

## BANNER FINANCIAL AID USER'S UPDATE FISAP EDITION August 2001



### In This Issue

- FISAP Report - RORFS01

The FISAP Report (RORFS01) is now available for your use in PROD.

In this Update, we will review the output produced by the Banner process RORFS01, outline a procedure for entering FWS earnings into Banner and recommend a way to reflect your non-federal share of FSEOG expenditures on the FISAP Report. Also, we will give you the parameters needed to run the RORFS01 process in Banner and sample pages of the output.

Once completed, you will enter this information into the electronic FISAP software or FISAP on the Web for submission to the U.S. Department of Education by October 1, 2001.

## Output Produced by RORFS01

When you run the RORFS01 process, the report will print in this order; Student Detail, Part II - Section F: Information on Eligible Aid Applicants, Part VI - Section A: Distribution of Program Recipients and Expenditures by Type of Student and Addendum I - Part-Time Student Detail.

Banner will provide data for the following grids:

- Part II, Section F: Information on Eligible Aid Applicants for the Award Year 2000-2001

The RORFS01 process compiles all data needed to complete this grid.

For back-up purposes, Banner also produces a Student Detail of all eligible aid applicants for 0001. (Please note that an eligible aid applicant must have been enrolled in an eligible program for 0001, met citizenship/residency requirements for 0001, and applied for financial aid at your college and received an "official" EFC for 0001). This detail includes student's name, Banner ID, FISAP income, Auto 0 EFC, Dep, Level, Full-time and the Title IV funds the student received during 0001.

- Part VI, Section A: Distribution of Program Recipients and Expenditures by Type of Student

RORFS01 also produces data necessary to complete this grid. The data documenting fund recipients and expenditures for this grid is found on the same listing as Part II, Section F. Banner also provides you with a separate listing, Addendum I. Part Time Student Detail which documents "Auto 0 EFC" and "Less Than Full-Time" students.

In addition, the RORFS01 process also populates the FISAP Person Maintenance Form (ROAFSAP) in Banner. This form may be helpful to you for back-up or audit purposes. This form lists all student data reported on the FISAP Report.

If, while in ROAFSAP, you need to access a particular student, you can do so by using the search capability in the bottom block of this form. Enter the student's last name and hit previous block. This will bring up the student's data for you to review.

### Total Earned Compensation for FWS Program

In order to report on FWS earned compensation, please complete the procedure outlined below.

After identifying your FWS students and reconciling the fund, you must manually enter the total earned compensation into Banner for each student. This amount must be entered as an accepted award on either RPAAWRD or ROARMAN for the 2000-01 year. (Please remember that if you already entered a FWS award as accepted, a "cancelled" amount will be posted to equal the difference between the offer and the accepted amount. This will not create problems in reporting.)

- These earnings must be posted as accepted awards in BANNER not later than Friday, September 14. On Monday, September 17, we will run a process to move these accepted awards to PAID status which will allow the RORFS01 process to include these amounts on your FISAP Report.

### FSEOG Expenditures

As you know, the FSEOG allocations that are entered into Banner include only Federal funds. Therefore, when you run the RORFS01 process, the output will include only federal funds. The non-federal match must be calculated and added manually to the grids and to the FSEOG section of the FISAP Report. The following procedure is our recommendation to ensure that the non-federal share is reported properly.

- After running the RORFS01 process, verify that the FSEOG expenditures are correct on the Banner output document "Part VI, Section A: Distribution of Program Recipients and Expenditures by Type of Student". Based on these figures, you must now calculate the non-federal match for each income grid.
- Once you have calculated the non-federal share of FSEOG expenditures for each grid, add these figures to your federal share. The totals can now be entered into the FISAP worksheet - "Part VI. Program Summary for Award Year - Section A. In addition, these figures should also be entered into the FISAP worksheet - Part IV. Federal Supplemental Educational Opportunity Grant Program - Section A., Lines 11, 12 & 13.

Running the RORFS01 process in Banner

From Direct Access, enter "RORFS01". This will bring you to the Job Submission Form (GJAPCTL).

This report prints in landscape mode. Be sure to name your correct Banner printer in the second block of this form.

Enter the parameters as follows:

	<u>Parameter</u>	<u>Value</u>
01	Aid Year	0001
02	Generate/Print or Both	B (Both generate records and print report)
03	Undergraduate Level Code	"X"1 (enter your credit level code)
04	Full-time ID for Undergraduates	12 (indicates credits for full-time)
05-26		Blank (these parameters are N/A)
27	Paid/Offered Amt (FPERK)	P (Paid amount of Perkins will be reported)
28	Paid/Offered Amt (FSEOG)	P (Paid amount of FSEOG will be reported)
29	Paid/Offered Amt (FWS)	P (Paid amount of FWS will be reported)
30	Billing or Adjusted Hours	A (Adjusted)
31	Sort by Last Name/FISAP Income	N (Name order)
32-35		Blank (these parameters are N/A)

On the following pages, we have included a sample of the Student Detail, Part II, Section F and Part VI, Section A grid data as well as a sample of Addendum I. - Part-Time Student Detail.

UG-2001 08:49:02 AM  
 Aid Year: 0001

Housatonic Community College  
 FISAP REPORT

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 RORFS01

Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Abazaj, Monika	@99999999	36908	N	D	UWO	Y		
Abdulla, Yousif K.	@99999999	14827	N	I	UWO	N		
Abraham, Martina	@99999999	29406	N	I	UWO	N		
Abrams, Brenda	@99999999	34496	N	I	UWO	N		
Abrams, Jacqueline	@99999999	13476	Y	D	UWO	N		
Abrams, Rafael	@99999999	34836	N	I	UWO	N		
Abreu, Zoraida C.	@99999999	20255	N	I	UWO	N		
Accavallo, Mari E.	@99999999	37324	N	I	UWO	N		
Acevedo, Yesenia	@99999999	39006	N	D	UWO	N		
Acosta, David A.	@99999999	69074	N	D	UWO	Y		
Acosta, Lisa C.	@99999999	14527	Y	D	UWO	N		
Acosta, Maria A.	@99999999	24785	N	I	UWO	N		
Acosta, Wanda L.	@99999999	7489	Y	I	UWO	Y		
Adamczyk, Sandra L.	@99999999	6227	N	I	UWO	N	FSEOG	150.00
Adeniji, Rasaq A.	@99999999	12454	Y	I	UWO	N		
Agosti, Melissa A.	@99999999	68596	N	I	UWO	N		
Agosto, Nelida T.	@99999999	26136	Y	D	UWO	N		
Aguirre, Anibal E.	@99999999	16450	Y	D	UWO	N	FSEOG	300.00

PART II, SECTION F: INFORMATION ON ELIGIBLE AID APPLICANTS FOR THE AWARD YEAR ( 2000-2001 Award Year)

	<-----DEPENDENT----->			<-----INDEPENDENT----->		
	UG Without 1st Degree	UG With 1st Degree	Less Than Full Time	UG Without 1st Degree	UG With 1st Degree	Graduate/ Professional
Students With Auto Zero EFC	158	0	109	189	1	0
Taxable & Non- Taxable Income						
\$ 0 - \$ 2,999	3	0	1	47	0	0
3,000 - 5,999	3	0	3	18	0	0
6,000 - 8,999	4	0	3	17	0	0
9,000 - 11,999	13	0	11	26	1	0
12,000 - 14,999	9	0	5	22	0	0
15,000 - 17,999	22	0	16	19	0	0
18,000 - 23,999	71	0	46	61	1	0
24,000 - 29,999	89	0	54	58	1	0
30,000 - 35,999	103	0	61	48	0	0
36,000 - 41,999	60	0	35	46	0	0
42,000 - 47,999	43	0	24	52	1	0
48,000 - 53,999	30	0	16	77	0	0
54,000 - 59,999	36	1	19	76	0	0
60,000 & Over	133	0	67	615	0	0
Total	777	1	470	1371	5	0

NOTE: LESS-THAN-FULL TIME DATA IS NOT REPORTED ON PART II, SECTION F OF THE FISAP. THIS DATA IS PROVIDED FOR INSTITUTIONAL USE ONLY.

PART VI, SECTION A: DISTRIBUTION OF PROGRAM RECIPIENTS AND EXPENDITURES BY TYPE OF STUDENT ( 2000-2001 Award Year)

Tax & Untax Inc Category/Stud Type	<--Fed. Perk Loan-->		<-----FSEOG----->		<-----FWS----->		Summary Recipients
	Recipients	Funds	Recipients	Funds	Recipients	Funds	
<u>Ungrad. Dependent</u>							
\$ 0 - \$ 5,999	0	0	12	2400	0	0	12
6,000 - 11,999	0	0	15	3107	0	0	15
12,000 - 23,999	0	0	44	9150	0	0	44
24,000 - 29,999	0	0	6	1200	0	0	6
30,000 - 41,999	0	0	4	1050	0	0	4
42,000 - 59,999	0	0	0	0	0	0	0
60,000 & Over	0	0	0	0	0	0	0
<u>Ungrad. Independent</u>							
\$ 0 - \$1,999	0	0	24	4950	0	0	24
2,000 - 3,999	0	0	23	4800	0	0	23
4,000 - 7,999	0	0	47	10050	0	0	47
8,000 - 11,999	1	3500	35	7350	0	0	35
12,000 - 15,999	0	0	25	6000	0	0	25
16,000 - 19,999	0	0	38	8700	0	0	38
20,000 & Over	0	0	44	8950	0	0	44
Graduate/Professional	0	0	-NA-	-NA-	0	0	0
T O T A L	1	3500	317	67707	0	0	317
Total Less than Full time	1	3500	249	52257	0	0	249
Total Automatic Zero EFC	0	0	113	23507	0	0	113

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 ADDENDUM I. PART-TIME STUDENT DETAIL  
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Name	ID	FISAP INCOME	AUTO 0 EFC	DEP	LEVEL	FULL TIME	AID FUND	AID AMT
Abdulla, Yousif K.	@99999999	14827	N	I	UWO	N		
Abraham, Martina	@99999999	29406	N	I	UWO	N		
Abrams, Brenda	@99999999	34496	N	I	UWO	N		
Abrams, Jacqueline	@99999999	13476	Y	D	UWO	N		
Abrams, Rafael	@99999999	34836	N	I	UWO	N		
Abreu, Zoraida C.	@99999999	20255	N	I	UWO	N		
Accavallo, Mari E.	@99999999	37324	N	I	UWO	N		
Acevedo, Yesenia	@99999999	39006	N	D	UWO	N		
Acosta, Lisa C.	@99999999	14527	Y	D	UWO	N		
Acosta, Maria A.	@99999999	24785	N	I	UWO	N		
Adamczyk, Sandra L.	@99999999	6227	N	I	UWO	N	FSEOG	150.00
Adeniji, Rasaq A.	@99999999	12454	Y	I	UWO	N		
Agosti, Melissa A.	@99999999	68596	N	I	UWO	N		
Agosto, Nelida T.	@99999999	26136	Y	D	UWO	N		
Aguirre, Anibal E.	@99999999	16450	Y	D	UWO	N	FSEOG	300.00
Ahmed, Adil A.	@99999999	3184	N	I	UWO	N		
Ahmed, Awadelkarim M.	@99999999	7478	N	I	UWO	N		
Aina-Adebayo, Busola I.	@99999999	36878	N	I	UWO	N		
Ajder, Predrag	@99999999	58517	N	D	UWO	N		