



Connecticut Community Colleges

Banner 2000 Financial Aid System Letter Generation

Banner Financial Aid Letter Generation

STEP #1 (SET-UP) - FINANCIAL AID LETTER VALIDATION FORM (RWV PARA)

From the Menu:

-OR-

Direct Access:

- Financial Aid
 - Financial Aid Common Functions
 - Financial Aid Letter Generation
 - Financial Aid Letter Validation Form

RWV PARA

Code	Description	TYPE	Date
MAWARDLT	AWARD LETTER	AWARD	27-MAY-1999
MAWD2	AWARD LETTER/CONT ED	AWARD	22-JUN-1999
MLSTCHCE	LAST CHANCE LETTER	LAST CHANCE	27-MAY-1999
MMISSDOC	MISSING DOCUMENT LETTER	MISSING DOC	27-MAY-1999
MNAWRDLT	NO AWARD LETTER	NO AWARD	27-MAY-1999
MRAWRDLT	REVISED AWARD LETTER	REVISED AWARD	27-MAY-1999
MTHNKYOU	THANK YOU LETTER	THANK YOU	27-MAY-1999
MTYL2	THANK YOU LETTER /CONT ED	THANK YOU	22-JUN-1999

Select Rollback Save Exit

On the Financial Aid Letter Validation Form, you define codes and descriptions for specific letter types.

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- Code - Enter a code for each letter type. This code must begin with your B - M college identifier.
- Description - Enter a description of the letter.
- Type - Choose the type of letter from the drop-down menu. The letter types are as follows:

Tracking

Thank You - Initial tracking letter
Missing Document - Next tracking letter
Last Chance - Last tracking letter

Award

Award - Initial award letter
Revised Award - Revised award letter
No Award - No award letter

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STEP #2 (SET-UP) - FINANCIAL AID LETTER SET-UP FORM RWLSETU

From the Menu:

-OR-

Direct Access:

- Financial Aid
 - Financial Aid Common Functions
 - Financial Aid Letter Generation
 - Financial Aid Letter Set-Up Form

RWLSETU

The screenshot shows a software window titled "Financial Aid Letters Set-up Form [RWLSETU 3.1][DEVL] [M_FATEST]". The interface includes the following elements:

- AID YEAR:** A dropdown menu showing "9900" and a text field for "1999-2000 AWARD YEAR".
- TRACKING LETTERS** and **AWARD LETTERS** buttons.
- Update Address :** button.
- How many Letters 1 - 99?** text label and a text input field containing "2".
- Thank You LTR:** button with text input field "MTHINKYOU".
- Missing Docs LTR:** button with text input field "MMISSDOC".
- Last Chance LTR:** button with text input field "MLSTCHCE".
- Award LTR:** button with text input field "MAWARDLT".
- Revised LTR:** button with text input field "MRAWRDLT".
- No Award LTR:** button with text input field "MNAWRDLT".
- Number of Days between letters:** text label and a text input field containing "14".
- Rollback**, **Save**, and **Exit** buttons at the bottom right.

On the Financial Aid Letter Set-Up Form, you will associate the codes you established on RWV PARA with the appropriate tracking/award letters. You will also decide the number of tracking letters to send.

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- Update Address - Press this button to enter/update your school's address. This information will appear as letterhead on all letters.

Tracking Letters

- How Many Letters 1-99 - Enter the total number of tracking letters you want to send to each student.
 - 1 - One Thank You letter will be sent.
 - 2 - One Thank You and (assuming the student does not respond) one Last Chance letter will be sent.
 - 3 - One Thank You, one Missing Docs and one Last Chance letter will be sent.
 - 4 and greater - One Thank You, one Last Chance and the remaining number of Missing Docs letters in between.
 - Thank You LTR
 - Missing Docs LTR
 - Last Chance LTR
- } Associate your codes with tracking letters
- Number of Days Between Letters - Enter the number of calendar days you want between letters.

Award Letters

- Award LTR
 - Revised LTR
 - No Award LTR
- } Associate your codes with award letters

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STEP #3 (SET-UP) - PARAGRAPH FORM (RWAPARA)

From the Menu:

-OR-

Direct Access:

- Financial Aid
 - Financial Aid Common Functions
 - Financial Aid Letter Generation
 - Financial Aid Letter Form

RWAPARA

The screenshot shows a window titled "Paragraph Form [RWAPARA 3.0][DEV] [M_FATEST]". At the top, there is a "Letter Code:" label with a dropdown menu set to "MAWARDLT" and a text field containing "AWARD LETTER". Below this is a section titled "Pre-Defined Data" with a blue highlight. The text in this section reads: "We have completed our review of your application for student financial aid from Assunpink Community-Technical College. We are pleased to offer you the financial assistance noted below." This is followed by a separator "@@AWARD", another separator "@@FUNDMSG", and the text: "This Award Letter is based upon full-time enrollment (12 or more credits) for the 1999-2000 Academic Year. Adjustments to your award may be made if your actual enrollment differs from this projection." This is followed by a separator "@@BUDGET" and the text: "The enclosed material describes your rights and responsibilities as a financial aid recipient at ACTC. Please read it carefully." At the bottom right, there are three buttons: "Rollback", "Save", and "Exit".

On the Financial Aid Letter Form, you create the body of the letter and choose any pre-defined data you want to include in the letter. The college name/address, date (as defined on RWLSETU), student's name/address and

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salutation (Dear First Name) will automatically print. In the text of the letter, the default is set at 90 characters per line.

- Letter Code - Enter the code of the letter you want to compose.
- Pre-Defined Data - Press this button to view the pre-defined data available. The values are:
 - @@AWARD - Prints Awards by Term
 - @@BUDGET - Prints Budget Components and EFC
 - @@ FUNDMSG - Prints Fund Messages
 - @@ TRACKING - Prints Outstanding Tracking Requirements

On the RWAPAPA form, enter the text of your tracking/award letters. (This should be entered in both upper/lower case.) When you reach the point in your letter where you want to enter the pre-defined data, press the Pre-Defined button and choose the variable you want. A blank line will automatically print before and after the pre-defined data.

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This concludes the set-up for Banner Financial Aid Letter Generation. We will cover the process of printing letters in an upcoming training session dealing with Job Submission in Banner.