Procedures for processing in Banner for the current year

Some function keys are:
F-10 to save or use the disk
F-8 to execute a query
Left error-roll back
X-Get out of screen
Ctrl page down to view the next page of a form
Ctrl page up to go back to previous

Current Year and Current Terms
0910= 2009-2010 Academic Year
200910= Fall-2009
200920= Spring-2010

This form is Applicant Requirements-RRAAREQ
E- Document not satisfied
I- Need additional information
M- Mailed form to student
P- Pending review
W- Waived the document
C- Received and completed document
S- Missing Signature
B- Pending Corrections
L- Pending Review by Associate Director
This form is Applicant Comments-RHACOMM

Use this form to key in all comments about the student; no one else can modify your comments. Remember to put the current year when typing your comment(s).

To get to a blank field from the top menu to Record-Insert
Admission Application Inquire Forms

**RSIAPPL (FA form)**
**SAAADMS (undergraduate and graduate admission forms)**
**SGASTDN (Registrar and student form)**

This form is used to check Graduate and Undergraduate accepted admission type.

Admission Type: DS Traditional/Degree-Seeking are eligible for aid
Application code: CC or IE for undergraduate Students

**RSIAPPL (FA form) or General Student Inquiry Form**
**SGASTDN(Registrar Office form)**
Student type should be D-F-G-R-I to receive financial aid and student must be in an eligible degree program.

Prior College Inquiry- **RSIPCOL** and **RSIDEGR**
Academic History form-SHATERM
Course Level Codes by Person must be (UG) or (GR) or (DR) and current start term
To view the entire transcript do not key in a term
You must do CTRL page down to get to the next page of this form
View summary of Academic History
This form is academic history form - RSIHIST and it has two pages do control page down
Verification Forms

Applicant Budget Form-RBAABUD

Use this form to change a budget to one semester or to change a component

These are the different Budget groups a student can be assigned
Need Analysis-RNANAXXX (XX means put the year)

Click on the tabs to get to the next page(s)

This form is used to make all corrections, if the form is not locked, once you make the corrections just click save or F10. **Transaction Number** tells you the current ISIR number and **Number of Applications**- the numbers of ISIRS loaded into Banner for the student.
Applicant Immediate Process - ROAIMMP

This form can be used to put a student in a valid Tracking, Budget and Packaging Group. Click on the Group Assignment; Action Indicator = Immediate and Term = Current Term.

Once a correction is made in Banner, use this form to calculate the new EFC in order to award the student.

Click Need Analysis Calculation: Action Indicator = Long
Next Click Save or F10 to calculate need

This process will be used during registration-only.
Miscellaneous Results Inquiry-RNIMSXX (year is the first page of the ISIR)
This form has 4 pages
On the 4th page of the form you can read the comments on the ISIR
Need Analysis Results=RNARSXX (put the year)

This form has Rejects, the SAR’CLAG and Verification Complete Indicator
This form includes three pages.
If C-flag is okay after documentation and no corrections are needed;
set the SAR “C” Flag indicator- to “NONE”

The second page shows the rejected code and reason

The last page of this form is used to resolve overpayments and defaults once
documentation is provided. Once the documentation is received and notated on
RHACOMM and RRAAREQ do the following:
NSLDS Override: All test
Applicant Status—**ROASTAT**

Use this form to check Verification is complete. **Click the Verification Complete box** and save F10.

Uncheck this box if you need to submit a correction or receive a correction done on CPS on-line

This form also shows if the student has holds/comments

**NOTE:** Once you make corrections after receiving the ESARC and the student is now selected based on ROASTAT, do not check the Verification Complete Box, add the documents needed on RRAAREQ or the system will do it. On RRAAREQ for VERIFY should be equal to “E” showing the file is incomplete.
The second page shows the student current Satisfactory academic progress status, the student will not be awarded unless they have a valid SAP status for the current term that aid is being awarded. You can also view the current admission status on this form.

Applicant Override-RNAOVXX (year)

To lock or unlock the record for ISIR to update (the Lock Current Record=“Y” to set the lock or “N” to release the lock)

After verification is completed use this form to lock the correct ISIR transaction.
Use this form to change the EFC to one semester and a need calculation. The Fall semester budget duration is (4) Spring is (5), then click calculate need at the top of the page.

This form is Student Loan Data-RNASLXX. To check the NSLDS record up to six loan records, click on the tab to get to the other forms.
Award Maintenance form is **RPAAWRD**

**This form has 3 pages**

a. the 1st page is the award screen to add, reduce or cancel awards
b. the 1st page also shows overaward/overbudgets based on unmet need

to cancel aid-under “status” use “C” or “D” for each Fund Code & save
To reduce the aid to **an even amount** change the offer amount & save
To reduce aid to **an uneven amount**-go to page 2 & change the offered and accepted amounts for each term & save: the amount on the 1st page will automatically change

The second page of the award form is called Fund Awards by Term

a. the 2nd page is used to award by a specific term or cancel a specific term award
b. the option tab allows you to lock a specific fund
3. Disbursement Schedule
   a. The form displays anticipated and actual disbursement dates
To cancel “PELL GRANT” go to page 2 of the form and change the offered/accepted amounts to zero & save;

If you cancel all the aid due to the student not coming go to form RRAAREQ and waive all the documents and put a comment on screen RHACOMM

Package Maintenance form is RPAAPMT to use for overrides
This form has 3 pages
Use the 2nd page for NSLDS override
NSLDS Override Indicator: (D)Default-(O)Overpayment-(L)-Loan Limit-(A)-All
Applicant Messages- ROAMESG

If you want to put a message for student to see on Aggie Access On-line use this form

This form is ROAHL0D

Use this form to prevent aid from disbursing

Change the Hold To Date to remove the hold, use the current date

Aid Year-should be current year

Lock-Do not use the lock button or no one else can remove the hold
Here is a list of hold types

This form is **SOAHOLD (need permission to put a hold)**

Use this form to prevent a student from registering for classes and disbursements. You can view other offices holds

Our holds are **FA-Financial Aid Hold** Change the “To” date to remove the hold
General Person Identification - SPAIDEN
Student demographic information
Use the tabs form to get to another page
Current Due = Financial Aid Memo Balance minus Authorized Aid Balance

* Send student to Treasurer Office to get actual balance

**TSICSRV - Customer Service Inquiry**
Financial Aid Enrollment- **ROAENRL**
Use this form to check hours enrolled for the current term

**SFAREGS- Student Course Registration**
These are the SAP status codes on ROASTAT

<table>
<thead>
<tr>
<th>SAP Status</th>
<th>Description</th>
<th>Priority</th>
<th>Prevent Packaging</th>
<th>Prevent Disenrollment</th>
<th>Prevent Veh Aid</th>
<th>Letter</th>
<th>Message Number</th>
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<tr>
<td>GRAD</td>
<td>Graduate MPH Hours</td>
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<td>GPA</td>
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<td>ATTEND</td>
<td>Reached Maximum SLG</td>
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<td>PEEHH</td>
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<td>PEEHSS</td>
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<td>DEDRPR</td>
<td>No Appeals remaining</td>
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<tr>
<td>PEEH</td>
<td>Passing Hours</td>
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<tr>
<td>LUGPA</td>
<td>Not Meeting SAP</td>
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<td>OPA</td>
<td>Paying Grade Per Avg</td>
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<td>LSFAPA</td>
<td>Last Term Approved</td>
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<td>LSFAPA1</td>
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<td>Not Full Time</td>
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<tr>
<td>LSFAPA2</td>
<td>Last Term Approved</td>
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</table>

These are the code for **Packaging Groups**

<table>
<thead>
<tr>
<th>Group Code</th>
<th>Group Description</th>
<th>Priority</th>
<th>Activity Date</th>
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<tbody>
<tr>
<td>ACTRD</td>
<td>Not Admitted</td>
<td>16</td>
<td>31-MAR-2009</td>
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<tr>
<td>REJECT</td>
<td>ISIR Rejected</td>
<td>26</td>
<td>20-MAR-2009</td>
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<tr>
<td>DEPF</td>
<td>Dependent Verify</td>
<td>26</td>
<td>20-MAR-2009</td>
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<td>INDEVER</td>
<td>Independent Verify</td>
<td>56</td>
<td>31-MAR-2009</td>
</tr>
<tr>
<td>GUARD</td>
<td>Guardian/Institution/Unaccompanied</td>
<td>96</td>
<td>31-MAR-2009</td>
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<tr>
<td>ORPHAN</td>
<td>Orphan/ward of the Court</td>
<td>96</td>
<td>31-MAR-2009</td>
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<tr>
<td>PSSPS</td>
<td>Parent/Student/ASST Same</td>
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<td>31-MAR-2009</td>
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<tr>
<td>SSN</td>
<td>FA Selected</td>
<td>96</td>
<td>31-MAR-2009</td>
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<tr>
<td>INDUC</td>
<td>Independent Low Income</td>
<td>96</td>
<td>31-MAR-2009</td>
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<td>DEPTX</td>
<td>Dep. ACH-Taxes Paid</td>
<td>96</td>
<td>31-MAR-2009</td>
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<td>IMTTK</td>
<td>Ind. ACH-Taxes Paid</td>
<td>96</td>
<td>31-MAR-2009</td>
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<td>DEPNAV</td>
<td>Dependent No Verify</td>
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<td>31-MAR-2009</td>
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<td>INDBR</td>
<td>Independent No Verify</td>
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<td>31-MAR-2009</td>
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<td>Recipient Review Group</td>
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<td>31-MAR-2009</td>
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<td>RACMDT</td>
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<td>DEFAULT</td>
<td>Do Not Use</td>
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<td>31-MAR-2009</td>
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<td>DEPRER</td>
<td>Dependent Verify (DO NOT USE)</td>
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<td>31-MAR-2009</td>
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<td>CANCE</td>
<td>Not Coming/Canceled Aid</td>
<td>999</td>
<td>31-MAR-2009</td>
</tr>
<tr>
<td>APNRSD</td>
<td>Applied No Sign Decision</td>
<td>999</td>
<td>31-MAR-2009</td>
</tr>
</tbody>
</table>
SFARHST- Student Registrations history to check midterm grades

Applicant Need Analysis Application Inquiry- RNIAPPL
This form is use to see how many ISIR was loaded into Banner for a student. The form also shows the highest transaction on RNANAXX.
How to complete verification in Banner

Step-1
1. Check **RRAAREQ** for completed documents
2. If corrections needed use-**VERIFY= “B”** for pending correction
3. If no corrections needed-use “C” for completed for **VERIFY**
4. Check for valid Tracking Group
   a. **VERIFY** is use for any student(s) that you need to do corrections; selected by CPS or SFAO

Step-2
1. Use CPS on-line or **RNANAXX** to make corrections
2. Check Transaction Number for current ISIR on **RNANAXX**
3. Go to **RNIMSXX** to read the ISIR comments for resolution

Step-3
1. Use the **ROAIMMP** to do immediate processing for need recalc
2. Use this process during registration to recalc need for corrections on **RNANAXX**

Step-4
1. Use **ROASTAT** to check complete Verification Complete box
2. Check page 2 of **ROASTAT** for valid SAP code
3. Go to **RNAOVXX** to Lock Current Record equal “Y”
4. Go back to **RRAAREQ** to ensure that **VERIFY** must be equal “C”

Note: If any document is not set to “C” then the student will not be package. You must ensure that **VERIFY** is set to “C” once you have verified no corrections are needed or when the corrections are back from CPS.

Go to **ROAIMMP** for budgeting and packaging to put the student in a good group for awarding.