BANNER FINANCIAL AID USER’S UPDATE

April 2004

In this issue:

Banner 6.x Update

- Changed/Modified Forms
  - SSN Field on Financial Aid Forms
  - ROARMAN, ROASTAT

- New Forms
  - ROAENRL – Financial Aid Enrollment Form
  - ROIGRPI – Group Inquiry Form

Work-Study Authorization Report (RWRXJ01)
Using SCT Banner Documentation
Social Security Number Field on Financial Aid Forms

As a reminder, we have reduced the number of forms on which a student’s SSN is displayed. This change was made to decrease the amount of time spent on customizations by our technical staff each time we have an upgrade in Banner.

Effective with the 6.x upgrade, the social security field now appears only on the following Banner Financial Aid forms:

- ROARMAN – Financial Aid Record Maintenance Form
- RPAAWRD – Award Form Maintenance
- ROASTAT – Applicant Status Form
- RNANAxx – Need Analysis Form

If you bring up a student record from one of these forms and move on to another form, the student’s Banner ID will follow to the new form.
In 6.x, a modification has been made to **ROARMAN**. An “Enrollment” button has been added to the summary section of this form. This new feature will bring you directly to the student’s Financial Aid Enrollment Form (ROAENRL).

Because of this change, enrollment information is no longer displayed on a screen of **ROASTAT**. However, if you are in a student’s **ROASTAT** form, you can access enrollment information by using the “Option” menu and choosing “Enrollment (ROAENRL)”.
This is the new Financial Aid Enrollment (ROAENRL) form which replaces the Financial Aid Inquiry Form (RSIENRL). ROAENRL can be accessed from the “Option” menu of RPAAWRD, RPAAPMT, ROASTAT AND RJASERF.

If you enter an aid year in the key block of this form, the student’s enrollment is displayed for all terms associated with that aid year. If the aid year field is left blank, the student’s entire enrollment history is displayed by term in descending order.

The “Schedule” button takes you to the Enrollment by Course screen of ROAENRL. As illustrated on the following page, this displays the student’s registration for the term that the cursor is on.
The Enrollment by Course screen displays course information for the semester chosen from the previous screen of ROAENRL.
A new form available in 6.x is the Group Inquiry Form (ROIGRPI). This form takes the place of several inquiry forms previously used in Banner.

RORGRPI takes the place of RRITGRP – Tracking Inquiry Form, RBIBGRP - Budget Inquiry Form, RPRPGRP – Packaging Inquiry Form and ROISAPR – Satisfactory Academic Progress Status Inquiry Form. From the Group Type menu, choose the group information you want to view. If you are looking at SAP information, be sure to enter the applicable term code.

As illustrated, ROIGRPI displays Group Code/Description, the Priority number of each group, if Rules Exist (RORRULE) and the Student Count of each group.
RWRXJ01 – Work-Study Authorization Report

We are pleased to let you know that a recent modification was made to the Work-Study Authorization Report. The report is now listed by student in alphabetical order. We hope this will make the report easier to use.

SCT Banner Documentation

As you work with Banner, you may find that you want more information about a particular form or process than is available from the team documentation. Please remember that you can access the SCT Banner 6.x documentation as follows:

If you are working in Internet Native Banner, simply click on the “Bookshelf” icon. This icon is located on the toolbar and is the third icon from the right. This brings you to the “SCT Banner Documentation Bookshelf”. From the Bookmark section of the screen (left side) follow the links to Financial Aid….User Manual. The User Manual is separated by module.

Another way to access this documentation is from our Financial Aid Services website (www.commnet.edu/finaid). Under Banner User Support Services, choose the option “More” and you will see a link to SCT Documentation. The “Banner 6.x Documentation Bookshelf” link brings you to “SCT Banner Documentation Bookshelf”. From the Bookmark section of the screen (left side) follow the links to Financial Aid….User Manual. The User Manual is separated by module.