



COD Full Participant Processing in Banner

2004-2005 Aid Year

Introduction

Beginning with the 2004-2005 aid year, the Connecticut Community Colleges will function as Common Origination and Disbursement (COD) Full Participants for the processing of Federal Pell Grants. In addition, beginning with the 2004-2005 aid year, SCT Banner Financial Aid will support only COD Full Participants and has incorporated all enhancements and modifications necessary for COD Full Participants in the 6.4 release. This release is currently installed in our Banner Financial Aid system.

With COD Full Participation, Pell Grant processing remains unchanged. Pell Grants are awarded, origination and disbursement records are created and extracted, and response files are received and loaded into Banner. However, these files will be created in XML (Extensible Markup Language) format. All records extracted into XML format will create one file to send to COD. This means that all COD records will be extracted together. This includes origination records, changes to origination records, disbursement records and changes to disbursement records. You no longer will be sending separate files for each type of record. Since XML files are larger than the flat file format previously used, SCT made changes in Banner and we have also changed some of our processes to accommodate this new file format.

Consequently we will no longer support the use of the current COD Phase-In Participant processes (RWPXE01, RWPXE02, RWPXE03, and RWPXE04) during the 2004-2005 aid year. Users attempting to execute these processes for the 0405 aid year will receive an error message.

Important: It is VERY important to remember that all student Pell Grant processing must be generated in Banner. We will not support any changes made to student records via the COD web site.

Although many forms that you have used for Pell Grant processing are still being used, we will review various set-up and processing forms. In addition, we will outline the new processes that have been created to extract and import Pell Grant data.

Banner Financial Aid Form Updates for Full COD

ROAINST – Aid Year 0405

In order to process Pell Grants correctly, the following fields on ROAINST for the Aid Year 0405 **must** be populated as follows. You may already have these fields completed but please check to be sure.

Institutional Parameters Window – In the COD Full Participant section, be sure you have the **Pell** indicator checked. **Warning: This indicator must be set only once during the year and not changed after that time.**

Financial Aid Options II Window – In the Routing No./Common School ID field enter the 8 digit number assigned to your college by COD.

Institutional Defaults Window – Pell Grant Defaults - Since we will continue to use the Just In Time disbursement edits for Pell Grants, be sure you have the JIT/Advance Pay for Pell indicator checked and the # Days for JIT/Advance Pay for Pell is “05”. **Important: It is very important this indicator remain checked (do not turn on and off) during the entire aid year. Once any Pell disbursements have been extracted for the aid year, the JIT indicator should not be updated for the remainder of the year.**

There is another field for the Routing No/Common School ID on the Campus EDE/Defaults window of ROAINST. This field should remain blank.

REASTID – COD Student Identifier is a new SCT form that is used to track the COD Student Identifier within Banner.

SSN	Date of Birth	Last Name	First Name	MI	Document ID	Activity Date	User ID	Seq No	Status Code
999-99-9999	02-MAR-1966	PITA	ANNE	M	2004-06-29T14:04:10.0083668748	04-JUL-2004	H_FATEAM	1	Sent

A Student Identifier is a required data element for all submissions of a Common Record. The Student Identifier validates a student’s eligibility with CPS when processing Pell Grants. The Student Identifier is composed of the student’s **SSN, Date of Birth and Last Name** and takes the place of the SAR ID. However, unlike the SAR ID that did not change after the initial student application, the COD Student Identifier **will change** as corrections to a student’s SSN, Date of Birth and/or Last Name are submitted through CPS.

The Student Identifier is created within Banner when the student’s record is extracted by the COD Extract Process. Once extracted, the “Status Code” of this record indicates “Sent”. Once this Student Identifier is sent to CPS and imported back into Banner, this “Status Code” will be updated to “Accepted”, “Duplicate” or “Rejected”. (Both the COD Extract and COD Import processes are explained later in this document.)

In most cases, the Student Identifier will remain the same throughout the aid year. However, occasionally you may need to make a change to a Student Identifier data element(s). This procedure is explained on the next page.

Updating the COD Student Identifier

When updating the Student Identifier, you will need to correct the data first on both the Need Analysis Form (RNANA05) and the COD Student Identifier Form (REASTID).

- Make the necessary changes to RNANA05.
- Send corrections to CPS for processing.
- Bring the corrections back into Banner and ensure that the changes have been made by reviewing the Discrepancy Report section of your Dataload Report.
- Update the Student Identifier on REASTID. Use the duplicate record function to create a new Student Identifier record. **Please note:** You can only perform this function when you have an existing record with a status code of Accepted, Duplicated or Rejected.
- Create the new Student Identifier by changing the values of the incorrect data element(s). (You can only update the SSN, Date of Birth and Last Name fields.)
- Save the changes.

Naugatuck Valley Community Col COD Student Identifier REASTID 6.4 (CPRD) [H_FATEAM]

ID: @000000007 Anne Pita

Type: Student Aid Year: PLUS No:

SSN	Date of Birth	Last Name	First Name	MI	Document ID	Activity Date	User ID	Seq No	Status Code
999-99-9997	02-MAR-1966	PITA	ANNE	M		07-JUL-2004	H_FATEAM	2	
999-99-9999	02-MAR-1966	PITA	ANNE	M	2004-06-29T14:04:10.0083668748	04-JUL-2004	H_FATEAM	1	Accepted

As illustrated above, a new Student Identifier record was created with a different SSN than the first record. The “Seq No” of this new record is “2” and the “Status Code” is blank. This new record will be sent the next time you run the COD Extract process.

In order to ensure that your Banner system remains synchronized with CPS, it is VERY important that you send EDE corrections to CPS often. Also, be sure to load the correction files from CPS into Banner.

REICODD – COD Document Control Form

Tunxis Community College COD Document Control REICODD 6.4 (BAN6) [J_FATEAM]

Aid Year: 2004-2005 Award Year

Document ID	Response Doc Type	Extract Date	Receipt Date	Receipt Status	Response Date	Response Status
2004-05-17T11:45:36.009;		17-MAY-2004				
2004-05-17T11:33:29.009;		17-MAY-2004				

This is a Banner Financial Aid inquiry form that replaces the Batch Control Form (RPIBATC) for COD Full Participants. REICODD provides information on files sent to or received from COD. The fields are defined as follows:

Document ID: The Document Identification number associated with a common record sent to or received from COD.

Response Doc Type: The Response Document Type for this Document ID. Valid values are: **ND**=Response–Negative Disbursement, **RC**=Receipt, **RS**=Response.

Extract Date: The date the file was extracted.

Receipt Date: The date the document was processed by COD.

Receipt Status: Status of the receipt file returned by COD. Valid values are: **A**=Accepted, **R**=Rejected, **D**=Duplicate, Blank.

Response Date: The date the Document Identification response file was processed.

Response Status: Status of the Document Identification response file from COD. Valid values are: **A**=Accepted, **R**=Rejected, **D**=Duplicate, Blank.

Banner Financial Aid Processes for Full COD

In order to accommodate both the file format and file content required as Full COD Participants, we have revised our customized processes that create, extract and import files from Banner to COD and COD to Banner. These new processes are listed below.

COD Extract Process (RWPCODE) – This is a customized process that will be used within Banner to create and extract **both** Origination Records and Disbursement Records. When you run this job, **RWPCODE**, all Pell Origination and Pell Disbursement Records that meet the criteria for eligibility will be created and extracted in the same file. You no longer have to run separate Origination and Disbursement processes.

Even though our process for extracting these records has changed, the criteria for the actual creation of these records remain the same as in past years. Origination Records will still be created and extracted based upon full-time attendance. Since we are still operating as “Just in Time” institutions, as defined on ROAINST, Disbursement Records will only be extracted within 5 days of the disbursement date or anytime thereafter.

As with other Banner jobs, you can either navigate to GJAPCTL and type in **RWPCODE** or from the Direct Access field, simply type in RWPCODE. This process was customized to run using only one parameter - “Aid Year”. Please be patient since this job may run for several minutes.

The **RWPCODE** process will automatically produce and send a file to your PROD/EDE folder on the CTCROBUSTA server. This file will use the COD naming convention of **CRPG05in_sequence#.xml**. Once this file is produced and sent to your PROD/EDE folder, you must move and transmit the file to COD via EdConnect. In addition, this process will produce a report for you and will send this to your PROD/REPORTS folder. The naming convention of this report is **0405_COD_EXTRACT_mmddyy_sequence#_pdf**.

COD Import Process (RWPCODI) – This is also a customized process designed within Banner that will be used to import files from COD into Banner. **RWPCODI** was designed to import all COD file formats and message classes as follows:

<u>File Type</u>	<u>Message Class</u>	<u>Description</u>
Pell Import	CRPG05OP	Pell 0405 Aid Year Common Record Response
Pell Import	CRND05OP	System-Generated 0405 Negative Disbursement
Pell Import	CRRC05OP	0405 Aid Year Common Record Response
Pell Import	PGRA05OP	Pell Data Request Record Response
Pell Import	PGRC05OP	Pell Reconciliation Record
Pell Import	PGYR05OP	Pell Year-To-Date Record
Pell Import	PGAS05OP	Pell Electronic Statement of Account
Pell Import	PGMR05OP	Pell Multiple Reporting Record

The **RWPCODI** process will automatically pick up any of these files that you have placed in your PROD/EDE folder and will bring them into Banner. In addition, this process will produce a report for you and will send this to your PROD/REPORTS folder. The naming convention of this report is **0405_COD_Import_mmddyy_sequence#.pdf**.

As we have mentioned, it is **very important** that the information between your Banner system and CPS remain synchronized. Therefore, we urge you to check the Student Aid Internet Gateway (SAIG) site often and load into Banner all Pell files with the message classes outlined above. It is equally important for you to carefully review the reports generated as a result of these Banner jobs.

COD/PELL REPORTS

In addition to the generated Pell Reports, there are two COD/Pell Reports in Banner that are available to you. These reports can be run from Banner as you need them. Careful review of these reports will help you to effectively manage your Pell Grant Program. You will find full descriptions of these reports on our web site, www.comnet.edu/finaid under the Banner Reports and Processes section.

RERPRL - Pell COD Miscellaneous Report

RERPELL is a Banner report that allows you to identify students who have Pell COD processing exceptions such as “W” verification codes, rejected origination/disbursement records, etc.

RERIMEX – COD Import/.Export Report

This is a new Banner COD report that is available for your use. This report enables you to review XML records extracted from Banner for transmission to COD and also to review COD responses that have been imported into the Banner database.

Depending upon the parameters you choose, RERIMEX will select only extracted documents, only imported documents, or both extracted and imported documents.



IMPORTANT ITEMS TO REMEMBER....

1. **Perform all student Pell Grant processing in Banner.**
2. **Confirm that the JIT (Just in Time) indicator is checked on ROAINST.**
This indicator must remain checked throughout the entire aid year.
3. **Send History Corrections often from Banner to CPS and also import ISIR correction files often from CPS into Banner.**
4. **Review your Dataload Reports and pay close attention to the Discrepancy Reports.** Be sure to update REASTID with any Student Identifier changes.
5. **Run the RWPCODE (COD Extract Process) often.** Remember that both Origination Records and Disbursement Records will be included in this file. After running RWPCODE, be sure to transmit the generated file, crpg05in.seq#.xml, to COD via EdConnect. Also, be sure to review the report that is generated by the RWPCODE process. This report, **0405_COD_Extract_mmddyy_seq#.pdf** will be automatically sent to your PROD/Reports folder on CTCROBUSTA.
6. **Retrieve Pell and COD files from the COD system and place them in your PROD/EDE folder. Run the RWPCODI (COD Import Process) often** to bring these files into Banner. Also, be sure to review the report that is generated by the RWPCODI process. This report **0405_COD_Import_mmddyy_seq#.pdf** will be automatically sent to your PROD/Reports folder on CTCROBUSTA.