Here is your Banner Implementation Guide! This guide will assist you in building both your Training and Production systems in Banner Financial Aid.

Before you begin, you should define the groups you want to set up in tracking, budgeting and packaging. Think about tracking documents you will require for your different tracking groups, the dollar amounts you will use for budget components, and specific funds you will assign to your packaging groups.

Also, before you begin Banner processing, you must talk with your Registrar about STVLEVL, STVCLAS and STVTERM. These are Banner validation forms on the Student side that play an important part in the integration of Financial Aid & Student. Even though these forms will already be set up in Banner, there is one field on STVTERM that may not be completed. The Financial Aid Year field on STVTERM must be populated with an aid year (9900 - training, 0001 - production). This must be done for each term you want to include in your aid year. Since this is a Banner Student form, this field can only be updated by your Records Office staff.

When you are using Banner, remember that you can access “help” either on-line or from the Banner 2000 User Manual. To access on-line help, put your cursor in the field where you need help. On the Toolbar, choose “Help”- “Dynamic Help Query”- “Banner 2000” - “Display”. To access the Banner 2000 User Manual, on the Toolbar, choose the “?” icon. Follow the instructions to Banner 2000 (3.x) Documentation Bookshelf. You can also reference all of the Banner FAT training materials on the web. The address for this site is:

http://www.commnet.edu/local/docs/banner/fateam.html

I hope you will find this guide helpful as you build your Banner system. On behalf of the Banner Financial Aid Team, I wish you success with your implementation and your future Banner use. The team will, of course, be available for any assistance you require.

Claudia Chafee
Banner Financial Aid Team

Connecticut Community Colleges
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Banner Financial Aid System Implementation Guide

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Step 1 – AID PERIOD VALIDATION FORM (RTVAPRD)

From the Menu: -OR- Direct Access:

- Financial Aid
- Financial Aid Common Functions
  - Financial Aid Common Functions
    - Control Menu
    - Aid Period Validation Form

The Aid Period Validation Form is used to maintain valid aid periods, descriptions of the aid periods, the percent of a full academic year each aid period represents, and the EFC percentage for each period.
- **Code** - Enter a code for each aid period. This code must begin with your B-M college identifier.

- **Description** - Enter a description of the term, Fall/Spring semesters, Fall only, etc.

- **Full Year Percent** - Enter the percent of the full academic year you want to assign to this code. The aid period that represents the 9-month school year should be identified as 100%. Since you can only define one aid period as 100%, you should use 99.99% for any other aid period containing 2 semesters.

- **EFC Percent** - The EFC Percent is a required field and must be populated with an amount. You use the same amounts entered in Full Year Percent. Because of FM methodology specific reasons, the EFC percent will not be pro-rated but handled through the need analysis override process.

SAVE
Step 2 – REQUIREMENTS TRACKING GROUP VALIDATION FORM (RTVTGRP)

From the Menu: -OR- Direct Access:

- Financial Aid
- Requirements Tracking
  - Requirements Tracking Control Menu
  - Requirements Tracking Group Validation Form

On the Requirements Tracking Group Validation form, you will create tracking groups and codes. These tracking groups will categorize students with the same tracking requirements into the same group.
• **Group Code** - Enter a six-character code to identify a tracking group. This code must begin with your B-M college identifier.

• **Group Description** - In this field, enter a description of the tracking group.

• **Priority** - This field identifies the order in which the groups are tested to place a student in a tracking group. The lower the number - the higher the priority. Once a student is selected and placed into a group, the priority testing is complete. Therefore, you will want to give the highest priority (lowest number) to your most specific group(s), e.g. C Flags. As you assign priorities to groups, you should skip numbers. This will enable you to insert new tracking groups, as needed, without changing the priority numbers of the existing groups.
Step 3 - REQUIREMENT TRACKING STATUS VALIDATION FORM (RTVTRST)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Requirements Tracking
    - Requirements Tracking Control Menu
    - Requirements Tracking Status Validation Form

On the Requirement Tracking Status Validation Form, tracking status codes and descriptions have been set up. These codes are used to designate the status of tracking documents and appear on such forms as ROARMAN (the requirements tracking window) and RRRAREQ.
Since this a form that is shared by all 12 colleges, the information cannot be changed. This is a query only form.
On the Budget Group Validation Form, you create budget group codes. These groups categorize students with the same budgeting considerations into the same group. These groups will be given full-time budgets.

- **GROUP CODE** - This is a six-character field where you assign a code to a budgeting group. This code must begin with your B-M college identifier.
Group Description - In this field, enter a description of the budgeting group.

Priority - This field identifies the order in which the groups are tested to see if a student belongs in a budgeting group. The lower the number, the higher the priority. Once a student is selected and placed into a group, the priority testing is complete. As you assign priorities to groups, you should skip numbers. This will enable you to insert new packaging groups, as needed, without changing the priority numbers of the existing groups.

SAVE
Step 5 - PACKAGING GROUP VALIDATION FORM (RTVPGRP)

From the Menu: OR Direct Access:

- Financial Aid
- Packaging and Disbursement
  - Packaging and Disbursement Control Menu
  - Packaging Group Validation Form

On the Packaging Group Validation Form, you create packaging group codes. These groups categorize students with the same packaging considerations into the same group.

- Packaging Code - This is a six-character field where you assign a code to a packaging group. This code must begin with your B-M college identifier.
you are using a packaging group to indicate that the student is not in an aid eligible program, or a default group to catch “problem” files, you must use the following naming convention for these two groups: XSTMJ - No Major/Major Not Aid Eligible or XDEFLT - default. (Substitute your B-M college identifier for “X”). By using these codes, these groups will be omitted, by population selection, from the batch packaging process.

• Description - In this field, enter a description of the packaging group.

• Group Priority - This field identifies the order in which the groups are tested to see if a student belongs in a packaging group. The lower the number, the higher the priority. Once a student is selected and placed into a group, the priority testing is complete. As you assign priorities to groups, you should skip numbers. This will enable you to insert new packaging groups, as needed, without changing the priority numbers of the existing groups.

• Award Priority - In this field, select the order in which the system awards funds to packaging groups. Students within the same group are processed in order of descending gross need.

SAVE
Step 6 - INSTITUTION FINANCIAL AID OPTIONS FORM (ROAINST)

From the Menu: OR Direct Access:

• Financial Aid
  • Financial Aid Common Functions
  • Financial Aid Common Functions

Control Menu

• Institution Financial Aid Options Form

On the Institution Financial Aid Options Form, you define global institutional options for an aid year, start and end dates, default codes for different processes, institutional credit hour values by term and student level, and Pell payment voucher parameters.
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- Aid Year – Enter the aid year that you are setting up. (For your Training database, this will be 9900. When you are setting up your Production database, the aid year will be 0001.)
- Active – Check this box to indicate that the aid year is current.
- Pivot – The date on which Banner will use the aid year of this record as the current aid year. As you use Banner forms, this aid year will automatically populate the aid year field.
- Desc: Enter a description of the aid year.
- Start Date – Enter the official start of this aid year. (Training database – July 1, 1999, Production database – July 1, 2000)
- End Date – Enter the official end of this aid year. (Training database – June 30, 2000, Production database – June 30, 2001)
- Logging – Check these indicators to log changes to selected fields in the Budget, Need Analysis, Packaging or EDE Correction modules.

Institutional Parameters

- Primary MDE – EDE
- Appl. Recvd Date Ind – This field identifies which date you want to use as the application receipt date. We recommend you use “R date received - by the processor”.
- Tracking Est. Code – Enter “G” for system generated.
- Default Aid Period – Enter your 9-month aid period code.
- Initial SAP Status – Since we are not currently using the Banner functionality concerning SAP, enter an X to indicate SAP has not be reviewed.
- Update Tran#/EFC – Indicates if/when the data load process should update transaction # and EFC – We recommend you use “L-Update unless locked”. This way once you lock a record, these fields will not be updated.
- Current Term Code – At the beginning of the aid year, enter the term code for the fall semester. [Training database – Fall 99 – 0993xx, Production database – Fall 00 – 1003xx (enter your college number for xx).] This term code should be changed to the spring semester once you begin processing for spring.
- Info Access – A check in this field indicates that the information for this aid year may be accessed via the Web.
- Just In Time Pymt – Indicates Just In Time Payment edits for Pell disbursements.
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- # of Days for JIT - The number of days prior to the scheduled disbursement date to allow the disbursement record to be extracted. We suggest “30” days.

Institutional Options II

- Use EFC Proration - Because of FM methodology specific reasons, we are recommending that the EFC not be prorated but handled through the need analysis override process. This field should not be checked.
- Methodology Indicator - Federal
- Loan Process Type - E = Electronic
- Budget, Tracking, Packaging Groups - Enter the name of your default budget group, default tracking group and default packaging group. These are needed for the creation of manual records.
- Exception SAP Status - “X” not yet reviewed.
- SAR Requirement Code, SAR Requirement Status, Entrance Interview Code, Exit Interview Code - are not being used at this time.

Credit Hours
• Term – Enter all term codes within the defined aid year. Training database (9900 aid year), Production database (0001 aid year).

• Level – Enter the educational level associated with each term. The level code for credit courses is your B-M college and the numeral 1 (e.g. E1 is Housantonic credit).

• Credit Hours – Enter the appropriate hours for Full Time, 3/4 Time and 1/2 Time.
Pell Reduced Eligibility - When checked, this indicator is used by the RPEPELL process to flag students when their Pell eligibility is reduced to automatically create an updated RFMS record.

Enter your college specific information in the remaining fields of this window.
Enter your college specific information in all pertinent fields in this window.

MDE Defaults - This Window is Blank
Step 7 - HOLD TYPE VALIDATION FORM (RTVHOLD)

From the Menu: OR Direct Access:

- Financial Aid
  - Financial Aid Common Functions
  - Financial Aid Common Functions
  - Control Menu
    - Hold Type Validation Form

The Hold Type Validation Form allows you to create hold types and define what processes the hold will prevent.

- Hold Type - Enter a code for the hold type. This must begin with your B-M college identifier.
- Hold Description - Enter a description of the hold.
• Pckg/Memo/Disb – Enter the function you want this hold to prevent.

SAVE
Step 8 - MESSAGE CODE VALIDATION FORM (RTVMESG)

From the Menu: OR Direct Access:

- Financial Aid
  - Financial Aid Common Functions
    - Financial Aid Common Functions
    - Message Code Validation Form

On this form, you will enter any messages you may use for funds management.

- **Message Code** - Enter a code for the message you are defining. This code must begin with your B-M college identifier.
- **Text** - Enter the fund message(s) you want to appear on award letters to students.
Once defined on RTVMESG, you would assign these messages to a fund via the "Message Assignment" window on RFRMGMT. These messages would then print on award letters to students.
Step 9 – DATA LOG RULES FORM (RORDATA)

From the Menu: OR Direct Access:

- Financial Aid
- Financial Aid Common Functions
  - Financial Aid Common Functions
- Control Menu
- Data Log Rules Form

The Data Log Rules Form controls whether or not a field in the database is to be recorded in the audit log table (Audit) and the EDE correction process (Ind). This is SCT delivered data. To view the data, put your cursor in the first line under DATA ELEMENT. Press F8 to execute the query.
This is a query only form and cannot be updated.
Step 10 – AID PERIOD/TERM RULES FORM (RORTPRD)

From the Menu: OR Direct Access:

- Financial Aid
- Financial Aid Common Functions
- Financial Aid Common Functions
- Control Menu
- Aid Period/Term Rules Form

On the Aid Period/Term Rules Form, you specify the terms you want to associate with an aid period.

Aid Year - Training database - 9900, Production database - 0001
Aid Period - Enter an Aid Period. (Press Aid Period button to access list of aid periods.)
Term Code - Enter the term code(s) you want to include in the Aid Period.

Repeat the above steps for every aid period you have defined.

SAVE
Step 11 - REQUIREMENTS TRACKING VALIDATION FORM (RTVTREQ)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Requirements Tracking
    - Requirements Tracking Control Menu
    - Requirements Tracking Validation Form

On the Requirements Tracking Validation Form, you create codes and tracking requirements for any document and/or action that you may need from any student at any time. You can use these codes on a per student basis or assign them to tracking groups.
• Requirement Code - This is a six-character field where you assign a code to a tracking requirement. This code must begin with your B-M college identifier. The Short Description shows on reports and on-screen displays. The Long Description field is a more detailed description that appears in letters to students.

• Required Once - Check this field if the requirement needs to be satisfied only once in the student’s academic career.

• Required Pckg, Disb, Memo - Check this field to indicate whether this is a requirement for a student to be packaged, receive a disbursement of aid, or receive a memo (deferment based on expected aid).

• Access Indicator - Check this field to display and update this requirement code on the Financial Aid Summary Form (ROASMRY). You would use this function only for those tracking requirements that would be satisfied through the Business Office. This may apply to Perkins Loan Promissory Notes if the Business Office is responsible for the completion of the notes.

SAVE
Step 12 – REQUIREMENTS TRACKING GROUP/REQUIREMENTS RULES FORM (RRRGREQ)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Requirements Tracking
    - Requirements Tracking Control Menu
    - Requirements Tracking Group/Requirements Rules Form

On the Requirements Tracking Group/Requirements Rules Form, you assign tracking requirements, that you have set up on RTVTREQ (Step #1), to tracking groups, that you have set up on RTVTGRP (Step #4), for the aid year.

- Aid Year - Enter aid year (Training database - 9900, Production database - 0001)
• Tracking Group - Press the Tracking Group button and choose your first tracking group. (These steps will be repeated for each tracking group.)
• Requirement Code - Press the code button to view the list of your requirements, as established on RTVTREQ, and select those requirements you want attached to this Tracking Group.
• Required for Pk, Ds, Mm - The information you entered on RTVTREQ will default into these fields. A check in one or all of these fields, indicates that you want this requirement satisfied before Pk (packaging), Ds (disbursement) or Mm (memo) would take place for students in this tracking group. You should review and update these fields as needed.

SAVE

Tracking requirements must be assigned to each Tracking Group you have defined. You can either repeat the steps above or use the copy function as follows.

Copy To

This function allows you to copy a set of requirements from one group to another or to transfer requirements from one aid year to another.

To copy a set of requirements from one group to another group without tracking requirements, enter the Aid Year and the Tracking Group you want the requirements copied to. Select the Copy button. You can now add/revise the requirements to this new group as needed.
Step 13 - BUDGET COMPONENT VALIDATION FORM (RTVCOMP)

From the Menu: -OR- Direct Access:

- Financial Aid
- Budgeting
  - Budgeting Control Menu
  - Budget Component Validation Form

On the Budget Component Validation Form, you will list all budget components you may use for any student in any budget.

- Component Code/Description - Enter a component code and description for each budget component you may use in any budget. The component
code is a 4-character field that must begin with your B-M college identifier.

- Default – Check this indicator if you want this component to automatically be part of every budget that you define.
- Print Order – The order in which the budget components will print on letters and reports.

(You will assign dollar amounts to these components on the Budget Component Rules Form - RBRCOMP.)
Step 14 – BUDGET GROUP/TYPES RULES FORM (RBRGTYP)

From the Menu: - OR - Direct Access:

- Financial Aid
- Budgeting
  - Budgeting Control Menu
  - Budget Group/Type Rules Form

On this form, you assign budget types to your budget groups. You must assign a campus based (CAMP) and Pell (PELL) budget to each group. If you use institutional budgets for any of your groups, you would also assign an INST type to that budget.
• **Group Code** - Press the Group Code button to access the Budget Group Validation Form (RTVBGRP) that shows the budget groups you have defined. Choose your first budget group. (These steps will be repeated for each group.)

• **Type** - Press the Type button and choose the budget types you want to identify as valid for this budget group - CAMP & PELL. (INST if you need to set up an institutional budget for this group)

• **Default** - The default indicator of "Y" should be used to identify the budget type you want to use for calculating need - CAMP. (You do not need to enter a default indicator for a Pell budget. The system displays "A" (Automatic) for Pell.

SAVE

ROLLBACK and repeat this process for each budget group you have on RTVBGRP.
Step 15 – BUDGET COMPONENT RULES FORM (RBRCOMP)

From the Menu: -OR- Direct Access:

- Financial Aid
- Budgeting
  - Budgeting Control Menu
  - Budget Component Rules Form

RBRCOMP ties all budget set-up together.

On this form, you associate budget components, (that you have set up on RTVCOMP) with a budget group, (from RTVBGRP), budget type, (from RTVBTYP) and aid period, (from RTVAPRD) for the specified aid year. You also add dollar amounts to the budget components. If you have a default budget group defined, you should not add budget components to that group.
• Aid Year - Enter aid year (Training database 9900, Production database 0001)
  • Group Code - Press the Group Code button and select your first group. (This process will be repeated for each group.)
  • Type Code - Press the Type Code button and select the budget type you want to associate with this budget. You must define a budget for CAMP and a budget for PELL. Other budget types are optional.
  • Period Code - Press the Period Code and select the full year (100%) aid period. (This would typically be fall/spring.)

Budget Component

• Code - Press the code LOV button and choose the budget components you want to include in this budget for this group.
• Amount - Enter the full-time/full-year amount for this budget component.

You must enter budget components and amounts for the full-time/full-year period for both CAMP and PELL for each budget group. The system will automatically adjust for other that full-time periods based on the percentages you entered on RTVAPRD.

Budget components must be assigned to each Budget Group you have defined. You can either repeat the steps above or use the copy function as follows.

Copy To

This function allows you to copy budget components from one group to another or to transfer components from one aid year to another.

To copy a set of components one group to another group without budget components, enter the Aid Year, Group, Type and Period you want the components copied to. Select the Copy button. You can now add/revise the components to this new group as needed.
Step 16 – DEFAULT AWARD & DISBURSEMENT SCHEDULE RULES FORM (RFRDEFA)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Funds Management
    - Default Award & Disbursement Schedule Rules Form

On the Default Award & Disbursement Schedule Rules Form, you create award and disbursement schedules for each aid period within the aid year.

- Aid Year - Enter aid year (Training database - 9900, Production database - 0001)
• Aid Period - Press the Aid Period LOV button and choose your first aid period. (These steps will be repeated for each aid period.)

Award Schedule
When you first access this block, you can press Insert Record to default the Term Code information for the aid year above. (This default information is from the Aid Period/Term Rules Form RORTPRD.) Or, you can manually enter the term codes associated with the aid period.

• Award Percent - Enter the award percent for this term in this field. The total of all term code award percentages for the period must equal 100.
• Memo Expiration - Enter a date that memos will expire for the term. For training purposes, use 28 days after the start of the term. For Production purposes, the memo expiration date must comply with the system award & disbursement calendar for the term and will be the same as the disbursement date (below) for the term. All terms in the award schedule must have a memo expiration date.

Disbursement Schedule
When you first access this block, you can press Create Record (Insert Record) to default the Term Code information for the aid year above. Or, you can manually enter the term codes associated with the aid period.

• Disbursement Percent - Enter the disbursement percentage for the term code. The total of all term code disbursement percentages for the period must equal 100. Therefore, if you have 1 disbursement per term, the disbursement percentage would be 100%.
• Disbursement Date - Enter the date you want to begin disbursement for this term. For training purposes, use 28 days after the start of the term. For Production purposes, the disbursement date must comply with the system award & disbursement calendar for the term. All terms in the award schedule must have a disbursement date.

SAVE

ROLLBACK and repeat these steps to define remaining aid periods.
Step 17 – Fund Base Data Form (RFRBASE)

From the Menu: -OR- Direct Access:

- Financial Aid
- Funds Management
- Fund Base Data Form

From the Menu:

- Financial Aid
- Funds Management
- Fund Base Data Form

Direct Access:

- Financial Aid RFRBASE
- Funds Management RFRBASE
- Fund Base Data Form RFRBASE

On the Fund Base Data Form, you create Fund Codes and definitions of the funds. You will also associate the fund with an account receivable detail code, indicate fund source, fund type and federal fund ID.

Please refer to the next page for the system-wide naming convention for Fund Code, Description, AR Detail, Fund Src, Fund Type and Federal Fund ID. This naming convention must be used when completing RFRBASE.
Listed below is a description of each field:

- **Fund Code** - This is a six-character code that must begin with your B-M college identifier. The remaining characters in this code will be those contained in the naming convention.

- **Description** - A description of the fund.

- **AR Detail** - In order for a fund to disburse in Banner, an AR Detail code must be on RFRBASE. (Since we are currently not disbursing any work-study earnings through Banner, work-study funds do not have detail codes established.)


- **Fund Type** - Work, Grant, Loan, Scholarship

- **Federal Fund ID** - This field links a federal fund to a federal fund ID in order to apply hard-coded federal fund regulations to the fund during processing. The GTIV (General Title IV rules) code assigns the hard-coded federal rules to non-federal funds so the same rules will apply.

- **Print Order** - The print order determines the order of funds for letter printing purposes.
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<td>XPS</td>
<td>XS00</td>
<td>FinAid:Genl Private Scholarship</td>
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<td>XS02</td>
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<td>n/a</td>
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<tr>
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<td>Work</td>
<td>XFWSCS</td>
<td>NONE</td>
<td>n/a</td>
</tr>
<tr>
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<td>Work</td>
<td>XCAPWS</td>
<td>NONE</td>
<td>n/a</td>
</tr>
<tr>
<td>CAPCS Community Service</td>
<td>Work</td>
<td>XCAPCS</td>
<td>NONE</td>
<td>n/a</td>
</tr>
<tr>
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<td>n/a</td>
</tr>
<tr>
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<td>Loan</td>
<td>XPERK</td>
<td>XLPK</td>
<td>Loan:Fedl Perkins/NDSL</td>
</tr>
<tr>
<td>Federal Parent Loan (PLUS)</td>
<td>Loan</td>
<td>XPLUS</td>
<td>XLPP</td>
<td>Loan:Fedl Plus Parent</td>
</tr>
<tr>
<td>Federal Stafford Loan (Subsidized)</td>
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<td>XSUB</td>
<td>XLSB</td>
<td>Loan:Fedl Stafford Subsidized</td>
</tr>
<tr>
<td>Federal Stafford Loan (Unsubsidized)</td>
<td>Loan</td>
<td>XUNSUB</td>
<td>XLUN</td>
<td>Loan:Fedl Stafford Unsubs</td>
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</tbody>
</table>

Each college will be provided with a supplemental list of Private Grant and Scholarship codes being established which are unique to the college.
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Step 18 – RESOURCE CODE VALIDATION FORM (RTVARSC)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Packaging & Disbursement
    - Packaging & Disbursement Control Menu
    - Resource Code Validation Form

RTVARSC

Use this form to enter “other resources” (resources other than contracts and exemptions) that students may receive. Once established here, these resources are used on the Resource Form (RPAARSC).

- Message Code – Enter a code for the resource. This code must begin with your B-M college identifier.
- Message Description - Enter a description of the resource.
• Info Access - Allows this information to be viewed on the WEB.

SAVE
Step 19 - Fund Management Form (RFRMGMT)

From the Menu: -OR- Direct Access:

• Financial Aid
• Funds Management
• Fund Management Form

On the Fund Management Form, you enter your fund allocation, define packaging and disbursement options, link budget components or detail codes with funds, define tracking requirements associated with funds and assign messages. **RFRMGMT must be completed for each of your funds.**

• Aid Year - Enter aid year (Training database 9900, Production database 0001)
• Fund Code - Press the Fund Code button and select your first fund from the Fund Base Data Form (RFRBASE).
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Base Fund Information
This data is populated from RFRBASE for the fund code selected above.

Aid Year Specific Information
- Prior Balance – Balance carried from previous year
- Transferred – Amount transferred into this fund
- Budget Allocated – The fund allocation for the aid year
- Total Allocated – This is the sum of Prior Balance, Transferred and Budget Allocated.
- Available to Offer – Enter an amount you want to award based on your allocation and the % you want to over commit this fund. If you enter an amount in this field, the over commitment % below will be populated.
  --OR--
- Over Commitment % - Enter the percent you want to over commit this fund and the available to offer field above will be populated with the correct amount.

Aid Year Specific Data - Packaging Options

- Award Max: - The maximum dollar amount you want to award to a student for the entire aid year. You cannot set the award maximum to an amount
greater than the maximum limit on the Federal Rules Inquiry Form (RPIFEDR) if you associated a federal fund ID or GTIV rules to this fund.

• Award Min: - The minimum you want to award to a student. This field must be set to $0 so when an award is cancelled or declined, the student's award amount will become $0.

• Offer, Accept, Decline Status - Enter the codes for Offer (OFRD), Accept (ACPT) and Decline (DECL). (These are the status codes established on RTVAWST.)

• Auto Package - Check this field if you want to automatically package this fund either on-line or in batch.

• Auto Schedule - Check this field if you want the system to create an award schedule when the fund is added to the student's package. You must check this indicator if you select the Offered or Accepted option in the Memo Credit options or if you select System in the Disburse options. This field should be checked.

• Auto Accept - Check this field to have the system automatically change an offered status for a fund to an accepted status. Using this feature will bypass manual or batch award acceptances.

• Override Need - Check this field to override need when awarding this fund. This will allow you to package no need funds. However, once a student has a fund which doesn't override need (such as FSEOG), all subsequent funds will be put through the needs test regardless of how this option is set.

• Override SAPR - Check to override SAP requirements for non Title IV funds.

• Override Rqmt - If this field is checked for the fund, the test for outstanding tracking requirements is skipped.

• Replace EFC - This fund will replace the student's EFC.

OR

• Reduce Need - This fund will reduce the student's need.

• Loan Process - Check to include this fund in the loan process (not Perkins).

• Need Analysis - Check to require a need analysis before this fund is packaged.

• Award Letter Ind - Check if you want a change in this fund to reset the award letter indicator in the student's record. This will generate a revised award letter.

• Equity Fund - This will reduce the student's equity level when you use equity packaging. The system packages equity funds first to reduce equity level.

• Loan Fee Percent - If the Loan Process box is checked, enter a loan fee percent.
• Interest Rate - direct lending only
• Self Help Reduce % - blank
• Round Award - Specify how you want to round the award during the automatic packaging process (RPEPCKG). Round Award (001 - nearest dollar, 010 nearest 10 dollars, 025 nearest 25 dollars) Round Schedule (RC - round cents, RD - round dollars, TC - truncate cents, TD - truncate dollars)
• Memo Credit - These options determine if the fund can be used as a memo based on the fund award status.
  • Offered - awards that have been offered are applied as a memo credit on the student's account from this fund.
  • Accepted - awards that have been accepted are applied as a memo credit on the student's account from this fund.
  • None - no memo credits are applied to the student's account from this fund. (This option should be selected for work programs.)
• Disburse - These options determine how you want to disburse this fund to the student's account.
  • Manual - If you choose this option, you create manual disbursements.
  • System - This option will allow the system to disburse the fund. (You must check the Auto Schedule box in order to use this option.)
  • None - No disbursement takes place. (This option must be selected for FFELP loans and work-study funds.)

If you select either Manual or System, you must associate a detail code on the Fund Base Data Form (RFRBASE) with this fund.
Aid Year Specific Data - Disbursement Options

This window defines disbursement options for the fund.

- If Dis Load Code > Package Load Code - This field controls the disbursement process if the student’s course load (1=full time, 2= ¾ time, 3= ½ time, 4= less than ½ time or 5= no enrollment) at the time of disbursement is greater than the code for the student’s course load at the time of packaging. In other words, if the student is enrolled for less at the point of disbursement than anticipated at the time of packaging, how do you want to disburse this fund? The options are:
  - P - Prorate disbursement amount. The student will have been packaged based on full-time enrollment. If the student is less than full-time at the time of disbursement, this option will prorate the fund based on the Payment Percent you enter below.
  - D - Do not prorate the disbursement amount. This option will disburse the packaged amount despite the disbursement load.
  - N - No disbursement.

The following 3 fields apply only if you set the option above to P (Prorate).
- Payment % for 3/4 Load - enter % you want to disburse for three-quarter time enrollment.
• Payment % for 1/2 Loan – enter % you want to disburse for half-time enrollment.
• Payment % for less that ½ Load – enter % you want to disburse for less than half-time enrollment.
• Change Load During Term – This field determines how subsequent disbursements are calculated when an award is scheduled for disbursement in multiple payments within a term and the student’s load changes between scheduled disbursements.
  • A - Award Prorated. The scheduled award for the term is multiplied by the payment percentages based on the student’s load.
  • S - Scheduled Disbursement Prorated. The scheduled disbursement is multiplied by the payment percentages based on the student’s load.

• Recoup When Award Reduced - This field controls whether or not to reverse the difference between the paid award and the new award if the student has received a payment for financial aid and that award is subsequently reduced. Check this field to recoup aid when the new award amount is less than the amount that has already been paid. The disbursement process will place a negative payment amount on the student’s account for the difference. This should be checked for all funds that are disbursed through Banner.

• If Ineligible Before Cut-off Date and If Ineligible After Cut-off Date
  These fields determine the course of action if the student receives payment and then becomes ineligible after the award is paid.
  • D - Disregard. The disbursement process does nothing if the student becomes ineligible after a payment has been made.
  • B - Back out the disbursement. The disbursement process backs out the entire amount of the payment for the term.
  • P - Payment not applied. The disbursement process backs out the amount of the payment which has not yet been applied to a charge through the application of payment process.

• If Selected for Verification but Verification is not complete - If this field is checked, disbursement of this fund will take place if the student’s verification is not complete.

• Override General Tracking Requirements - This option allows disbursement of non-federal funds regardless of unsatisfied tracking requirements. This option cannot be used if the fund has a federal fund ID or GTIV code on RFRBASE.
Create Promissory Note Requirement When Accepted - This field would be used to create a promissory note requirement for all terms in which the student receives this fund. This could be used for Perkins Loans.

Disbursement Locks - This will prevent disbursement of this fund for all students for the specified term. Funds will automatically lock when fund reaches total allocated amount.
• Fund Comments – This window allows you to enter text about the fund.

• Budget Component Rules – This window allows you to enter a budget component(s) and percentage(s) that you want awarded from this fund. The system will then package awards from this fund only for the percentage of the specified budget component(s).
• **Detail Code Rules** - You can specify detail codes and percentages that you want this fund to pay. When disbursement takes place, the system will pay only the percentage of the amount on the student’s account with this same detail code.

![Detail Code Rules](image)

• **Tracking Requirements** - Use this window to identify tracking requirements you want to associate with this fund. The system will post this tracking requirement for students packaged with this fund. This could be used for a Perkins Promissory Note requirement.

![Tracking Requirements](image)
Message Assignment - You can associate message codes with this fund. These messages would be entered on the RTVMESG (Message Code Validation Form).
Step 20 – PACKAGING OPTIONS FORM (RPROPTS)

From the Menu: OR Direct Access: 

- Financial Aid 
  - Packaging and Disbursement 
    - Packaging and Disbursement Control Menu 
      - Packaging Options Form 

Financial Aid RPROPTS Packaging and Disbursement Packaging and Disbursement Control Menu Packaging Options Form

The Packaging Options Form allows you to set options that control how certain functions, including packaging options, in the Financial Aid system perform.

Packaging Options
- Default Estimated Enrollment – 1=Full-time
- Addl Stafford Elig Default – If checked, independent students will be eligible for the higher level of Unsubsidized Stafford Loans.
Banner Financial Aid System Implementation Guide

- Source of Award History - (N)SLDS
- Allow Award Mass Entry - Check to allow for mass acceptance of an entire applicant package.
- Tracking Requirement Status - Enter the tracking code, "G" (generated by system) when tracking requirements associated with the packaged fund are posted to a student's record.

Exemptions/Contract Options

- Interface Exemptions - Check to interface exemptions from the Accounts Receivable Module.
- Assume Full Time - **Do not check** this field so the amount of the exemption will not be based on full-time status.

Disbursement Options

- Disburse if Charges Not Accepted - Check to have disbursement process post to students' accounts whether or not charges have been accepted.
- Allow Memos When Disbursement is Backed Out - Check to allow memos to occur after disbursement is backed out. This will allow a memo when an award is cancelled and re-awarded.
- Enrollment Option for Disbursement - A=Adjusted Hours (billing hours minus audited courses)
Enrollment Cut Off Date Rules

- Enter Term Codes and Cut Off Dates for each term included in the aid year. The Cut Off Date would be the end of add/drop at your college.
- Disbursement Enroll Option - A=Adjusted Hours
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Pell Options Window

Pay Pell if Disb Amt Differs From Award Amount:
Default Less Than Half Time Pell COA:
Pay Pell If System EFC and SAR EFC Are in Same Pell Payment Cell:

Enrollment Options

- Pay Pell if Disb Amt Differs From Award Amount - Since the award amount is based on full-time enrollment, the disb. amount may be less based on actual enrollment. Therefore, choose "L=Lesser Amount" for this field.
- Default Less Than Half Time Pell COA - Enter your COA for less than half time Pell.
- Pay Pell If System EFC and SAR EFC Are in Same Pell Payment Cell - Do not check this field so the system won't pay until the system EFC and SAR EFC are the same. This will prevent payments until corrections are received.

Enrollment Options

We are not recommending Pell specific enrollment options. Pell will be disbursed the same as other funds.

SAVE
Step 21 – Class Code Translation Form (RPRCLSS)

From the Menu: -OR- Direct Access:

• Financial Aid
  • Loan Control Menu
  • Class Code Translation Form

On RPRCLSS, you will associate Student System Level Codes with Financial Aid Class codes. (These class codes correspond to question 32 on the FAFSA). This form was modified by the system data center to check actual earned credit hours on the student’s academic record and place the student in the correct financial aid class. Therefore, regardless of the FAFSA data, the student will be placed in the appropriate financial aid class.
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- Student System Level - Enter your B-M college identifier with "1" to indicate credit level at your college (e.g., E1 = Housantonic credit)
- Student System Class - enter FR, SO
- Financial Aid Class - enter 1 - 1st year undergraduate 3 - 2nd year undergraduate

Also, in order to classify those students with no academic history, you must add another Student System Level, leave the Student System Class blank for this entry, and enter "1" for the Financial Aid Class. This will categorize these students as 1st year undergraduates.

SAVE
Step 22 - AWARD STATUS VALIDATION FORM (RTVAWST)

From the Menu: -OR- Direct Access:

- Financial Aid
- Packaging and Disbursement

Control Menu
- Award Status Validation Form

On the Award Status Validation Form, award status codes and descriptions have been set up. These codes are used to designate the status of awards and appear on such forms as ROARMAN, RPAAPMT and RPAAWRD.
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Since this a form that is shared by all 12 colleges, the information cannot be changed. This is a view only form.
Step 23 – PACKAGING RULES FORM (RPRPCKR)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Packaging and Disbursement
    - Packaging and Disbursement
      Control Menu
    - Packaging Rules Form

On RPRPCKR, you can assign gap, equity or self-help packaging rules to specific packaging groups. Equity packaging is one way to have your packaging formulas meet direct costs for students.
Banner Financial Aid System Implementation Guide

- Aid Year - Enter aid year (Training database 9900, Production database 0001)
- Packaging Group - Press the LOV button to see the list of packaging groups you established on RTVPGRP.
- Equity Packaging - Enter the maximum amount that you want to package your funds.

SAVE

ROLLBACK and repeat the process for all packaging groups you want to have gap/equity/self-help packaging rules.
Step 24 – PACKAGING GROUP FUND RULES FORM (RPRGFND)

From the Menu: -OR- Direct Access:

- Financial Aid
  - Packaging and Disbursement
    - Packaging and Disbursement Control Menu
      - Packaging Group Fund Rules Form

On this form, you will list the funds you want to attach to each packaging group. You can also prioritize the order in which funds are packaged, set minimums and maximums for each fund and designate the percentage of unmet need you want to
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reach. If you are using the XSTMJ or XDEFLT packaging groups, do not attach funds to these groups since they will not be packaged.

- Aid Year - Enter aid year (Training database 9900, Production database 0001)
- Packaging Group - Press the LOV button to see the list of packaging groups you established on RTVPGRP.
- Fund - Press the Fund button to see the list of funds you entered on RFRBASE. Choose the fund(s) you want to associate with this packaging group.
- Priority Code - Enter a number to determine the sequence of funds during packaging.
- Award Amount - Minimum/Maximum - The minimum/maximum amounts that you set on RFRMGMRT, for each fund, are defaulted into this field. You can change these amounts as desired for a particular packaging group.
- % Unmet Need - This field defaults to 100%. You can change this percentage as desired for a particular packaging group.
- EFC Method - "F" - Federal Methodology

Funds must be assigned to each Packaging Group that will be packaged. You can either repeat the steps above or use the copy function as follows.

Copy To

This function allows you to copy a set of funds from one packaging group to another or to transfer funds and packaging groups from one aid year to another.

To copy a set of funds from one packaging group to another group without funds, enter the Aid Year and the Packaging Group you want the funds copied to. Select the Copy button. You can now add/revise the funds to this group as needed.
TRACING REQUIREMENTS SETUP-UP

- **RTVTREQ**
  Requirements Tracking Validation Form

- **RRRAREQ**
  Requirements Tracking Group/Requirements Rules Form

- **RTVTGRP**
  Requirements Tracking Group Validation Form

- **RORRULE**
  Group Tracking Rules

- **ROBBGRP**
  Grouping Process Run Through Data Load at System Data Center
BUDGET SET-UP

- **RTVAPRD**: Aid Period Validation Form
- **RTVBGRP**: Budget Group Validation Form
- **RBRCOMP**: Budget Component Rules Form
- **RORRULE**: Budget Rules
- **RTVCOMP**: Budget Component
- **RBRGMTP**: Budget Group/Type Rules
PACKAGING SET-UP

Group Fund Awarding Rules
  RORRULE

Packaging Groups
  * RTVPGRP
  * RORRULE

Packaging Rules
  GAP, EQUITY, SELF-HELP
  RPRPCKR

Group/Fund Rules
  * RPRGFND

Packaging Process
  Batch - On Line

Federal Rules
  * RPIFEDR

Packaging Options
  * RPROPTS

Fund/Aid Year Specific Data
  * RFRMNGMT
You have reached the end of the “Banner Financial Aid System Implementation Guide”. You are now ready to proceed to the next document “Using RORRULES in Banner Financial Aid”.
