Banner Financial Aid
Overview Training Workbook

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Revision History Log

Publication Date	Summary
Original Date	New version that supports Banner 8 software.
Revision Date	

Think before you print.

Table of Contents

Introduction

Course goal

The goal of this workbook is to provide you with an overview of the Banner Financial Aid module processes, menus, and terminology. Separate workbooks detailing the topics found within the Financial Aid module are available. The workbooks contain detailed information about the forms and processes required for set up and day-to-day operations. The workbooks provide you with the knowledge and practice exercises to implement and use the Banner system.

Course objectives

At the end of this workbook, you will be able to:

- explain the basic purpose of each Financial Aid module.

Intended audience

Financial Aid office administrators and staff and anyone who needs a general overview of the processes covered in the Banner 8 Financial Aid module.

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.

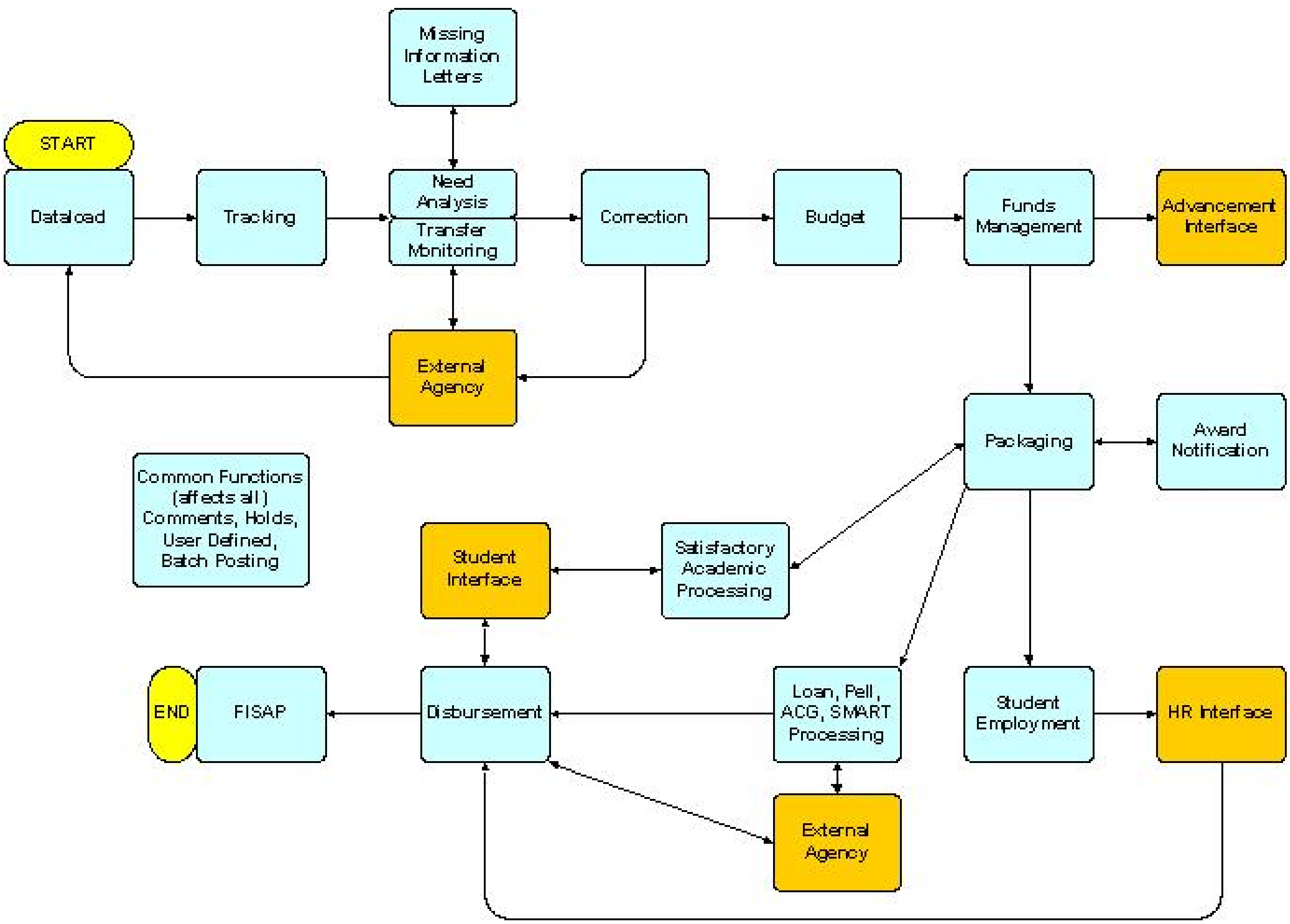
Process Introduction

Introduction

Handling the daily activities of the financial aid office, the system performs tracking, budgeting, need analysis, and packaging. Meeting the demands for information, Banner Financial Aid contains these integrated components: applicant record creation, requirements tracking, student budget assignment, need analysis, and packaging. Also included are funds management, disbursement, award history/transcripts, direct lending, electronic data exchange (EDE), reporting, loan processing, and return of Title IV fund information.

Flow diagram

This diagram highlights the Financial Aid process from a Financial Aid office perspective.



Interfaces

The Student Employment module of Financial Aid interfaces with the Human Resources system (for payroll). The Disbursements module of Financial Aid interfaces with Accounts Receivable module of the Finance system (for payment of funds).

Financial Aid System Menu

Introduction

You can use the Banner Financial Aid main menu to select from a list of the menus, forms, jobs, and QuickFlows. The main menu shows the various levels of menus and submenus available at your institution. Menus are represented by nested folders. You can easily navigate through Banner by expanding these menus. Personal menus can be tailored to individual needs.

Main menu

From the Banner main menu, select the Financial Aid module.

Financial Aid menu

The main menu structure displays the topics that make up the Financial Aid module.

Applicant Processing Menu

Introduction

The Applicant Processing module contains the forms that you use on a regular basis for the day-to-day processing of student financial aid information. All of the forms in this module also exist in other modules in the Banner Financial Aid system.

Menu

- Applicant Processing [*RESAPPL]
  - 2008-2009 Applicant Processing [*RESAPPL09]
    - Applicant Status [ROASTAT]
    - Financial Aid Record Maintenance [ROARMAN]
    - 2008-2009 Need Analysis Processing [RNAPR09]
    - NSLDS Transfer Monitoring Application [RNATMNT]
    - 2008-2009 Need Analysis Result [RNARS09]
    - Applicant Requirements [RRAAREQ]
    - Applicant Budget [RBAABUD]
    - Award Maintenance [RPAAWRD]
    - Applicant User-Defined Data [ROAUSDF]
    - Financial Aid Enrollment [ROAENRL]
    - Applicant High School Data [ROAHSDT]
    - Student System Shared Data [*RESSHARE]

Key points

Since all of the forms in this module exist in other Financial Aid modules, this table refers you to the appropriate workbook where the forms first appear. You will find detailed information for these forms in the associated workbook.

Form Name	**Description**	**Workbook**
Applicant Status (ROASTAT)	Displays general financial aid applicant information.	Need Analysis
Financial Aid Record Maintenance (ROARMAN)	Enables you to review and change aspects of a student's financial aid record from one central form.	Requirements Tracking
Need Analysis (6 forms)	Review, enter, and maintain all core financial aid application information from these forms.	Need Analysis
Applicant Require-ments (RRAAREQ)	Assigns a set of requirements to a financial aid applicant for a specified aid year and maintains tracking status.	Requirements Tracking
Applicant Budget (RBAABUD)	Permits you to assign a set of budget components to a financial aid applicant for a specified aid year.	Budgeting
Award (RPAAWRD)	Displays and maintains packaging information for an applicant.	Packaging
Student System Shared Data Menu	Allows you to integrate the Banner Student System with Financial Aid.	Financial Aid Overview

Associated workbooks

There is no associated Banner 8 workbook for this topic.

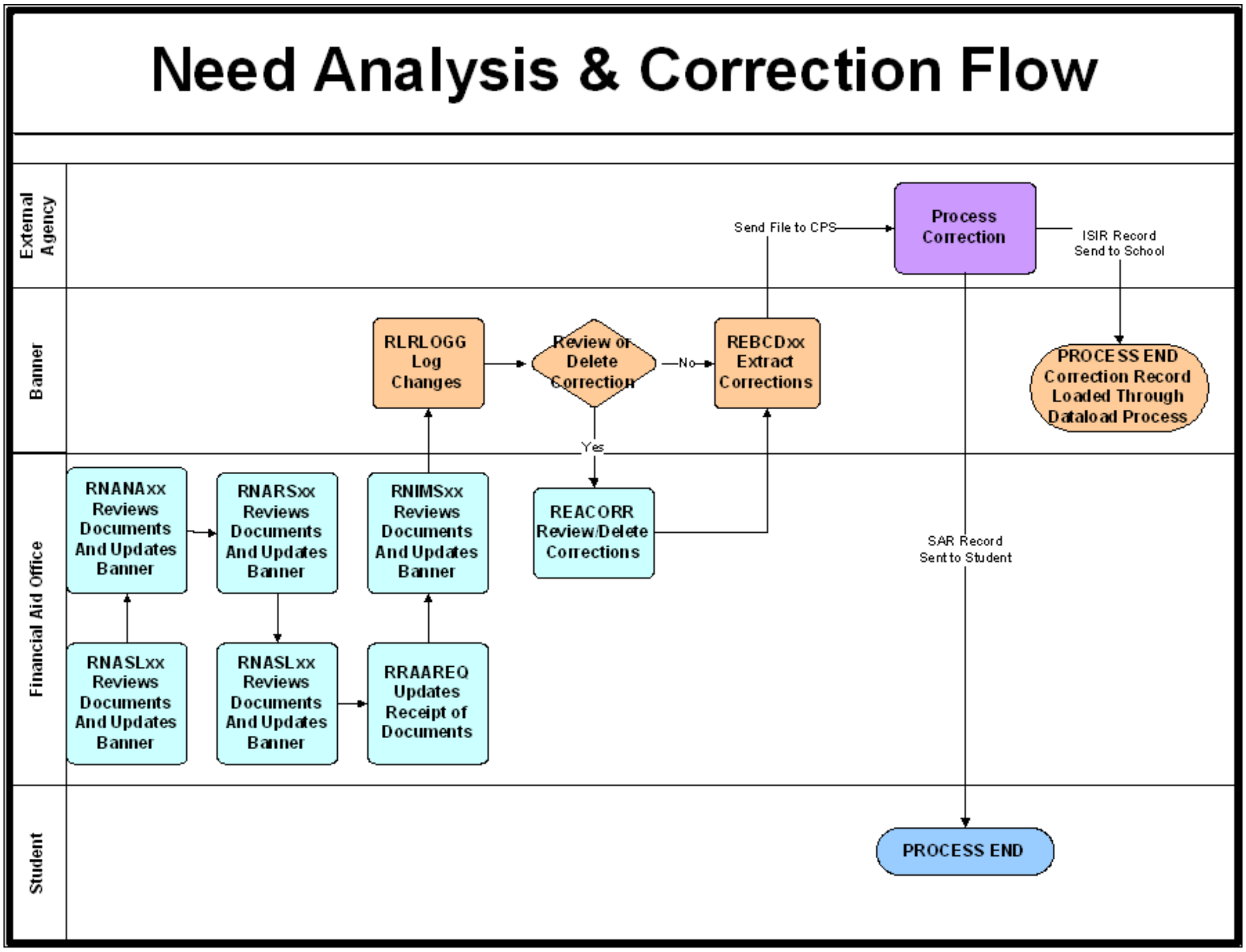
Need Analysis Menu

Introduction

In the Need Analysis module, the student's financial need is calculated based on the difference between the packaging budget and the calculated Expected Family Contribution (EFC) from the Federal Methodology (FM) and/or Institutional Methodology (IM) results. A transaction log maintains an online log of all changes. The module calculates need analysis through these features:

- Multiple Application Sources – data is entered online or transferred from electronic sources (for example, EDE, CSS, and so on).
- Online or Batch Calculations.
- Multiple Methodologies – includes Federal, Pell Grant, and Institutional methodologies and allows you to define the methodology used in the need calculation.
- EDE Corrections – When changes impact calculations this feature eliminates the need to enter the same changes in both the Need Analysis and Electronic Data Exchange (EDE) segments.

Needs Analysis and Correction Flow Process



Menu

- Need Analysis [*RESNEED]
  - 2008-2009 Need Analysis [*RESNEED09]
    - 2008-2009 Need Analysis Processing [RNAPR09]
    - 2008-2009 Supplemental Need Analysis [RNASU09]
    - 2008-2009 Need Analysis Result [RNARS09]
    - 2008-2009 Applicant Override [RNAOV09]
    - Applicant Need Analysis Application Inquiry [RNIAPPL]
    - Applicant Student Loan Data Inquiry [RNINSLD]
    - Calculated Need Analysis Detail Inquiry [RNINAIQ]
    - 2008-2009 Need Analysis Global Policy Options Rules [RNRGL09]
    - Applicant Status [ROASTAT]
    - Applicant Pell Grant [ROAPELL]
    - Application Purge [RNAPURG]
    - NSLDS Transfer Monitoring Application [RNATMNT]

Key points

Need analysis calculations begin with the College Scholarship Service (CSS) Institutional Need Analysis System (INAS).

INAS Options: INAS options are contained within the program IN31xx. These options include which need analysis results should be used.

INAS Long vs. Short: An institution-level option on ROAINST controls the default calculation mode used by INAS.

INAS Calculation: The INAS calculation mode initiates a complete recalculation of all need analysis results, including interim results.

Pell Award Calculation: The Pell award calculation is performed immediately after the INAS calculation and determines the amount of the student's Pell award. It checks the validity of the award and packages the award in the student's award package.

INAS Results: The appropriate database fields are updated with need analysis results and are displayed on the Needs Analysis Results form (RNARSxx).

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Need Analysis."

Requirements Tracking Menu

Introduction

The Requirements Tracking module permits you to define an unlimited number of documents or statuses that students need to submit or complete. These requirements control whether a student is eligible to be packaged or receive a payment of aid. This module provides these features:

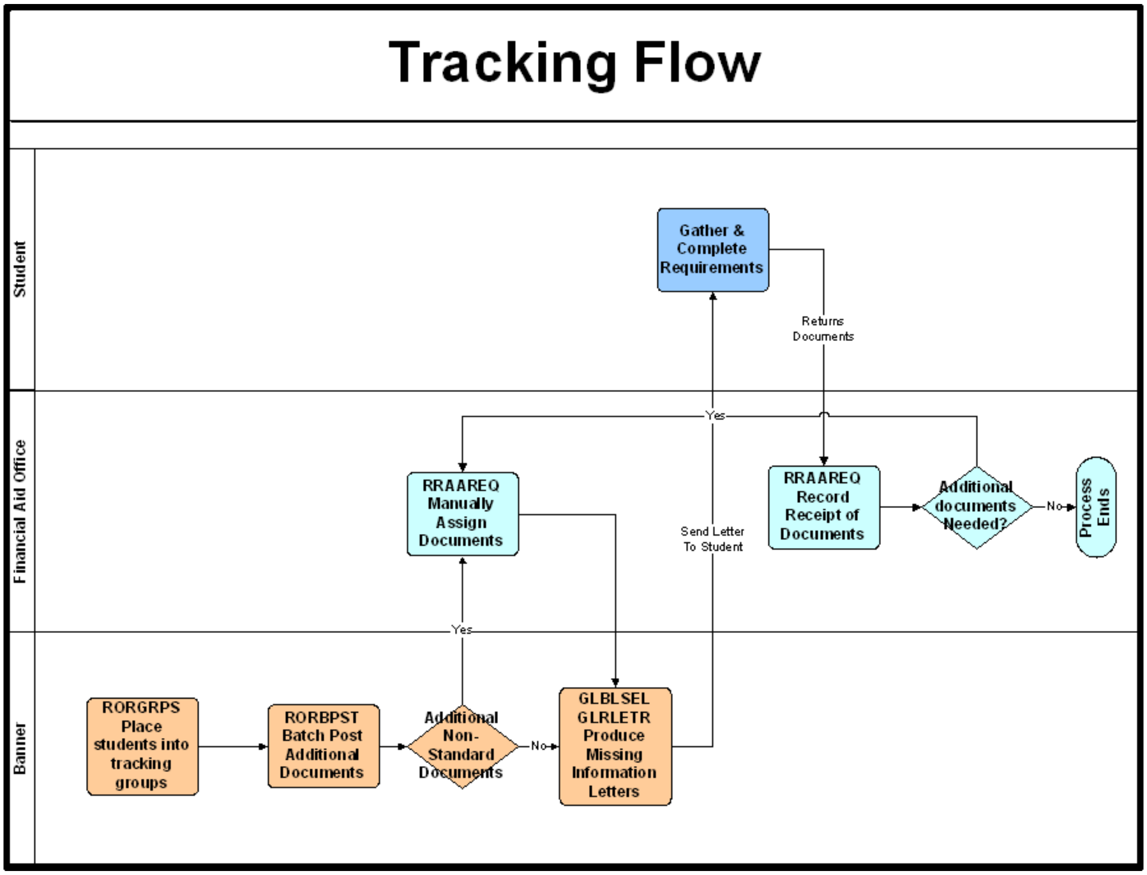
- Requirement Definition – defines an unlimited number of application requirements.

- Grouping of Students – places students with similar characteristics into group and assigns the same requirements to all students in the same group.

- Mass Entry – allows entry of information about multiple documents requirements for multiple students on one screen.

- Letter Generation – provides the ability to print letters to students informing them of the documents/requirements they need to submit or satisfy.

Requirements Tracking Process



Menu

- Requirements Tracking [*RESTRACK]
  - Applicant Requirements [RRAAREQ]
  - Financial Aid Record Maintenance [ROARMAN]
  - Applicant Requirements Mass Entry [RRAMASS]
  - Applicant Comments [RHACOMM]
  - Applicant Immediate Process [ROAIMMP]
  - Requirements Tracking Control [*RESTRACKCM]
    - Financial Aid Selection Rules [RORRULE]
    - Requirements Tracking Group/Requirements Rules [RRRGREQ]
    - Message Rules [RORMESG]
    - Group Inquiry [ROIGRPI]
    - Requirements Tracking Validation [RTVTREQ]
    - Requirements Tracking Group Validation [RTVTGRP]
    - Requirements Tracking Status Validation [RTVTRST]

Key points

Requirement Tracking Group Codes and Rules: The Financial Aid office establishes codes and rules associating groups with sets of requirements

Create Applicant Requirements: Applicant requirement records can be established in several ways. When applicants are loaded in the Financial Aid database through the data load process, they are usually also run through the requirements tracking batch group assignment process which places the applicants into tracking groups according to user-defined criteria. Each group has a set of requirements associated with it.

Applicant Requirement Records: These contain information about outstanding and satisfied requirements.

Additional Documents Required: The Financial Aid office establishes policies regarding which additional documents are required from certain applicants. Rules are set up online and users can monitor an applicant's progress toward requirement fulfillment at any time.

Other Processes: Requirements are categorized as necessary for certain processing in three specific functional areas: packaging, memoing, and disbursement. When all requirements that are mandatory in one of the functional areas have been met, processing in that area can proceed.

Send Requirements Tracking Letters to Applicants: The Financial Aid office sends letters to each applicant with unsatisfied requirements, advising them that certain documents need to be supplied. These letters can be created through the Letter Generation portion of the Banner system.

Log Satisfied Requirements: The receipt of the documents from applicants is entered on-line and the requirements' status is changed to 'satisfied' when properly met.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Requirements Tracking" and "Letter Generation."

Budgeting Menu

Introduction

The Budgeting module calculates and assigns cost of attendance values to each applicant based on budget types in effect at the institution (e.g., tuition, fees, room and board, etc.). This module provides these features:

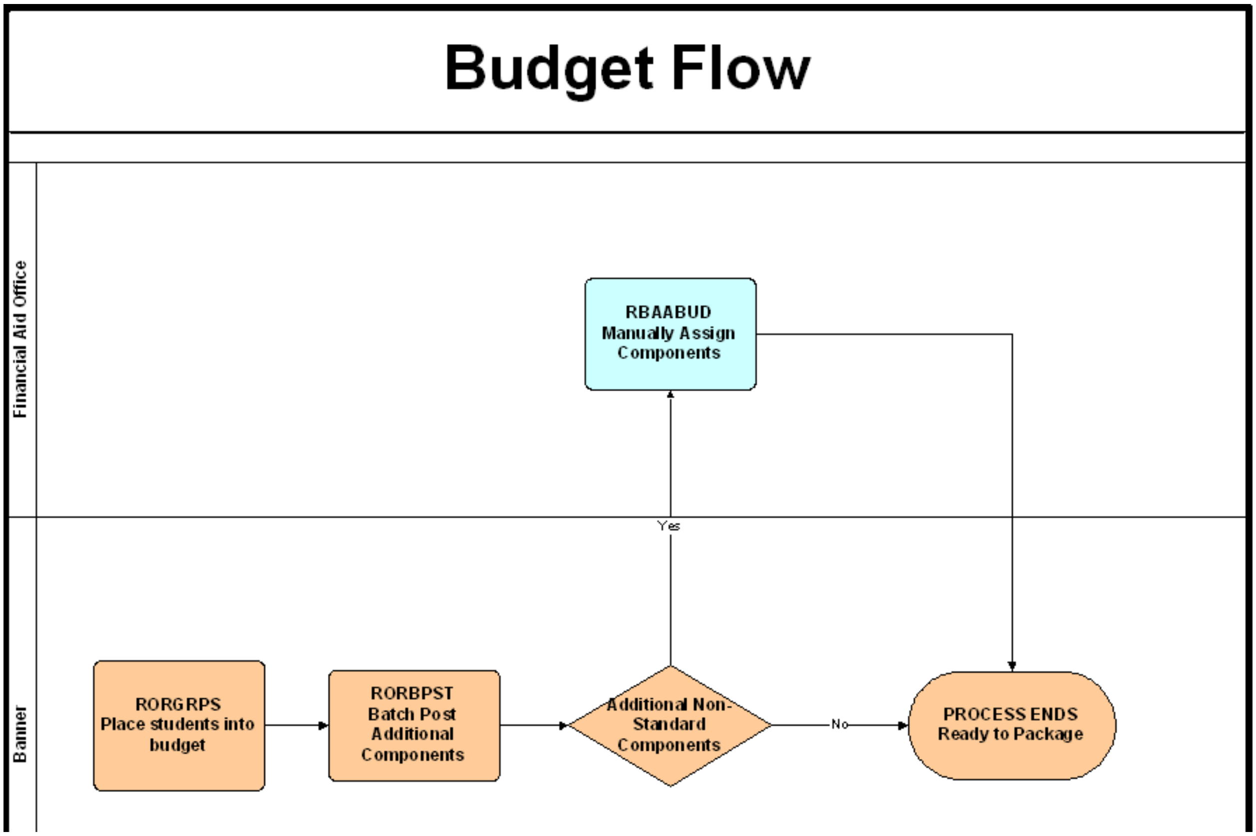
- Budget Component Assignment – assigns a pre-defined set of budget categories (components) and values to students according to their budget group.

- Budget Averaging – creates a budget that is a weighted average of two or more budgets. This is useful for a student who is on-campus for half a year and off-campus for the other half.

- Multiple Budgets – based on user-defined rules, a student can be assigned a Pell budget plus one additional budget.

- Transaction Log – maintains an online log of all budget changes.

Budgeting Process



Menu

- Budgeting [*RESBUDG]
  - Applicant Budget [RBAABUD]
  - Financial Aid Record Maintenance [ROARMAN]
  - Applicant Comments [RHACOMM]
  - Applicant Immediate Process [ROAIMMP]
  - Budgeting Control [*RESBUDGCM]
    - Budget Component Rules [RBRCOMP]
    - Financial Aid Selection Rules [RORRULE]
    - Budget Group/Type Rules [RBRGTYP]
    - Message Rules [RORMESG]
    - Budget Inquiry [RBIBUDG]
    - Group Inquiry [ROIGRPI]
    - Budget Group Validation [RTVBGRP]
    - Budget Type Validation [RTVBTYP]
    - Budget Component Validation [RTVCOMP]
    - Aid Period/Term Rules [RORTPRD]
    - Aid Period Validation [RTVAPRD]

Key points

Budget Components: These are the individual “line items” for which the Financial Aid office establishes costs, such as tuition, books and supplies, and commuting costs.

Budgeting Group Codes and Rules: The Financial Aid office establishes codes and rules associating groups with sets of budget components.

Applicant Budgets: These reflect the approximate costs that an applicant will incur by attending the institution. These differ by student category – on-campus versus off-campus, graduate versus undergraduate, etc. An applicant can have at most two different budgets – one for Pell grants and a second for non-Pell programs.

Create Applicant Budget Records: These can be established in several ways. When applicants are loaded in the Financial Aid database through the data load process, they are usually also run through the budgeting batch group assignment process which places the applicants into budgeting groups according to user-defined criteria. Each group has a set of budget components associated with it.

Other Processes: Other functional areas within the Financial Aid system use the applicant budgets developed within the Budgeting module to determine the financial need that an applicant has and the appropriate aid that will meet that need.

Send Award Letters to Applicants: Letters that are sent to applicants detailing their financial aid awards can optionally include a section dealing with the applicants’ budgets, which are drawn from this module. These letters can be created through the Letter Generation portion of the Banner system.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Budgeting.”

Packaging and Disbursement Menu

Introduction

The Packaging and Disbursement module provides a flexible automatic packaging function that allows an unlimited number of ways individual or groups of applicants may be packaged. This module provides these features:

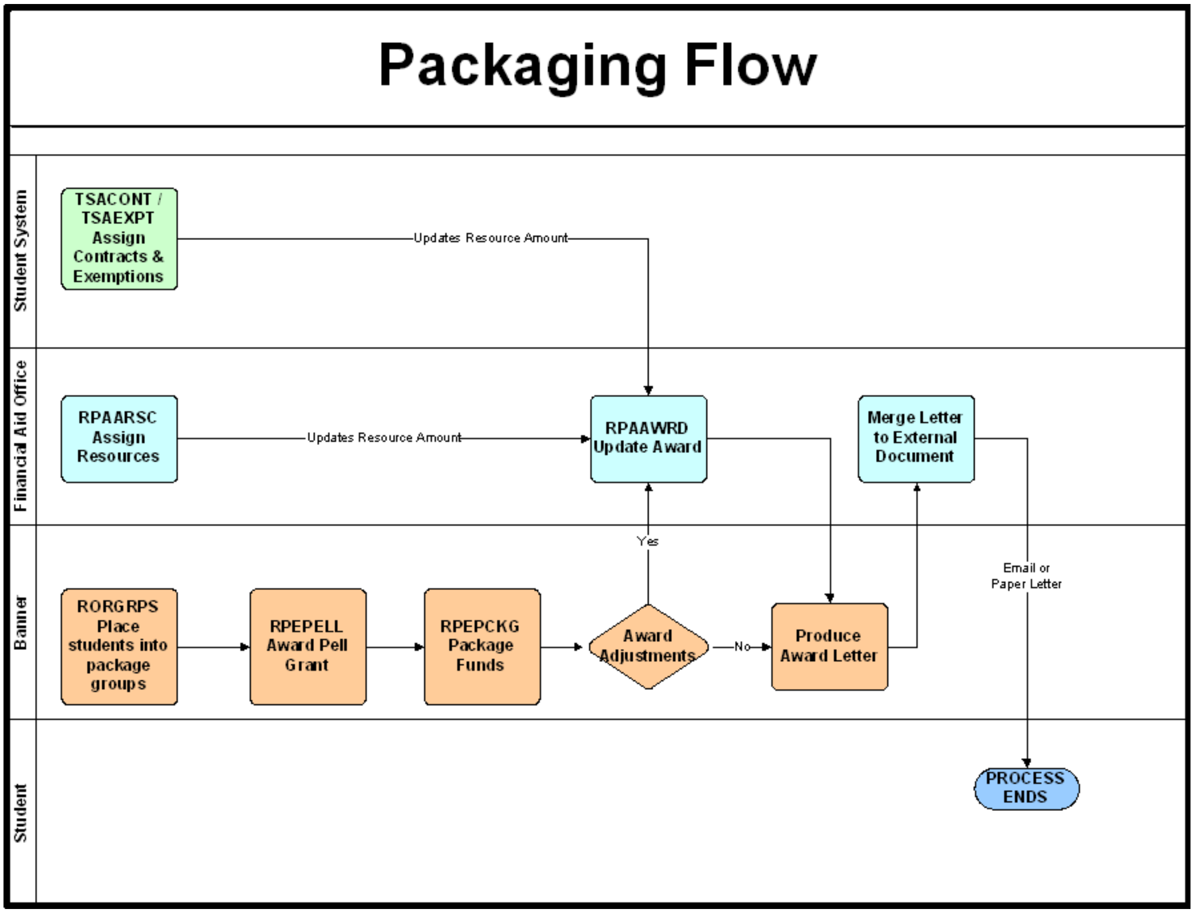
- User-Defined Packaging – permits applicants to be assigned into an unlimited number of packaging groups that have a unique set of user-defined packaging formulas.

- Simulated Packaging – permits you to design and run "what-if" packaging analysis.

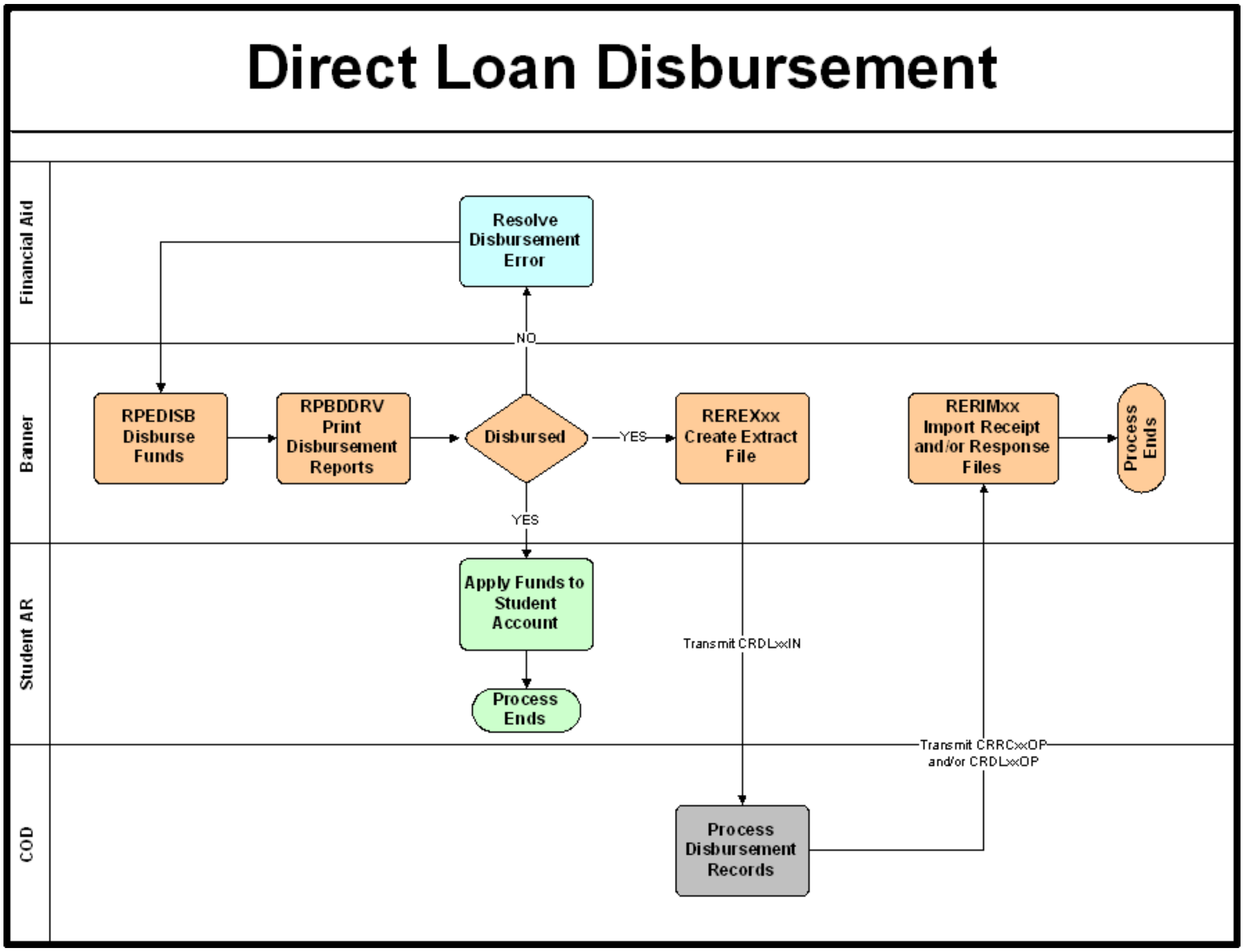
- Letter Generation – allows you to produce an unlimited number of different types of award letters.

- Transaction Log – Maintains an online log of all packaging changes.

Packaging Process Flow



Disbursement Process Flow



Menu

- Packaging and Disbursement [*RESPACK]
  - Package Maintenance [RPAAPMT]
  - Award Maintenance [RPAAWRD]
  - Financial Aid Record Maintenance [ROARMAN]
  - Fund Award Inquiry [RPIFAWD]
  - Fund Award Term Inquiry [RPIFTRM]
  - Award Acceptance Mass Entry [RPAMACC]
  - Award Offer Mass Entry [RPAMOFF]
  - Resource Maintenance [RPAARSC]
  - Applicant High School Data [ROAHSDT]
  - Applicant Comments [RHACOMM]
  - Applicant Immediate Process [ROAIMMP]
  - Contracts and Exemptions Payment Inquiry [RPIARPY]
  - Applicant Award by Term [RPIATRM]
  - Disbursement Results [ROIDISB]
  - Packaging and Disbursement Control [*RESPACKCM]
    - Financial Aid Selection Rules [RORRULE]
    - Algorithmic Packaging Rules [RPRALGR]
    - Financial Aid CIP Code Rules [RPICIPC]
    - State Advanced/Honors Program Codes [RPISAHP]
    - Packaging Group Fund Rules [RPRGFND]
    - Default Packaging Rules [RPRDEFR]
    - Packaging Rules [RPRPCKR]
    - Exemption Rules [RPREXPT]
    - Third Party Contract Rules [RPRCONT]
    - Packaging Options [RPROPTS]
    - Audit Grading Mode [RPRAUDT]
    - Packaging Group Fund Source Maximums Rules [RPRFSRC]
    - Packaging Group Fund Category Maximums Rules [RPRFCAT]
    - Group Inquiry [ROIGRPI]
    - Financial Aid Degree Rules [RPRDEGR]
    - Algorithmic Packaging Rule Code Validation [RTVALGR]
    - Award Status Validation [RTVAWST]
    - Fund Category Validation [RTVFCAT]
    - Packaging Group Validation [RTVPGRP]
    - Resource Code Validation [RTVARSC]

Key points

Packaging and Disbursement Codes and Rules: These define how and when awards to applicants will be made. They include rules for awarding, funds management, gap equity, self-help packaging, and third-party contracts. The Financial Aid office establishes codes and rules associating groups with certain eligibility criteria.

Applicant Budgets: The packaging process uses the applicant budgets to determine the financial need that an applicant has and the appropriate aid that will meet that need.

Assign Applicants to Packaging Groups: They can be assigned in several ways. When applicants are loaded in the Financial Aid database through the data load process, they are usually also run through the packaging batch group assignment process which places the applicants into packaging groups according to user-defined criteria.

Packaging Process: The process determines an award package for each applicant based on rules with the packaging module, data from other modules within Financial Aid (unsatisfied requirements, packaging holds, and so on), and federal financial aid rules.

Applicant Award Package: The applicant award package consists of a series of award amounts from various funds and a schedule of when the amounts will be disbursed.

Additional Need and Manual Packaging: After the automatic packaging process is performed, if additional need remains for an applicant, manual packaging can be performed.

Send Award Letters to Applicants: Letters may be sent to applicants after determination of partial or final awards. These letters can be created through the Letter Generation portion of the Banner system.

Log Applicant Acceptance/Rejection: Responses to award letters are logged manually.

Disbursement Process: This process memos, authorizes, and/or disburses funds to the applicant according to user-defined criteria.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled “Packaging,” “Electronic Data Exchange,” “Disbursements,” and “Letter Generation.”

Funds Management Menu

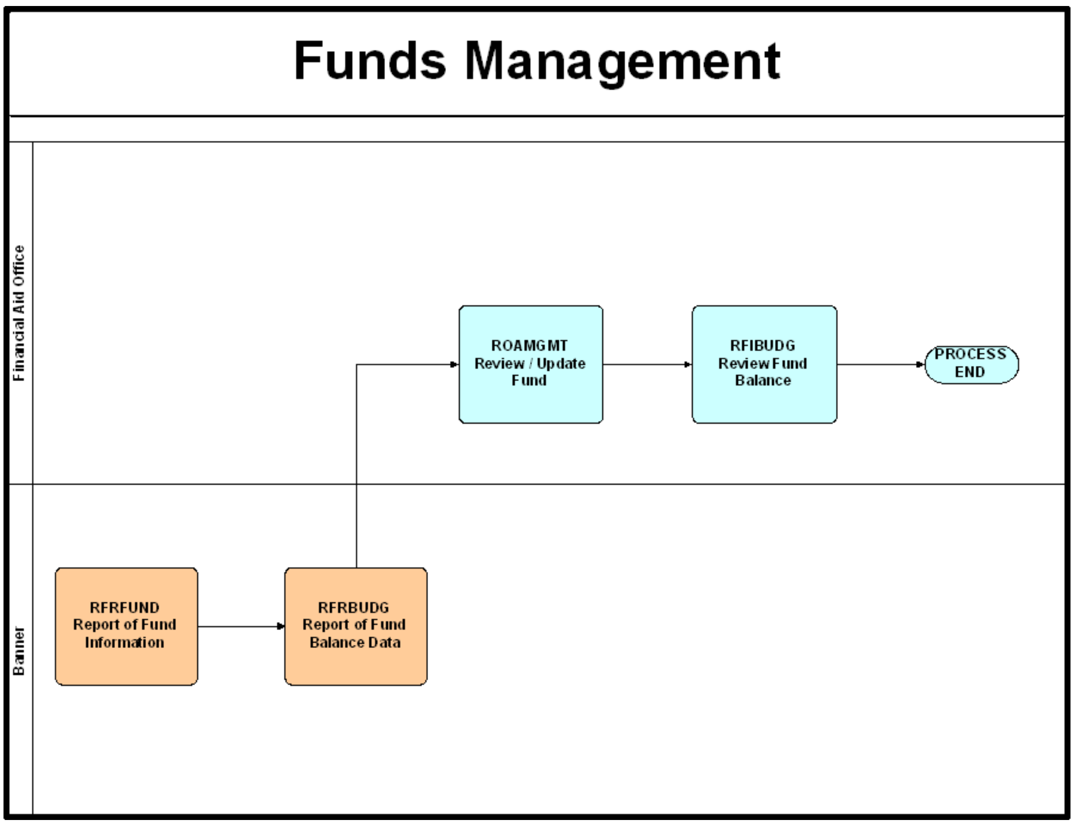
Introduction

The Fund Management module defines and monitors an unlimited number of funds, fund types, and fund associated eligibility rules for the purposes of awarding and disbursing financial aid. This module provides these features:

- Applicant Requirements – allows application requirements to be associated with individual funds assigned to the student's tracking record when the fund is packaged.

- Fund Messages – permits messages that are unique to a specific fund for web display or inclusion in award letters.

Funds Management Process Flow



Menu

- Funds Management [*RESFUND]
  - Fund Management [RFRMGMT]
  - Funds Management [ROAMGMT]
  - Fund Budget Inquiry [RFIBUDG]
  - Federal Fund ID Inquiry [RFIFFID]
  - Federal Rules Inquiry [RPIFEDR]
  - Default Award and Disbursement Schedule Rules [RFRDEFA]
  - Fund Award and Disbursement Schedule Rules [RFRASCH]
  - Financial Aid Selection Rules [RORRULE]
  - Fund Base Data [RFRBASE]
  - Fund Source Code Validation [RTVFSRC]
  - Financial Aid Fund Type Validation [RTVFTYP]

Key points

Set Schedules: Award and disbursement schedules for each aid period are set up online. If a standard schedule is not applicable to the fund, a customized fund award and/or disbursement schedule is created.

Create Fund Specific Data: These contain information about monies available to be awarded, packaging options, disbursement options, messages, and comments.

Packaging Process: The rules established in Funds Management are used extensively in the packaging process.

Create Fund Awarding and Disbursement Rules: Awarding and disbursement rules specific to the fund are created online, if necessary.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled "Funds Management."

Electronic Data Exchange Menu

Introduction

Through the EDE module and its communication software, you can receive ISIRs and send Pell corrections. Banner provides a system in which you can load ISIRs into Banner and automatically collect Pell corrections for subsequent processing. Banner eliminates the need to enter information twice for data that you must transmit to the central processor (CPS). This module provides these features:

- Applicant Record Creation – you can load ISIRs into the Banner system through automated data load processes.

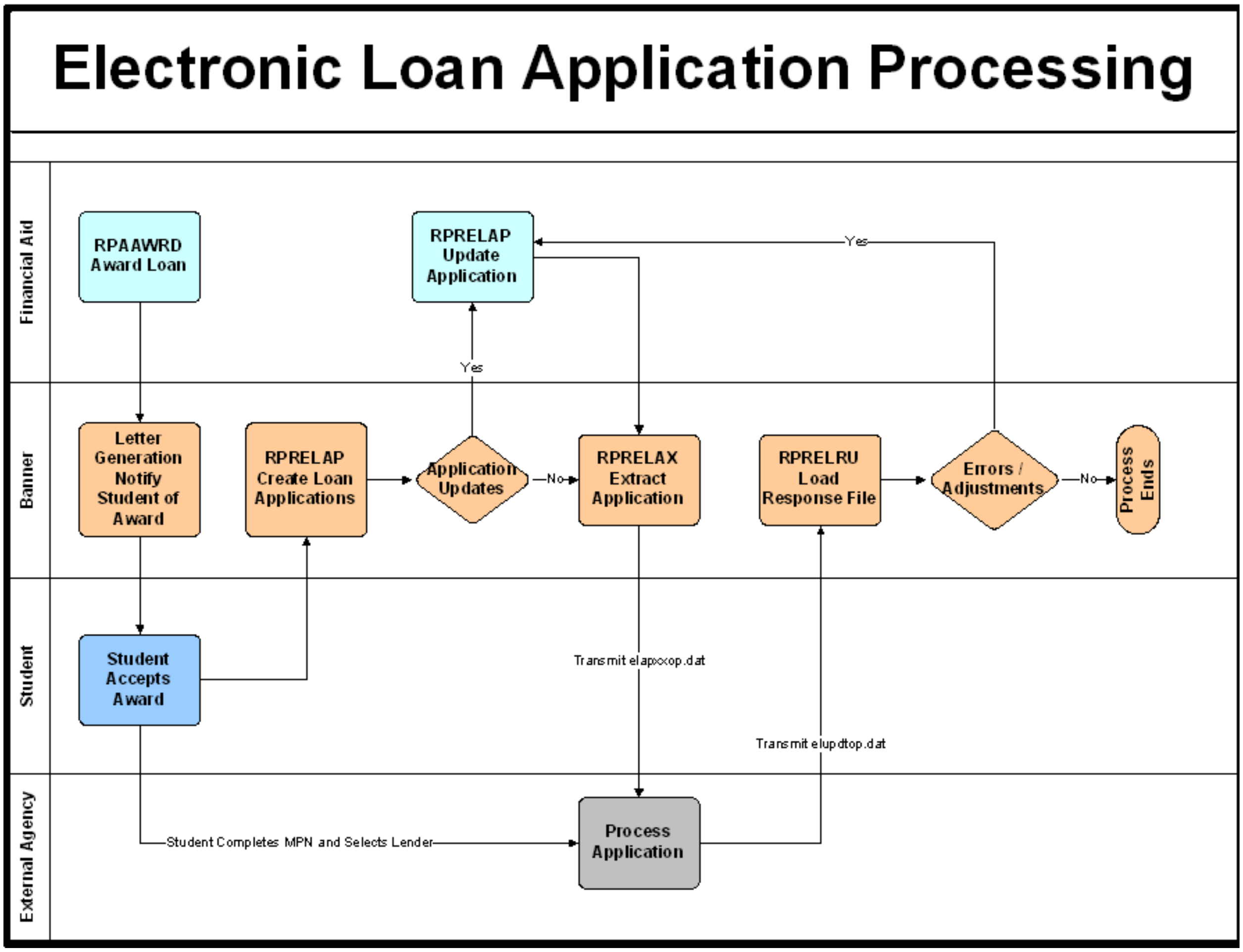
- Online Need Analysis – use online need analysis verification forms to log data changes to an applicant's record.

- ISIR Corrections -- run the Banner ISIR Correction/Request Process to create a data file for transfer to the central processor.

- Payment Processing – the system creates data files for transfer using information from the Banner Financial Aid database.

- Data File Generation/Data Request Files – you can send data files generated by the Banner Financial Aid system directly to the EDE central processor. You may also request data from the EDE central processor.

Electronic Data Exchange Process Flow



Menu

- 2007-2008 Electronic Data Exchange [*RESEDE08]
  - ISIR Correction/Request [REACORR]
  - Batch Control [RPIBATC]
  - COD Document Control [REICODD]
  - 2007-2008 Miscellaneous Results Inquiry [RNIMS08]
  - 2007-2008 Grant Origination/Acknowledgement [REAOR08]
  - 2007-2008 Grant Disbursement/Acknowledgement [READI08]
  - Rejection Code Validation [RTVRJCT]
  - Summary Statement of Account Inquiry [REISSOA]
  - Detail Statement of Account Inquiry [REIDSOA]
  - Data Request Record [RERRDRQ]
  - Multiple Reporting Record Inquiry [REIRMRR]
  - COD Year to Date Grant Summary [REIYTDS]
  - COD Year to Date Grant Origination [REIYTDO]
  - COD Year to Date Grant Disbursement [REIYTDD]
  - COD Grant Reconciliation [REIRECN]
  - NSLDS Transfer Monitoring Application [RNATMNT]
  - COD Identifier [REASTID]
  - COD Entity ID Rules [RORCODI]

- Financial Aid CIP Code Rules [RPICIPC]
- State Advanced/Honors Program Codes [RPISAHP]

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled “Data Load and Record Creation” and “Electronic Data Exchange.”

History and Transcripts Menu

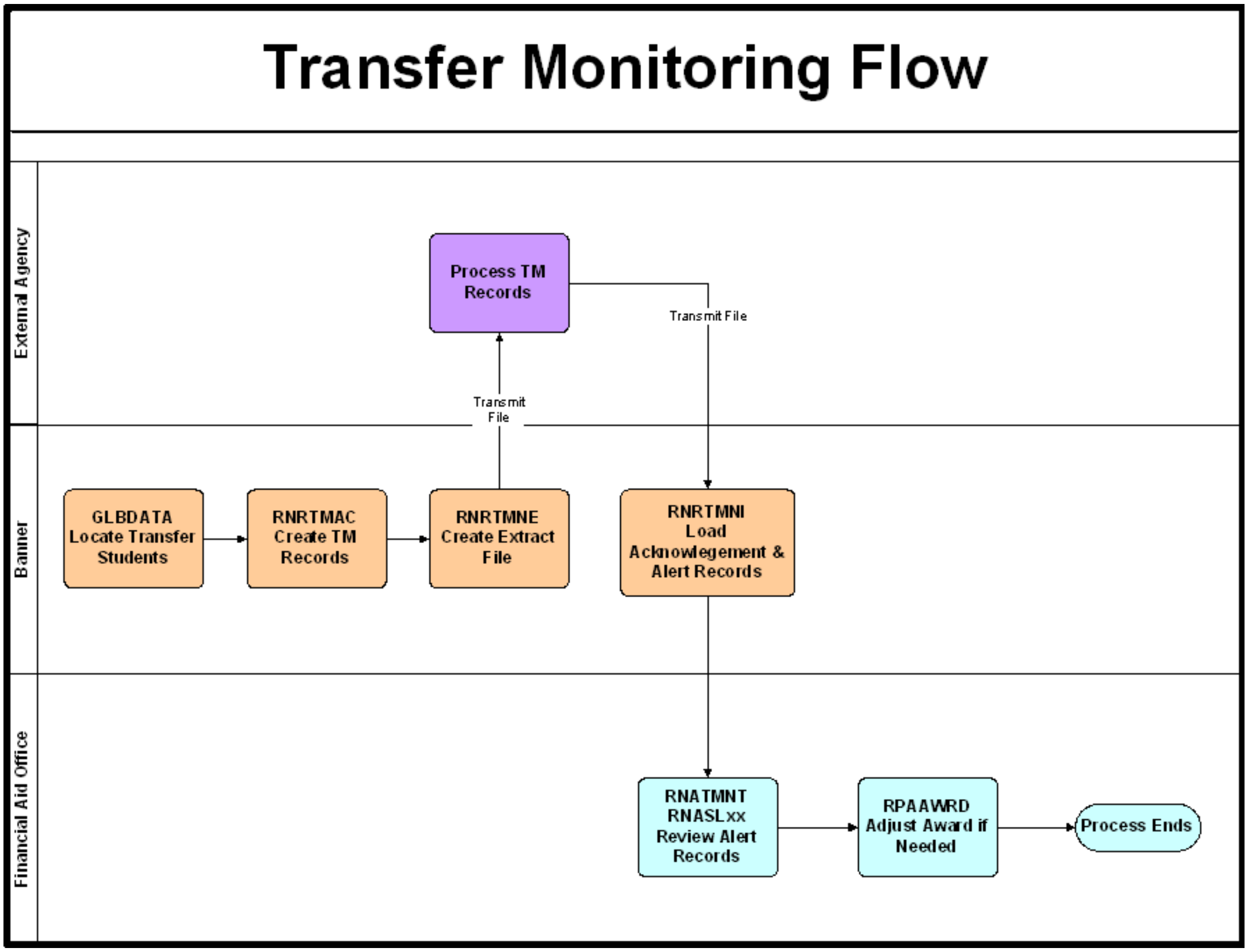
Introduction

The History and Transcript module maintains student financial aid records online for use in packaging, financial aid transcript generation, and audit functions. This module provides you with these features:

- Online Transcript Request – produces federally required transcripts for medical and certain other students in FAFSA standard format.

- Prior College and Institutional History – allows unlimited entry of transcript data received from other institutions.

Transfer Monitoring Process Flow



Menu

- History and Transcripts [*RESHIST]
  - NSLDS Transfer Monitoring Application [RNATMNT]
  - Transcript Rules [RHRTRNS]
  - Pre-Banner Award Summary [RHAPBAW]
  - Prior Institution Transcript [RHAPTRN]
  - Fund Sequence History Inquiry [RHIAFSH]
  - Applicant Comments [RHACOMM]
  - Transcript Information [RHATINF]
  - Financial Aid Transcript Request [RHARQST]

Key points

Create Transcript Rules: Define which of the institution's funds appears on financial aid transcripts.

Enter Transcript Information: Non-loan and non-award information that will be printed on financial aid transcripts is entered online.

Enter/Convert Pre-Banner Award Summary Data: Historical data that exists in any pre-Banner system and is needed for printing on financial aid transcripts should be run through a conversion process or entered manually online.

Request Transcript from Prior Institution: For applicants who have attended prior post-secondary institutions, financial aid transcripts must be requested to determine their continuing eligibility for certain awards.

Prior Institution Transcript Data: Data from prior institution's transcripts is entered online and should also be updated in the Requirements Tracking module, if financial aid transcripts are tracked as requirements.

Enter Applicant Comment: Free-form applicant comments are maintained in the History module.

Forms used

These forms are used to handle transcripts manually.

Form Name	Description
Pre-Banner Award Summary (RHAPBAW)	Enables you to manually enter pre-Banner summary award information in lieu of an automated conversion process. You can only enter data on this form for an inactive aid year.
Prior Institution Transcript (RHAPTRN)	Allows you to enter and maintain the information received from a prior institution's transcript.
Transcript Information (RHATINF)	Displays and maintains the non-award and non-loan information that appears on the student's financial aid transcript produced for the student by the institution.
Transcript Request (RHARQST),	When an outgoing transcript is requested, the system will check all records on the Applicant Award Table (RPRAWRD) for the existence of an award record from any Title IV fund for any year. This information will be merged with information from the RHATINF form when the Financial Aid Transcript is generated by the RHRTRAN report.
Transcript Rules Form (RHRTRAN)	Rules are established here to identify the funds that you want to include on the institution's financial aid transcript. Note: The RHATINF form and the RHRTRAN report automatically note whether the student has received Title IV funds. If no records are found, the system will automatically place an *X* next to one of the following statements: **The student neither received nor benefited from any Title IV aid** OR **Institution no longer has records** on the Transcript Information Form.
Fund Sequence History Inquiry (RHIAFSH)	Displays the student's financial aid history by fund code.
Applicant Comment (RHACOMM)	Displays comment history for each student. These comments are stored/displayed by activity date and can be queried on aid year.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Transfer Monitoring (formerly titled Award History and Transcripts).

Financial Aid Common Functions Menu

Introduction

The Financial Aid Common Functions module maintains frequently used financial aid functions. This module provides these features:

- Data Management – allows the entry of rules to control the loading of student and financial aid records into the database from external sources.

- Common Function Controls – includes features such as batch posting, establishing and maintaining financial aid record holds, displaying student summary information, creating and maintaining user-defined fields, displaying the management audit log, and setting institutional options.

- Form Call Sequencing – allows the definition and execution of a series of functions in a predefined order.

Menu

- Financial Aid Common Functions [*RESCOMN]
  - General Person Identification [SPAIDEN]
  - Person Name/ID Search [ROAIDEN]
  - FISAP Person Maintenance [ROAFSAP]
  - Aid Year Inquiry [ROIAIDY]
  - Group Inquiry [ROIGRPI]
  - Data Log Inquiry [ROIILOG]
  - Logging Activity Inquiry [ROILOGA]
  - Message Code Inquiry [ROIMESG]
  - SAR ID Inquiry [ROISARI]
  - Financial Aid Term Code Inquiry [ROITERM]
  - Applicant Common Functions [*RESAPPLCT]
  - Financial Aid Common Functions Control [*RESCOMNCM]
  - Data Management [*RESDATA]

Key points

All other Financial Aid modules use Common Functions tables, forms, reports, and batch processes. Common Functions support other modules' processes, but don't clearly fit into any one other module. Examples of Common Functions tables are the

- Applicant Status Table (RORSTAT), which is the "base" table in which applicant data is stored

- Pell Grant Schedule Table (RORPELL), which contains a matrix of values used in Pell grant award calculations

- Applicant Satisfactory Academic Progress Table (RORSAPR), which details applicants' academic progress.

Forms used

Here are descriptions of some of the forms used in the in the common functions menu and submenus.

Form Name	Description
Identification (SPAIDEN)	Use to capture biographic/demographic information for all persons associated with the institution. Non-person records may also be entered with this form.
Person Search (ROAIDEN)	Allows you to view and select the correct ID number for the individuals in the system. You can access this form from all forms that require an ID number in the Key Information section.
Financial Aid General Person (ROAPERS)	Use this to capture biographical information for each person.
Aid Year Inquiry (ROIAIDY)	Displays aid year information for the codes that were established on the Institution Financial Aid Options Form (ROAINST). The ROAINST form enables you to define various global institutional options for an aid year, define the aid year start and end dates, establish default codes, define institutional credit hour values and define Pell payment voucher parameters.
SAR ID Inquiry (ROISARI)	Enables you to query a student's Banner system ID based on the entry of the student's SAR ID.
FISAP Person Maintenance (ROAFSAP)	Displays individual student data that is necessary for the production of the FISAP report (RORFSxx).

Form Name	**Description**
Suspended Records Maintenance (RCRSUSP)	Displays records placed into suspense by the tape load matching process. The form enables you to override the status of possible duplicate records before you rerun the tape load to reprocess the suspended records.
Financial Aid Mail (RUAMAIL)	Displays all of the Financial Aid letters initiated and/or printed for a student for a given aid year.
Data Log Rules (RORDATA)	Controls whether or not a field in the database is eligible to be recorded in the management audit log table. Logs Electronic Data Exchange corrections in support of the ISIR correction process.
Supplemental Log Data Rules (RORDSUP)	Allows supplemental data elements to be associated with primary data elements from RORDATA and included in the logging process.
Aid Period/Term Rules (RORTPRD)	Enables you to specify the terms that you want to associate with an aid period. Note: Use the Aid Period Validation form (RTVAPRD) to maintain valid aid periods, descriptions of each period, the percent of full academic year, the percentage of the scheduled Pell Grant award allowed for the period, and the Expected Family Contribution percentages for the period.
Applicant Holds (ROAHOLD)	Use this to place a hold on a student's financial aid application. You can use holds to prevent packaging and/or disbursements activities. You can also designate the aid year or range of dates for which the hold is effective. Note: The Hold Type Validation form (RTVHOLD) permits the creation of hold types and defines what process the hold type prevents.
Applicant Immediate Process (ROAIMMP)	Provides you with the ability to perform automatic group assignments, packaging fund assignment, need analysis calculations, Pell calculations, satisfactory academic progress measures, and authorize the disbursement of available financial aid.

Form Name	Description
Applicant User Defined Fields (ROAUSDF)	Displays user-defined fields for an applicant. All data displayed about the applicant is specific to the aid year code entered in the Key Information section. Note: The User Defined Variables Description Form (RORUSER) allows you to define and maintain descriptive labels to be associated with each of the 360 hard coded user-defined fields. These field labels are maintained separately for each aid year.
Applicant User Defined Fields (ROANYUD)	Displays user-defined fields for an applicant. All data displayed about the applicant is not specific to a aid year code entered in the Key Information section. Note: The User Defined Variables Description Form (RORNYVD) allows you to define and maintain descriptive labels to be associated with each of the 360 hard coded user-defined fields. These field labels are maintained separately and not linked to a aid year.
Financial Aid Summary (ROASMRY)	Displays authorized financial aid disbursements pending the scheduled disbursement date, memos potential financial aid eligibility, unsatisfied tracking requirements, loan disbursements, and promissory note information for an applicant.
Applicant Message (ROAMESG)	Used to assign year specific student messages that can be displayed on selected letters. Note: Messages may be pre-defined on the Message Code Validation Form (RTVMESG) or may be free form. The corresponding Applicant Message Table (RORMESG) contains the aid year, type, message code, expiration date, full message description, user ID, and activity date.
Batch Posting Rules (RORPOST)	Allows designation of a wide variety of award and eligibility information to be batch posted to the record of selected students.
Satisfactory Academic Progress Validation (RTVSAPR)	Enables you to create and modify academic progress validation codes. The codes can be defined to prevent packaging, disbursement, or both. Note: SAP rules are established on the RORRULE form and are used when running the SAP Assignment Process (ROPSAPR).

Student System Shared Data Menu

Introduction

The Student System Shared Data module integrates the Banner Student system with Financial Aid. This option permits you to view information in Recruiting, Admissions, Registration, Housing, Accounts Receivable, and Academic History. Information in these Student system areas is important to the financial aid decision-making process.

Menu

- Student System Shared Data [*RESSHARE]
  - Summary Academic History Inquiry [RSIHIST]
  - Basic Student Information Inquiry [RSISTDN]
  - Admissions Application Inquiry [RSIAPPL]
  - Account Detail Review Inquiry [RSIAREV]
  - Degrees and Other Formal Awards Inquiry [RSIDEGR]
  - Housing Information Inquiry [RSIHOUS]
  - Prior College Inquiry [RSIPCOL]
  - High School Inquiry [RSIHSCH]
  - Test Score Inquiry [RSITEST]
  - Veteran Certification Inquiry [RSIVETN]
  - Third Party Contract Inquiry [RSICONT]
  - Billing Exemption Inquiry [RSIEXPT]

Key points

Data is shared with the Banner Student System through a series of views that contain information that the Financial Aid system may require for certain processes. The information is available through a series of inquiry-only forms listed on the Student System Shared Data menu.

Student system data is shared through these views, rather than by direct access of the Banner Student system tables, for the following reason. If Banner Financial Aid is installed as a standalone product, in an environment where Banner Student is not installed, these views can be created as tables by the institution and periodically populated with data from its Student system.

Forms used

Here are descriptions of the forms used in this menu.

Form Name	Description
Summary Academic History Inquiry (RSIHIST)	Allows you to review a student's term GPA, cumulative GPA, and associated credit hours.
Basic Student Information Inquiry (RSISTDN)	Allows you to view a student's non-course related academic information.
Admission Application Inquiry (RSIAPPL)	Allows you to review a student's admission application-related information.
Account Detail Review Inquiry (RSIAREV)	Enables you to review charge and payment information for an account. Detail information comes from many areas such as transcript fees from academic history and housing and meal charges from location management and housing. The balance of the account and the current amount due are displayed on the last line of this form. Any changes to the account will modify these balances.
Degrees and Other Formal Awards Inquiry (RSIDEGR)	Allows you to review degree and award related information. Degrees are captured by number to provide an optional method of identifying the student's primary degree, if more than one exists.
Housing Information Inquiry (RSIHOUS)	Displays information that pertains to a student's residence hall assignment, any special attributes for the room and/or meal plan assignments.
Prior College Inquiry (RSIPCOL)	Allows you to check a person's prior college history. The data displays in college code sequence.
High School Inquiry (RSIHSCH)	Allows you to view a student's high school information such as school name and address, graduation date, overall GPA and class rank/size.
Test Score Inquiry (RSITEST)	Displays a student's test history.

Form Name	Description
Veteran Certification Inquiry (RSIVETN)	Allows you to view Veteran Education Benefit related information by term for a student.
Third Party Contract Inquiry (RSICONT)	Displays those students authorized for a third-party contract for a given term.
Billing Exemption Inquiry (RSIEXPT)	Displays those students authorized for a billing exemption for a given term code. Note: A value of *D* in the **Delete** field on either RSICONT or RSIEXPT indicates that the person is no longer authorized for the contract.

Associated workbooks

There is no associated Banner 8 workbook for this module.

Short-Term Credit Menu

Introduction

The Short-Term Credit module allows you to build history files on a student's short period loans. This module is not interfaced with any other system.

Menu

- Short-Term Credit [*RESSHORT]
  - Short-Term Credit Detail [RPASTCD]
  - Short-Term Account Maintenance [RPRSTAM]
  - Short-Term Credit Inquiry [RPISTCI]
  - Certification Initials Validation [RTVCINT]
  - Repayment Source Validation [RTVRPSR]

Key points

Short-Term Credit Account: These accounts are established online and include such data as budgeted loan amounts, amounts requested, approved and repaid, along with account comments.

Short-term Credit Request: Requests are recorded by student ID and include such data as amounts requested, approved and repaid, in addition to repayment source, and comments.

Student Receives Short-Term Credit: Once the Financial Aid office has determined the eligibility of the applicant and the loan amount, this information is recorded online.

Student Repays Short-Term Credit: Data is maintained regarding how and when the student repays the short-term loan.

Forms used

Here are descriptions of the forms used in this menu.

Form Name	Description
Short-Term Credit Detail (RPASTCD)	Allows you to create and maintain short-term loans for a student. You generally use these loans to provide the student with sufficient funds to handle emergencies. The student does not have to receive financial aid in order to receive short-term credit.
Short-Term Account Maintenance (RPRSTAM).	Enables you to maintain a description of the credit account, establish an account budget, maintain the amount of the loan that is currently available to lend, modify the minimum and maximum loan amounts, and determine the duration of the loan.
Short-Term Credit Inquiry (RPISTCI)	Displays short-term loan information for a student in descending order by loan sequence number.
Certification Initials Validation (RTVCINT)	Eenter and maintain the initials of persons who are responsible for certifying loan applications.
Repayment Source Validation (RTVRPSR)	Enables you to define and maintain all of the loan repayment sources necessary for short-term loan processing used by the RPASTCD form.

Associated workbooks

There is no associated Banner 8 workbook for this module.

Student Employment Menu

Introduction

The Student Employment module performs the referral, placement, hours submission, and tracking functions for student employees. This module provides these features:

- Work Authorization – allows processing of the student's work location, employment dates, rate of pay, and authorized hours and earnings.

- Departmental Time Reports – permits submission and monitoring of the student's hours worked.

Menu

- Student Employment [*RESEMPL]
  - Student Employment Authorization [RJASEAR]
  - Student Employment Referral [RJASERF]
  - Student Employment Mass Entry [RJASEME]
  - Student Employment Work History [RJISEWH]
  - Student Employment Control [*RESEMPLCM]
    - Student Employment Default Rules [RJRSEDR]
    - Payroll Load Control [RJRPAYL]
    - Placement Rules [RJRPLRL]
    - Placement Base Data [RJAPLBD]
    - Job Title Base Data [RJRJOBT]
    - Job Title Requirements [RJRJREQ]
    - Referral Status Validation [RTVRFST]
    - Employment Authorization Status Validation [RTVAUST]

Key points

Finance Chart of Accounts: The chart code associated with a placement code is either obtained from the Banner Finance system or is a non-enterable data element.

Finance or Payroll Organization: The organization code associated with a placement code is either obtained from the Banner Finance system the Banner HR system or is a free-format unvalidated data element.

Payroll Employee Class: The employee class code associated with a placement code is either obtained from the Banner HR system or is a free-format unvalidated data element.

Payroll Position: The employee position code associated with a placement code is either obtained from the Banner HR system or is a free-format unvalidated data element.

Placement Rules: These define the position, allocation, employee class, chart of accounts code, and organization code with which a placement code is associated.

Employment Default Rules: These rules are used in the creation of position referrals and contain starting and ending dates for authorizations and payments, pay rate, and authorization status. Default rules are used to create employment authorizations.

Create Referrals and Authorizations: Position referrals can be created for each employed student by placement code. The authorizations are created for each employed student by fund and placement code.

Payroll Load Rules: These rules are used during the payroll load process and identify the payroll(s) that should be interfaced to the Financial Aid student employment module.

Work History Update: Work history table is not updated until earnings are posted through the payroll load or entered manually.

Employment Authorization Update: The payroll load process or manual entry of earnings updates the employment authorization for awarded funds.

Associated workbooks

For additional information and training exercises on this topic, see the workbook titled “Student Employment.”

Loan Processing Menu

Introduction

The Loan Processing module enables you to process Direct Loans, FFELP Common Line loans, and manual loans.

Menu

- Loan Processing [*RESLOAN]
  - Direct Loan Processing [*RESLOANDL]
  - Electronic Loan Processing [*RESLOANEL]
  - Manual Loan Processing [*RESLOANMN]
  - Loan Control [*RESLOANCM]
    - Loan Period Base Data [RPRLPRD]
    - Lender Base Data [RPRLNDR]
    - Lenders/Disbursing Agents Rules [RPRLNDA]
    - Loan Options [RPRLOPT]
    - Class Code Translation [RPRCLSS]
    - Federal Rules Inquiry [RPIFEDR]
    - Loan Status Validation [RTVLNST]
    - Certification Initials Validation [RTVCINT]
    - COD State Code Rules [RTVCDST]
    - COD Nation Code Rules [RTVCDNT]

Key points

The loan process differs depending on how institutions process their loans. There are three ways to process loans in the Banner system.

Direct: Federal Direct Subsidized Stafford, Unsubsidized Stafford or PLUS Loans.

Electronic: FFELP or alternative loans that are processed electronically in CommonLine Compliant Format.

Manual: Loan applications that are not processed electronically. May be institutional or private loans.

Associated workbooks

For additional information and training exercises on this topic, see the workbooks titled "Loan Processing: Direct Loans," "Loan Processing: Electronic Loans," and "Loan Processing: Manual Loans."

Return of Title IV Funds Menu

Introduction

The Return of Title IV Funds module and Title IV Authorization module functionality assists you in complying with the Title IV regulations for federal financial aid. Title IV features involve the Banner Accounts Receivable, Student, and Financial Aid products. This module provides you with these features:

- Identify Title IV payments, institutional charges, period of enrollment, and refund detail codes.

- Record authorizations from students to authorize the use of Title IV aid to pay indirect charges, prior year minor institutional charges, and/or hold excess Title IV aid for future use.

- Allow application of payments to pay off only allowable charges, or to pay off all charges based on user authorization. You can also choose to apply payments so that they will only pay off charges for terms within an aid year, with parameter to control future terms within the aid year.

- Identify original charges as required for the return calculation.

- Define break periods within the period of enrollment.

- Identify Title IV recipients who have fully withdrawn or are no longer in attendance.

- Determine the enrollment period and the point in the period that enrollment terminated.

- Determine a student's institutional charges, Title IV aid, and percentage of enrollment period completed in order to calculate the Title IV repayment.

- Determine the amount of Title IV aid that should be returned to the Title IV programs by the institution and/or student, or allowable post-withdrawal disbursed to the student.

- Refund Title IV credits.

Menu

- Return of Title IV Funds [*RESTRFND]
  - Return of Title IV Funds Calculation [RPATIVC]
  - Return of Title IV Funds Calculation Inquiry [RPITIVC]

Key points

Run the Title IV Recipients Withdrawn Process: Determine students who have withdrawn by running this process.

Calculate the Title IV Fund Amount Return: This can be done through batch or online processes to calculate the fund amount to be returned for students.

Review Calculations: Can be done for all students.

Update the Student's Award: This is done based on the result of the calculation.

Run the Disbursement Process: This updates the paid amounts for the affected funds.

Business Office Returns Money: Money is returned to the appropriate Title IV funds.

Forms used

Here are descriptions of the forms used in this menu.

Form Name	**Description**
Return of Title IV Funds Calculation (RPATIVC)	Populates the data necessary to perform the Return of Title IV Calculation Process (RPRTIVC). The Title IV calculation determines the total amount of required return or allowable post-withdrawal disbursement, as well as determining these amounts by fund. Once this process is completed, the student's financial aid award must be updated and the disbursement process completed.
Return of Title IV Funds Calculation Inquiry (RPITIVC)	Allows you to view the summary and calculation information only.

Associated workbook

For additional information and training exercises on this topic, see the workbook titled "Return of Title IV Funds."

Creating and Using Quick Flows

Introduction

QuickFlow is ideal for linking a series of Banner forms together to create an automated process to ensure all actions associated with a task are completed.

When you enter the QuickFlow name on the QuickFlow Form (GUAQFLW) and click **Start**, the system executes the first form defined in the QuickFlow list. After you exit the first form in the list, the system executes the second form in the QuickFlow list. This pattern continues until the system executes all of the forms in the QuickFlow list.

Note: You can only execute QuickFlow lists that were defined using the GTVQUIK and GUAQUIK forms.

Banner form

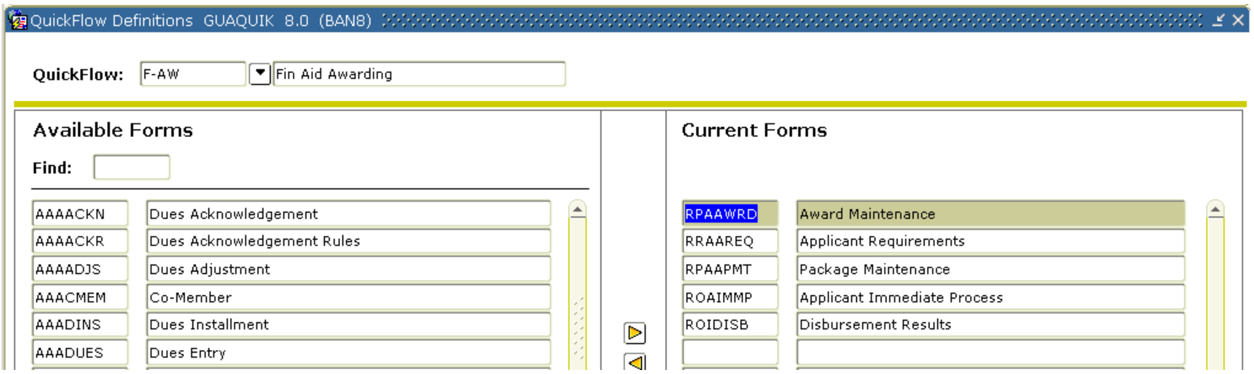
First, use the QuickFlow Code Validation Form (GTVQUIK) to create the name of your QuickFlow.

QuickFlow Code Validation GTVQUIK 8.0 (BAN8)

Code	Description	Activity Date
ADM	Admissions List	10-SEP-1990
ADMG	Admission QF test of SAAQUAN	24-JAN-2007
ADMR	Define Applicant Codes	03-JUL-1997
AHR	Define Grade Processing Rules	03-JUL-1997
AJV	Recruit Test	10-SEP-1998
APP	Application Procedure	04-MAR-1991
APPLICANT	New Application	04-FEB-2008
BIO	Entering Biographic Info.	10-MAY-1996
BUDG	Budget Inquiry	14-MAY-1997
CATR	Define Codes for Course Data	03-JUL-1997

Banner form

Then, use the QuickFlow Definitions Form (GUAQUIK) to add and remove forms on your QuickFlow. Use the arrow icons in the center of the screen to add or remove forms on your Current Forms list.



Note: You can scroll through the list of available forms or use the **Find** function to locate specific forms.

Steps

Follow these steps to create a quick flow for a process that requires many different forms to be completed. Your instructor will identify the appropriate form names to use.

1. Access the QuickFlow Code Validation Form (GTVQUIK).
2. Select the **Insert Record** function.
3. Enter a QuickFlow code in the **QuickFlow** field per your instructor.

Note: The code can be up to 4 characters.

4. Enter a description in the **Description** field of the QuickFlow code per your instructor.

Note: The description can be up to 30 characters.

5. Click the **Save** icon.
6. Click the **Exit** icon.
7. Access the QuickFlow Definition Form (GUAQUIK).
8. Enter the code in the **QuickFlow** field you just created on the QuickFlow Code Validation Form (GTVQUIK).
9. Select the **Next Block** function.
10. Click the **Insert** or **Remove** arrow icons in the center of the screen to add or remove forms on your Current Forms list.

Warning: Make sure to enter the forms in the order they should be accessed to achieve the task required.

Note: You can use the **Find** function to locate the form you need by entering the search information, including “%”, the Banner wild card, to pull up the form names. You can also scroll through the list of form names in the Available Forms section.

11. Click the **Save** icon.
12. Click the **Exit** icon.
13. Access the QuickFlow form (GUAQFLW).
14. Enter the name of the QuickFlow process that you created in Step 3 in the **QuickFlow** field.

15. Click the **Start** button.

16. Exit through each of the forms in the process to return to the QuickFlow form.

17. Click the **Exit** icon.

Self Check

Directions

Match the Banner module from the list on the left with the description on the right. Try to do this without using your workbook notes.

Note: You will not use all the module names.

a. Applicant Processing

b. Need Analysis

c. Requirements Tracking

d. Budgeting

e. Packaging and Disbursements

f. Funds Management

g. Electronic Data Exchange

h. History and Transcripts

i. FA Common Functions

j. Student System Shared Data

k. Short-Term Credit

l. Student Employment

m. Loan Processing

n. Return of Title IV Funds

__ 1. Allows an unlimited number of ways individuals or groups of applicants may be packaged.

__ 2. Maintains student financial aid records for use in packaging, financial aid transcript generation, and audit functions.

__ 3. Integrates the Banner Student system with the Financial Aid system.

__ 4. Performs the referral, placement, hours submission, and tracking functions for student employees.

__ 5. Permits you to define an unlimited number of documents or statuses that students need to submit or complete.

__ 6. Contains the forms that you use on a regular basis for the day-to-day processing of student financial aid information.

__ 7. Calculates and assigns cost of attendance values to each applicant based on budget types in effect at the institution.

__ 8. Provides ability to receive ISIRs and send Pell corrections.

Answer Key for Self Check

Matching

a. Applicant Processing

b. Need Analysis

c. Requirements Tracking

d. Budgeting

e. Packaging and Disbursements

f. Funds Management

g. Electronic Data Exchange

h. History and Transcripts

i. FA Common Functions

j. Student System Shared Data

k. Short-Term Credit

l. Student Employment

m. Loan Processing

n. Return of Title IV Funds

e	1. Allows an unlimited number of ways individuals or groups of applicants may be packaged.
h	2. Maintains student financial aid records for use in packaging, financial aid transcript generation, and audit functions.
j	3. Integrates the Banner Student system with the Financial Aid system.
l	4. Performs the referral, placement, hours submission, and tracking functions for student employees.
c	5. Permits you to define an unlimited number of documents or statuses that students need to submit or complete.
a	6. Contains the forms that you use on a regular basis for the day-to-day processing of student financial aid information.
d	7. Calculates and assigns cost of attendance values to each applicant based on budget types in effect at the institution.
g	8. Provides ability to receive ISIRs and send Pell corrections.