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BANNER ELECTRONIC LOAN FORMS SET-UP

In order to process electronic loans in Banner, the following forms must be reviewed/completed. Forms 1 - 5 , ROAINST, RFRBASE, RFRMGMT, RPRCLSS and RPROPTS were set up during Implementation. We will review certain fields on these forms that pertain to electronic loan processing. Forms 6 - 10, RTVLNST, RPRLOPT, RPRLNDA, RPRLPRD and GJAPDFT are new forms to set up for loan processing.

1. ROAINST - (Institutional Options Form)

On ROAINST, be sure the "EL School Code" fields are populated on both the Institution Options II and Campus/EDE Defaults screens. Also, be sure the "Loan Processing Type" is set to "E-Electronic".

2. RFRBASE - Fund Base Data Form

On RFRBASE, be sure you have funds established for Subsidized Stafford (XSUB), Unsubsidized Stafford (XUNSUB) and PLUS (XPLUS). The funds MUST follow this naming convention and have the proper Federal ID, AR Detail Code and Msg No (message number for web use).

3. RFRMGMT - Fund Management Form

On RFRMGMT, check that each loan fund has been set up and there is money in the fund. On "Aid Year Specific Data - Packaging Options", be sure the "loan process" indicator is checked and the "loan fee percent" field is populated. The "disburse" indicator for each loan fund must be set to "none". On the "Tracking Requirements" screen, you may enter any document you require for this specific fund.

4. RPRCLSS - Class Code Translation Form

Review RPRCLSS to be sure it is set up as follows:

Student System Level	Student System Class	Financial Aid Class	Activity Date
M1	FR	1	27-APR-2000
M1	SO	3	27-APR-2000
M1		1	27-APR-2000

Rollback Save Exit

Note: In the "Level" column, be sure to enter your B-M college code identifier with "1" to indicate the credit level at your college (e.g. E1 = Housatonic credit).

5. RPROPTS - Packaging Options Form

Review RPROPTS and check the box for "Addl Stafford Elig Default". This will control awarding of unsub amounts above the grade level maximum to independent students. (The override field for dependent unsub professional judgement is on the RPAAWRD form.) For "Source of Award History", we recommend NSLDS.

PACKAGING OPTIONS		EXEMPTIONS/CONTRACTS OPTIONS	
Use Estimated Enrollment:	<input type="checkbox"/>	Interface Exemptions:	<input checked="" type="checkbox"/>
Default Estimated Enrollment:	1=Full Time	Interface 3rd Party Cont:	<input type="checkbox"/>
Package Using Estimated EFC:	<input type="checkbox"/>	Always Use Estimated:	<input type="checkbox"/>
Package if SAR C Flag Exists:	<input checked="" type="checkbox"/>	Assume Full Time:	<input type="checkbox"/>
Addl Stafford Elig Default:	<input checked="" type="checkbox"/>	3/4 Time Pct:	75.000
Source of Award History:	N	1/2 Time Pct:	50.000
Allow Award Mass Accept:	<input checked="" type="checkbox"/>	Less 1/2 Time Pct:	25.000
Offer Expiration Days:			
Tracking Requirement Status:	G		
DISBURSEMENT OPTIONS			
Disburse if Charges Not Accepted:	<input checked="" type="checkbox"/>	Disburse if SAR C Flag Exists:	<input type="checkbox"/>
Allow Memos When Disbursement is Backed Out:	<input checked="" type="checkbox"/>		
Enrollment Option for Disbursement:	A=Adjusted Hours		
		Rollback	Save
		Exit	
		More...	

6. RTVLNST - Loan Status Validation Form

This is a "shared" form - the codes are controlled by the Team. An initial status defaults when the loan application is created. Our initial status will be PROC - for "In Process". An "Approved" status will be posted during the response file upload once the guarantor approves the loan. Our status code will be APVD for "Approved". The remainder of the codes are manually assigned.

Loan Status	Loan Description	Inactive Hold		VR Msg No	Activity Date
APVD	Approved	<input type="checkbox"/>	<input type="checkbox"/>	2	02-AUG-2000
HOLD	Hold, stops processing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	02-AUG-2000
INAC	Inactive, prevents memos	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	02-AUG-2000
INFO	Additional information needed	<input type="checkbox"/>	<input type="checkbox"/>	5	02-AUG-2000
PROC	In-Process	<input type="checkbox"/>	<input type="checkbox"/>	1	02-AUG-2000
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		

7. RPRLOPT - Loan Options Form

RPRLOPT must be completed for each loan fund. Values established here are used as defaults when electronic loan applications are created. Required fields include: "Initial Loan Status" (use "In Process"), "Default Return ID", "Default Lender ID" and "Default Guarantor ID". We recommend that "Memo Actual Loan Amount", "Authorize Loan" and "Disbursement Amount > Loan Amount" all be checked.

Loan Options Form (RPRLOPT 3.7.1)(DEVL) [M_FATEAM]	
Aid Year:	0001
Fund:	MSUB
Create Application==> When Loan Accepted: <input type="checkbox"/> When Requirement Satisfied: <input type="checkbox"/>	
Initial Loan Status:	PROC In-Process
Default Return ID:	830310 College Credit
Default Lender ID:	830310 College Credit
Default Guarantor ID:	709 Connecticut Student Loan Foundation
Satisfy Loan Application Requirement:	<input type="checkbox"/>
Loan Application Requirement Code:	
Loan Application Requirement Status:	<input type="checkbox"/>
Memo Actual Loan Amount:	<input checked="" type="checkbox"/>
Authorize Loan:	<input checked="" type="checkbox"/>
Request Amt Required for Certification:	<input type="checkbox"/>
Disbursement Amount > Loan Amount:	<input checked="" type="checkbox"/>
- Returned Check Detail Codes -	
Student Charge/Pmt:	
Return Payment:	
Return Refund:	
<input type="button" value="Direct Lending"/> <input type="button" value="Rollback"/> <input type="button" value="Save"/> <input type="button" value="Exit"/> <input type="button" value="More..."/>	

8. RPRLNDA - Lender/Disbursing Agents Rules Form

On RPRLNDA, you create an association between a lender and disbursing agent. (Guarantor ID is not required on this form.)

Field	Value	Description
Lender ID:	830310	College Credit
Guarantor ID:		
Disb Agent ID:	899984	Sallie Mae
Lender ID:		
Guarantor ID:		
Disb Agent ID:		

Rollback Save Exit

9. RPRLPRD - Loan Period Rules Form

On RPRLPRD, you create loan periods and associate this loan period with the current aid year and existing aid period.

Loan periods have to be created each year. Sample loan periods for 2000-01 are listed below. (X represents your B-M college code.)

Fall & Spring - XFSP01

Summer Only - XSU01

Fall Only - XF00

Spring Only - XSP01

Fall/Spring/Summer - XFSS01

Spring/Summer - XSPS01

Fall/Summer - XFSU01

The screenshot shows a software window titled "Loan Period Base Data Form (RPRLPRD 3.3)(DEVL) [M_FATEAM]". The window is divided into three main sections:

- Loan Period:** A field containing the value "MFSP01".
- Base Data:**
 - Description:** A text field containing "Fall & Spring".
 - Start Date:** A date field containing "15-AUG-2000".
 - End Date:** A date field containing "30-MAY-2001".
- Aid Period Rules:**
 - Aid Year:** A field containing "0001".
 - Aid Period:** A field containing "MFASP" and a text field containing "FALL & SPRING".

At the bottom right of the window, there are four buttons: "Rollback", "Save", "Exit", and "More...".

9. RPRLPRD (cont.)

On this screen, you must create disbursement dates for each loan period. Disbursement percentages for each loan period must equal 100%. Dates entered on this form will be transmitted to the lender as the dates that funds are to be released to the college. Delayed disbursement for first-time freshmen is controlled by entering the appropriate "level" parameter during RPRELAP application process setup.

Disbursement Schedule Rules (RPRLPRD 3.3)(DEVL) [M_FATEAM]

Scheduled Date	Term Code	Disbursement Prom Note Date	Disbursement Percent	Memo Expiration Days
27-SEP-2000	100313		50.000	
19-FEB-2001	101113		50.000	

Rollback Save Exit More...

10. GJAPDFT

On GJAPDFT, you can establish user-level default parameters for RPRELAP, the Electronic Loan Application process. From this form, you can create one set of parameters and copy them to other users in your office.

The suggested parameters are as follows:

<u>Parameter</u>	<u>Suggested Value</u>
01	0001
02	XSUB
02	XUNSUB
02	XPLUS
03	GP (guarantee/print)
04	blank
05	blank
06	blank
07	B (batch)
08	blank
09	X1 (B-M code)
10	1MA
11	blank
12	PROC
13	N (not ready)
14	Y (yes)
15	blank
16	blank
17	Y (yes)
18	y (Yes)
19	(default lender code)
20	(default guarantor code)
21	blank
22	blank
23	P (paper)
24	M(master)
25	N (new)
26	RR (Release request)
27	N (NSLDS)

After saving these parameters, you can copy them to another Banner user who will be creating loan applications. If you want to copy these to another user, select "copy" and enter the Banner user name of the person. Select "save".