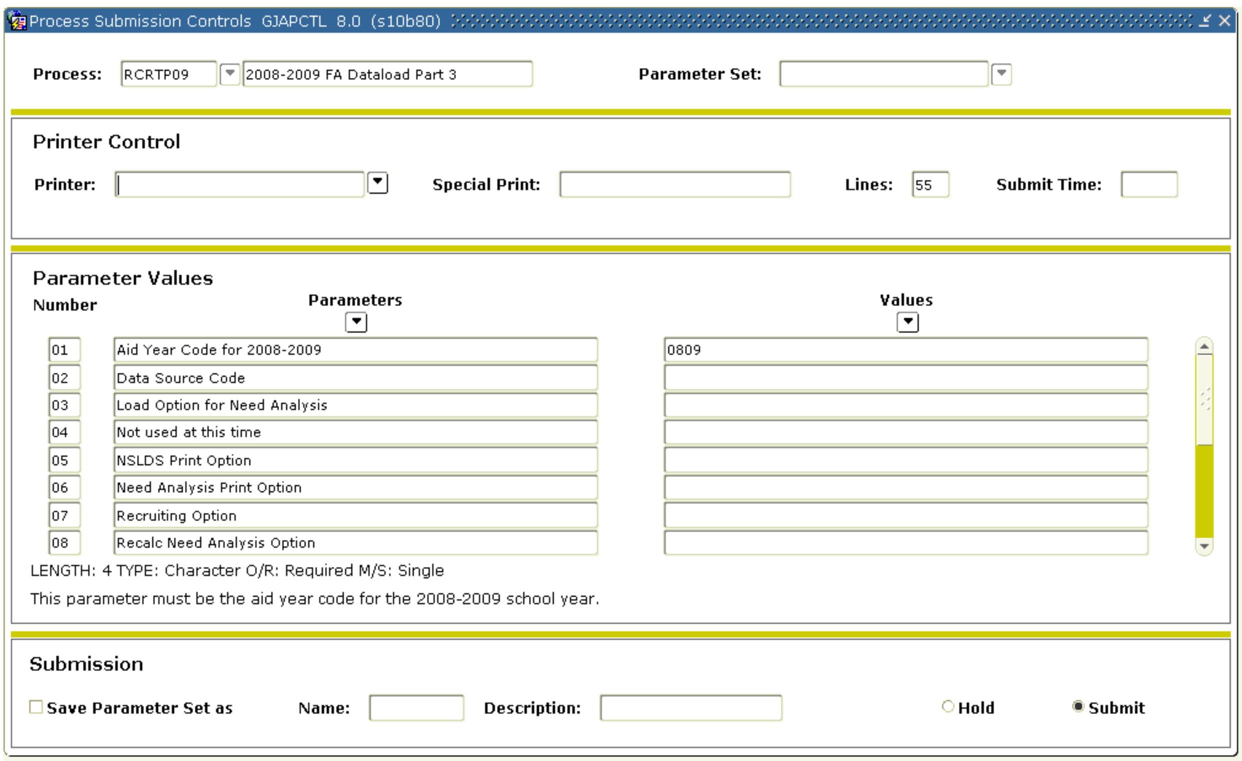
# Default Parameter Value Validation Form

## Purpose

The Default Parameter Value Validation form (GJAPDFT) is used to define user-level defaults for the parameters that control the processing of a job or report.  You can create new defaults, change existing defaults, and copy defaults from one user ID to another.

Note:  This form is optional.

## Banner form



## Steps

Follow these steps to create user-level defaults.

Note: Use these steps if the user ID has only one set of user-level defaults for the job or report.

1. Access the Default Parameter Value Validation Form (GJAPDFT).
2. Enter or select the process (the Banner job or report for which you are defining user-level parameters) in the **Process** field.

   Example: Enter RCRTPxx.
3. Enter the parameter set name you created previously in the **Parameter Set** field
4. Perform a **Next Block** function.

   Note: Parameters for the job or report appear with system defaults shown.
5. Select the parameter number for which you want to create a user-level default.

   Note: Enter parameter choices for the RCRTP09 process parameter set from the GJRJPRM form.
6. Enter a description of the parameter in the **Description** field.
7. Perform a **Next Block** function.
8. Enter or select the user default in the **User Default** field.

   Note: Click on LOV to select available values.
9. Click the **Save** icon.
10. Repeat steps 4 – 8 to complete all values needed.
11. From the **Options** menu, click **Copy User Defaults** to copy the parameters to other users who have permission to load ISIR records directly from the RCRSUSP Form.

    Note: Each user who may load records from RCRSUSP form must have parameters saved with the same parameter set name that will be entered for the application source and aid year on the RCRDTSR form.
12. Click the **Exit** icon.

## To change user-level defaults

Note: You must be logged on with the user ID that will be linked to the defaults. You can also change user-level defaults on the Process Submission Control Form (GJAPCTL).

1. Access the Default Parameter Value Validation Form (GJAPDFT).
2. Enter or select the process (the Banner job or report for which you are defining user-level parameters) in the **Process** field.

   Example: Enter RCRTPxx.
3. Enter the name of the parameter set you created previously in the **Parameter Set** field.
4. Perform a **Next Block** function.

   Note: Parameters for the job or report appear with system defaults shown.
5. Select the parameter number for which you want to change a user-level default.

   Note: Enter parameter choices for the RCRTPxx process parameter set from the GJRJPRM form.
6. Perform a **Next Block** function.
7. Enter or select the user default in the **User Default** field.

   Note: To delete the default, select *Remove* from the Record menu.
8. Click the **Save** icon.
9. Click the **Exit** icon.

## To clear all user-level defaults

Note: You must be logged on with the user ID that will be linked to the defaults.

1. Access the Default Parameter Value Validation Form (GJAPDFT).
2. Enter or select the process (the Banner job or report for which you are defining user-level parameters) in the **Process** field.

   Example: Enter RCRTPxx.
3. Enter the name of the parameter set you created previously in the **Parameter Set** field.
4. Perform a **Next Block** function.

   Note: Parameters for the job or report appear with system defaults shown.
5. Perform a **Next Block** function.
6. From the **Block** menu, select *Clear*.
7. Click the **Save** icon.
8. Click the **Exit** icon.

# Data Source Rules Form

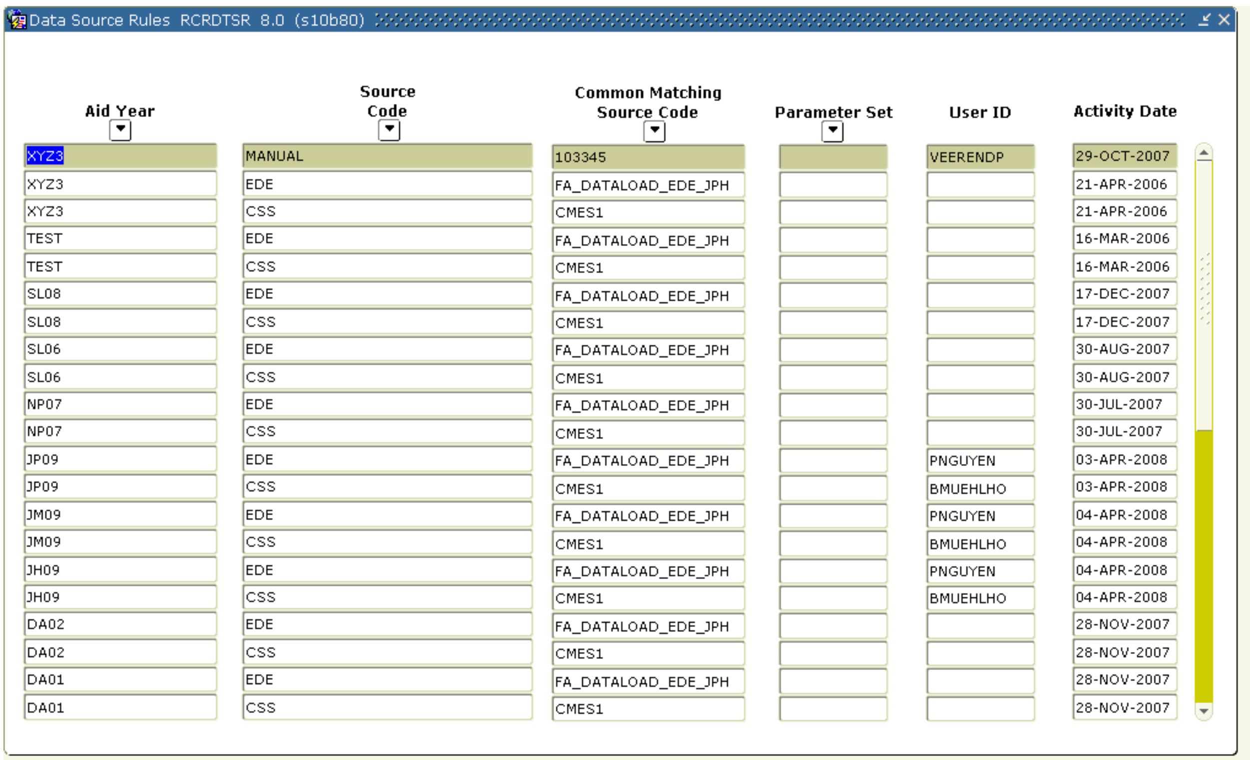
## Purpose

The Data Source Rules form (RCRDTSR) is used to establish the Common Matching Source Code and RCRTPxx parameter set to use when you process records from the Financial Aid Suspended Record Maintenance Form (RCRSUSP). You need to:

- create an entry for each application Source Code (EDE, CSS) at your institution.
- enter the Aid Year, application Source Code (EDE or CSS), Common Matching Source Code, and the saved Parameter Set name for Data Load Part 3 (RCRTPxx).

You may use the same Common Matching Source Code rule set for each entry, but you must have separate parameter sets saved if your institution loads both EDE and CSS records.

## Banner form


Data Source Rules RCRDTSR 8.0 (s10b80)

| Aid Year | Source Code | Common Matching Source Code | Parameter Set | User ID | Activity Date |
|---|---|---|---|---|---|
| XYZ3 | MANUAL | 103345 | | VEERENDP | 29-OCT-2007 |
| XYZ3 | EDE | FA_DATALOAD_EDE_JPH | | | 21-APR-2006 |
| XYZ3 | CSS | CMES1 | | | 21-APR-2006 |
| TEST | EDE | FA_DATALOAD_EDE_JPH | | | 16-MAR-2006 |
| TEST | CSS | CMES1 | | | 16-MAR-2006 |
| SL08 | EDE | FA_DATALOAD_EDE_JPH | | | 17-DEC-2007 |
| SL08 | CSS | CMES1 | | | 17-DEC-2007 |
| SL06 | EDE | FA_DATALOAD_EDE_JPH | | | 30-AUG-2007 |
| SL06 | CSS | CMES1 | | | 30-AUG-2007 |
| NP07 | EDE | FA_DATALOAD_EDE_JPH | | | 30-JUL-2007 |
| NP07 | CSS | CMES1 | | | 30-JUL-2007 |
| JP09 | EDE | FA_DATALOAD_EDE_JPH | | PNGUYEN | 03-APR-2008 |
| JP09 | CSS | CMES1 | | BMUEHLHO | 03-APR-2008 |
| JM09 | EDE | FA_DATALOAD_EDE_JPH | | PNGUYEN | 04-APR-2008 |
| JM09 | CSS | CMES1 | | BMUEHLHO | 04-APR-2008 |
| JH09 | EDE | FA_DATALOAD_EDE_JPH | | PNGUYEN | 04-APR-2008 |
| JH09 | CSS | CMES1 | | BMUEHLHO | 04-APR-2008 |
| DA02 | EDE | FA_DATALOAD_EDE_JPH | | | 28-NOV-2007 |
| DA02 | CSS | CMES1 | | | 28-NOV-2007 |
| DA01 | EDE | FA_DATALOAD_EDE_JPH | | | 28-NOV-2007 |
| DA01 | CSS | CMES1 | | | 28-NOV-2007 |

## Steps

Follow these steps to complete the process.

Note: You must establish one entry for each Aid Year and application Source Code.

1. Access the Data Source Rules Form (RCRDTSR).
2. Enter or select the aid year code in the **Aid Year** field.

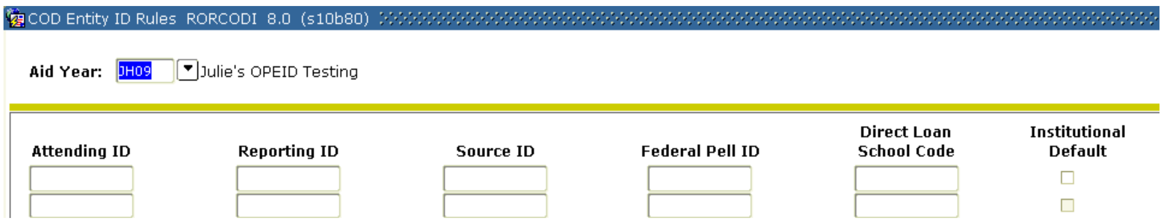
   Note: The default for this field is the current aid year.
3. Enter or select the application source code in the **Source Code** field (e.g., EDE or CSS).
4. Enter or select the source code that will default to the GOAMTCH form when it is called from the Suspended Records Maintenance form (RCRSUSP) in the **Common Matching Source Code** field. Ex. FA_DATALOAD.
5. *Optional*. Enter or select the parameter set code that will be used if the institution chooses to load ISIR or Profile records directly from the RCRSUSP form in the **Parameter Set** field. Ex. RCRTP09.
6. Click the **Save** icon.
7. Click the **Exit** icon.

# COD Entity ID Rules Form

## Purpose

The COD Entity ID Rules Form (RORCODI) is used to establish the relationship between the Federal IDs that are related to COD processing. These codes—**Attending ID**, **Reporting ID**, **Source ID**, **Federal Pell ID**, and **Direct Loan School Code**—were previously managed on the Institution Financial Aid Options Form (ROAINST).

## Banner Form




## Steps

Follow these steps to complete the process.

1. Access the COD Entity ID Rules Form (RORCODI).
2. Enter the four-digit aid year code in the **Aid Year** field.
3. Enter **t**he Attending ID as reported to COD in the **Attending ID** field.
4. Enter the Reporting ID associated with the Attending ID in the **Reporting ID** field.
5. Enter the Source ID associated with the Attending ID in the **Source ID** field.
6. Enter **t**he Federal Pell ID associated with the Attending ID in the **Federal Pell ID** field.
7. Enter the School Code associated with the Attending ID for Direct Loan processing in the **Direct Loan School Code field**. The first character must be *G* or *E*.
8. Check the **Institutional Default checkbox** to select the default Attending ID (and related IDs) for the aid year.

# Institutional Financial Aid Options Form

## Introduction

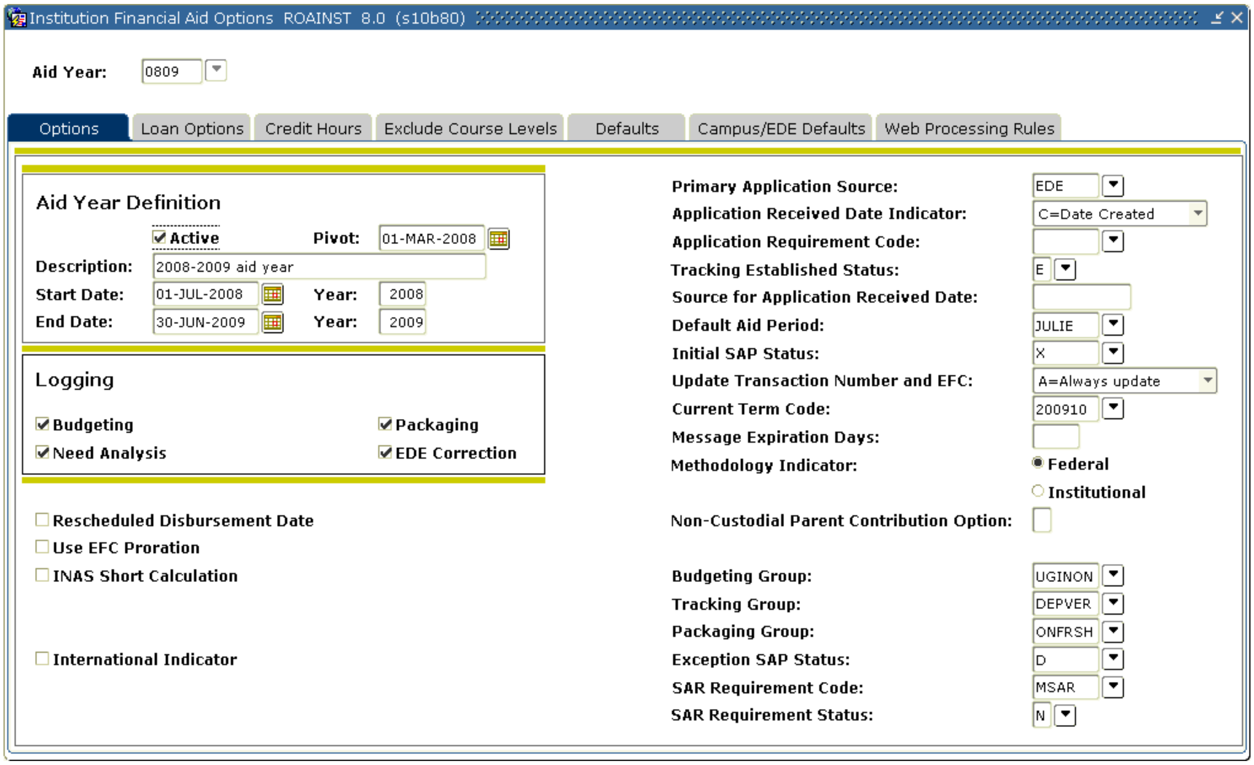
The Institution Financial Aid Options Form (ROAINST) is used to define various global institutional options for an aid year, define the aid year start and end dates, establish default codes for different processes, define institutional credit hour values by term for each student level code, enter MDE IDs, and define Pell payment voucher parameters.

The form is divided into seven tabs:

1. Options
2. Loan Options
3. Credit Hours
4. Exclude Course Levels
5. Defaults
6. Campus/EDE Defaults
7. Web Processing Rules

Note: The new aid year must be defined on ROAINST to install software releases and to load financial aid application records.

## Options tab




## Steps

Follow these steps to complete the process.

1. Access the Institution Financial Aid Options Form (ROAINST).
2. Select *0809* in the **Aid Year** field.
3. Perform a **Next Block** function.
4. Check the **Active** checkbox to activate the defined aid year.
5. Enter the date on which Banner begins to use the aid year code as the global aid year in the **Pivot** field.
6. Enter the description for the aid year in the **Description** field.
7. Enter the aid year start date in the **Start Date** field.
8. Enter the first year of the processing cycle in the Start **Year** field.
9. Enter the aid year end date in the **End Date** field.

10. Enter the first year of the processing cycle in the End **Year** field.

11. Click the **Need Analysis** checkbox to turn on the Need Analysis Trail Indicator.

12. Click the **EDE Correction** checkbox if you want Banner to log changes for electronic Pell correction purposes in stage two of the Electronic Data Exchange (EDE) process.

13. Click the **Rescheduled Disbursement Date** checkbox to have the student's Scheduled Disbursement Date for non-loan funds be recalculated automatically when the award forms (ROARMAN, RPAAWRD, RPAAPMT) are entered and will run the Disbursement Scheduled Date Update Process (RPRDDUP) as part of the Disbursement Process (RPEDISB).

14. Click the **Use EFC Proration** checkbox to indicate whether you wish to use EFC proration based on the percentage of the year identified by the aid period for budgeting.

    Note: Check federal regulations annually before using this feature.

15. Click the **INAS Short Calculation** to specify whether you want to use the Short INAS calculation.

16. Enter the data source code for the primary MDE for the data load process in the **Primary Application Source** field.

17. Enter the date that you want to recognize as the date the application was received in the **Application Received Date Indicator** field. Valid values are:

    - C: Date Created
    - R: Date Received
    - P: Date Processed
    - S: Date Satisfied

18. Enter the application requirement code in the **Application Requirement Code** field.

19. Enter the tracking status code that indicates the initial establishment of a requirement in the **Tracking Established Status** field.

20. Enter the source to use for the application received date in the **Source for Application Received Date** field. Valid values are:

- EDE
- CSS
- Blank

21. Enter the aid period that you want to use as the default in the **Default Aid Period** field.

22. Enter the Satisfactory Academic Progress code that is used as the default for new applicants in the creation of an SAP record in the **Initial SAP Status** field.

23. Enter an option with regard to the updating of the SAR EFC and transaction number fields when loading a record as non-current:

- A Always Update
- N Never Update
- L Update Unless Locked

in the **Update Transaction Number and EFC** field.

24. Enter the term code that you want to use as the default term code in the **Current Term Code** field.

25. Enter the number of days until a message expires in the **Message Expiration Days** field.

26. Enter the Methodology Indicator for your institution by selecting either the Federal (Federal Methodology) or Institutional (Institutional Methodology) radio button in the **Methodology Indicator** field.

27. Enter:

- *R:* Always pass the Reported value
- *C:* Pass the Calculated value if available; otherwise pass the reported value OR
- *H:* Pass the higher of the two values

in the **Non-Custodial Parent Contribution Option** field.

28. Enter a default budget group in the **Budget Group** field.

29. Enter a default tracking group in the **Tracking Group** field.

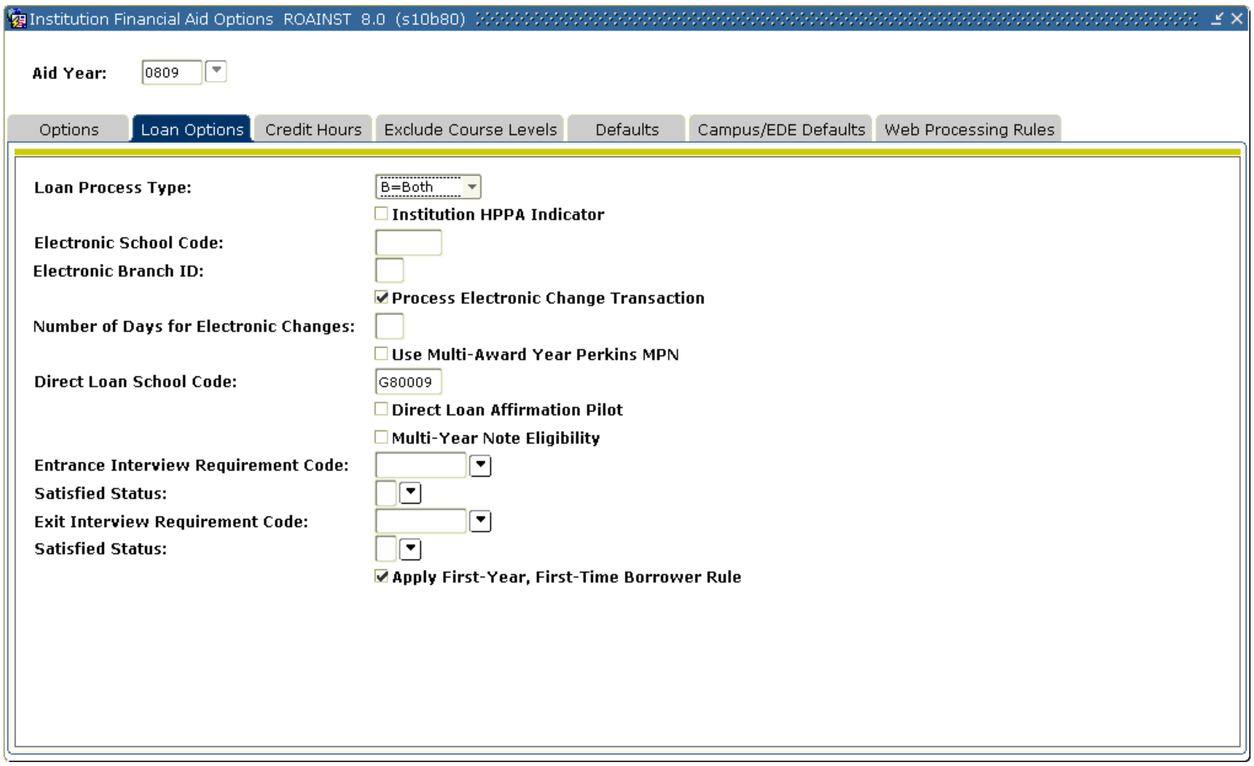
30. Enter a default packaging group in the **Packaging Group** field.

31. Enter the status code that indicates that the requirement has been satisfied in the **SAR Requirement Status** field.

32. Click the **Save** icon.

## Loan Options tab

The Loan Options tab is designed to capture fields related to both Direct Lending and Electronic Loan processing. The global control for Multi-Award Year Perkins MPN Processing is on this tab.



## Steps

Follow these steps to complete the process completing only those that apply to your institution.

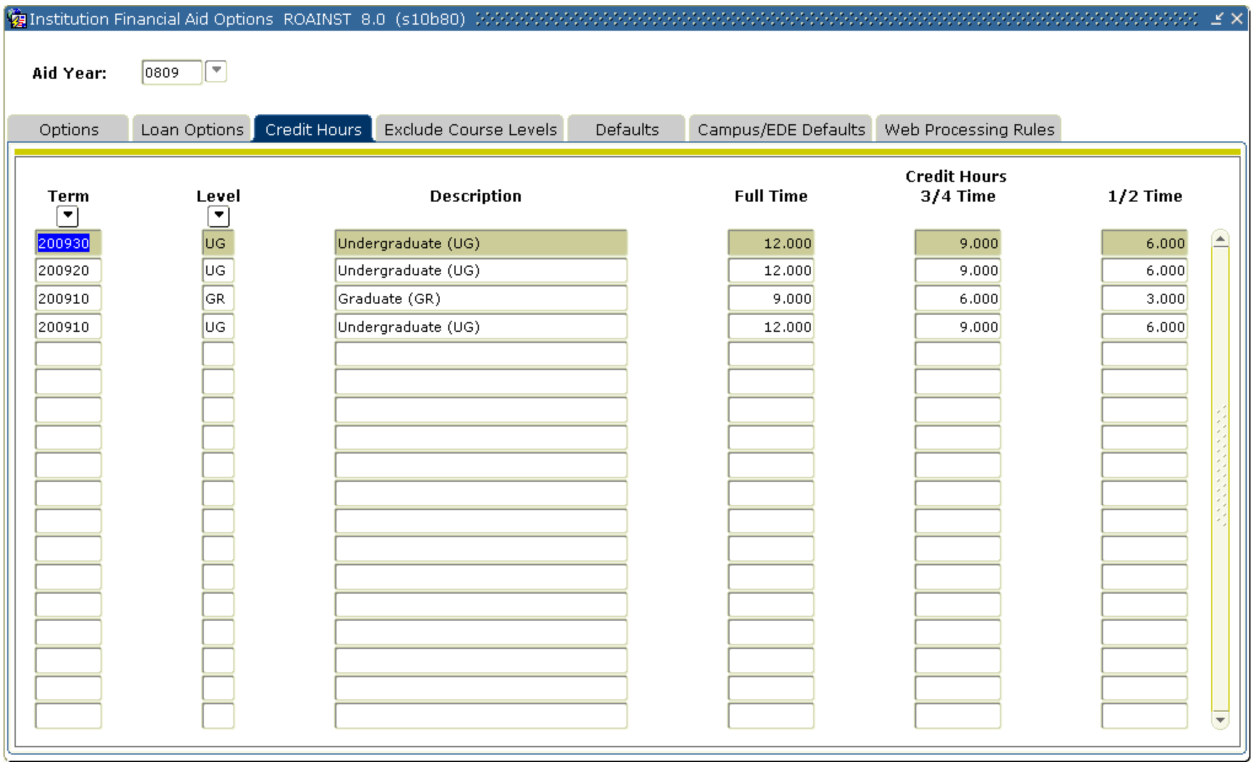
1. Select the **Loan Options** tab.
2. Select a type or combination of types in the **Loan Process Type** field.
3. Click the **Institutional HPPA Indicator** checkbox if the school processes health professions loans.
4. Enter the code for your institution in the **Electronic School Code** field.
5. Enter the code for your branch in the **Electronic Branch ID** field.
6. Click the **Process Electronic Change Transaction** checkbox.
7. Enter the amount of days in the **Number of Days for Electronic Changes** field.
8. Click the **Use Multi-Award Year Perkins MPN** checkbox.
9. Click the **Direct Loan Affirmation Pilot** checkbox.
10. Click the **Multi-Year Note Eligibility** checkbox for Direct and Electronic Loans.
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 **Apply First Year, First Time Borrower Rule** checkbox if applicable.
16. Click the **Save** icon.

## Credit Hours tab

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

Note: Terms must exist on STVTERM to complete this form.

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.


Institution Financial Aid Options ROAINST 8.0 (s10b80)

Aid Year: 0809

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

| Term | Level | Description | Full Time | Credit Hours 3/4 Time | 1/2 Time |
|---|---|---|---|---|---|
| 200930 | UG | Undergraduate (UG) | 12.000 | 9.000 | 6.000 |
| 200920 | UG | Undergraduate (UG) | 12.000 | 9.000 | 6.000 |
| 200910 | GR | Graduate (GR) | 9.000 | 6.000 | 3.000 |
| 200910 | UG | Undergraduate (UG) | 12.000 | 9.000 | 6.000 |

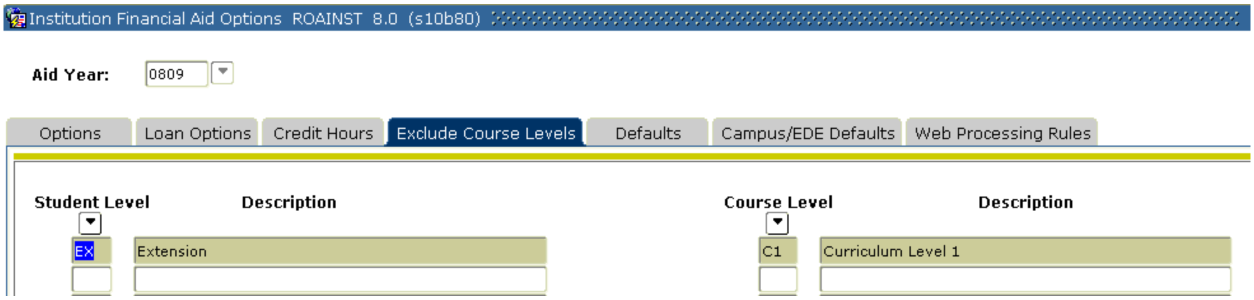
## Steps

Follow these steps to complete the process.

1. Select the **Credit Hours** 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** field.
5. Enter a number in the **Credit Hours ¾ Time** field.
6. Enter a number in the **½ Time** field.
7. Click the **Save** icon.
8. Repeat steps 2–7 as needed.

## 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.



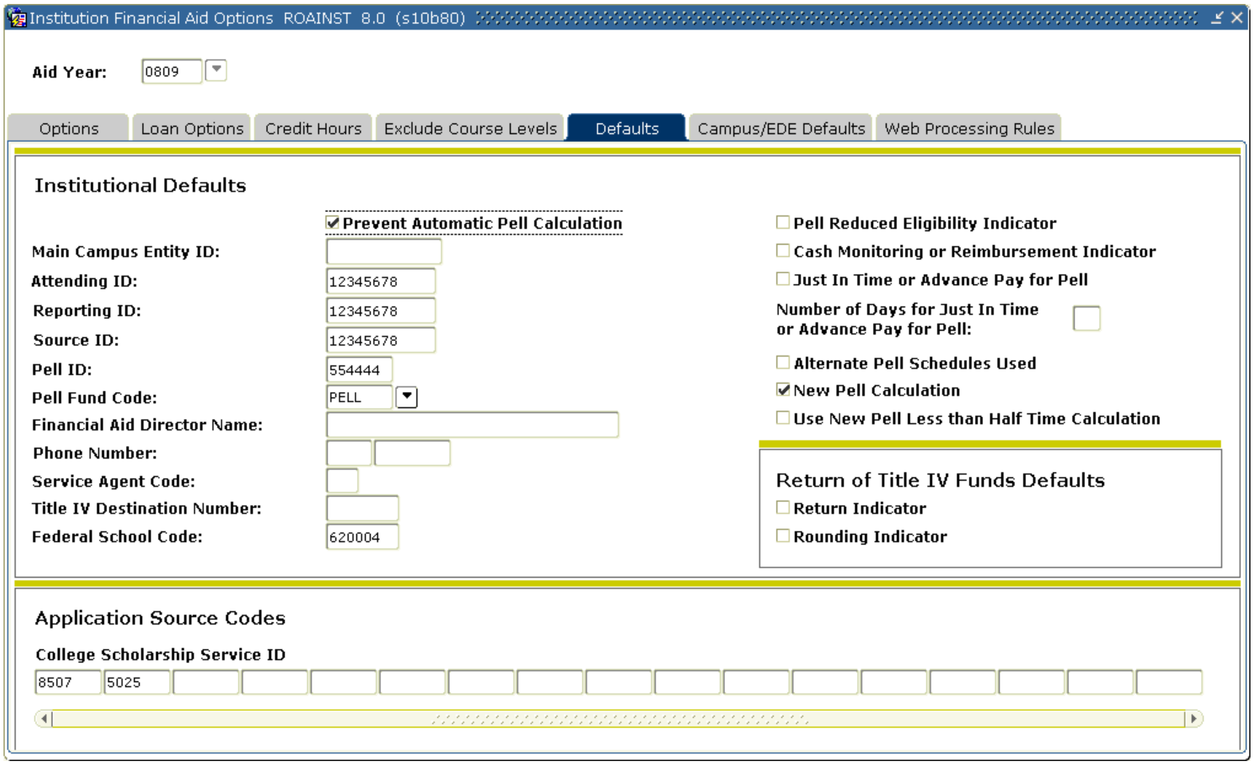

## Steps

Follow these steps to complete the process.

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.

## 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.



## Steps

Follow these steps to complete the process.

1. Select the **Defaults** tab.
2. Check the **Prevent Automatic Pell Calculation** checkbox to disable the automatic online Pell calculation for all students at an institution.
3. Enter your institution code in the **Main Campus Entity ID** field.
4. Enter the default Attending ID in the **Attending ID** field.
5. Enter The Reporting ID associated with the default Attending ID in the **Reporting ID** field.

   Note: This ID field populates from the RORCODI Cod Entity ID Rules Form default entry.
6. Enter The Source ID associated with the default Attending ID in the **Source ID** field.

   Note: This ID field populates from the RORCODI Cod Entity ID Rules Form default entry.
7. Enter the Pell code for your institution in the **Pell ID** field.

   Note: This ID field populates from the RORCODI Cod Entity ID Rules Form default entry.
8. Double-click in the **Pell Fund Code** field and select a code.

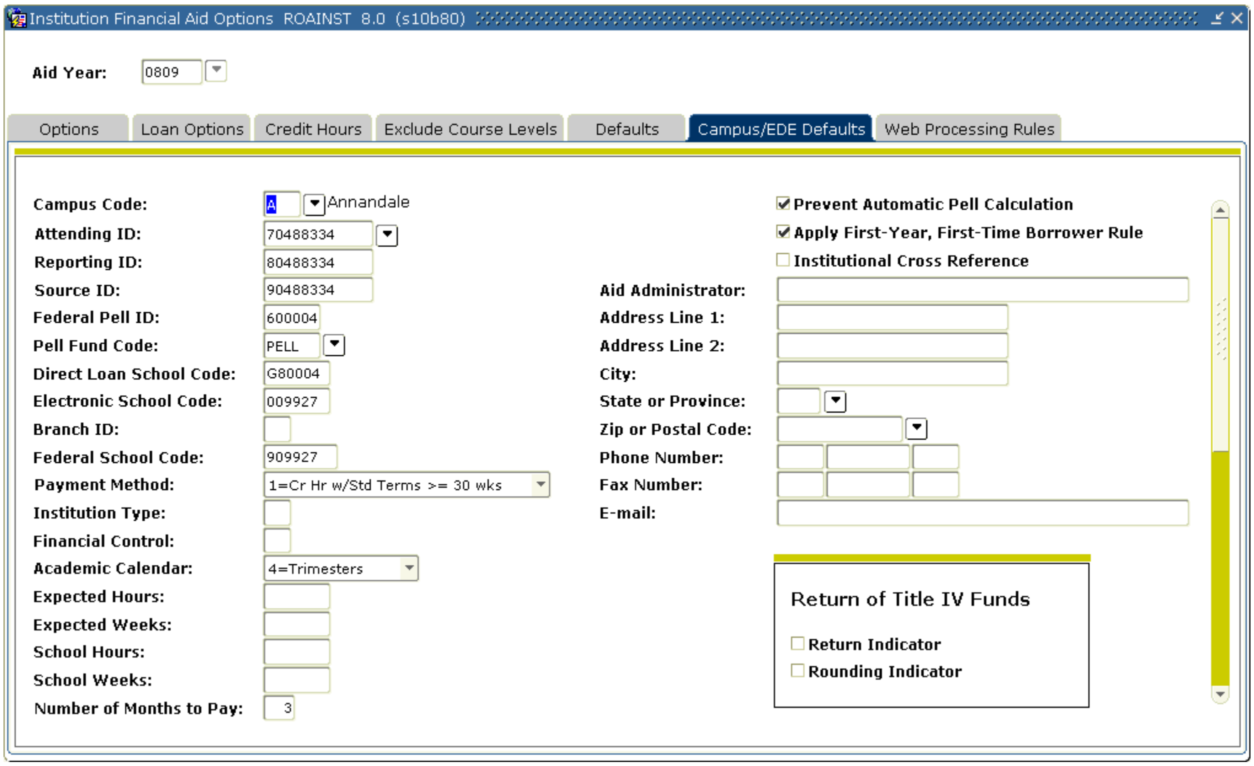
   Note: This ID field populates from the RORCODI Cod Entity ID Rules Form default entry.
9. Enter a name in the **Financial Aid Director Name** field.
10. Enter a phone number in the **Phone Number** field.
11. Enter a code in the **Service Agent Code** field.
12. Enter a code in the **Title IV Destination Number** field.
13. Enter a code in the **Federal School Code** field.
14. Select other options as desired.
15. Click the **Save** icon.

16. Perform a Next Block function and enter the CSS Service ID for CSS Schools in the **College Scholarship Service ID** field.

17. Click the **Save** icon.

## Campus/EDE Defaults tab

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).




1. Select the Campus/EDE Defaults tab.

2. Double-click in the **Campus Code** field to select a campus.

3. Enter the default Attending ID in the **Attending ID** field.

   Note: This ID field populates from the RORCODI Cod Entity Rules ID Form default entry.

4. Enter the Reporting ID associated with the default Attending ID in the **Reporting ID** field.

   Note: This ID field populates from the RORCODI Cod Entity Rules ID Form default entry.

5. Enter the Source ID associated with the default Attending ID in the **Source ID** field.

   Note: This ID field populates from the RORCODI Cod Entity Rules ID Form default entry.

6. Enter your Federal Pell ID number in the **Federal Pell ID** field.

   Note: This ID field populates from the RORCODI Cod Entity Rules ID Form default entry.

7. Double-click in the **Pell Fund Code** field to select a code.

   Note: Only needed if more than one Pell Fund is created on RFRBASE.

8. Enter the Direct Loan Department of Education School Code in the **Direct Loan School Code** field.

9. Enter a six-digit code in the **Electronic School Code** field.

10. Enter a code in the **Branch ID** field.

11. Double-click in the **Payment Method** field to select a payment method.

12. Enter an institution type in the **Institution Type** field.

13. 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.

14. Select an academic calendar in the **Academic Calendar** field.

15. Enter a number of hours in the **Expected Hours** field.

    Note: Generally completed by clock hour schools

16. Enter a number of weeks in the **Expected Weeks** field.

    Note: Generally completed by clock hour schools

17. Enter the number of hours in the school year in the **School Hours** field.

    Note: Generally completed by clock hour schools

18. Enter the number of weeks in the school year in the **School Weeks** field.

    Note: Generally completed by clock hour schools

19. View the number of Pell payment months that you schedule in the **Number of Months to Pay** field.

20. Check the **Prevent Automatic Pell Calculation** checkbox to disable the automatic online Pell calculation for all students assigned to a campus.

21. Check the **Apply First-Year, First-Time Borrower Rule** field to apply the first-year, first-time borrower rule at the campus level.

22. Enter the name, address, phone number and e-mail address of the Aid Administrator in the appropriate fields.

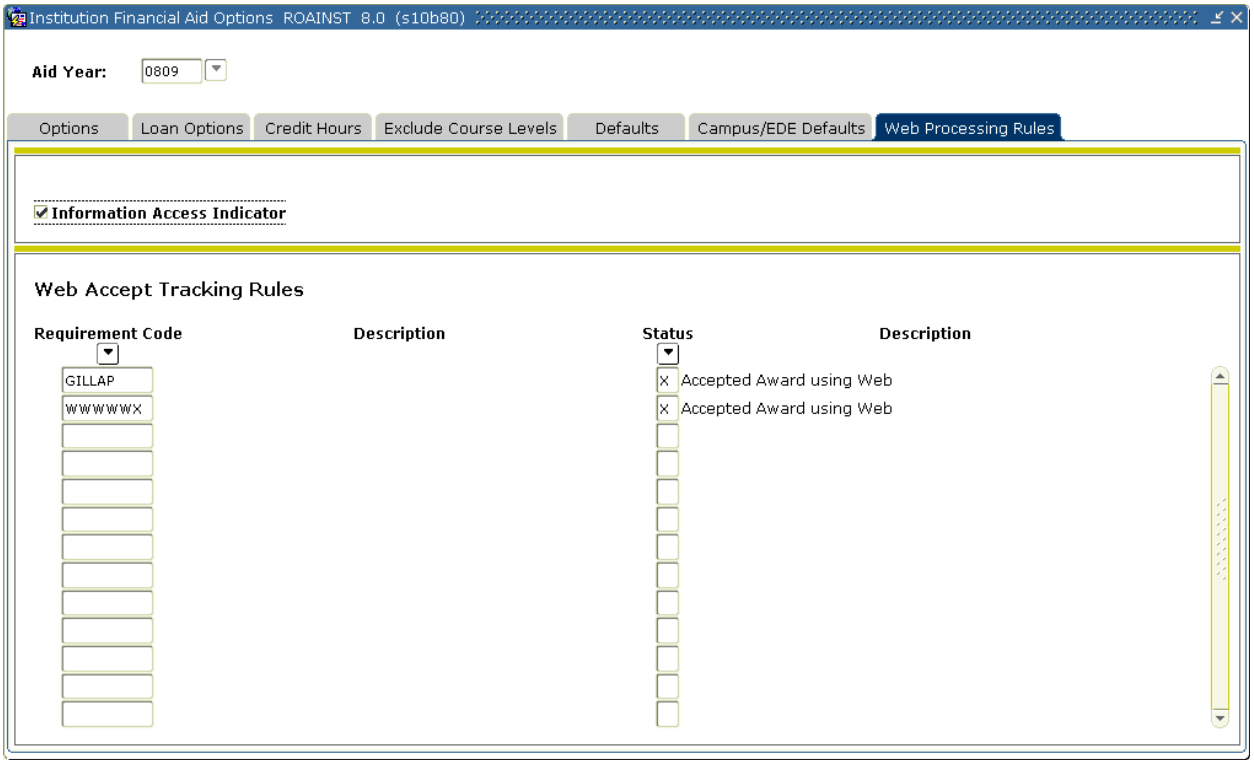
23. Click the **Return Indicator** checkbox, if appropriate for your school.

24. Click the **Rounding Indicator** checkbox, if appropriate for your school.

25. Click the **Save** icon.

## Web Processing Rules tab

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 Banner Student Self-Service, Voice Response, and Kiosk. A tracking documents may be satisfied automatically as a student completes award acceptance on Banner Self Service.




## Steps

Follow these steps to complete the process.

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

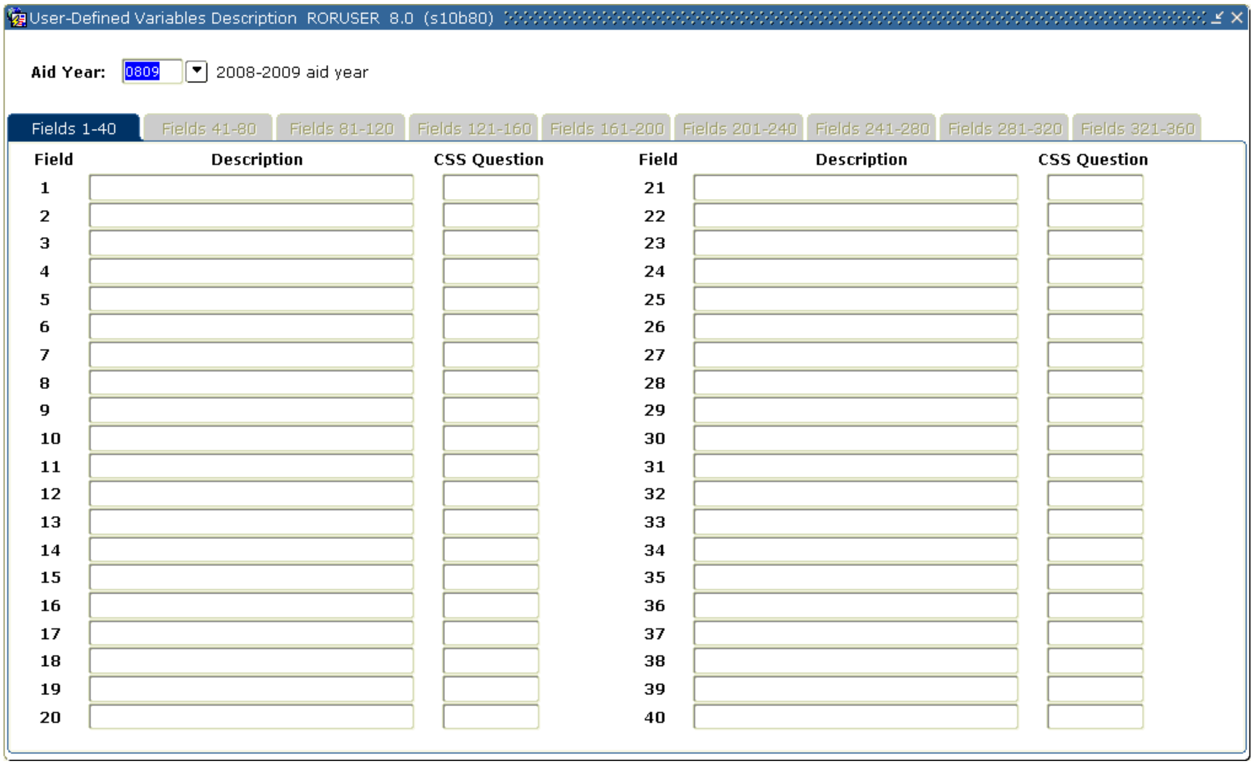
# User-Defined Variables Description Form

## Introduction

The User-Defined Variables Description Form (RORUSER) is used to set up user defined variables. For IM schools, the form is used to set up descriptors and CSS question numbers for up to 30 institutional PROFILE items. For IM and non-IM schools this can be used to create user defined variables for information not listed in Banner.

Note: Licensed INAS users should refer to the **INAS User Manual** when completing this form.

## Banner form



## Steps

Follow these steps to complete the form.

Note: Please enter steps and/or explanation of setup of the RORUSER form for CSS users that load answers for school-specific Profile questions during the RCBCTxx CSS Dataload Part 1.

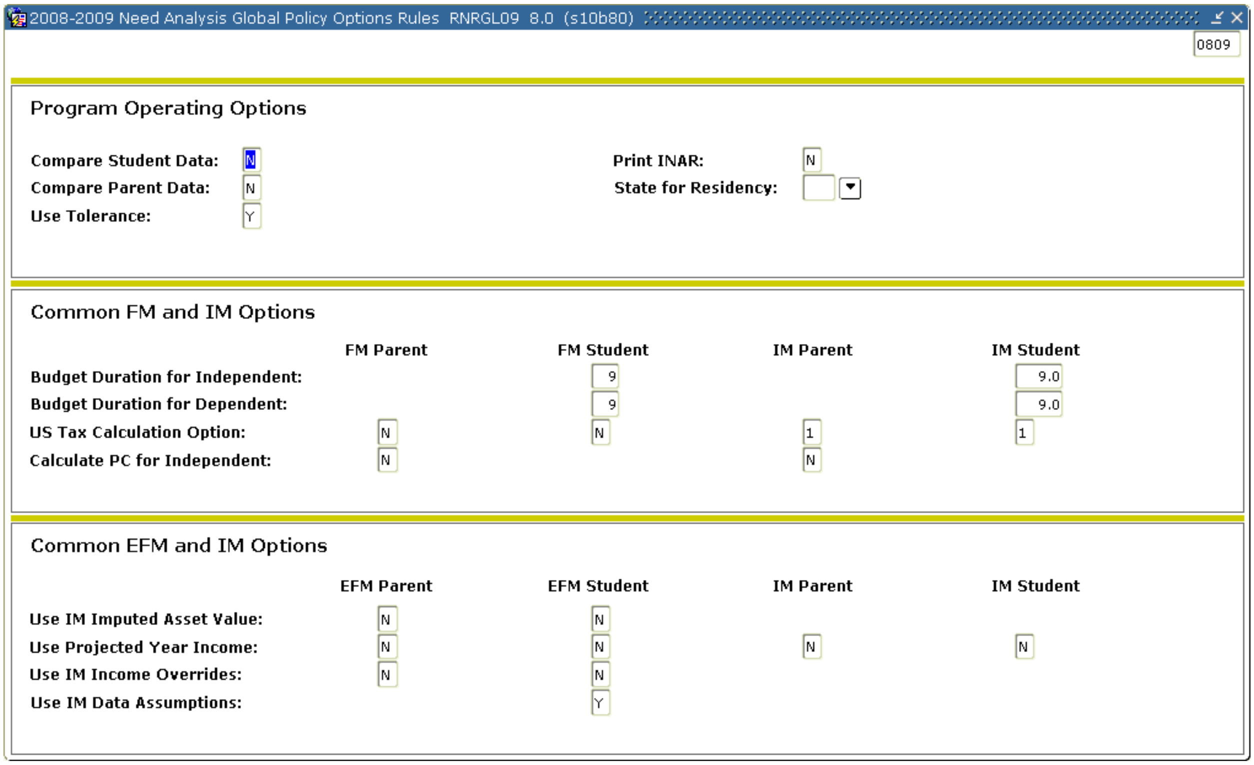
1. Access the User-Defined Variables Description Form (RORUSER).
2. Enter the description of user-defined variable or CSS school-specific Profile question in the **Description** field.
3. Enter the CSS question number associated with user-defined variable field number in the **CSS Question** field.
4. Click the **Save** icon.

# INAS Global Policy Options Rules Form

## Purpose

The INAS Global Policy Options Rules Form (RNRGLxx) is used to enter institution-specific changes to INAS global policy options (IM schools) and to set the INAR print option.

## Banner form



2008-2009 Need Analysis Global Policy Options Rules RNRGL09 8.0 (s10b80)

0809

Program Operating Options

Compare Student Data: N
Compare Parent Data: N
Use Tolerance: Y
Print INAR: N
State for Residency:

Common FM and IM Options

| | FM Parent | FM Student | IM Parent | IM Student |
|---|---|---|---|---|
| Budget Duration for Independent: | | 9 | | 9.0 |
| Budget Duration for Dependent: | | 9 | | 9.0 |
| US Tax Calculation Option: | N | N | 1 | 1 |
| Calculate PC for Independent: | N | | N | |

Common EFM and IM Options

| | EFM Parent | EFM Student | IM Parent | IM Student |
|---|---|---|---|---|
| Use IM Imputed Asset Value: | N | N | | |
| Use Projected Year Income: | N | N | N | N |
| Use IM Income Overrides: | N | N | | |
| Use IM Data Assumptions: | | Y | | |

## Steps

Follow these steps to complete the process.

1. Access the INAS Global Policy Options Rules Form (RNRGLxx).
2. Complete the fields in the **Program Operating Options** block, as needed.
3. Perform a **Next Block** function.
4. Complete the fields in the **Common FM and IM Options** block, as needed.
5. Perform a **Next Block** function.
6. Complete the fields in the **Common EFM and IM Options** block, as needed.
7. Click the **Save** button.
8. Complete options on additional RNRGLxx windows as needed
9. Click the **Exit** icon.

# Self Check

## Directions

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

## Question 1

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

True or False

## Question 2

This form comes populated by SunGard Higher Education.

a. Common Matching Rules Form (GORCMRL)

b. Interface Data Translation Rules Form (RCRTPTR)

c. Interface Data Code Validation Form (RTVINFC)

d. Institution Financial Aid Options Form (ROAINST)

## Question 3

Most other forms and processes in the financial aid module are dependent on the information displayed on this form.

a. Common Matching Rules Form (GORCMRL)

b. Interface Data Translation Rules Form (RCRTPTR)

c. Interface Data Code Validation Form (RTVINFC)

d. Institution Financial Aid Options Form (ROAINST)

# Answer Key for Self Check

## Question 1

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

**True**

## Question 2

This form comes populated by SunGard Higher Education.

a. Common Matching Rules Form (GORCMRL)

**b. Interface Data Translation Rules Form (RCRTPTR)**

c. Interface Data Code Validation Form (RTVINFC)

d. Institution Financial Aid Options Form (ROAINST)

## Question 3

Most other forms and processes in the financial aid module are dependent on the information displayed on this form.

a. Common Matching Rules Form (GORCMRL)

b. Interface Data Translation Rules Form (RCRTPTR)

c. Interface Data Code Validation Form (RTVINFC)

**d. Institution Financial Aid Options Form (ROAINST)**

# Day-to-Day Operations

## Introduction

The purpose of this section is to explain the day-to-day or operational procedures to handle record creation at your institution.

## Objectives

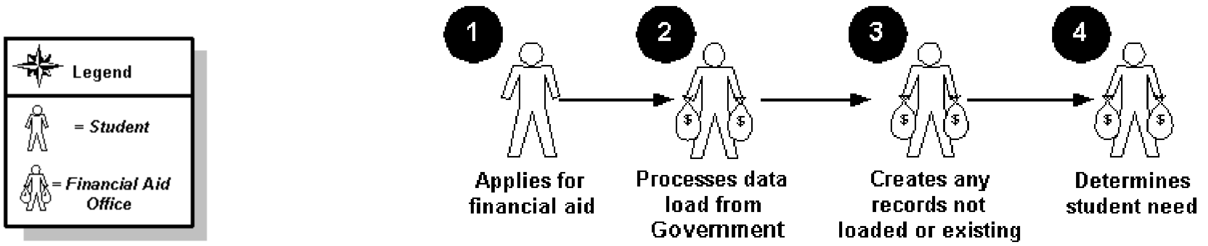
At the end of this section, you will be able to

- create a Financial Aid record and/or a General Person record and identify the differences between them
- create a student's Financial Aid application record
- modify a student's Financial Aid record.
- complete batch processing for EDE and CSS PROFILE records.

# Process Introduction

## Flow diagram

This diagram highlights the processes used to create and modify student records.




## What happens

The stages of the process are described in this table.

| Stage | Description |
|---|---|
| 1 | Student applies for financial aid. |
| 2 | Financial Aid office processes the data load from the government. |
| 3 | Financial Aid office creates any student records that do not already exist in the institution's general person records. |
| 4 | Financial Aid office determines the student need. |

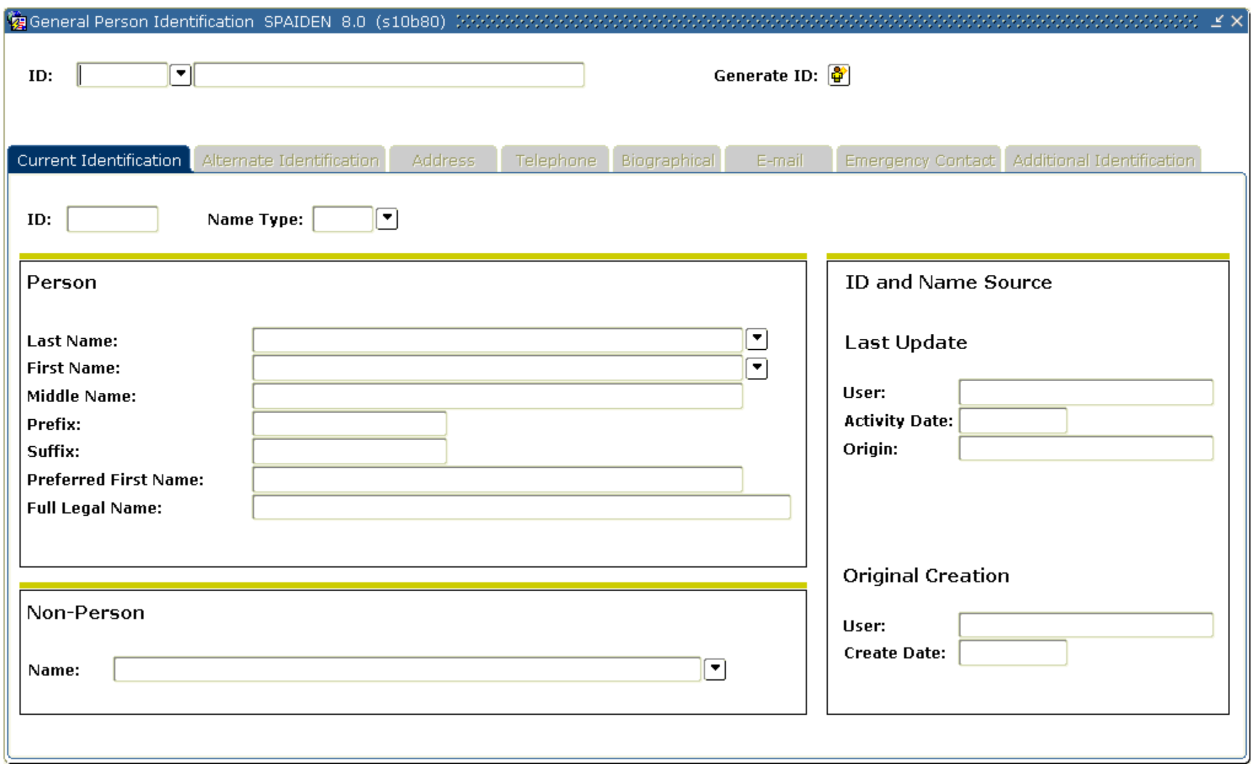
# Creating a General Person Record

## Introduction

The General Person Identification form (SPAIDEN) is used to capture biographic and demographic information for all persons associated with the institution. Each application has a form similar to SPAIDEN. A person may belong to any or all of the installed applications in Banner. Each person is first entered into the database with this form.

All other applications are dependent on the information captured and maintained on this form. This form must be used to enter any changes or additions to a person's biographic/demographic information.

## Banner form – SPAIDEN


General Person Identification SPAIDEN 8.0 (s10b80)

ID: Generate ID:

Current Identification | Alternate Identification | Address | Telephone | Biographical | E-mail | Emergency Contact | Additional Identification

ID: Name Type:

Person

Last Name:
First Name:
Middle Name:
Prefix:
Suffix:
Preferred First Name:
Full Legal Name:

Non-Person

Name:

ID and Name Source

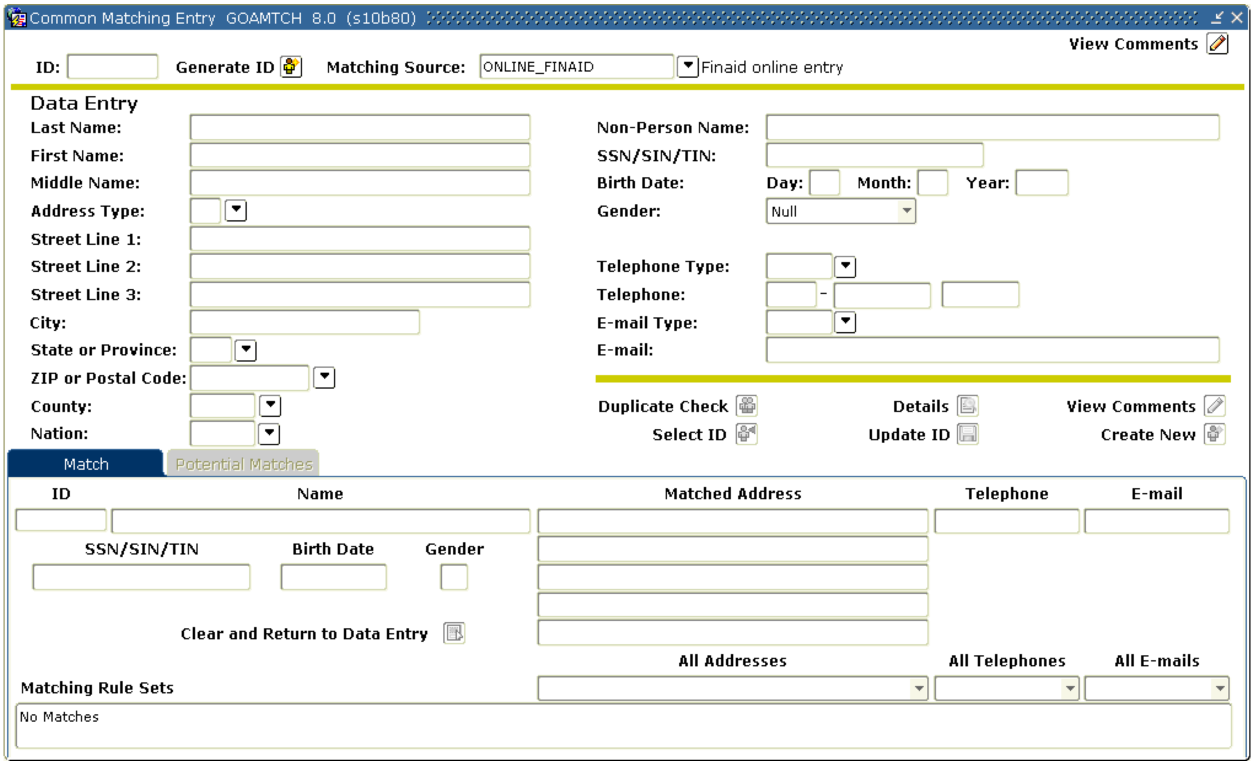
Last Update

User:
Activity Date:
Origin:

Original Creation

User:
Create Date:

# Banner form – GOAMTCH


Common Matching Entry GOAMTCH 8.0 (s10b80)

View Comments

ID: Generate ID Matching Source: ONLINE_FINAID Finaid online entry

Data Entry

Last Name:
First Name:
Middle Name:
Address Type:
Street Line 1:
Street Line 2:
Street Line 3:
City:
State or Province:
ZIP or Postal Code:
County:
Nation:

Non-Person Name:
SSN/SIN/TIN:
Birth Date: Day: Month: Year:
Gender: Null
Telephone Type:
Telephone: -
E-mail Type:
E-mail:

Duplicate Check Details View Comments
Select ID Update ID Create New

Match Potential Matches

ID Name Matched Address Telephone E-mail

SSN/SIN/TIN Birth Date Gender

Clear and Return to Data Entry

All Addresses All Telephones All E-mails

Matching Rule Sets

No Matches

## Steps

Follow these steps to complete the process.

1. Access the General Person Identification Form (SPAIDEN).
2. Select the **Generate ID** function in the **ID** field.

   Result: "*Generated*" will populate the ID field and bring you to the GOAMTCH form.
3. Double-click in the **Matching Source** field and select a matching source.
4. Enter the person's last name in the **Last Name** field.

   Note: As per the institution's data standards, enter the Last Name *exactly* as it appears on the Social Security Card.
5. Enter the person's first name in the **First Name** field.
6. Optional - enter the person's middle name in the **Middle Name** field.
7. Double-click in the **Address Type** field and select the code identifying the type of address.

   Note: Banner defaults to the home address.
8. Enter the employee's address in the **Address** field.

   Note: Address Line 1 is required.
9. Enter the city associated with the address in the **City** field.
10. Click the down arrow on the **State or Province** field and select the state or province code.

11. Enter the zip code in the **ZIP or Postal Code** field.

    Note: You may also click the down arrow on the **ZIP or Postal Code** field and select the zip/postal code associated with the address. A search function is available.

    Optional: Click the down arrow on the **County** field and select and return the county associated with the address.

    Optional: Enter *157* in the **Nation** field for the United States of America.

    Note: You can also click the down arrow on the **Nation** field and select the country code associated with the address. This is only required if the State/Province field is not complete.

12. Enter the person's social security number in the **SSN/SFN/TFN** field.

13. Enter the person's date of birth in the **Birth Date** fields.

    Warning: The fields appear in Day/Month/Year order. Be careful to enter the day prior to the month.

14. Select the person's gender in the **Gender** field.

15. Click the down arrow on the **E-mail Type** field and select an E-mail type code.

16. Enter the person's email address in the **E-mail** field.

17. Click the down arrow on the **Telephone Type** field and select a telephone type.

18. Enter the employee's phone number in the **Area Code/Phone Number/Extension** field.

19. Click the **Duplicate Check** icon.

20. Click **Yes** to create a new record.

21. Click **OK**.

    Result: This action will take you back to the General Person Identification form (SPAIDEN).

22. Perform a **Next Block** function

23. Select the **Biographical** tab.

24. Double-click in the **Citizenship** field to select a citizenship type.

25. Double-click in the **Ethnicity** field and select an ethnic type.

26. Click the **Save** icon.

27. Click the **Exit** icon.

Repeat the above procedure for another new student of your choice.

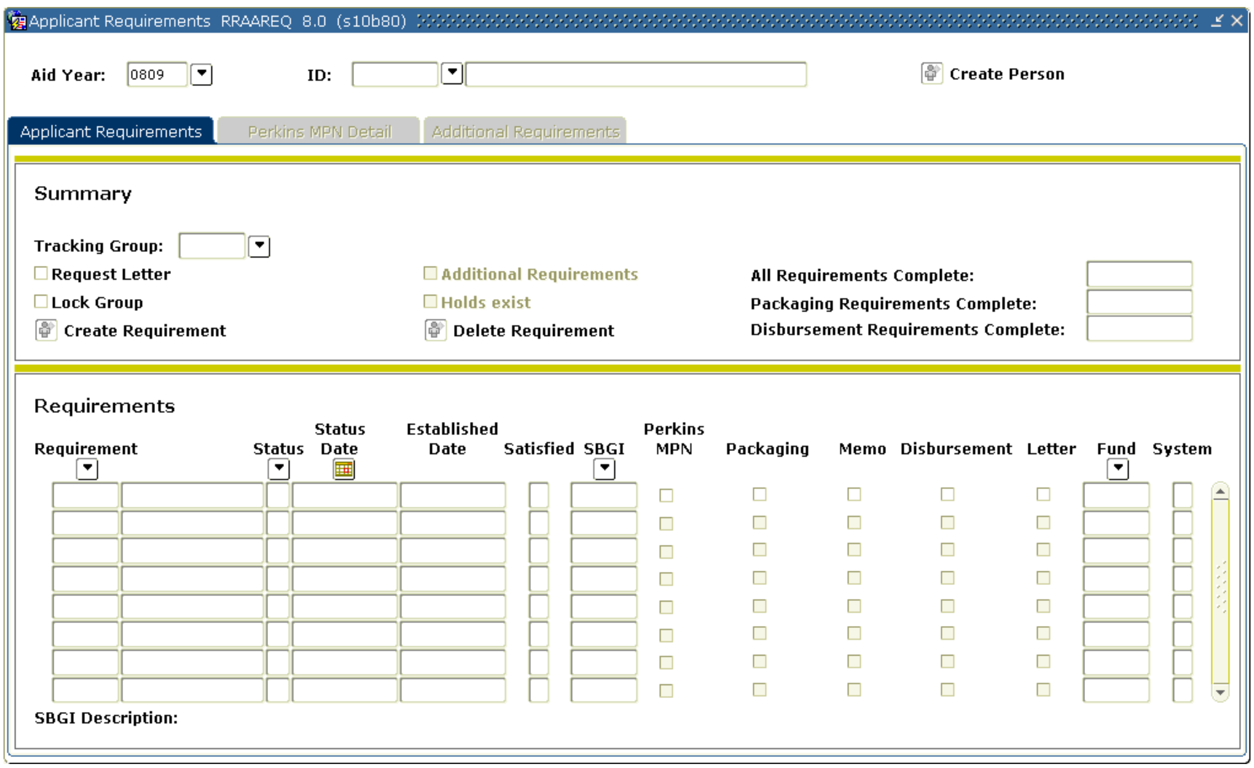
Result: You have just manually created General Person records. Write down the ID numbers of the students you have created. You will use them in later procedures.

# Creating a Financial Aid Application Record

## Introduction

The Applicant Requirements Form (RRAAREQ) will allow for the entry of a student's tracking requirements.

## Banner form



## Steps

Follow these steps to complete the process.

1. Access the Applicant Requirements Form (RRAAREQ).
2. Enter the ID number in the **ID** field of one of the students that you created in the previous procedure.
3. Perform the **Next Block** function.
4. Double-click in the **Tracking Group** field and select a tracking group to assign to this student.
5. Perform the **Next Block** function.
6. Select a requirement code that is not already part of the student record in the **Requirement** field.

   Result: By entering this requirement, you have just created a RORSTAT record.
7. Select the applicable status code to indicate that the requirement has been satisfied in the **Status** field.
8. Click the **Save** icon.
9. Click the **Exit** icon.

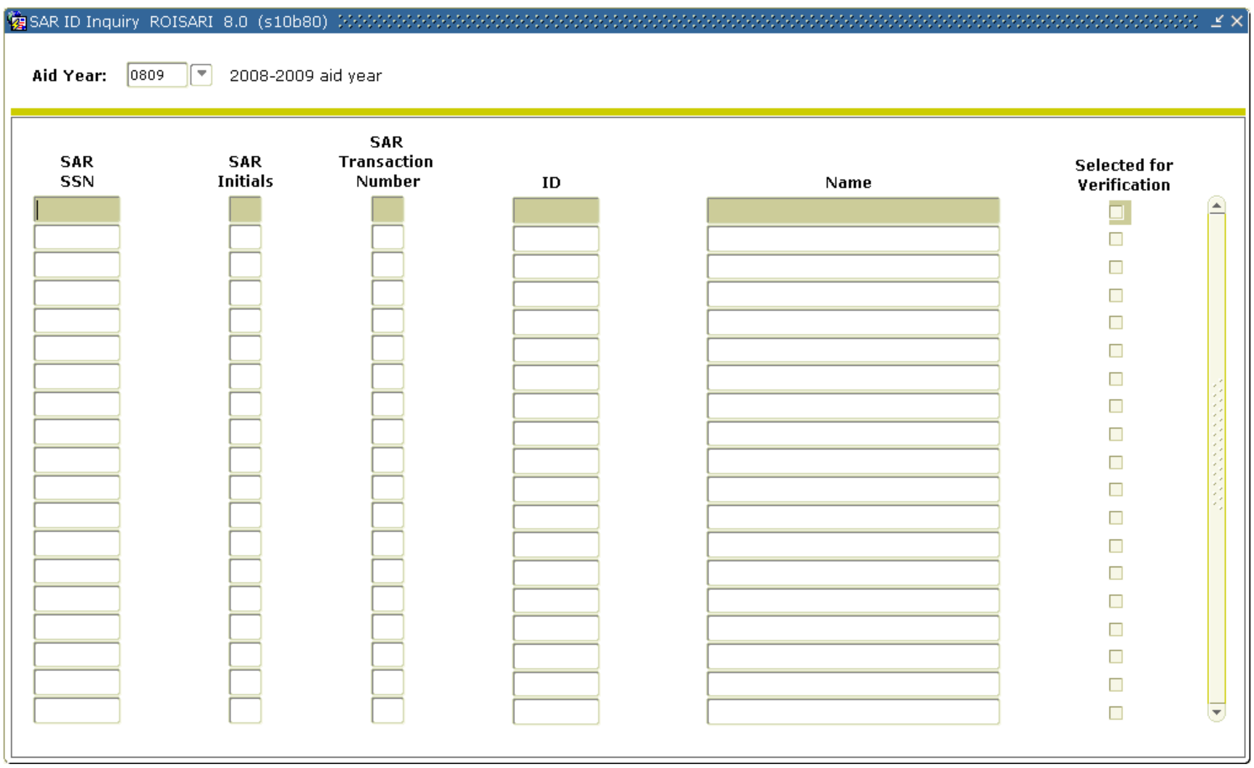
# Performing a SAR ID Inquiry

## Introduction

The SAR ID Inquiry Form (ROISARI) displays basic identification information about each student with an Applicant Status Record (ROASTAT), indicating that the student has Banner financial aid activity for the defined year. Each student's SAR ID, ID, Name, and Selected for Verification indicator are displayed in ascending order by SAR ID.

Note: Federal records will have a full SAR ID.

## Banner form



## Steps

Follow these steps to complete the process.

1. Access the SAR ID Inquiry Form (ROISARI).

2. Execute **Query** function.

3. View your information.

   Note: Count query hits shows number of individual students (unduplicated headcount) who have financial aid records for the specified year.

4. Click the **Exit** icon.

   Note: Use the Basic Applicant Report (RORAPLT) to print a listing of students from the ROISARI form.

# Transferring EDE and CSS Files

## Introduction

Once records are downloaded from the Central Processor they must be moved to the Banner directory. This process is used with your third party file transfer software.

## Steps

Follow these steps to transfer EDE files (federal records).

1. Transfer file(s) from central processor SAIG system to the appropriate Banner directory.

2. Transfer in binary mode or ASCII if binary does not work.

   Note: VMS sites must use a transfer mode that does not segment the records. Transfer directly from EdConnect software.

3. Rename file to *xxxx*esar.tap where *xxxx* represents the processing year.

4. Delete files from FTP program or rename them after they are loaded to prevent possible load duplication.

   Note: It may be helpful to maintain a log of file loads and number of students loaded in each batch.

Note: FILECAT.EXE, available on SunGard electronic distribution, combines files by removing intermediate headers/trailers, modifying final trailer, and recounting records, it also puts the files into a ‘processed’ folder to prevent possible load duplication. Program is loaded on the computer where records are drawn down. FILECAT.EXE will not be used if/when the department provides ISIR files in XML format.

## Steps

Follow these steps to transfer CSS files (institutional methodology PROFILE records).

1. Request short version of CS PROFILE records.

2. Transfer file(s) using the same directory path and transfer mode(s) shown for federal files.

3. Rename the file to: xxyycsst.tap (tape) or xxyycssd.tap (diskette/download)

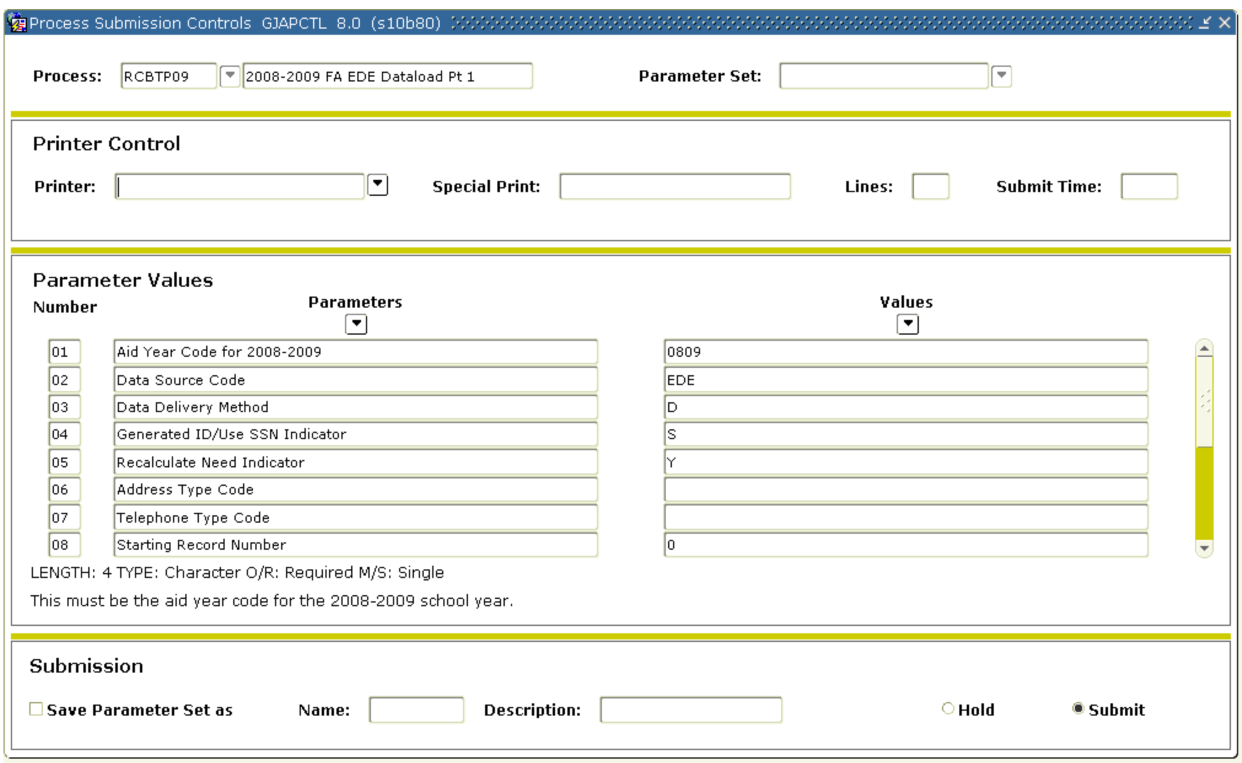
# Loading Application Data – Part 1

## Purpose

The FA EDE Dataload Part 1 Process (RCBTPxx) is used to load federal application data to temporary tables. It populates Aid Year and INFC columns in each temporary table to allow data for multiple aid years and from multiple data sources to be held simultaneously in the temporary tables. It strips:

- specified prefixes and suffixes from names
- specified special characters from addresses.

## Banner form


Process Submission Controls GJAPCTL 8.0 (s10b80)

Process: RCBTP09 2008-2009 FA EDE Dataload Pt 1 Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

| Number | Parameters | Values |
|---|---|---|
| 01 | Aid Year Code for 2008-2009 | 0809 |
| 02 | Data Source Code | EDE |
| 03 | Data Delivery Method | D |
| 04 | Generated ID/Use SSN Indicator | S |
| 05 | Recalculate Need Indicator | Y |
| 06 | Address Type Code | |
| 07 | Telephone Type Code | |
| 08 | Starting Record Number | 0 |

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

This must be the aid year code for the 2008-2009 school year.

Submission

Save Parameter Set as Name: Description: Hold Submit

## Steps

Follow these steps to complete the process

1. Access the FA EDE Dataload Part 1 Process (RCBTPxx) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the **Parameter Values** block.

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY) | Y |
| 02 | Data Source Code | Data Source Code Validation Form (RTVINFC) | Y |
| 03 | Data Delivery Method | Enter 'D' | Y |
| 04 | Generated ID/Use SSN Indicator | Enter 'G' or 'S'<br><br>Note: If using Generated ID, a Generated ID number is reserved for each record loaded to the temporary tables. | Y |
| 05 | Recalculate Need Indicator | Select 'N' if loading Federal records only. Profile users select 'Y'. | Y |
| 06 | Address Type Code | Address Type Code Validation Form (STVATYP) | Y |
| 07 | Telephone Type Code | Telephone Type Validation Form (STVTELE) | Y |
| 08 | Starting Record Number | Always 0 unless job must be re-started | Y |

4. Perform a **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

Note: This process creates a .log file only. Be sure to check the log for a successful end-of-job message.

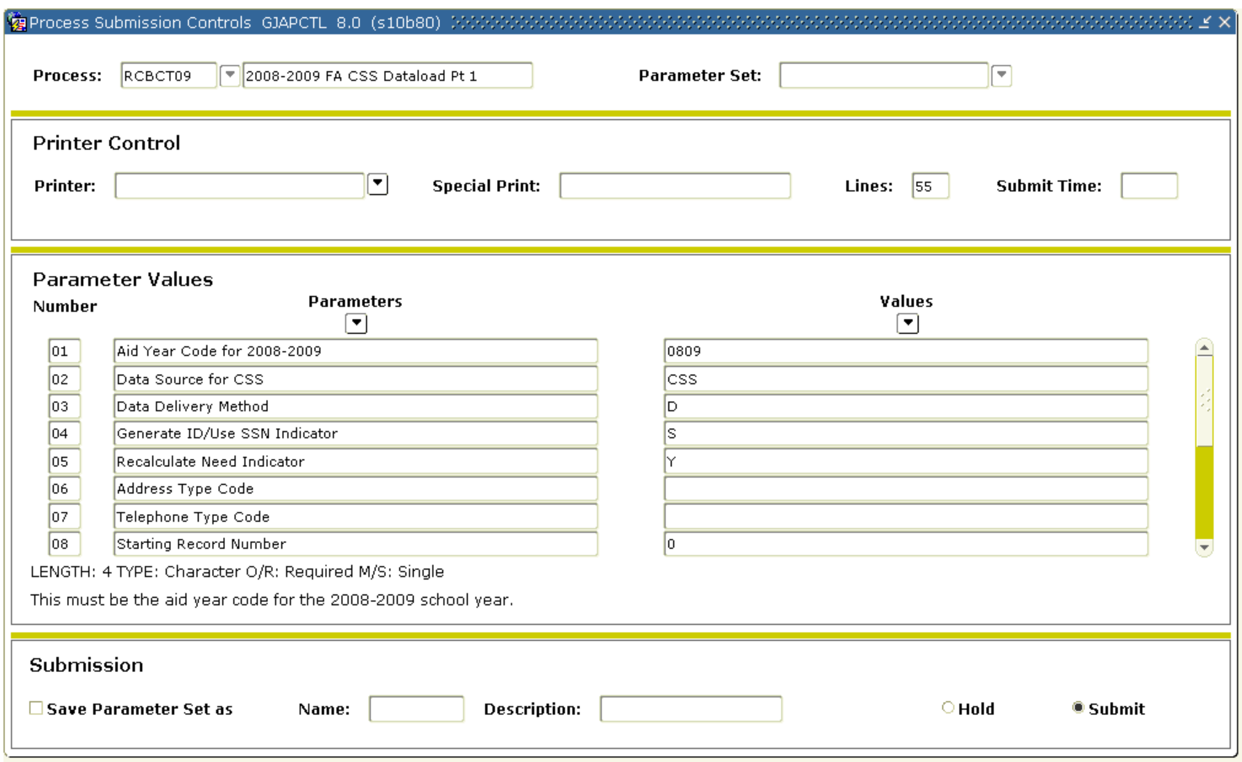
# Loading Application Data (IM Schools) – Part 1

## Purpose

The FA CSS Dataload Part 1 Process (RCBCTxx) is used to load CSS PROFILE records to temporary tables. Data for multiple aid years and from multiple data sources may be held simultaneously in the temporary tables. It populates Aid Year and INFC columns in each temporary table to allow data for multiple aid years and from multiple data sources to be held simultaneously in the temporary tables. It strips:

- specified prefixes and suffixes from names
- specified special characters form addresses.

## Banner form



Process Submission Controls GJAPCTL 8.0 (s10b80)

Process: RCBCT09 2008-2009 FA CSS Dataload Pt 1 Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

| Number | Parameters | Values |
|---|---|---|
| 01 | Aid Year Code for 2008-2009 | 0809 |
| 02 | Data Source for CSS | CSS |
| 03 | Data Delivery Method | D |
| 04 | Generate ID/Use SSN Indicator | S |
| 05 | Recalculate Need Indicator | Y |
| 06 | Address Type Code | |
| 07 | Telephone Type Code | |
| 08 | Starting Record Number | 0 |

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

This must be the aid year code for the 2008-2009 school year.

Submission

Save Parameter Set as Name: Description: Hold Submit

## Steps

1. Access the FA CSS Dataload Part 1 Process (RCBCTxx) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the **Parameter Values** block.

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY) | Y |
| 02 | Data Source Code | Data Source Code Validation Form (RTVINFC) | Y |
| 03 | Data Delivery Method | Enter ‘D’ | Y |
| 04 | Generated ID/Use SSN Indicator | Enter ‘G’ or ‘S’<br><br>Note: If using Generated ID, a Generated ID number is reserved for each record loaded to the temporary tables. | Y |
| 05 | Recalculate Need Indicator | Select ‘Y’ to flag records for processing during the next batch run of RNEINxx INAS process. RNEINxx process output includes INAR file and comparison report. | Y |

| | | | |
|---|---|---|---|
| 06 | Address Type Code | Address Type Code Validation Form (STVATYP) | Y |
| 07 | Telephone Type Code | Telephone Type Validation Form (STVTELE) | Y |
| 08 | Starting Record Number | Always 0 unless job must be re-started | Y |

4. Perform a **Next Block** function to access the Submission block.
5. Click the **Submit** radio button.
6. Click the **Save** icon.

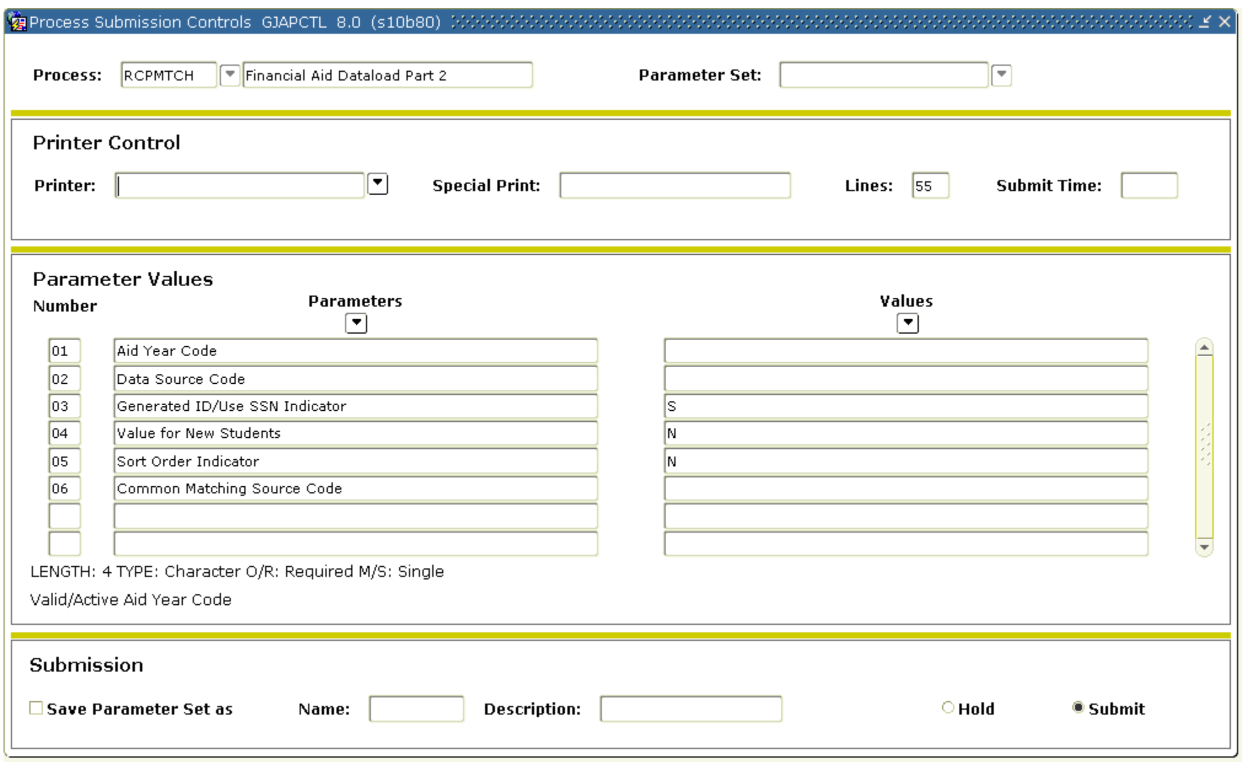
Note:  This process creates a .log file only.  Be sure to check the log for a successful end-of-job message.

# Matching Application Information with Person Records – Part 2

## Purpose

The Financial Aid Data Load Part 2 Process (RCPMTCH) is used to match federal and PROFILE application information with Banner General Person Records, according to set up on the Common Matching rule and validation forms. It utilizes the Name Translation Rules Form (GORNAME) to enhance matching of official name/nickname combinations. It excludes any records flagged for deletion on RCRSUSP from the match process.

## Banner form


Process Submission Controls GJAPCTL 8.0 (s10b80)

Process: RCPMTCH Financial Aid Dataload Part 2 Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

| Number | Parameters | Values |
| --- | --- | --- |
| 01 | Aid Year Code | |
| 02 | Data Source Code | |
| 03 | Generated ID/Use SSN Indicator | S |
| 04 | Value for New Students | N |
| 05 | Sort Order Indicator | N |
| 06 | Common Matching Source Code | |

LENGTH: 4 TYPE: Character O/R: Required M/S: Single

Valid/Active Aid Year Code

Submission

Save Parameter Set as Name: Description: Hold Submit

## Steps

Follow these steps to complete the process.

1. Access the Financial Aid Dataload Part 2 Form (RCPMTCH) via the Process Submission Control Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the Parameter Values block.

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY) | Yes |
| 02 | Data Source Code | Data Source Code Validation Form (RTVINFC) | Yes |
| 03 | Generated ID/Use SSN Indicator | Enter S or G<br><br>Note: If using SSN as ID, it matches on SPRIDEN ID. If using Generated ID option, it matches on SSN entered in SSN field on SPAPERS General Person Form. | Yes |
| 04 | Value for New Students | Enter H (New Students – Hold) or N (New Student – New) | Yes |
| 05 | Sort Order Indicator | Enter I (ID), N (Name), or T (Temporary PIDM) | Yes |
| 06 | Common Matching Source Code | Common Matching Source Code Validation Form (GTVCMSC) | Yes |

4. Perform a **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

Note: This process creates .log and .lis files. The presence of values means job completed. Print .lis files which include match codes to use in suspense resolution.

# Resolving Record Issues

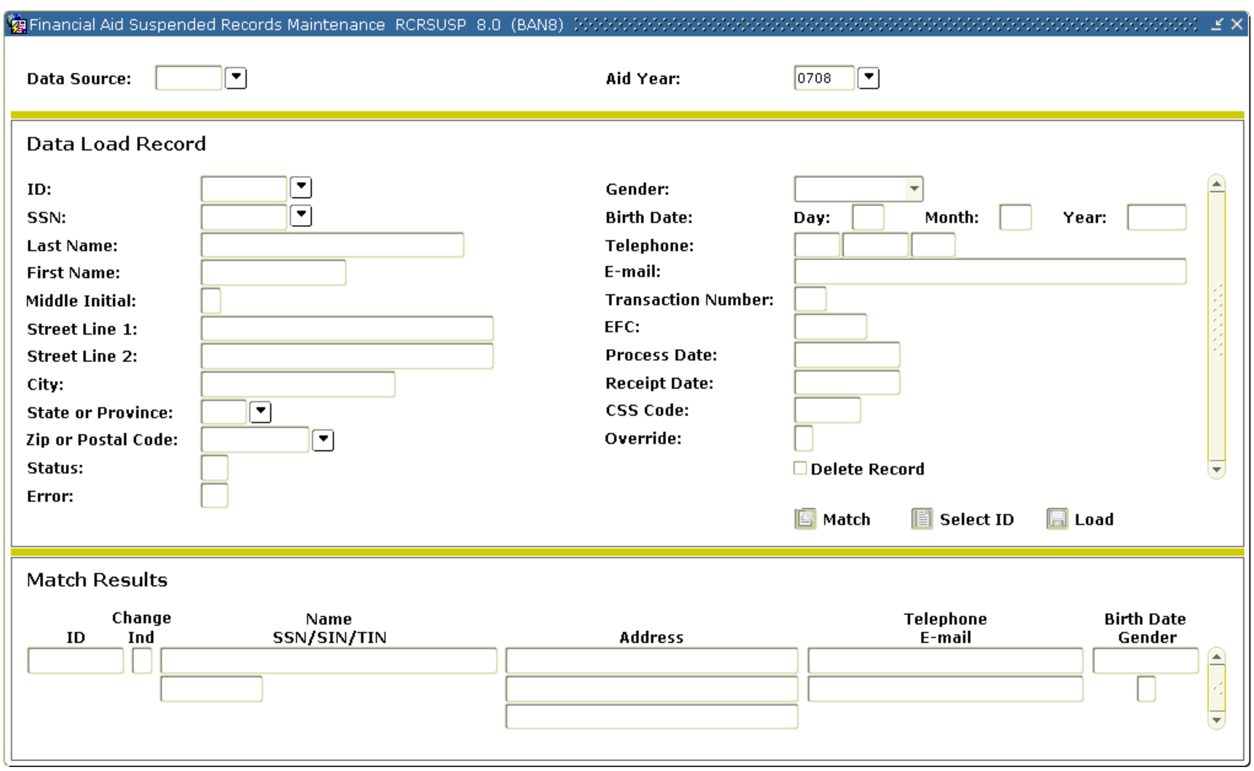
## Purpose

Records that are assigned a status of *Suspend, Hold, Duplicate, **, or *Error* during Data Load Part 2 (RCPMTCH) display on the Financial Aid Suspended Records Maintenance Form (RCRSUSP); records assigned a status of *Match* or *New* during the RCPMTCH process do not appear on the form. Only status codes of *Duplicate*, *Error*, *Hold,* and *Suspense* may be resolved from the RCRSUSP Form.

If the status code is an *asterisk (*)*, there is a data integrity problem with this student that needs to be resolved prior to loading this student (a duplicate PIDM exists). The status cannot be updated from an (*) on the RCRSUSP form. If the status code is *E*, which means that a required field is null, you can correct the data in the temporary table (top section) on this form and update the status.

SunGard recommends working directly from the output report from the RCPMTCH process as it lists all the students in the Suspense file and the status code of each. To have this report you must print a copy of the *Data Load Match Process – All Records* report.

## Banner form



## Steps

Follow these steps to complete the process.

Note: Suspended records result from a partial match. Duplicate indicates two records for the same student are in the temporary tables (same is true for federal and profile record). These records may or may not have matching data in the Banner Student system and must be reviewed repeatedly until student applies for admission if records are being held in the temporary tables. Records with a Hold (H) status remain in temporary tables until a match is achieved. Error records have missing data.

Warning: Technical staff must assist in resolving records with an * indicator.

1. Access the Financial Aid Suspended Record Maintenance Form (RCRSUSP).

2. Select or enter the source code in the **Data Source** field.

   Result: The Data Load Record block will display data for a record in the temporary tables, including a temporary ID assigned during Data Load Part 1 (RCBTPxx, RCBCTxx). The RCPMTCH status and any associated error codes also display.

3. Select or enter the Aid Year in the **Aid Year** field.

4. Perform a **Next Block** function.

5. Scroll to a record in the Data Load Record block.

6. Select the **Match** button to access the Common Matching Entry Form (GOAMTCH).

   Result: You are automatically taken to GOAMTCH. The ID or *Generated* will appear in the **ID** field.

7. If necessary, choose a source code for the **Matching Source** field.

   Note: This will default initially based on setup on RCRDTSR.

8. Perform a **Next Block** function.

   Note: This automatically brings the data from RCRSUSP.

9. Click the **Duplicate Check** icon or perform a **Next Block** function to execute the Common Matching algorithm.

| **IF the result is** | **THEN** |
|---|---|
| New | You will be returned to the RCRSUSP form.<br><br>Note: If loading new records:<br><br>Enter *N* (for new) in the **Override** field.<br><br>Click the **Save** button. |
| Match | Click **Select ID** to select the record and return it to the RCRSUSP form. |
| Potential Match | Click the **Potential Match** tab. Review the data for each potential match.<br><br>Click the **Details** button to view data about the potential match on other forms. (Defined on GORCMSC.)<br><br>If the person has a match, click **Select ID** to select the record and return it to the RCRSUSP form. If the person is New, click the **Exit** (X) button to return to the RCRSUSP form. |

10. For Match and Potential Match on the RCRSUSP form, click **Select ID**. Banner will update the Match Code in the Override field, will update the status of the record, and will replace the temporary ID assigned to the record during dataload with the production ID of the matching record.

    For New Records, enter 'N' in the Override field. Banner will update the Status of the record to New and will use the temporary ID assigned during dataload.

11. Click the **Save** button.

    Note: Flag individual records for deletion directly from RCRSUSP or during the next run of the RCRDTMP process if it is the school's policy to delete records from the temporary tables.

# Loading to Permanent Tables – Part 3

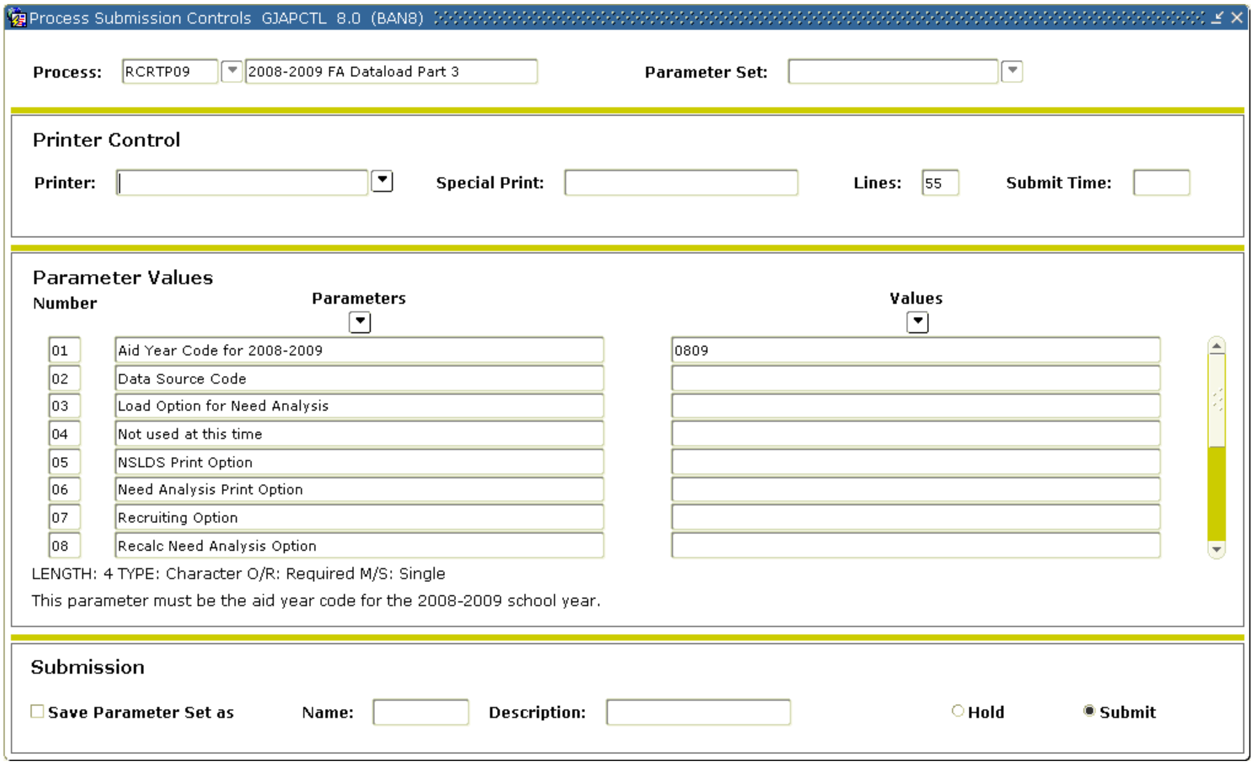
## Purpose

The FA Dataload Part 3 Process (RCRTPxx) is used to load federal and PROFILE records to permanent tables. The process disregards records flagged for deletion on the RCRSUSP form. It also:

- loads application received date to the ROASTAT form based on ROAINST values
- loads data to various needs analysis forms
- optionally updates address, telephone, and e-mail data on existing General Person record if data is null for the address, telephone, and e-mail type(s) specified in the RCBTPxx or RCBCTxx parameters
- optionally updates social security number on SPAPERS
- skips records with invalid data and prints error message in output report to prevent process abort
- loads tracking document to signify record loaded according to data on RTVINFC form.

You can run this process immediately after running RCPMTCH as needed until suspended records are resolved or run from the RCRSUSP form. In production, run this as the first step of data load to assure that any resolved suspended records are loaded before loading additional electronic files.

## Banner form



Process Submission Controls GJAPCTL 8.0 (BAN8)
Process: RCRTP09 2008-2009 FA Dataload Part 3
Parameter Set:
Printer Control
Printer:
Special Print:
Lines: 55
Submit Time:
Parameter Values
Number
Parameters
Values
01 Aid Year Code for 2008-2009 0809
02 Data Source Code
03 Load Option for Need Analysis
04 Not used at this time
05 NSLDS Print Option
06 Need Analysis Print Option
07 Recruiting Option
08 Recalc Need Analysis Option
LENGTH: 4 TYPE: Character O/R: Required M/S: Single
This parameter must be the aid year code for the 2008-2009 school year.
Submission
Save Parameter Set as
Name:
Description:
Hold
Submit

## Steps

Follow these steps to complete the process.

1. Access the FA Dataload Part 3 Form (RCRTPxx) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the Parameter Values block

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY)<br><br>Note: The Aid Year/Data Source combination controls load of matched records from temporary tables to the permanent tables. | Y |
| 02 | Data Source Code | Data Source Code Validation Form (RTVINFC) | Y |
| 03 | Load Option for Need Analysis | Select a value between 1and 7<br><br>Note: CSS PROFILE institutions may use only value 6 (Replace existing records) or value 7 (Do not replace existing records).<br><br>Note: EDE records do not use values 6 or 7<br><br>Note: Output report shows differences between current and new record being loaded. | Y |

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 04 | Not used at this time | | N |
| 05 | NSLDS Print Option | Select 'Y' or 'N'<br><br>Note: Shows differences between current NSLDS record and incoming NSLDS record. Existing user-entered NSLDS Overrides will appear on report. | Y |
| 06 | Need Analysis Print Option | Enter 'Y' or 'N' | Y |
| 07 | Recruiting Option | Enter 'Y' or 'N'<br><br>Note: Creates recruiting records in the Banner Student system for any New (N) records loaded into Financial Aid. Admission personnel must perform thorough name searches before entering new admissions applications to avoid creating duplicate PIDMs. | Y |
| 08 | Recalc Need Analysis Option | Enter 'N' if loading Federal records. Profile users will select 'Y' | Y |
| 09 | NSLDS Output Application ID | Application Inquiry (GLIAPPL)<br><br>Note: Can be used to list records with changes on NSLDS records. | Y |
| 10 | NSLDS Output Selection ID | LOV not available<br><br>Note: Can be used to list records with changes on NSLDS records. | N |
| 11 | NSLDS Output Creator ID | LOV not available<br><br>Note: Can be used to list records with changes on NSLDS records. | N |

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 12 | ISIR Creation Option | Enter 'Y'<br><br>Note: Enter 'Y' to load incoming records as an EDE record and as a 'frozen' ISIR record. The ISIR record retains original values and is used for printing the ISIR record. | Y |
| 13 | Load VA Data to Resource Table | Enter 'Y'<br><br>Note: Enter 'Y' to load Veterans benefits reported by the student on the ISIR record to the RPAARSC Resource Form. Enter 'N' to prevent this load. | Y |
| 14 | Process Indicator | Enter Batch (B) or Online (O) | Y |
| 15 | Temporary PIDM | LOV not available<br><br>Note: Used by on-line load process from RCRSUSP form. | N |
| 16 | Update Postal Address | Enter 'Y' or 'N' | Y |
| 17 | Update Telephone Number | Enter 'Y' or 'N' | Y |
| 18 | Update E-mail Address | Enter 'Y' or 'N' | Y |
| 19 | Update Social Security Number | Enter 'Y' or 'N' | Y |

Note: For Address, Telephone, E-mail, and SSN options, it loads these data items to existing General Person records if SSN is null or address, telephone, e-mail address data is null for the type(s) specified in the parameters for RCBTPxx and RCBCTxx processes. The Social Security Number loads to SPAPERS form.

4. Perform the **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

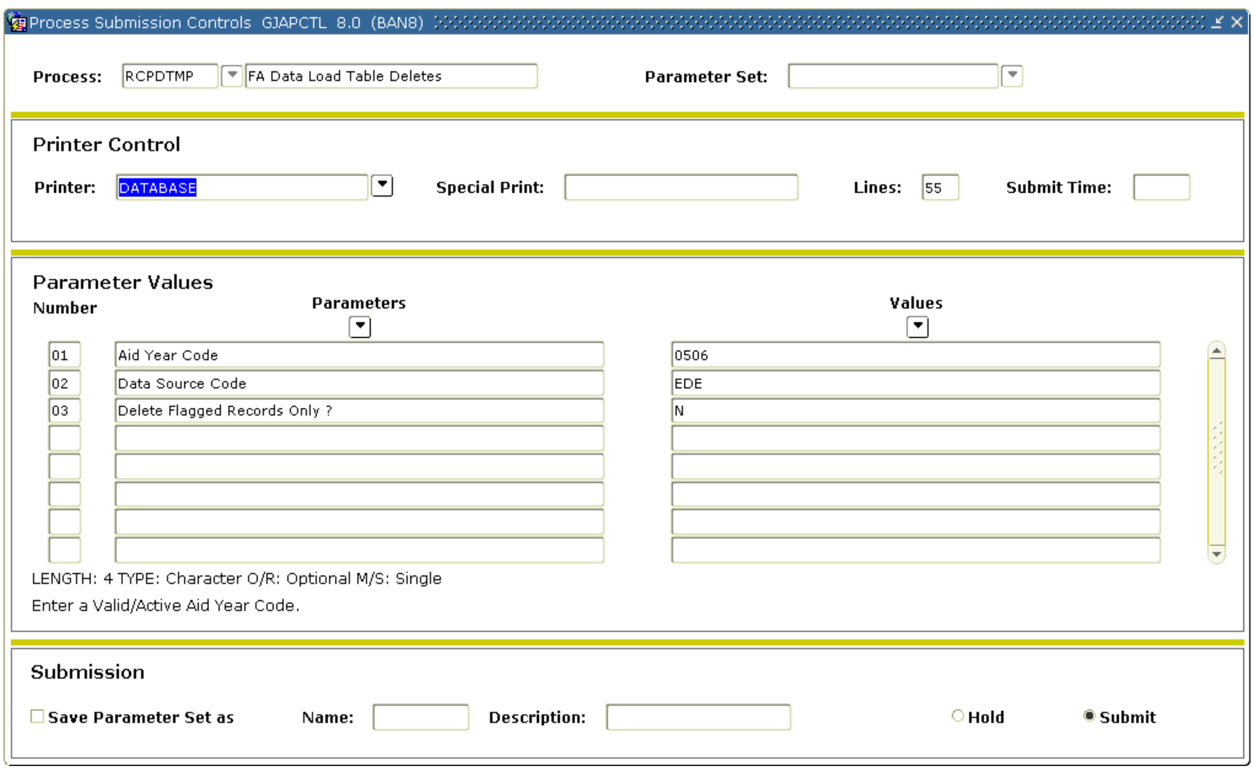
   Note: At the end of the process, .log and .lis file messages appear in auto hint line. Check for positive numerical values in income fields on RNANAxx. Negative values indicate compile problems. RNANAxx keyblock displays in Banner; RNANAxx window 1 ID field displays ID student entered on FAFSA.

# Removing Records

## Purpose

The FA Data Load Table Deletes Process (RCPDTMP) removes records from the data load temporary tables. This process may be run online from the Financial Aid Suspended Records Maintenance form (RCRSUSP). Click the **Delete Record** field on selected records on RCRSUSP form and then enter Y in the Delete Record option on RCPDTMP to remove flagged records for the aid year shown in the keyblock. RCPDTMP also may be run in batch to delete all records at the end of a financial aid processing year or to remove records flagged for deletion on RCRSUSP during the processing year."

## Banner form



## Steps

Follow these steps to complete the process.

1. Access the FA Data Load Table Deletes Process (RCPDTMP) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the Parameter Values block.

3. Add the values as follows:

Note: Deletion may be limited to various aid year and source code combinations.

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry form (ROIAIDY) | Yes |
| 02 | Data Source Code | Data Source Code Validation form (RTVINFC) | Yes |
| 03 | Delete Flagged Records Only? | N or Y | Yes |

4. Perform the **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

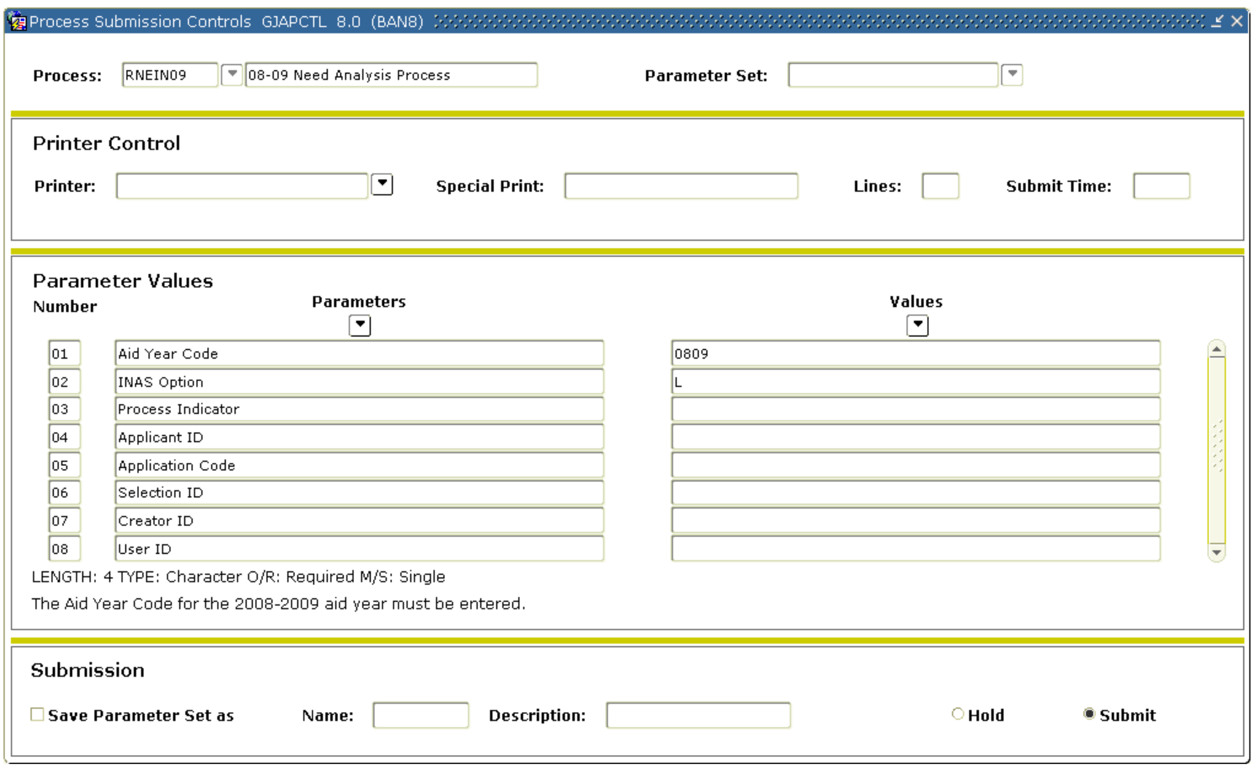
   Note: Confirm deletion by going to RCRSUSP form or by selecting SQL count from ROTIDEN and ROTPERS tables. Should be 0.

# Processing Need Analysis

## Purpose

The Need Analysis Process (INAS) (RNEINxx) is used by CSS Profile users. This process should be run in batch using the option to calculate students who have the re-process indicator set. This will apply institutional choices from the Global Options Form (RNRGLxx). IM and FM EFC's will be calculated. This processs is also used by non CSS Profile users to calculate students FM EFC's.

## Banner form



## Steps

Follow these steps to complete the process.

1. Access the Need Analysis Process (RNEINxx) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| you want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the Parameter Values block.

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY) | Y |
| 02 | INAS Option | Enter L (Long) or S (Short) | Y |
| 03 | Process Indicator | Enter B (Batch – All Students for Aid Year) or R (Recalc – In waiting Status) | Y |
| 04 | Applicant ID | Person Name/ID Search (ROAIDEN) | Y |
| 05 | Application Code | Application Inquiry (GLIAPPL) | Y |
| 06 | Selection ID | LOV not available | N |
| 07 | Creator ID | LOV not available | N |
| 08 | User ID | LOV not available | N |

4. Perform the **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

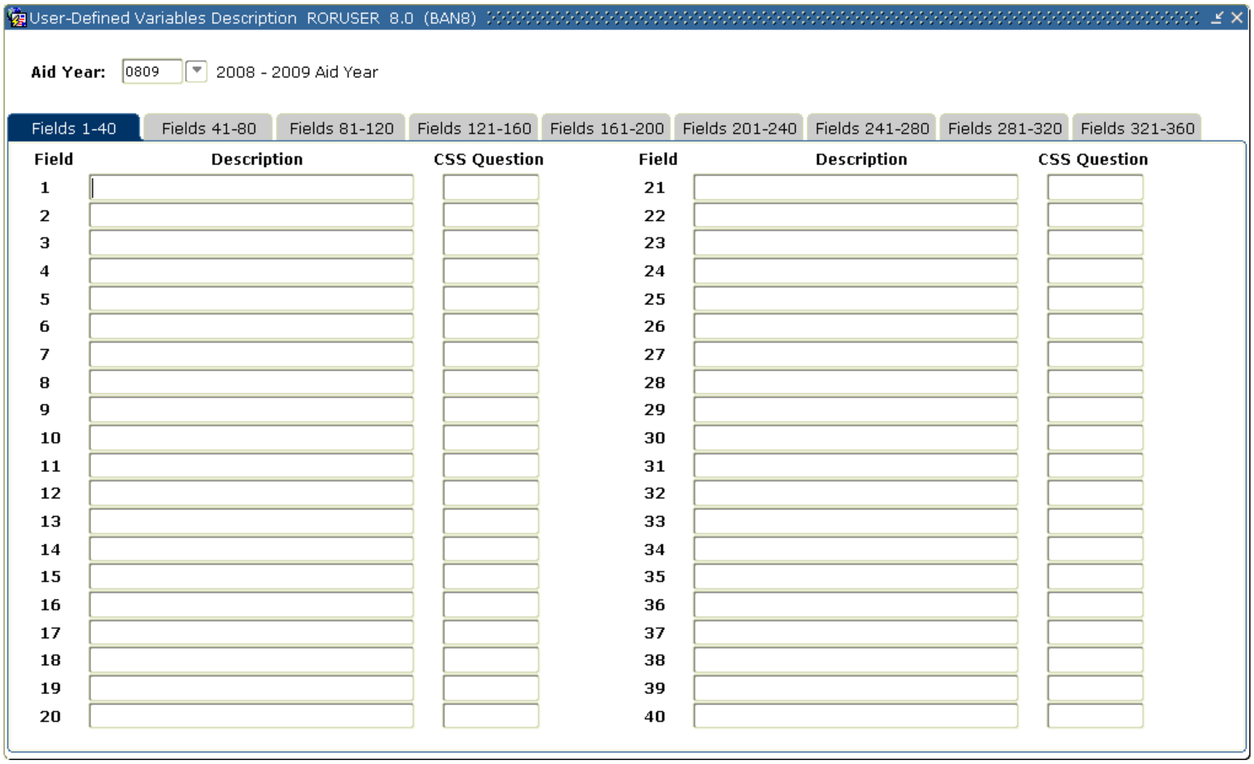
   Note: Output includes processing information (.log); file with individual INAR records; and FM/IM comparison report for students with differences between existing ISIR and Profile records.

# Inserting Records

## Purpose

The User Defined Variables Description Form (RORUSER) is completed after each dataload to insert a record in the user-defined table so that any user-defined values used by the institution can be included in rules/population selections.  This activates the user-defined fields for a student.

## Banner form


User-Defined Variables Description  RORUSER  8.0  (BAN8)

Aid Year: 0809  2008 - 2009 Aid Year

Fields 1-40 | Fields 41-80 | Fields 81-120 | Fields 121-160 | Fields 161-200 | Fields 201-240 | Fields 241-280 | Fields 281-320 | Fields 321-360

| Field | Description | CSS Question | Field | Description | CSS Question |
|---|---|---|---|---|---|
| 1 | | | 21 | | |
| 2 | | | 22 | | |
| 3 | | | 23 | | |
| 4 | | | 24 | | |
| 5 | | | 25 | | |
| 6 | | | 26 | | |
| 7 | | | 27 | | |
| 8 | | | 28 | | |
| 9 | | | 29 | | |
| 10 | | | 30 | | |
| 11 | | | 31 | | |
| 12 | | | 32 | | |
| 13 | | | 33 | | |
| 14 | | | 34 | | |
| 15 | | | 35 | | |
| 16 | | | 36 | | |
| 17 | | | 37 | | |
| 18 | | | 38 | | |
| 19 | | | 39 | | |
| 20 | | | 40 | | |

## Steps

Follow these steps to complete the process.

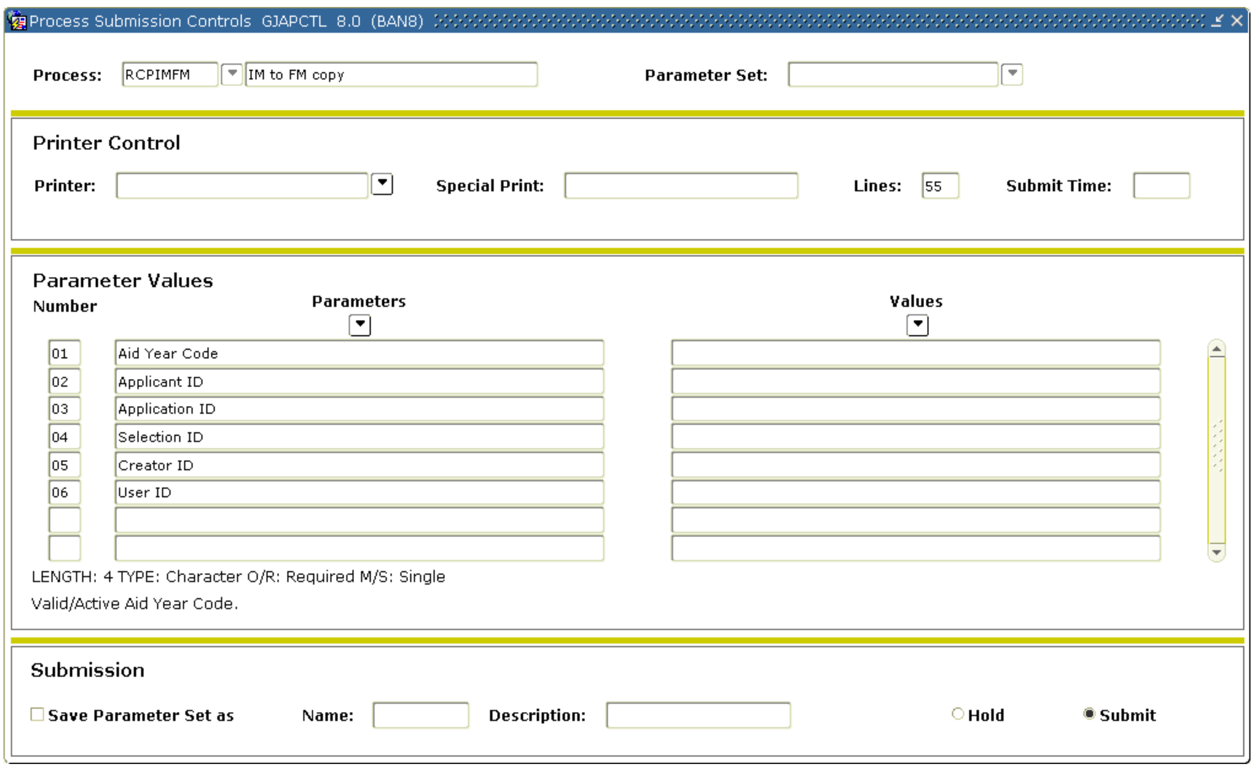
1. Access the User Defined Variables Description Form (RORUSER).
2. Perform a **Next Block** function to enter the **CSS Question** and **Description** fields.
3. Enter the description of user-defined variable or CSS school-specific Profile question in the **Description** field.
4. Enter the CSS question number associated with user-defined variable field number in the **CSS Question** field.
5. Click the **Save** icon.

# Moving Values to Federal Records

## Purpose

The IM to FM Process (RCPIMFM) may be run after each dataload to move unique IM values to the federal record for use in rules.

## Banner form



## Steps

Follow these steps to complete the process.

1. Access the IM to FM Copy Process (RCPIMFM) via the Process Submission Controls Form (GJAPCTL).

| IF | THEN |
|---|---|
| you want the output to appear on the screen | enter *Database* in the **Printer** field. |
| You want the output printed out | select the printer. |

2. Perform a **Next Block** function until you access the Parameter Values block.

3. Add the values as follows:

| Parameter Number | Parameter | Value | Required |
|---|---|---|---|
| 01 | Aid Year Code | Aid Year Inquiry Form (ROIAIDY) | Y |
| 02 | Applicant ID | LOV not available | N |
| 03 | Application ID | LOV not available | N |
| 04 | Selection ID | LOV not available | N |
| 05 | Creator ID | LOV not available | N |
| 06 | User ID | LOV not available | N |

4. Perform the **Next Block** function to access the Submission block.

5. Click the **Submit** radio button.

6. Click the **Save** icon.

# Self Check

## Directions

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

## Question 1

The difference between an EDE record and an ISIR record is

a. an EDE record is the record you load into Banner, and the ISIR record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

b. an ISIR record is the record you load into Banner, and the EDE record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

c. an EDE record is the record you load into Banner which may be updated with corrected data, and the ISIR record is created when the EDE record is loaded and is the "official" record from the Department of Education, which is non-updateable

d. an RPAIDEN record is the record you load into Banner, and the ROAPERS record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

## Question 2

You establish processing rules for each type of input data your institution processes on the

a. Information Data Code Validation Form (RTVINFC).

b. Common Matching Rules Form (GORCMRL).

c. Interface Data Translation Rules Form (RCRTPTR).

d. Process Submission Control Form (GJAPCTL).

e. Data Load Processing Rules Form (RDRPROC).

## Question 3

Once a record is created for a person/student in the system, you can make any changes to the record through the General Person Form (SPAPERS).

True or False

## Question 4

The name of the directory that data load records must be placed in before they can be loaded into Banner is

a. HOME/ finaid_DATA.

b. $finaid_HOME/DATA.

c. $HOME_DATA/finaid.

d. $DATA_finaid/HOME.

e. $DATA_HOME/finaid.

The name that you use when it is placed in the data load directory is

a. xxxxsare.tap (xxxx = the aid year).

b. xxxxesar.tap (xxxx = the aid year).

c. xxxxeder.tap (xxxx = the aid year).

d. xxxxdata.tap (xxxx = the aid year).

e. xxxxfile.tap (xxxx = the aid year).

## Question 5

The four codes that indicate that a record is in suspense when using the RCRSUSP form are

a. N(ew), M(atched), A(pplication) and R(enewal) codes.

b. S(uspended), E(rror), D(uplicate), or * codes.

c. N(ew), E(rror), A(pplication) and R(enewal) codes.

d. S(uspended), E(rror), D(uplicate), or N(ew) codes.

e. S(uspended), E(rror), A(pplication), or * codes.

The four codes that indicate that a record is ready to load into Banner are

a. S(uspended), E(rror), D(uplicate), or * codes.

b. N(ew), M(atched), A(pplication) and D(uplicate) codes.

c. N(ew), M(atched), A(pplication) and R(enewal) codes.

d. N(ew), S(uspended), A(pplication) and R(enewal) codes.

e. S(uspended), A(pplication), D(uplicate), or * codes.

## Question 6

You would NOT want to run the RCPDTMP process if

a. you have SPRIDEN records in Production.

b. you have RPAIDEN records in Production.

c. you have EDE and ISIR records in the suspense table that you will want to load into Banner.

d. you have music records in the suspense table that you will want to load into Banner.

e. you have SOAPERS records in the suspense table that you will want to load into Banner.

## Question 7

When data is entered in various financial aid forms a RORSTAT record is created. The name of one of the forms that create a RORSTAT record is

a. RCRSUSP

b. RRAAREQ

c. SPRIDEN

d. RCRINFR

e. SPAIDEN

# Answer Key for Self Check

## Question 1

The difference between an EDE record and an ISIR record is

a. an EDE record is the record you load into Banner, and the ISIR record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

b. an ISIR record is the record you load into Banner, and the EDE record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

**c. an EDE record is the record you load into Banner which may be updated with corrected data, and the ISIR record is created when the EDE record is loaded and is the "official" record from the Department of Education, which is non-updateable**

d. an SPAPERS record is the record you load into Banner, and the ROAPERS record is the "official" record from the Department of Education, which you use to pay a Pell Grant.

## Question 2

You establish processing rules for each type of input data your institution processes on the

a. Information Data Code Validation Form (RTVINFC).

**b. Common Matching Rules Form (GORCMRL).**

c. Interface Data Translation Rules Form (RCRTPTR).

d. Process Submission Control Form (GJAPCTL).

e. Data Load Processing Rules Form (RDRPROC).

## Question 3

Once a record is created for a person/student in the system, you can make any changes to the record through the General Person Form (SPAPERS).

**False. All changes are made from the General Person Identification Form (SPAIDEN).**

## Question 4

The name of the directory that data load records must be placed in before they can be loaded into Banner is

a. HOME/ finaid_DATA.

b. $finaid_HOME/DATA.

c. $HOME_DATA/finaid.

d. $DATA_finaid/HOME.

**e. $DATA_HOME/finaid.**

The name that you use when it is placed in the data load directory is

a. xxxxsare.tap (xxxx = the aid year).

**b. xxxxesar.tap (xxxx = the aid year).**

c. xxxxeder.tap (xxxx = the aid year).

d. xxxxdata.tap (xxxx = the aid year).

e. xxxxfile.tap (xxxx = the aid year).

## Question 5

The four codes that indicate that a record is in suspense when using the RCRSUSP form are

a. N(ew), M(atched), A(pplication) and R(enewal) codes.

**b. S(uspended), E(rror), D(uplicate), or * codes.**

c. N(ew), E(rror), A(pplication) and R(enewal) codes.

d. S(uspended), E(rror), D(uplicate), or N(ew) codes.

e. S(uspended), E(rror), A(pplication), or * codes.

The four codes that indicate that a record is ready to load into Banner are

a. S(uspended), E(rror), D(uplicate), or * codes.

b. N(ew), M(atched), A(pplication) and D(uplicate) codes.

**c. N(ew), M(atched), A(pplication) and R(enewal) codes.**

d. N(ew), S(uspended), A(pplication) and R(enewal) codes.

e. S(uspended), A(pplication), D(uplicate), or * codes.

## Question 6

You would NOT want to run the RCPDTMP process if

a. you have SPRIDEN records in Production.

b. you have RPAIDEN records in Production.

**c. you have EDE and ISIR records in the suspense table that you will want to load into Banner.**

d. you have music records in the suspense table that you will want to load into Banner.

e. you have ROAPERS records in the suspense table that you will want to load into Banner.

## Question 7

When data is entered in various financial aid forms a RORSTAT record is created. The name of one of the forms that create a RORSTAT record is

a. RCRSUSP

b. **RRAAREQ**

c. SPRIDEN

d. RCRINFR

e. SPAIDEN

# Appendix

# Forms Job Aid

| Form | Full Name | Use this Form to... |
|---|---|---|
| RCRTPTR | Interface Data Translation Rules | convert the codes on the interface data to valid Banner values before the fields are added to the system if a school chooses to load new ISIR records that do not have a matching General Person record. |
| RTVINFC | Data Source Code Validation | list valid data interface source codes and descriptions. |
| GUAINST | Installation Controls | set up institutional controls, including the option to use the Common Matching process when creating a new record from %IDEN forms. |
| GTVCMSC | Common Matching Source Code Validation | create the various source codes that may be used in Common Matching. |
| GORCMSC | Common Matching Source Code | set up controls to be used with a particular source code, and indicate if the source code will be used for online matching. |
| GORCMUS | Common Matching User Setup | assign a default online matching source code to a specific Banner user (Oracle User ID) for online Common Matching processing from the SPAIDEN form. |
| GORCMRL | Common Matching Rules | set up the actual matching rules associated with the source codes for each type of input data your institution processes. |
| GOICMSS | Common Matching Source Search | identify rule sets that include a particular data element when an update to that element is needed. |
| GORNAME | Name Translation Rules | associate aliases for person names. |

| Form | Full Name | Use this Form to... |
|---|---|---|
| GORNPNM | Non-Person Name Translation | associate aliases with non-person names. |
| GJRJPRM | Job Parameter Set Rules | define the names of the job parameter sets used at your institution should it choose to load ISIR records online from the Suspended Records Maintenance form (RCRSUSP). |
| GJAPDFT | Default Parameter Value Validation | define user-level defaults for the parameters that control the processing of a job or report. |
| RCRDTSR | Data Source Rules | establish the Common Matching Source Code and RCRTPxx parameter set to use when you process records from the Financial Aid Suspended Record Maintenance Form (RCRSUSP). |
| RORCODI | COD Entity ID Rules | establish the relationship between the Federal IDs that are related to COD processing. |
| ROAINST | Institution Financial Aid Options | define various global institutional options for an aid year, define the aid year start and end dates, establish default codes for different processes, define institutional credit hour values by term for each student level code, enter MDE IDs, and define Pell payment voucher parameters. |
| RORUSER | User-Defined Variables Description | • set up user defined variables.<br>• insert a record in the user-defined table so that any user-defined values used by the institution can be included in rules/population selections. |
| RNRGLxx | INAS Global Policy Options Rules | enter institution-specific changes to INAS global policy options (IM schools) and to set the INAR print option. |

| Form | Full Name | Use this Form to... |
|---|---|---|
| SPAIDEN | General Person Identification | capture biographic and demographic information for all persons associated with the institution. |
| RRAAREQ | Applicant Requirements | allow for the entry of a student's tracking requirements. |
| ROISARI | SAR ID Inquiry | display basic identification information about each student with an Applicant Status Record (ROASTAT), indicating that the student has Banner financial aid activity for the defined year. |
| RCBTPxx | FA EDE Dataload Part 1 Process | load federal application data to temporary tables. |
| RCBCTxx | FA CSS Dataload Part 1 Process () | load CSS PROFILE records to temporary tables. |
| RCPMTCH | Financial Aid Data Load Part 2 Process | match federal and PROFILE application information with Banner General Person Records, according to set up on the Common Matching rule and validation forms. |
| RCRSUSP | Financial Aid Suspended Records Maintenance | display records that are assigned a status of *Suspend, Hold, Duplicate, **, or *Error* during Data Load Part 2 (RCPMTCH) |
| RCRTPxx | FA Dataload Part 3 Process | load federal and PROFILE records to permanent tables. |
| RCPDTMP | FA Data Load Table Deletes Process | remove records from the data load temporary tables. |
| RNEINxx | Need Analysis Process (INAS) | run in batch using the option to calculate students who have the re-process indicator set. |
| RCPIMFM | IM to FM Process | run after each dataload to move unique IM values to the federal record for use in rules. |