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# Banner Financial Aid System Batch Posting Process

2004-2005 Award Year

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## Financial Aid Services

### Introduction

The batch posting process has been incorporated into our nightly dataload process in Banner.

During dataload, the batch posting process checks each ISIR for a comment code that results in either a “C” Flag or Reject condition as defined by the Department of Education. If such a comment code is found on an ISIR, the tracking requirement associated with that “C” Flag or Reject condition is posted to the student’s Banner record as an outstanding tracking requirement.

The intent of this training is to review the batch posting process and to stress the importance of allowing the batch process procedure to run with little or no manual intervention on your part.

We hope you will find this review helpful. As always, if at any time you need assistance or have questions, you can contact User Support at 860.244.7802 or email us at [SYS-BannerFinAidHelp@commnet.edu](mailto:SYS-BannerFinAidHelp@commnet.edu).

## Financial Aid Services

**Set-Up Review** - The following is a review of batch posting set-up that is already completed in Banner. No additional set-up is required.

### **RTVTRST** – Requirements Tracking Status Validation Form

The Status Code of “**P**” is used to designate that a tracking requirement was **batch posted** to a student’s financial aid record.

### **RTVTREQ** – Requirements Tracking Validation Form

Tracking requirement codes and descriptions have been established on RTVTREQ. Each of these tracking requirements is associated with a “C” Flag comment code or a Reject comment code. These tracking requirement codes have been developed based upon the naming convention described below. These codes cannot be updated on RTVTREQ..

#### “C” Flag Tracking Requirement Codes

XC0xxx	X	college identifier (B-M)
	C	indicates a “C” Flag tracking requirement
	0	indicates that this particular code is used for one specific “C” Flag code
	xxx	identifies the specific comment code
XC90xx	X	college identifier (B-M)
	C	indicates a “C” Flag tracking requirement
	9	indicates that this particular code is used for several different “C” Flag codes
	0xx	sequential number

#### Reject Tracking Requirement Code

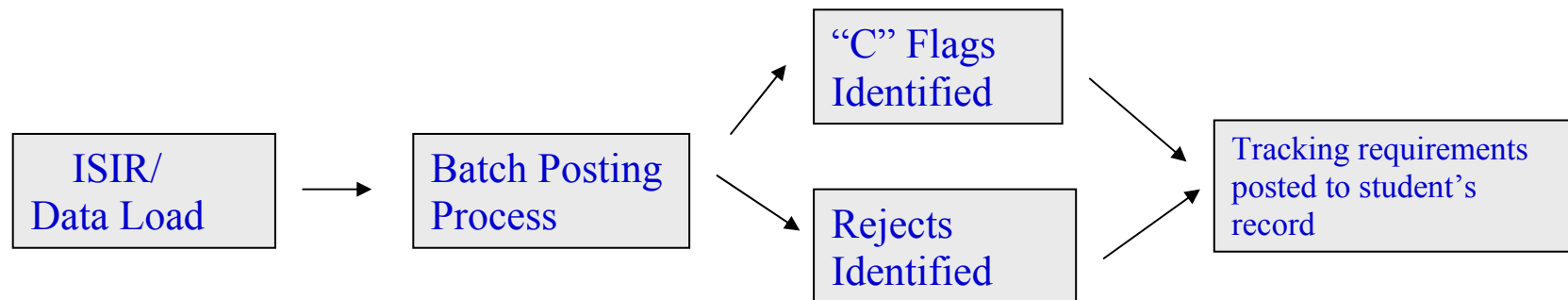
Since all Reject ISIRs have the same requirement in Banner, there is only 1 Reject Tracking Code established and is used for all reject requirements on RTVTREQ.

XR9000	X	college identifier (B-M)
	R	indicates a Reject tracking requirement
	9000	

### **2004-05 “C” Codes/Reject Codes Spread Sheet**

We have prepared a spreadsheet listing all 2004-05 comment codes that result in a C Flag or Reject ISIR. This spreadsheet also contains the comment text, resolution required and the tracking code. This document is posted on our website ([www.commnet.edu/finaid](http://www.commnet.edu/finaid)) under Banner Training Material.

## Batch Posting Process Flow-Chart



Financial Aid Services

As illustrated below, when a tracking requirement is batch posted to a student’s RRAAREQ Banner record, the Status Ind is set to “P” and the Sys Ind is set to “B”. This P....B connection plays a very important part when additional ISIR transactions are loaded into Banner.

Applicant Requirements Form RRAAREQ 5.10 C (DEVL) [J\_FATEAM]

Aid Year: 0405    SSN: [REDACTED]    ID: [REDACTED]

Create Person

**Tracking Group Information**

Tracking Group Code	Description	Addl Req	Hold Ind	Trk Ltr	All Req Comp:
JISN	Ind, Selected, Non-filer	N	N	<input checked="" type="checkbox"/>	<input type="text"/>

Group Lock Ind:     Create Reqmt    Delete Reqmt

**Requirements**

Req Code	Status Ind	Status Date	Established Date	Sat Ind	SBGI Code	Req'd For Pk	Req'd For Ds	Req'd For Mm	Fund	Ind Sys
ISIR	S	26-JAN-2004	26-JAN-2004	Y		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		B
JC9005	P	26-JAN-2004	26-JAN-2004	N		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		B
JINV34	G	26-JAN-2004	26-JAN-2004	N		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		S
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Req Desc: Drug Conv Elig.    SBGI Desc:

**The “P.....B” Connection**

To accommodate additional ISIR transactions that you may receive for a student already loaded in Banner, it is **VERY** important that both the Status and Sys Indicators remain as **P....B**. The following is an overview of the **P.....B** connection:

- During dataload, a population selection is created. This population selection contains names of those students whose ISIRs are being loaded.
- From this population selection, Banner **removes** any previously posted tracking requirements with a tracking status code of “**P**” and sys ind of “**B**”. *Only those requirements with a P....B status will be removed. All others will remain posted.*
- Banner then peruses the ISIRs and batch posts any applicable C code/ Reject code tracking requirements for these ISIR transactions. Since Banner cannot duplicate any tracking requirement already posted to a student’s record and all previous **P.....B** tracking requirements were removed, Banner is now able to batch post new C Code/Reject code tracking requirements pertaining to this transaction.
- We have designed this automated batch posting process to run without ANY manual intervention on your part. Therefore.....
  - Rejects must always be sent back to CPS for proper resolution. Once the reject is resolved through CPS, a new ISIR will be sent and the P...B procedure will correctly handle the new ISIR comment codes if applicable.
  - Unless you are confident that a “C” code resolution can be made in-house, we strongly recommend sending “C” code ISIRs back to CPS for resolution. Once the “C” code is resolved through CPS, a new ISIR will be sent and the P...B procedure will correctly handle the new ISIR comment codes if applicable.