

Disbursement

Packaging and Disbursement Validation Process

- Determines an award package for each applicant based on:
 - Rules within the packaging module
 - Data from other financial aid modules
 - Federal financial aid rules

Packaging and Disbursement Validation Process (Cont)

- Before processes a payment or authorization the system checks:
 - User-defined rules
 - Hard-coded rules
 - Federal rules
- Rejected messages are produced if the validation condition failed
 - On-line
 - Reports

Rules Forms That Control Disbursements



Packaging Options Form (RPROPTS)
Fund Management Form (RFRMGMT)
Fund Base Data Form (RFRBASE)
Detail Code Control Form (TSADETC)
Fund Disbursement Rules Form
(RORRULE)
Tracking Requirement Validation
Form (RTVTREQ)
Default Award and Disbursement
Schedule Rules Form (RFRDEFA)

Packaging Options Form (RPROPTS)

- A = adjusted, B = billing, or
E = expected
- Allow disbursement if charges not accepted
Y, N
 - Not used for funds with loan process Y on
RFRMGMT
- SAR 'C' flag - disburse if 'C' flag exists Y, N

Fund Management Form (RFRMGMT)

- Maintain fund balance
- Disbursement must be set to
S = system or M = manual
- Memo credit: O = offered or
A = accepted
- If disbursement load > packaging load: P =
prorate, D = don't prorate, N = no
disbursement

Fund Management Form (RFRMGMT) (Cont)

- If ineligible before/after cutoff date:
D = Disregard, B = Backout,
P = payment not applied
- If selected verification incomplete: Y, N
- Recoup: Y, N
- Override general requirement: Y, N
- Create prom note required when accepted: Y,
N

Fund Base Data Form (RFRBASE)

- A/R detail codes required
- Must be one to one relationship between fund code and detail code
- Federal fund I D

Fund Disbursement Rules Form (RORRULE)

- Fund specific disbursement criteria
- Optional form

Tracking Requirement Validation Form (RTVTREQ)

- I identify requirements needed:
 - Memo
 - Disbursement
- General vs. Fund specific requirement

Disbursement Schedules

- Default award and disbursement schedule rules form (RFRDEFA)
 - Default disbursement schedule for each aid period
 - Default schedule used if nothing for fund and aid period combination on RFRASCH
 - May define multiple disbursements per term

Disbursement Schedules (Cont)

- Fund award and disbursement rules form (RFRASCH)
 - Optional form
 - Used to create specific fund/aid period schedule combination

Disbursement Schedules (Cont)

- Required for authorization and payment
- Created when award is accepted
 - Manual (RPAAWRD, RPAAPMT)
 - Automatic (RFRMGMT auto schedule)

Disbursement Schedules (Cont)

- Can be adjusted manually
 - RPAAWRD
 - RPAAPMT
 - RPALDSB
 - RPALORG

Disbursement Validation

- Standards of academic progress (ROASTAT)
- Charges attempted?
- Fund locked (RFRMGMT)
- Funds available to pay

Disbursement Validation (Cont)

- SAR EFC matches the sys-EFC
 - Pell only
- SAR 'C' flag is null based on RPROPTS
- Pell eligibility determine:
 - SEOG
 - Perk
 - Stafford
- EFC is official; Not estimated
 - Federal funds only

Disbursement Validation (Cont)

- Detail codes present
 - * Enrolled in eligible program
 - * Citizenship
 - * Default/refund
 - * Minimum enrollment for the fund (RPIFEDR)

 - * Federal funds only

Disbursement Validation (Cont)

- Bachelor's degree by July 1
 - Pell only
- Receipt of an official record from federal government
 - Pell only

Running Disbursements (RPEDISB)

- Term specific
- On line
 - Immediate process form (ROAIMMP)
 - Student payment form (TSASPAY)
- Batch process

Run the Disbursement Process On-line or in Batch

- Process memos, authorize, and/or disburse funds to the applicant according to user-defined criteria and options set
- Transactions interface to the banner accounts receivable module
- On-line disbursement result form

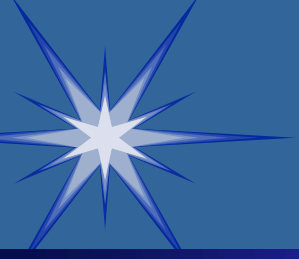
Types of Disbursements

- Memo
- Authorization
- Payment



Memo

- Estimated aid (offered or accepted)
- Have not passed all eligibility edits
- Can be used to reduce/waive payment
- Not a direct credit to account
- Deleted when expires or replaced by other type of disbursement
- Amount is replaced or deleted if student's award changes



Authorization

- Student met all eligibility requirements
- Processed prior to scheduled disbursement date
- Not a direct credit to account
- Reduces payment due, but not actual balance on account
- Deleted or reduced when replaced by an actual payment
- Amount replaced or deleted when student's award changes

Payment/disbursement

- Direct credit to the student's A/R account
- Processed on or after the scheduled disbursement date
- Student met all eligibility requirements
- Adjusting entries processed automatically when award changes

Review and Adjust a Scheduled Disbursement

- System schedules the award into terms
 - According to the award schedule rules and a student accepting an award
- Displays a record of payments to the student's account
- Manual changes can be made
 - Specific students to adjust award amount
 - Aid periods

Viewing the Results

- On line
 - Financial aid summary form (ROASMRY)
 - Award form (RPAAWRD)
 - Package maintenance form (RPAAPMT)
 - Account detail review inquiry form (RSIAREV)

Viewing the Results (Cont)

- On line
 - Student payment form (TSASPAY)
 - Account detail review form (TSAAREV)
 - Disbursement results form (ROIDISB)

Viewing the Results (Cont)

- Disbursement validation report
- Applicant disbursement report (RPRADSB)
 - Displays payments only
 - By date

Disbursement Module Overview

- Define the disbursement options
- Run the disbursement process
 - On-line
 - In batch
- Review and adjust a scheduled disbursement for a student

Loan Disbursements

- All conditions for other aid programs must be satisfied
- Can be authorized
- A "few" other considerations – next week