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**CONNECTICUT COMMUNITY COLLEGES
BANNER 2000 FINANCIAL AID SYSTEM**

**Using The Banner Financial Aid System to Manage the Pell Grant Recipient Financial
Management System (RFMS) in 2000-01**

Introduction: In order to implement the Pell Grant Recipient Financial Management System (RFMS) for the 2000-01 award year, the Financial Aid Team needed to customize a few of the SCT-delivered processes. In all, the Team decided to customize 4 processes. In this document we explain each of the new processes and how each college can effectively use these processes to manage their RFMS processing for the 2000-01 award year. Since we are using the Just-in-Time (JIT) payment methodology for the first time for this award year, it is very important that you familiarize yourself and your staff with these Banner processes. Pay special attention to the RFMS Process #3, the Pell Grant Disbursement Record Process. It is very important that you be cognizant of your term disbursement dates and schedule your RFMS origination & disbursement activities carefully. Also you should arrange for frequent communication between your office and the Pell Grant program.

RFMS Process #1: We began our customization work with a process entitled the **Pell File Import Process (RWPXE04)**. Each college will use this process to import Pell-type/RFMS files into the Banner 2000 Financial Aid System. Each college will draw down RFMS files from the Department of Education's Title IV Wide Area Network (T4WAN) using the EdConnect software and place these files on a local or network drive. We have customized the Pell File Import Process (RWPXE04) so it will handle all RFMS file formats including Statement of Account files (PGASxxOP.xxx), Origination Acknowledgement Records (PGOAXxOP.xxx), Disbursement Acknowledgement Records (PGDAXxOP.xxx), Institution Data Acknowledgements (PGIAXxOP.xxx), Data Request Acknowledgements (PGRAXxOP.xxx), Multiple Reporting Records (PGMRxxOP.xxx) and Year to Date Records (PGYRxxOP.xxx). The RWPXE04 process will ensure that all files are loaded sequentially - in date received order - as this is particularly important in reference to the PGMRxxOP files, Multiple Reporting Records. The RWPXE04 process will also automatically produce a report detailing the job output and place the report in Word format in the college's Report folder on the CTCROBUSTA file server. Our standard naming convention will be used - 0001_Pell_Import_mmddyy_seq#.doc.

To use the Pell File Import Process (RWPXE04) follow the steps below:

1. Download any of your college's RFMS files from the T4WAN and place them on a local or network drive. For example, each college should have received an Electronic Statement of Account from the Department of Education for the Pell Grant

program for the 2000-01 award year. This file is named PGAS01OP.dat. Place this file in your college's PROD/EDE folder on the CTCROBUSTA file server.

2. From the Banner system, type RWPXE04 into the Direct Access Field. This will bring you to the "Process Submission Control Form" (GJAPCTL). Note that the process name is RWPXE04 and entitled "Pell File Import Process" in the key block. In the second block, enter NOPRINT for the printer field as this process will automatically send the job results to your Reports folder. In the third block, note that only one parameter is required of you. For parameter 01, enter the financial aid award year; that is 0001 for the current 2000-01 award year. In the fourth block, merely click on "SAVE" to invoke the Pell File Import Process (RWPXE04).
3. The RWPXE04 process will automatically pick up the PGAS01OP.dat file from your PROD/EDE folder, bring it into the Banner Financial Aid System, and process it. It will do so as well with any other RFMS files you place in your PROD/EDE folder. (The process will DELETE the RFMS files from your folder so you may want to save a copy of your RFMS files on a local or network drive).
4. RWPXE04 will also automatically send a report of the job activity to your Report folder on the CTCROBUSTA file server. The Report will be entitled 0001-Pell_Import_mmddyy_seq#.doc. When opening this report as a MS Word document, you'll note that it is largely a summary report indicating the success of the job run.
5. To view the contents of your Electronic Statement of Account files(s), you need to use 2 Banner inquiry forms. Both forms can be found on the 2000-20001 Electronic Data Exchange menu off the Financial Aid Menu. Use REISSOA to invoke the "Summary Statement of Account Inquiry Form" and REIDSOA to invoke the "Detail Statement of Account Inquiry Form." Other inquiry forms allow the user to view RFMS results in both batch and individual student records.

RFMS Process #2: Our second customized process involves the Pell Grant origination record creation and extraction activities. To facilitate these activities and reporting functions, we have created a shell process entitled **Pell Origination Record Process** and named it **RWPXE01**. To use this process effectively, we recommend you navigate to the Pell Grant Defaults window of ROAINST (4th window) and confirm that the "Pell Reduced Eligibility Indicator" check box is "unchecked" or "blank". Since we plan to report all Pell origination records as reflecting full-time awards, this will ensure that only increases in Pell awards, not lesser amounts, will be reported to RFMS.

The RWPXE01 process will select those student records that have a new or increased "accepted" Pell Grant award where the Pell origination indicator is set to "Y" - indicating the origination record has not yet been sent to RFMS. The program logic is quite complex and will only select those student records with appropriate EFCs, Pell Awards greater than "0," and the like. Student records with a verification status code of "W" will not be extracted.

The RWPXE01 process will both create and extract Pell Origination records. The program will automatically deliver the Pell Origination file to your PROD/EDE folder on the CTCROBUSTA file server. The file name will follow the RFMS naming convention of PGOR01IN.xxx. The program will also concurrently produce and automatically send a report to your PROD/Reports folder on the file server. This report will combine both an output file report from the program process itself as well as an origination record report. This report will follow our naming convention; i.e. 0001_PELL_ORG_ddmmyy_seq#.doc. Concurrently, the process will also populate the student record form, REAOR01, Pell Origination/Acknowledgement Form, as well as the Batch Control Form, RPIBATC with appropriate record creation and extraction information.

To use the Pell Origination Record Process (RWPXE01), follow the steps below:

1. The first time you run this process, navigate to the ROAINST form. Go to the 4th window, the Pell Grant Defaults window. Make sure the Pell Reduced Eligibility Indicator is "unchecked" or "blank." You only have to do this step once at the beginning of the RFMS processing year.
2. From the Banner System, type RWPXE01 into the Direct Access field. This will bring you to the "Process Submission Control Form" (GJAPCTL). Note that the process name is RWPXE01 and entitled "Pell Origination Record" in the key block. In the second block, enter NOPRINT for the printer field as this process will automatically send the job results to your Reports folder. In the third block, note that only one parameter is required of you. For parameter 01, enter the financial aid award year; that is 0001 for the current 2000-01 award year. In the fourth block, merely click on "SAVE" to invoke the Pell Origination Record Process (RWPXE01).
3. The RWPXE01 process will automatically send the PGOR01IN.xxx file to your PROD/EDE folder on the CTCROBUSTA file server. You must then move the file to your local or network drive for immediate transmission to the Pell Grant program through the Title IV Wide Area Network (T4WAN) using your EdConnect software. (Essentially, this is the same activity you undertake for the History Corrections process).
4. The RWPXE01 process will also automatically send a combined report to your PROD/Reports folder on the CTCROBUSTA file server. The report will be entitled 0001_PELL_ORG_ddmmyy_seq#.doc and contain both a summary of the process output as well as detailed records of the students included in the origination

extract to RFMS. Since this report follows our convention, it has an MS Word .doc extension, and you will be able to edit, view, and print it from WORD.

5. You may also view individual student results via REAOR01, the Pell Grant Origination/Acknowledgement Form. You may view batch file information via the Batch Control Form, RPIBATC.

When you receive your Origination Acknowledgement Records file (PGOA01OP.xxx) back from the Pell Grant Program in 2-3 days, be sure to import that file into Banner. The Pell File Import Process (RWPXE04) delivered earlier to you will load this file for you.

RFMS Process #3: Our third customized process involves the creation and extraction of Pell Grant RFMS disbursement records. The process we developed will only create and then extract disbursement records. The process is named the **Pell Grant Disbursement Record Process (RWPXE02)**. Since we are using Just-in-Time payment processing for the 2000-01 award year, each college needs to confirm that the JIT indicator is "checked" on ROAINST and the time period is set for "30 days." These indicators mean that the financial aid system will only select student records for disbursement creation/extraction when the date is within 30 days of the disbursement date of the award term. For example, if your disbursement date for the fall 2000 term is September 27, 2000, the earliest the Banner system will allow you to create and extract RFMS disbursement records for the term is August 27, 2000. In addition, the Banner system will confirm that the student is actually enrolled for the term and has an "authorized" Pell Grant award for the term. The Banner Financial Aid System will not actually "pay" a Pell Grant to a student account until an appropriate disbursement acknowledgement record is received from RFMS. This process will give you unprecedented control over your Pell Grant awards and disbursements while ensuring successful reconciliation with RFMS. To make full use of this process and to ensure your Pell payments are ready at the term disbursement date, you must carefully schedule and sequence your RFMS reporting to include originations/origination acknowledgements & disbursement/disbursement acknowledgements. You should establish a schedule of RFMS activity that reflects frequent communication between your college and the Pell Grant system.

To use the Pell Grant Disbursement Record Process (RWPXE02), follow the following steps.

1. Confirm on the ROAINST form that you have "checked" the Just-in-Time" field and set the time period to the maximum of 30 days.
2. From the Banner system, type RWPXE02 into the Direct Access field. This will bring you to the "Process Submission Control Form" (GJAPCTL). Note that the

process name is RWPXE02 and entitled "Pell Disbursement Record" in the key block. In the second block, enter NOPRINT for the printer field as this process will automatically send the job results to your Reports folder. In the third block, note that only one parameter is required of you. For parameter 01, enter the financial aid award year; that is 0001 for the current 2000-01 award year. In the fourth block, merely click on "SAVE" to invoke the Pell Grant Disbursement Record Process (RWPXE02).

3. The RWPXE02 process will automatically send the PGDR01IN.xxx file to your PROD/EDE folder on the CTCROBUSTA file server. You must then move the file to your local or network drive for immediate transmission to the Pell Grant program through the T4 Wide Area Network (T4WAN) using your EdConnect software.
4. The RWPXE02 process will also automatically send a combined report to your PROD/Reports folder on the CTCROBUSTA file server. The report will be entitled 0001_PELL_DISB_ddmmyy_seq#.doc and contain both a summary of the process output as well as detailed records of the students included in the disbursement extract to RFMS. Since this report follows our convention, it has an MS Word .doc extension, and you will be able to edit, view, and print it from Word.
5. You may also view individual student results via READI01, the Pell Grant Disbursement/Acknowledgement Form. You may view batch file information via the Batch Control, RPIBATC.

When you receive your Disbursement Acknowledgement Records file (PGDA01OP.xxx) back from the Pell Grant Program in 2-3 days, be sure to import that file into Banner. The Pell File Import Process (RWPXE04) delivered earlier to you will load this file for you.

RFMS Process #4: The fourth process we have designed for our users allows each college to initiate requests for Pell Grant Statements of Account, Year to Date Record Processing, and Multiple Reporting Records through RFMS. These will be on-line requests for data using the RERRDRQ form. The Department of Education provides colleges with a variety of methods to request this data. You can use the Pell Grant web site, make a toll-free telephone request, or use this Banner process; the choice is yours. One advantage of using Banner, of course, is that you will have a record (RPIBATC) in your financial aid management system of making the request. We have entitled this process the **Pell Grant Data Request Process (RWPXE03)**.

To use the RWPXE03 process, follow the following steps.

1. Using Banner, navigate to the Data Request Record Form, RERRDRQ, to initiate your request. Follow the Form's prompts and micro-help indicators to make your data request. When completed, click "SAVE."
2. From the Banner system, type RWPXE03 into the Direct Access field. This will bring you to the "Process Submission Control Form" (GJAPCTL). Note that the process name is RWPXE03 and entitled "Pell Grant Data Request" in the key block. In the second block, enter NOPRINT for the printer field as this process will automatically send the job results to your Reports folder. In the third block, note that only one parameter is required of you. For parameter 01, enter the financial aid award year; that is 0001 for the current 2000-01 award year. In the fourth block, merely click on "SAVE" to invoke the Pell Grant Data Request (RWPXE03).
3. The RWPXE03 process will automatically send the PGRQ01IN.xxx file to your PROD/EDE folder on the CTCROBUSTA file server. You must then move the file to your local or network drive for immediate transmission to the Pell Grant program through the T4 Wide Area Network (T4WAN) using your EdConnect software.
4. The RWPXE03 process will also automatically send a report to your PROD/Reports folder on the CTCROBUSTA file server. The report will be entitled 0001_PELL_DATA_REQ_ddmmyy_seq#.doc and contain merely a summary of the process output. Since this report follows our convention, it has an MS Word .doc extension, and you will be able to edit, view, and print it from Word.
5. The RWPXE03 process will also update the RERRDRQ form and set the "Action Code" to "S" for "Sent" and input the current system date. The process will also update the RPIBATC form with the batch file information.

When you receive your Data Request Acknowledgement Records file (PGRA01OP.xxx) back from the Pell Grant Program in 2-3 days, be sure to import that file into Banner. The Pell File Import Process (RWPXE04) delivered earlier to you will load this file for you.