
Banner Financial Aid New Year System Start-Up Checklist

2004-2005 Award Year



Education That Works For a Lifetime

Financial Aid Services

Introduction:

To assist you in your preparation for the 2004-2005 financial aid award year, the Banner Financial Aid Team crafted a multi-dimensional approach. Since December, we have carefully reviewed the SCT documentation, release guides, and upgrade guides – both from a functional and technical perspective – to ensure an orderly transition to the new award year. This has been especially important in this, our fifth year of a multi-year financial aid system, given our unique 12 college solution. In preparing the Banner Financial Aid System for the 2004-05 award year, we have systematically and methodically “rolled over” all system shared forms and tables to the new year. We have also “rolled over” all colleges’ unique tables, rules, letters, and processing options to the new 2004-05 year. We have also been careful to apply all our customized solutions to the program software. Through your use of our customized guide, the *Banner Financial Aid New Year System Start-Up Checklist*, you should be well prepared to complete your financial aid system parameters.

As we begin the 2004-05 award year, we are at version 6.x of the Banner Financial Aid software. This version includes an early release of INAS, the need analysis software of The College Board. Since we do not perform need analysis upon data load, your student need analysis results are “official” CPS results. However, your invoking of need analysis will result in an “estimated FM” calculation. Consequently we suggest you do not invoke need analysis, either individually or in batch processing, until such time as we update the Banner system with the final release of INAS. We will do so immediately upon receipt from SCT/The College Board, hopefully next month. Best wishes as you embark upon the 2004-05 financial aid award year!

How To Use This Checklist:

The intent of this document is to ensure that all required tables are set up for new financial aid year processing. The relative order of the setup is not necessarily important. The checklist is organized by module for the systematic preparation of new aid year data. Since the Financial Aid Team has already “rolled over” your parameters and rules from the 2003-04 award year to the 2004-05 award year, you must carefully review and modify those items that are aid-year specific, such as dates and descriptions. Of course, you should also feel free to adjust any parameters and rules you determine important to your new year financial aid operations. For general assistance with your college’s 2004-05 Award Year setup, you can contact User Support at 860.244.7802 or e-mail us at SYS-BannerFinAidHelp@commnet.edu. For web development support, you must use the [Web Development Request Form](#) on the Financial Aid Services web site.

Common Functions Module

____ Step 1 **ROAINST** - Institution Financial Aid Options Form

You will see that most of the data on ROAINST for the 2004-2005 Aid Year was rolled from 2003-2004.

Institutional Parameters (window #1)

The **Pivot Date** has been set to March 1, 2004 as a system-wide date for 2004-05 processing to begin. Please remember that once this pivot date arrives, all nightly data load processes will begin.

Current Term Code – Enter your term code for Fall 2004.

COD Full Participant – Check the Pell indicator

Institution Financial Aid Options II

Routing No/Common School ID - To ensure proper Pell Grant processing through the Common Origination and Disbursement (COD) System, it is **very important** that you enter the “Routing No/Common School ID” that was assigned to your school when you registered as a COD Full Participant for the 2004-05 processing year.

Credit Hours (window #4)

Update with your Fall 04, Spring 05 and Summer 05 term codes for the 2004-2005 Aid Year.

Institutional Defaults (window #5)

The JIT/Advance Pay for Pell indicator is checked and the # of Days for JIT Pell processing has been pre-set to 5 on ROAINST.

Campus/EDE Defaults (window #6)

Routing No/Common School ID – As you’ve already done on window #2 of ROAINST, enter your “Routing No/Common School ID” number.

Web Processing Rules (window #7)

“Info Access” - this indicator has been checked to allow your students to access financial aid data via Banner Web.

Review all fields on ROAINST and update as needed.

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____ Step 2 **RTVAPRD** – Aid Period Validation Form

Review aid periods, descriptions and full year/EFC percents for all aid periods.

To ensure accurate Pell processing for Summer 05, be sure that you set the “Budget Full Year Pct” to 150 for your XFSPSU (Fall, Spring, and Summer) aid period.

____ Step 3 **RORTPRD** - Aid Period/Term Rules Form

On RORTPRD, you must enter the term codes you want to associate with **each** of your aid periods for the 2004-2005 Aid Year. For example, the XFASP Aid Period must have the Fall 04 and Spring 05 entered in the “Aid Period/Term Code Rules” section of RORTPRD.

Tracking Module

Your 2003-04 tracking group information has been rolled to the 2004-05 Aid Year. Review all tracking group information as follows:

____ Step 1 **RTVTGRP** - Requirements Tracking Group Validation Form

RTVTGRP displays the group codes, group descriptions and priority codes for each of your established tracking groups.

Please remember: Since RTVTGRP is not an aid year specific form and your existing tracking groups have been used for previous processing, you cannot make changes to these current tracking groups. You can add a new tracking group on RTVTGRP or you can disable a group by deleting the 2004-05 RORRULE for that particular tracking group.

____ Step 2 **RTVTREQ** – Requirements Tracking Validation Form

All of your established tracking requirements have been rolled to the 2004-05 Aid Year. As with tracking groups, you should not make changes to existing tracking requirements.

Please note: In order to accommodate aid-year specific tracking requirements, e.g., verification forms, the SAR Drug Worksheet, etc., we have removed the aid year from the URL statement of these documents. These new URLs are now programmed to point to the correct aid year specific form based upon the aid-year you are working in. This eliminates the need for the creation of new tracking requirements for these documents each year.

As you recall from our “Developing a Web-based Financial Aid System” meetings, the following URLs have been established for “common” tracking requirements that are used by all colleges.

For your convenience, we have posted these documents and URLs to RTVTREQ using the naming convention described below. **Do not make any changes to these requirements on RTVTREQ.**

<u>Code</u>	<u>Tracking Requirement</u> <u>URL</u>
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<u>XFDVWS</u>	Federal Dependent Verification Work Sheet http://www.commnet.edu/finaid/download/X/DependentWorksheet.pdf
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<u>XFIVWS</u>	Federal Independent Verification Work Sheet http://www.commnet.edu/finaid/download/X/IndependentWorksheet.pdf
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<u>XC9005</u>	Drug Conv Elig. http://www.commnet.edu/finaid/download/X/SARDrugWorksheetcolor.pdf
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As you set up each of your tracking group requirements on RRRGREQ as described below, be sure to include these requirements in the appropriate tracking groups.

Reminder: If you have 2004-05 aid year specific tracking requirement forms that you want to enable your students to download, please send us a request via our [Web Request Form](#).

RTVTREQ has been updated with all tracking requirements needed for the batch posting of both C Flag and Reject ISIR conditions. These requirements are in compliance with the Department of Education processing for 2004-05.

____ Step 3 **RRRGREQ** – Requirements Tracking Group/Requirements Rules Form

Review each tracking group for 2004-05. Be sure to update all of your verification tracking groups to include the new verification worksheet tracking requirements as described above.

____ Step 4 **RORRULE** – Requirements Tracking Group

All tracking RORRULES have been rolled to 2004-05.

If your 2004-05 tracking groups are the same as past years, you do not have to update tracking RORRULES. However, if any of your tracking rules refer to aid year specific data, you must create new rules for 2004-05. **Do not revise or delete a RORRULE that was used for past processing.**

If you added tracking groups for 2004-05, you must assign a RORRULE to these new groups. Please email SYS-BannerFinAidHelp@commnet.edu if a new RORRULE is needed. If you have tracking groups that you do not want to use for 2004-05, you must remove the RORRULE of those groups.

Use RRITGRP (Requirements Tracking Inquiry Form) to verify that each of the tracking groups you will be using for 2004-05 are assigned a RORRULE.

Budgeting Module

Your 2003-04 budget group information has been rolled to the 2004-05 Aid Year. Review all budget group information as follows:

____ Step 1 **RTVBGRP** - Budget Group Validation Form

RTVBGRP displays the group codes, group descriptions and priority codes for each of your established budget groups.

Please remember: Since RTVBGRP is not an aid year specific form and your existing budget groups have been used for previous processing, you cannot make changes to these current budget groups. You can add a new group as needed or you can disable a group by deleting the 2004-05 RORRULE for that particular budget group.

____ Step 2 **RTVCOMP** – Budget Component Validation Form

If you want to add new budget components for the 2004-05 Aid Year, enter component codes, descriptions and print order on RTVCOMP. Review the default indicators which automatically include checked components on every budget.

____ Step 3 **RBRGTYP** - Budget Group/Type Rules Form

Review all budget group codes to be sure each group is assigned both a campus-based and a Pell budget.

____ Step 4 **RBRCOMP** – Budget Component Rules Form

All budget components and amounts have been rolled to the 2004-05 Aid Year.

As you build your budgets for the 2004-05 Aid Year, please be sure to use the approved Tuition/Fee schedule for the 2004-05 Academic Year. You can access this schedule through the following link: [FY05 Tuition & Fees Schedule](#). This FY05 Tuition & Fee schedule is also posted on our Financial Aid Services web site under Research & Publications.

As you build your 0405 budgets, be sure you have both a campus budget and Pell budget defined for your Fall/Spring period code (100% of Full Year). Banner will automatically adjust budgets for other than full-time aid periods based upon the percents on RTVAPRD.

____ Step 5 **RORRULE** – Budget Group Assignment

All budget rules have been rolled to the 2004-05 Aid Year. You should review the rule of each budget group for 2004-05. **Do not revise or delete a RORRULE that was used for past processing.**

As you review your budget group assignment RORRULES, you will notice that part of each rule refers to “**rovst04_resd_code= Y, N or B**”. Rovst04 is a view of data stored in the Banner Student system and “rovst_resd_code” is used to determine a student’s residence. Since rovst05 will be used for the 04-05 year, you must update these rules as follows: **Change rovst04 to rovst05 on each budget RORRULE for the 2004-05 Aid Year.**

If you added budget groups for 2004-05, you must have a RORRULE assigned to each of these new groups. If you need to add or revise a budget RORRULE for 0405 processing, please email SYS-BannerFinAidHelp@commnet.edu . If you have budget groups defined that you do not want to use for 2004-05, you must remove the RORRULES of those groups.

Use RBIBGRP (Budget Group Inquiry Form) to verify that each of the budget groups you will be using for 2004-05 have been assigned a RORRULE.

Funds Management Module

____ Step 1 **RTVARSC** – Resource Code Validation Form

Review and add resources, if needed, for 2004-05.

____ Step 2 **RFRBASE** – Fund Base Data Form

Review all funds. Check with your Business Office for a detail code of any new fund(s) you may add for 2004-05.

____ Step 3 **RFRMGMT** - Funds Management Form

All fund data on RFRMGMT has been rolled to the 2004-05 Aid Year.

Update the following fields for each of your funds:

Aid Year Specific Information (1st window) – Enter your 2004-05 budget allocated and the over-commitment percent of each fund.

Packaging Options (2nd window) Review the “Award Min/Award Max” and adjust as desired.

Disbursement Options (3rd window) Review the Payment Percent of the $\frac{3}{4}$, $\frac{1}{2}$ and $< \frac{1}{2}$ loads and make adjustments if desired.

Review all fields/screens for each of your funds and update as needed.

____ Step 4 **RFRDEFA** - Default Award & Disbursement Schedule Rules Form

For each 2004-05 aid period, you must enter **award schedule** and **disbursement schedule** information on RFRDEFA. Be sure to consult with your Registrar and Business Office regarding your college’s Disbursement/Refunding/Return of Funds calendar. This calendar will give you the dates you need for the following:

Award Schedule block – Perform insert record to populate Term Code and Award Percent as defined on RORTPRD. Add Pell Award Percent and Memo Expiration date for each term.

Disbursement Schedule block – Perform insert record to populate Term Code, Disbursement Percent and Disbursement Date and defined on RORTPRD. **Please note: You must revise the Disbursement Date of each term to comply with your campus disbursement schedule.**

____ Step 5 **RORRULE** - Fund Awarding

Fund awarding rules have been rolled from 2003-04 to 2004-05.

Review all fund rules. If your fund rules use residency as grouping criteria, (e.g., CAP funds to in-state students), update these rules as follows: **Change rofst04 to rofst05 on any fund-awarding rule for the 2004-05 Aid Year.**

If you need to add or revise a Fund Awarding RORRULE for 0405 processing, please email SYS-BannerFinAidHelp@commnet.edu . **Do not revise or delete a RORRULE that was used for past processing.**

Packaging & Disbursement Module

Your 2003-04 packaging group information has been rolled to the 2004-05 Aid Year. Review all packaging group information as follows:

____ Step 1 **RTVPGRP** – Packaging Group Validation Form

The packaging groups that were used for 0304 processing have been rolled to the 2004-05 Aid Year.

Please note: Since RTVPGRP is not an aid year specific form and your existing packaging groups have been used for past processing, you must not make changes to these current packaging groups. You can add a new group as needed or you can disable a group by deleting the 2004-05 RORRULE of that particular packaging group.

____ Step 2 **RPROPTS** - Packaging Options Form

Most fields on RPROPTS have been populated through the roll process. Review all packaging options for 2004-05 and update the following:

Enrollment Cut Off Date Rules (2nd window) - enter term codes, Disbursement Enrollment Options (adjusted for each term) and appropriate cut off dates for each term in the 2004-05 AY.

Very Important - Pell Options window #3

It is very important that the **Pell Award Enroll Option, Pell Disburse Enroll Option and Pell ISIR Term** fields remain set as “none” for each term code.

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____ Step 3 **RPRPCKR** – Packaging Rules Form

On RPRPCKR, review each packaging group and make changes as needed for 2004-05.

As you know, The Board of Trustees policy is to meet the direct costs of students with financial need. For the 2004-05 Award Year, you should use a minimum direct cost figure for Connecticut residents of \$3206.00. (Annual full-time tuition & fees @12 credits of \$2406.00 and a Books/Supplies allowance of \$800.00).

____ Step 4 **RPRGFND** – Packaging Group Funds Rules Form

Packaging Group Fund Rules that were assigned to packaging groups for past aid years have been rolled to 2004-05.

On RPRGFND for the 2004-05 Aid Year, review/modify packaging group fund rules for each of your packaging groups.

____ Step 5 **RORRULE** – Packaging Group Assignment Rules

Review each of your packaging group assignment rules for the 2004-05 Aid Year.

If you have made any changes to your packaging groups, you may need to update the rule for that group. If you need to add or revise a Packaging RORRULE for 0405 processing, please email SYS-BannerFinAidHelp@commnet.edu
Do not revise or delete a RORRULE that was used for past processing.

Use RPIPGRP to confirm that each of your 2004-05 packaging groups has a RORRULE defined.

Loan Module

____ Step 1 **RPRLNDA** – Lender/Disbursing Agents Rules Form

Review the lender and disbursing agent information on RPRLNDA.

____ Step 2 **RPRLOPT** – Loan Options Form

RPRLOPT must be completed for the 2004-05 aid year for each of your loan funds. The values entered here are used as defaults when electronic loan applications are created. Required fields are:

- Initial Loan Status – use “PROC” (in process)
- Default Return ID
- Default Lender ID
- Default Guarantor ID
- Memo Actual Loan, Authorize Loan indicators should be checked.

____ Step 3 **RPRLPRD** – Loan Period Rules Form

Create loan periods in the following format. In the “Aid Period Rules” section of RPRLPRD, you must associate each loan period with the 0405 Aid Year and the appropriate Aid Period.

Fall04 & Spring05 – XFSP05	Summer05 only – XSU05
Fall04 only – XF04	Spring05 only – XSP05
Fall04/Spring05/Summer05 – XFSS05	Spring05/Summer05 – XSPS05
Fall04/Summer05 – XFSU05	

On the “Disbursement Schedule Rules” window of RPRLPRD, enter the **Scheduled Date** (for loan disbursement), **Term Code(s)** (of the Loan Period) and **Percent**.

Letter Generation Module

____ Step 1 **RWV PARA** – Financial Aid Letter Validation Form

RWV PARA is the validation form that displays the code, description and type of the letters and email notifications that you have been using.

____ Step 2 **RWLSETU** – Financial Aid Letters Set-up Form

Review/revise your letter set-ups that were rolled to 2004-05.

____ Step 3 **RWARARA** – Paragraph Form

Review all of your letters and email notification documents for 2004-05.

Also on RWAPARA, be sure to review your X_AWARDINFO and X_SAPINFO documents. As you recall, this information is displayed on the web to give advice and information to your students. Be sure to update these documents as needed.

Student Employment Module

____ Step 1 **RJAPLBD** – Placement Base Data Form

Review all of your job placements and revise as necessary. If you need to add new job placements for 2004-05, you can do so on RJAPLBD.

____ Step 2 **RJRJOB T** – Job Title Base Data Form

Please note: Since RJRJOB T is not an aid year specific form, any changes you make to this form will affect your processing from the date of the change. For example, if you want to increase the default rate of pay for 2004-05 do not update this field on RJRJOB T until the actual increase takes place.

____ Step 3 **RJRJREQ** – Job Title Requirements Form

If you created new codes/placements on RJRJOB T, you must update RJRJREQ to include any new job codes.

This concludes the 2004-05 Award Year set-up. Please remember that if you need assistance with your college's 2004-05 Award Year setup, you can contact User Support at 860.244.7802 or e-mail us at SYS-BannerFinAidHelp@commnet.edu. For web development support, you must use the [Web Development Request Form](#) on the Financial Aid Services web site.