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# Banner Financial Aid New Year System Start-Up Checklist

2007-2008 Award Year

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*Education That Works For a Lifetime*

## Financial Aid Services

### Introduction:

To assist you in your preparation for the 2007-2008 financial aid award year, the Banner Financial Aid Team crafted a multi-dimensional approach. Since January, we have carefully reviewed the SunGard HE 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 eighth year of a multi-year financial aid system, given our unique 12 college solution. In preparing the Banner Financial Aid System for the 2007-2008 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 2007-2008 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 2007-2008 award year, we are at version **7.7.1** of the Banner Financial Aid software.

### 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 2006-2007 award year to the 2007-2008 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 2007-2008 Award Year setup, you can contact User Support at 860.244.7802 or e-mail us at [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu). For web development support, you must use our Web Development Request Form. This form is available on the Financial Aid Services web site under the “User Support” link.

**Common Functions Module**

\_\_\_\_ Step 1 **ROAINST** - Institution Financial Aid Options Form

You will see that most of your 2007-2008 data on ROAINST has been rolled from 2006-2007. Review all tabs/fields on ROAINST, pay particular attention to the following:

**Options Tab**

The **Pivot Date** has been set to March 1, 2007 as a system-wide date for 2007-2008 processing to begin. Please remember that once this pivot date arrives, all nightly data load processes will begin.

**COD Full Participant** – Be sure that the Pell indicator remains checked.

**Current Term Code** – Enter your term code for Fall 2007 (1073xx).

**Loan Options Tab**

Review all fields.

**Credit Hours Tab**

Update with your Fall 07 (1073xx), Spring 08 (1081xx) and Summer 08 (1082xx) term codes. Be sure to include.... Level (X1), Full-time (12), Three-Quarter Time (9) and Half Time (6) for each term.

**Exclude Course Levels Tab** - This screen should be left blank.

**Defaults Tab**

Review all fields and confirm that the **Just In Time Advance Pay for Pell** indicator is checked and the **Number of Days for Just In Time or Advance Pay for Pell** processing is set to 05.

**Campus/EDE Defaults Tab**

**Routing No/Common School ID** – Confirm your “Routing No/Common School ID” number is entered correctly.

**Web Processing Rules Tab**

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

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### \_\_\_\_ Step 2 **RORTPRD** - Aid Period/Term Rules Form

On RORTPRD, enter the term codes you want to associate with **each** of your aid periods for the 2007-2008 Aid Year. For example, the XFASP Aid Period must have the 1073xx - Fall 07 and 1081xx - Spring 08 entered in the “Aid Period/Term Code Rules” section of RORTPRD.

## **Tracking Module**

Your 2006-2007 tracking group information has been rolled to the 2007-2008 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 2007-2008 RORRULE for that particular tracking group.

### \_\_\_\_ Step 2 **RTVTREQ** – Requirements Tracking Validation Form

On RTVTREQ, you must add any new tracking requirements you need for the 2007-2008 aid year. This includes aid year specific requirements such as student and parent 2006 US Tax Return documents.

As in past years, the 2007-2008 Verification Worksheets (Independent and Dependent) and the 2007-2008 SAR Drug Worksheet are posted on RTVTREQ. These documents and the URLs are designed to point to the correct aid year specific form based upon the aid year you are working in. **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 <a href="http://www.commnet.edu/finaid/download/X/DependentWorksheet.pdf">http://www.commnet.edu/finaid/download/X/DependentWorksheet.pdf</a>
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<u>XFIVWS</u>	Federal Independent Verification Work Sheet <a href="http://www.commnet.edu/finaid/download/X/IndependentWorksheet.pdf">http://www.commnet.edu/finaid/download/X/IndependentWorksheet.pdf</a>
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<u>XC9005</u>	Drug Conv Elig. <a href="http://www.commnet.edu/finaid/download/X/SARDrugWorksheetcolor.pdf">http://www.commnet.edu/finaid/download/X/SARDrugWorksheetcolor.pdf</a>
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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 2007-2008.

**Reminder:** If you have 2007-2008 aid year specific tracking requirement forms that you want to enable your students to download, please send us a request via our Web Development Request Form. This form is available on the Financial Aid Services web site under the “User Support” link.

### \_\_\_\_ Step 3 **RRRGREQ** – Requirements Tracking Group/Requirements Rules Form

As you review your 2007-2008 tracking groups, you will see that requirements have rolled from 2006-2007. If you use year specific tracking requirement documents such as tax returns, be sure to update as needed.

### \_\_\_\_ Step 4 **RORRULE** – Requirements Tracking Group

All tracking RORRULES have been rolled to 2007-2008.

If your 2007-2008 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 2007-2008. **Do not revise or delete a RORRULE that was used for past processing.**

If you added tracking groups for 2007-2008, you must assign a RORRULE to the new groups. Please email [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu) if a new RORRULE is needed. If you have tracking groups that you do not want to use for 2007-2008, you must remove the RORRULE of those groups.

Use ROIGRPI (Group Inquiry Form) to verify that each of the tracking groups you will be using for 2007-2008 are assigned a RORRULE.

## **Budgeting Module**

Your 2006-2007 budget group information has been rolled to the 2007-2008 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 2007-2008 RORRULE for that particular budget group.

\_\_\_\_ Step 2 **RTVCOMP** – Budget Component Validation Form

If you want to add new budget components for the 2007-2008 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 2007-2008 Aid Year. **As you build your budgets for the 2007-2008 Aid Year, please be sure to use the approved Tuition/Fee schedule for the 2007-2008 Academic Year.** You can access this schedule through the following link: [FY2008 Schedule of Tuition and Common Fees](#). This FY08 Tuition & Fee Schedule is also posted on our Financial Aid Services web site under Research & Publications.

As you build your 2007-2008 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 percentages you have entered on RTVAPRD.

\_\_\_\_ Step 5 **RORRULE** – Budget Group Assignment

All budget rules have been rolled to the 2007-2008 Aid Year. You should review the rule of each budget group for 2007-2008. **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 “**ROVST07\_RESID\_CODE= Y, N or B**”. Rovst07 is a view of data stored in the Banner Student system and “rovst\_resd\_code” is used to determine a student’s residence. Since rovst08 must be used for the 2007-2008 year, you must update these rules as follows: **“ROVST08\_RESID\_CODE=Y,N or B” on each budget RORRULE for the 2007-2008 Aid Year.**

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If you have RORRULES that group students into budgets based upon major codes, be sure to update those groups to “**ROVST08\_MAJR\_CODE=**”.

If you added budget groups for 2007-2008, you must have a RORRULE assigned to each of these new groups. If you need to add or revise a budget RORRULE for 2007-2008 processing, please email [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu) . If you have budget groups defined that you do not want to use for 2007-2008, you must remove the RORRULES of those groups.

Use ROIGRPI (Group Inquiry Form) to verify that each of the budget groups you will be using for 2007-2008 have been assigned a RORRULE.

### **Funds Management Module**

#### \_\_\_\_ Step 1    **RTVARSC** – Resource Code Validation Form

Review and add resources, if needed, for 2007-2008.

#### \_\_\_\_ 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 2007-2008.

#### \_\_\_\_ Step 3    **RFRMGMT** - Funds Management Form

Data on RFRMGMT has been rolled to the 2007-2008 Aid Year. However, review all fields and **complete the following for each of your funds:**

**Fund Tab** – Enter your 2007-2008 budget allocated and the over-commitment percent of each fund.

**Packaging Tab** - Review the “Award Min/Award Max” and adjust as desired.

**Disbursement Tab** - Review the Payment Percent of the  $\frac{3}{4}$ ,  $\frac{1}{2}$  and  $< \frac{1}{2}$  loads and make adjustments if desired.

The remaining tabs are optional and most likely will be blank. If you have questions about these, please contact user support.

#### \_\_\_\_ Step 4    **RFRDEFA** - Default Award & Disbursement Schedule Rules Form

For each 2007-2008 aid period, you must enter **award schedule** and **disbursement schedule** information on RFRDEFA. Be sure to consult with your

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Registrar and Business Office regarding your college's **Term Set-Up 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 college's Term Set-Up Calendar.**

### \_\_\_ Step 5 **RFRASCH** – Fund Award and Disbursement Schedule Rules Form

If you use RFRASCH to set-up disbursement schedules by fund, be sure to enter new dates appropriate for the 2007-2008 Aid Year.

### \_\_\_ Step 6 **RORRULE** - Fund Awarding

Fund awarding rules have been rolled from 2006-2007 to 2007-2008. Review all fund rules. If any of your Fund Awarding RORRULES use residency selection criteria, (e.g., CAP funds to in-state students), update these rules as follows: change ROVST07\_RESB\_CODE=Y to **ROVST08\_RESB\_CODE=Y**

If you need to add or revise a Fund Awarding RORRULE for 2007-2008 processing, please email [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu) . **Do not revise or delete a RORRULE that was used for past processing.**

## **Packaging & Disbursement Module**

Packaging group information has been rolled to the 2007-2008 Aid Year. Review all packaging group information as follows:

### \_\_\_ Step 1 **RTVPGRP** – Packaging Group Validation Form

The packaging groups that were used for 2006-2007 processing have been rolled to the 2007-2008 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 packaging groups. You can add a new group as needed or you can disable a group by deleting the 2007-2008 RORRULE of that particular group.

\_\_\_\_ Step 2 **RPROPTS** - Packaging Options Form

Most fields on RPROPTS have been populated through the roll process. Review all packaging options for 2007-2008 and update the following:

Enrollment Cut Off Date Rules ( 2<sup>nd</sup> window) - enter term codes, Disbursement Enrollment Options (use “adjusted hours” for each term) and appropriate cut off dates for each term in the 2007-2008 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.

\_\_\_\_ Step 3 **RPRPCKR** – Packaging Rules Form

On RPRPCKR, review each packaging group and make changes as needed for 2007-2008.

As you know, The Board of Trustees policy is to meet the direct costs of students with financial need. For the 2007-2008 Award Year, you should use a minimum direct cost figure for Connecticut residents of \$3828.00. This is based on annual full-time tuition & fees of \$2828.00 and a Books/Supplies allowance of \$1000.00.

\_\_\_\_ 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 2007-2008.

On RPRGFND for the 2007-2008 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 2007-2008 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 2007-2008 processing, please email [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu)  
**Do not revise or delete a RORRULE that was used for past processing.**

**Packaging Group Fund Awarding RORRULE**

**Very Important....If you auto-package work-study funds and use the FAFSA field to select work-study award recipients, please note that the FAFSA field has changed. You need to have your RORRULE revised to accommodate this change. Please contact User Support.**

Use ROIGRPI (Group Inquiry Form) to confirm that each of your 2007-2008 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 2007-2008 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 on RPRLPRD by entering the data listed below. **Remember to replace “X” with your B-M school code.** In the Base Data block, enter the descriptions as noted below. Also enter the Start/End dates associated with each period.

<b>Loan Period</b>	<b>Base Data</b>	<b>Aid Period Rules</b>
XFSP08	Fall07/Spring08	0708 – XFASP
XF07	Fall07 only	0708 – XFALL
XFSS08	Fall07/Spring08/Summer08	0708 – XFSPSU
XFSU08	Fall07/Summer08	0708 – XFASUM
XSU08	Summer08 only	0708 – XSUMMR
XSP08	Spring08 only	0708 – XSPR
XSPS08	Spring08/Summer08	0708 – XSPS

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**Very Important!** Be sure to complete the second screen of RPRLPRD – **Disbursement Schedule Rules**. This is where you will enter disbursement dates, term codes and disbursement percents for each of your loan periods.

### 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 2007-2008.

\_\_\_\_ Step 3 **RWARARA** – Paragraph Form

Review all of your letters and email notification documents for 2007-2008.

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 2007-2008, 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 2007-2008 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.

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This concludes the 2007-2008 Award Year set-up.

Please remember that if you need assistance, you can contact User Support at 860.244.7802 or e-mail us at [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu). For web development support, you must use the [Web Development Request Form](#) on the Financial Aid Services web site.