

MBUG 2013

Session Title: Requirements Tracking

Presented By: Sandra Spraglin

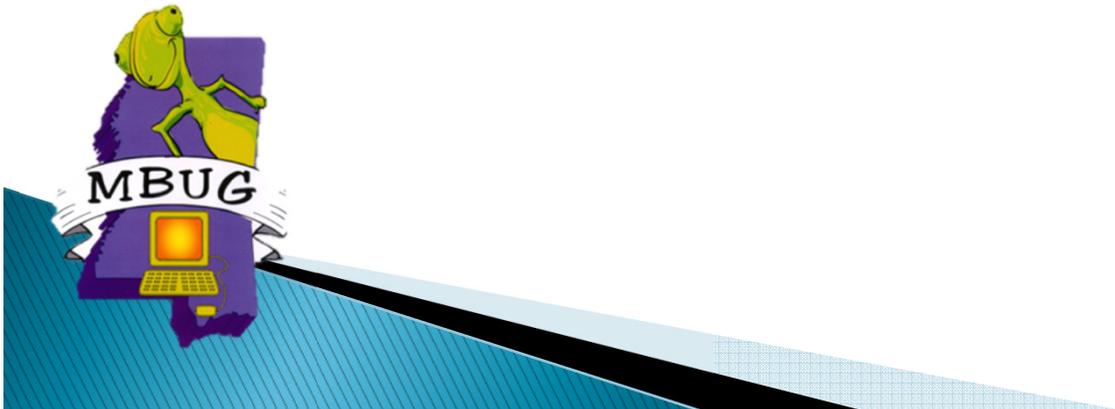
Institution: Ellucian

September 16, 2013



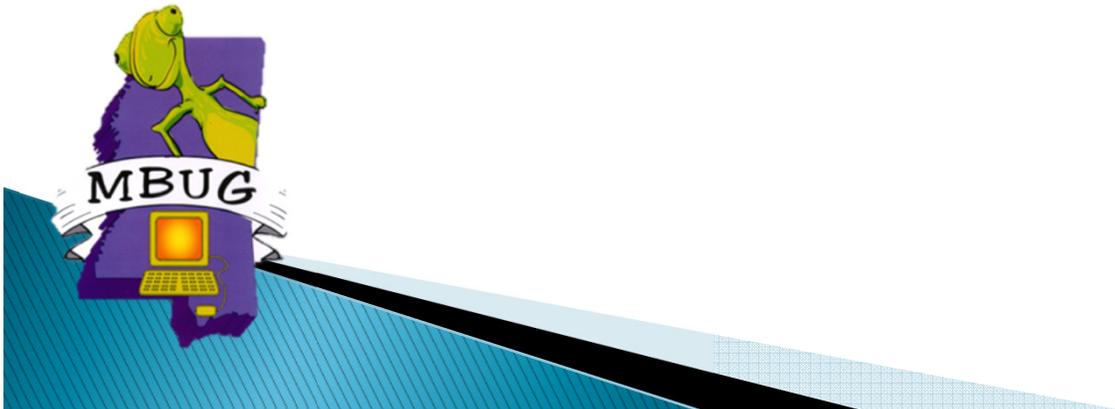
Session Rules of Etiquette

- Please turn off your cell phone
- If you must leave the session early, please do so discreetly
- Please avoid side conversation during the session



Introduction

- ▶ Sandra Spraglin
- ▶ Ellucian
- ▶ Financial Aid Principal Functional Consultant
- ▶ 34 years in Financial Aid Higher Education
- ▶ 10 years with Ellucian
- ▶ Sandra.Spraglin@ellucian.com



Agenda

- ▶ Overview
- ▶ Setup Forms
- ▶ Procedures
- ▶ Reports and Processes



Requirements Tracking Overview

- ▶ **Module Definition**
 - Define Applicant Requirement Status Codes
 - Define Applicant Requirements
 - General or Fund Specific
 - Define Applicant Tracking Groups
 - Determine Categories for each group
 - Define specific requirements to be assigned to each group.
 - Establish assignment rules for each group
 - Associate Message Codes and Funds with Tracking Requirements
 - Tracking Group Assignment
 - Manual, On-Line, or Batch

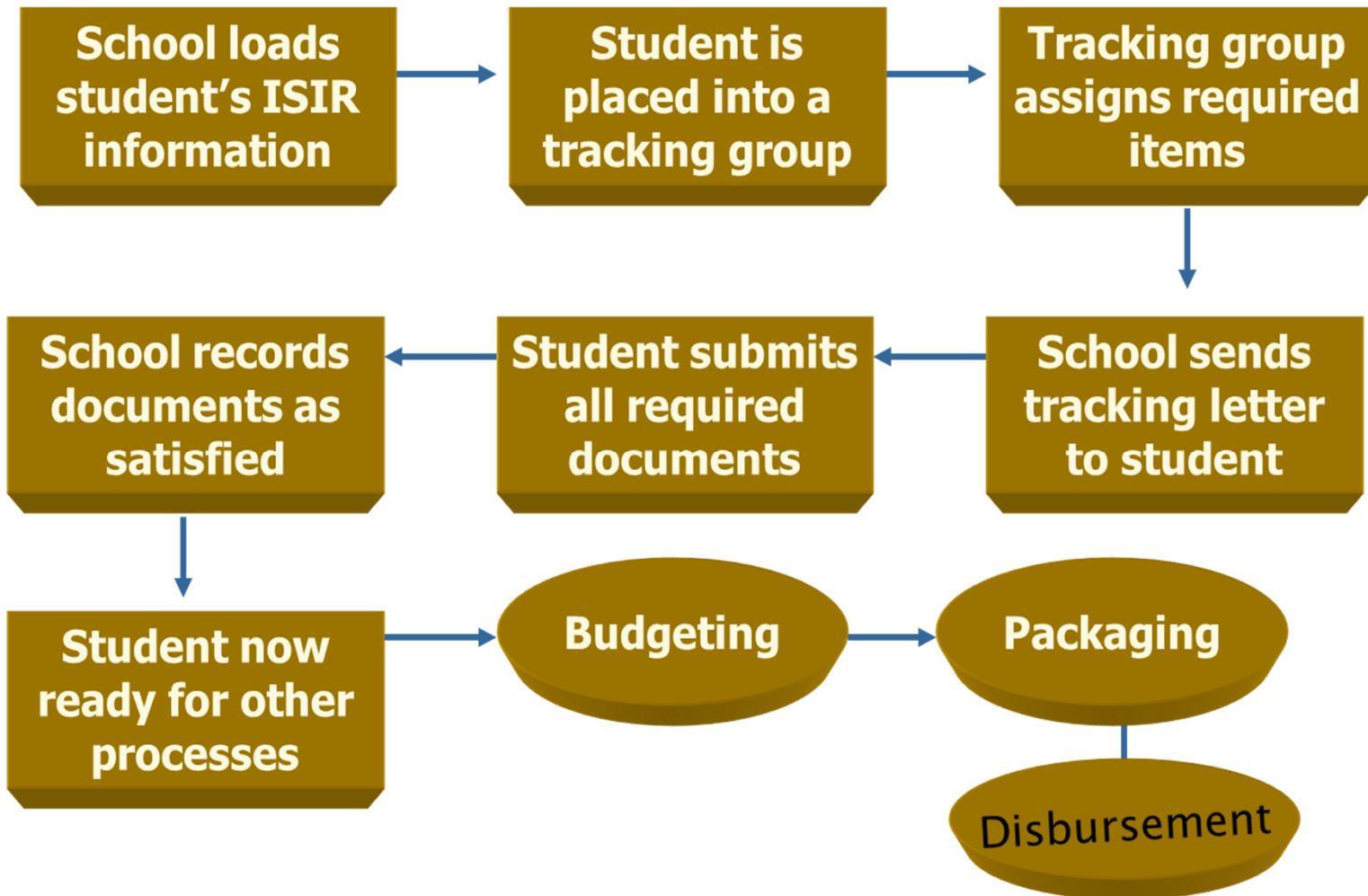


Expectations

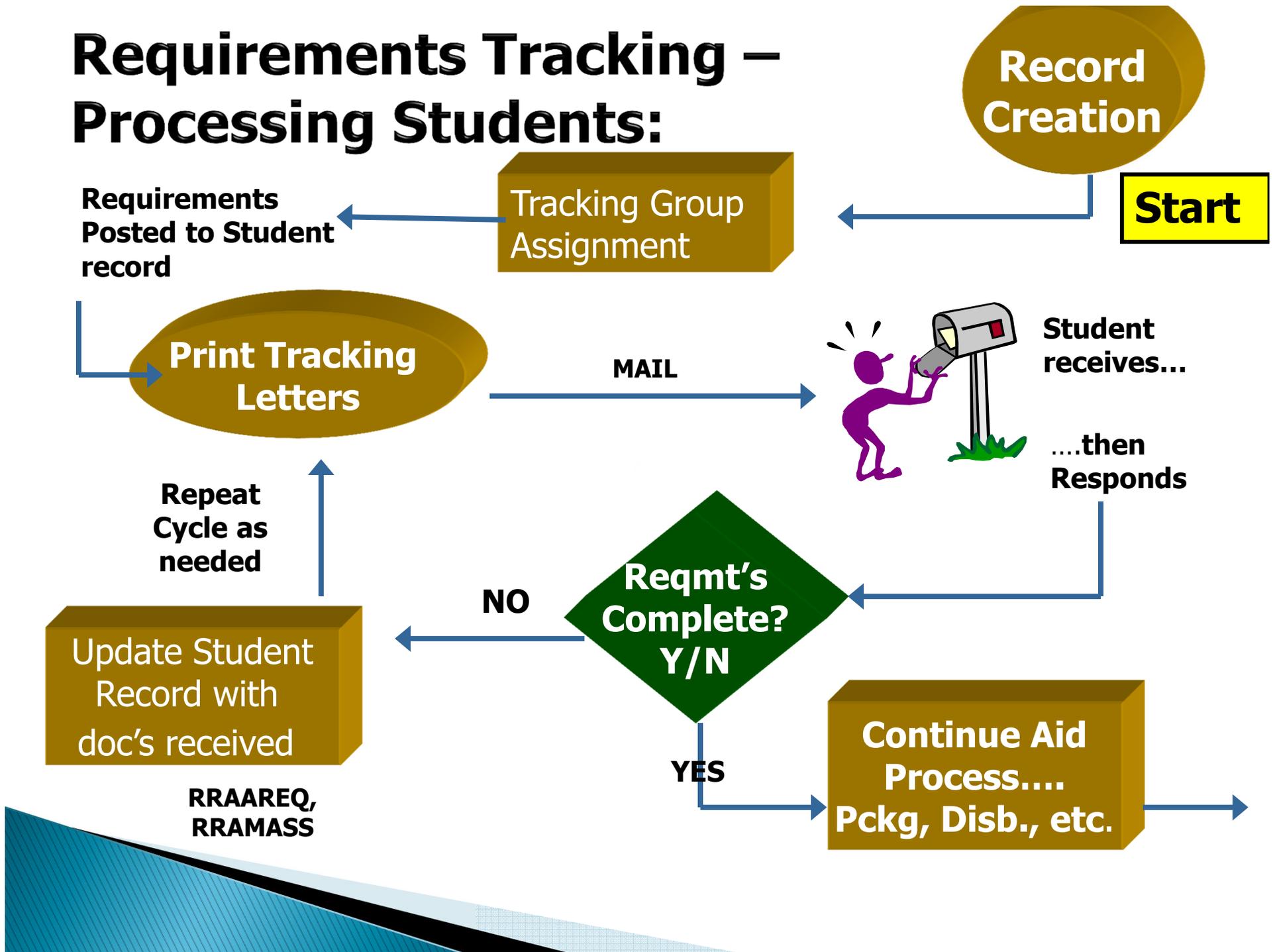
- ▶ The purpose of this session is for you to gain an understanding of the Requirements Tracking module and its uses which allows for configuration of unlimited documents requirements and status codes which can be assigned to applicants.



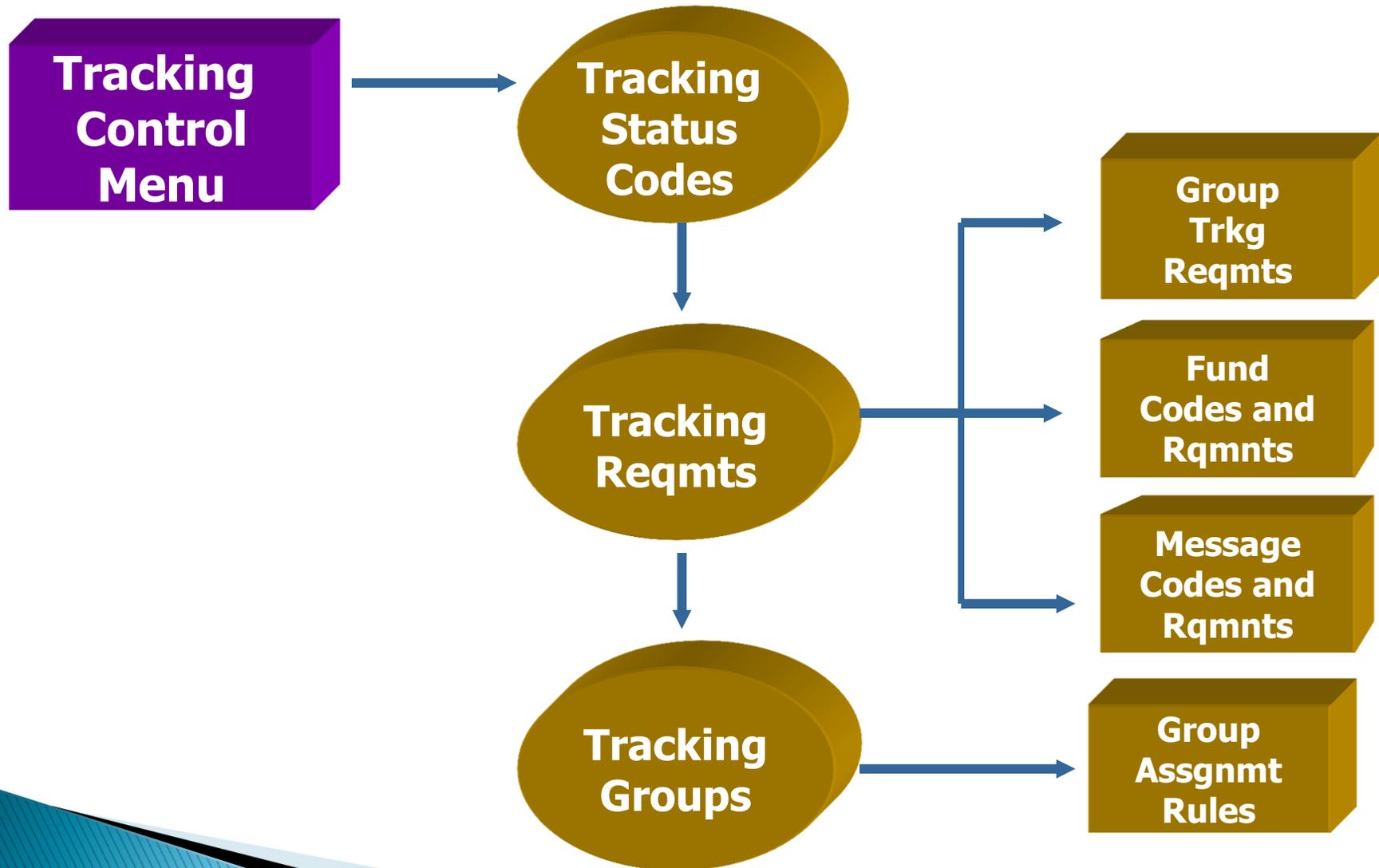
Requirements Tracking Process Flow



Requirements Tracking – Processing Students:



Requirements Tracking - Set Up:



Requirement Tracking Control Forms

The screenshot displays the Oracle Fusion Middleware Forms Services application. The window title is "Oracle Fusion Middleware Forms Services". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar shows "General Menu GUAGMNU 8.4.2 (C800) - Sunday, September 15, 2013 - Last login Friday, September 13, 2013 08:57:19 AM". The main content area features a tree view of the application menu. The "Requirements Tracking Control [*RESTRACKCM]" item is highlighted in blue. Below the tree view, there is a "Banner Broadcast Messages" section. On the right side, there is a "My Links" section with several links: "Change Banner Password", "Check Banner Messages", "IFAP", "Personal Link 2", "FERPA policy", "Personal Link 4", "Personal Link 5", and "Personal Link 6". Below the links is a "My Institution" section with the "ellucian UNIVERSITY" logo. The bottom status bar contains the text "Press ENTER to start selection or expand/collapse menu." and "Record: 1/1".

Oracle Fusion Middleware Forms Services

File Edit Options Block Item Record Query Tools Help

General Menu GUAGMNU 8.4.2 (C800) - Sunday, September 15, 2013 - Last login Friday, September 13, 2013 08:57:19 AM

Go To... Welcome, Carol Coe. Products: Menu | Site Map | Help Center

- Human Resources [*HRS]
- Financial Aid [*RESOURCE]
 - Applicant Processing [*RESAPPL]
 - Need Analysis [*RESNEED]
 - Requirements Tracking [*RESTRACK]
 - Applicant Requirements [RRAAREQ]
 - Applicant Requirements Inquiry [RRIAREQ]
 - Financial Aid Record Maintenance [ROARMAN]
 - Applicant Requirements Mass Entry [RRAMASS]
 - Applicant Comments [RHACOMM]
 - Applicant Immediate Process [ROAIMMP]
 - Requirements Tracking Control [*RESTRACKCM]**
 - Financial Aid Selection Rules [RORRULE]
 - Requirements Tracking Group/Requirements Rules [RRRGREG]
 - Message Rules [RORMESG]
 - Group Inquiry [ROIGRPI]
 - Requirements Tracking Validation [RTVTREQ]
 - Requirements Tracking Group Validation [RTVTGRP]
 - Requirements Tracking Status Validation [RTVTRST]

Banner Broadcast Messages

My Links

- Change Banner Password
- Check Banner Messages
- IFAP
- Personal Link 2
- FERPA policy
- Personal Link 4
- Personal Link 5
- Personal Link 6

My Institution

ellucian UNIVERSITY

Press ENTER to start selection or expand/collapse menu.

Record: 1/1

Build the Tracking Module . . .

- **RTVTRST** – Define tracking requirement status codes
- **RTVTGRP** – Define tracking groups
- **RTVTREQ** – Define tracking requirement codes
- **RTVMESG _** Develop text for any requirements that need additional explanation in letters
- **RORMESG** – Assign specific messages to each tracking code (optional)
- **RRRGREQ** – Develop tracking requirements for each tracking group
- **RORRULE** – Develop tracking group rules for each group
- **ROAINST _** Enter a Default Tracking Group
- **RTVINFC** – Review document/status associated with FM/IM data load(s)



Define Tracking Status Codes

- ▶ Tracking Status Codes are define on the RTVTRST form
- ▶ Think about status codes that you could use to establish or satisfy a requirement, or to track a document through a procedure. For example:
 - received
 - waived
 - established
 - satisfied
 - cancelled
 - received incomplete
 - received, not yet reviewed
- ▶ It may be beneficial to use the codes you are familiar with in your current system when implementing a new system.



Define Your Tracking Groups

- Tracking Groups are defined on the RTVTGRP form.
- Think of all possible groups of students from whom you require tracking documents. For example:
 - Independent, selected for verification
 - Dependent , selected for verification
 - Not selected for verification
 - V1
 - V2
 - V3
- You will assign priorities to the tracking groups to make the grouping process more efficient.
- It may be beneficial to use the same groups you are familiar with in your current system.



Requirements Tracking Group Validation Form (RTVTGRP)

Group Code	Group Description	Priority	Group Active	Activity Date
CLTEST	TEST	2	<input checked="" type="checkbox"/>	14-JUN-2013
KWTEST	TEST	3	<input checked="" type="checkbox"/>	19-OCT-2011
CANADM	Cancelled Admission	4	<input type="checkbox"/>	23-OCT-2012
REJECT	Rejected ISIR	5	<input checked="" type="checkbox"/>	01-APR-2010
NOADMT	Not Admitted	9	<input type="checkbox"/>	23-OCT-2012
NOVER	not selected for verification	10	<input checked="" type="checkbox"/>	17-FEB-2013
TEMPQA	test	26	<input checked="" type="checkbox"/>	23-OCT-2012
TEMPNV	test	27	<input checked="" type="checkbox"/>	23-OCT-2012
INDVER	Independent Verify	100	<input checked="" type="checkbox"/>	23-OCT-2012
DEPVER	Dependent Verify	115	<input checked="" type="checkbox"/>	23-OCT-2012
DDTEST	Testing	119	<input checked="" type="checkbox"/>	23-OCT-2012
INDNVR	Independent No Verify	200	<input checked="" type="checkbox"/>	23-OCT-2012
DEPNVR	Dependent No Verify	225	<input checked="" type="checkbox"/>	23-OCT-2012
SCHOL	Scholarship Only	300	<input checked="" type="checkbox"/>	23-OCT-2012
INVALI	Invalid Degree Program	350	<input checked="" type="checkbox"/>	23-OCT-2012
REVIEW	Review	400	<input checked="" type="checkbox"/>	23-OCT-2012
DEFALT	Default Group	500	<input checked="" type="checkbox"/>	23-OCT-2012
MARCG	Marcotte Group	555	<input type="checkbox"/>	23-OCT-2012
ABT	Ability to Benefit	600	<input checked="" type="checkbox"/>	23-OCT-2012
SELEC	Selective Service	700	<input checked="" type="checkbox"/>	23-OCT-2012
GADIP	Hope Scholarship Verification	900	<input type="checkbox"/>	30-OCT-2012

Tracking Group Code
Record: 3/30

Define Your Tracking Requirement Codes

- Tracking Requirement Codes are defined on the RTVTREQ form.
- Think about the codes that you will use to refer to the documents you use in your office. For example:
 - tax returns
 - verification forms
 - loan applications
- Codes can also be fund-specific:
 - promissory notes
 - entrance interviews
- Document Requirements can be set up to be required once only, annually or as needed.
- The received status of the document can control packaging, disbursement, or memoing.



Requirements Tracking Validation Form (RTVTREQ)

The screenshot displays the Oracle Fusion Middleware Forms Services interface for the RTVTREQ form. The window title is "Oracle Fusion Middleware Forms Services: Open > RTVTREQ". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for navigation and editing. The main content area is divided into three sections, each representing a tracking requirement entry. Each entry includes a code, short description, long description, URL, instructions, activity date, and a set of checkboxes for validation options.

Code	Active	Message Number	Packaging	Satisfy All
11PTAX	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11PTXT	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
11STAX	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Tracking Requirement Code
Record: 8/?

Assign Specific Messages to Individual Document Codes

- ▶ Messages can be attached to specific document codes on the RORMESG form.
- ▶ This allows you to optionally attach a written message to a specific document listed on the student's tracking letter.
- ▶ These messages must first be set up on the Message Code Validation Form (RTVMESG).



Associate Requirements with Groups

- **Develop Tracking Group Requirements for Each Tracking Group** on the RRRGREQ form.
- **Defines the documents required for a specific tracking group.**
 - **When the student is placed in the tracking group, Banner will automatically assign the requirements you have listed on this form.**



Requirements Tracking Group Requirements Rules Form (RRRGREQ)

Oracle Fusion Middleware Forms Services: Open > RRRGREQ

File Edit Options Block Item Record Query Tools Help

Requirements Tracking Group/Requirements Rules RRRGREQ 8.6 (C800)

Aid Year: 1314 Tracking Group: INDVER Independent Verify

Tracking Group Requirements Rules

Requirement Code	Code Description	Required for Packaging	Required for Memo	Required for Disbursement
11STX1	Student's 2011 Federal Tax Transcript	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
T-C	Terms and Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input type="checkbox"/>

Copy To

Aid Year: Tracking Group: Copy

Tracking Requirement Code; Press LIST for valid values

Record: 1/2 <OSC>

Develop Tracking Group Rules For Each Group

- ▶ Assign criteria for placing applicants into tracking groups on the RORRULE form.
- ▶ Use the standard Ellucian Banner data element dictionary table.
- ▶ Selection criteria may come from the Ellucian Banner Student System, Financial Aid System, or any other Ellucian Banner system that has been installed.



Financial Aid Selection Rules Form – RORRULE

Oracle Fusion Middleware Forms Services: Open > RORRULE

File Edit Options Block Item Record Query Tools Help

ORACLE

Financial Aid Selection Rules RORRULE 8.15 (C800)

Rule Type: T=Requirements Tracking Group

Aid Year: 1314 Fall 2013 - Summer 2014

Group Code: REJECT Rejected ISIR

Fund Code:

Active

Compiled and Expert SQL RORRULE 8.15 (C800)

Table Name: Column Name: Operator: Substitution:

```
SELECT DISTINCT (RCRAPP1_PIDM) FROM RCRAPP3,RCRAPP1
WHERE RCRAPP1_CURR_REC_IND = 'Y'
AND NOT EXISTS (SELECT 'X' FROM SATURN.SARADAP
WHERE SARADAP_PIDM = RCRAPP1_PIDM)
AND NOT EXISTS (SELECT 'Y' FROM SATURN.SGBSTDN
WHERE SGBSTDN_PIDM = RCRAPP1_PIDM)
AND RCRAPP1_PIDM = RCRAPP3_PIDM
AND RCRAPP1_AIDY_CODE = RCRAPP3_AIDY_CODE
AND RCRAPP1_INFC_CODE = RCRAPP3_INFC_CODE
AND RCRAPP1_SEQ_NO = RCRAPP3_SEQ_NO
AND RCRAPP3_OFFL_UNOFFL_IND = '2'
AND RCRAPP1_AIDY_CODE = 'AIDY'
```

Copy To Rule Active

Enter SQL Statement

Record: 1/1

Review of Setup Forms...

- ▶ RTVTRST - Define status codes for tracking requirements
- ▶ RTVTGRP - Define tracking groups
- ▶ RTVTREQ - Create tracking requirement codes
- ▶ RTVMESG - Create optional tracking messages
- ▶ RORMESG - Assign messages to tracking requirements
- ▶ RRRGREQ - Add tracking requirements to groups
- ▶ RORRULE - Build and test tracking group rules



Processing Students...

- ▶ Assign students to tracking groups
- ▶ Identify students needing tracking letters
- ▶ Track the documents that a student has submitted
- ▶ Modify a student's tracking requirements



Assigning a tracking group...

- ▶ You can assign a tracking group in the following ways:
 - Batch process
 - RORGRPS
 - On-line automatic assignment
 - RRAAREQ, ROAIMMP
 - Manually
 - RRAAREQ



Modifying a Tracking Group and/or Requirement....

- **RRAAREQ**
 - Change a student's tracking group and default in the new requirements.
- **RRAAREQ, RRAMASS**
 - Add requirements manually to a student's tracking record.
- **RRAAREQ (2nd Pg)**
 - Add non-coded "unique" requirements to a student's tracking record.
- **RHACOMM**
 - Enter a comment to explain why you've added tracking items to the student's record.



When You Receive Tracking Documents Back From Student...

- RRAAREQ, RRAMASS, ROASMRY:
 - Update the student's tracking record to indicate that a requirement has been satisfied.
- RRAAREQ:
 - Review the system indicators to determine if the document was requested by the system or manually.



Applicant Requirements Form (RRAAREQ)

- ▶ On-line automatic group assignment
- ▶ Change a student's tracking group and default in the new requirements.
- ▶ Add requirements manually to a student's tracking record.
- ▶ Add non-coded "unique" requirements to a student's tracking record (2nd page).

Oracle Fusion Middleware Forms Services: Open > RRAAREQ

File Edit Options Block Item Record Query Tools Help

Applicant Requirements RRAAREQ 8.10 (C800)

Aid Year: 1314 ID: A0012792 Etlician Student Create Person

Applicant Requirements Perkins MPN Detail Additional Requirements

Summary

Tracking Group: NOVER not selected for verification

Request Letter Unsatisfied Promissory Notes exist

Lock Group Additional Requirements All Requirements Complete: 11-FEB-2013

Holds exist Unsatisfied Period Requirements exist Packaging Requirements Complete: 10-MAR-2013

Create Requirement Delete Requirement Disbursement Requirements Complete: 11-FEB-2013

Requirements

Requirement	Status	Status Date	Established Date	Satisfied	Perkins MPN	Fund	Period	System
000A-A Test Req. w/ instx	1	11-FEB-2013	11-FEB-2013	Y				M

Requirement Code; press LIST for valid codes

Record: 1/1 <OSC>

Applicant Immediate Process Form – ROAIMMP

- ▶ On-line automatic group assignment

Oracle Fusion Middleware Forms Services: Open > ROAIMMP

File Edit Options Block Item Record Query Tools Help

Applicant Immediate Process ROAIMMP 8.14.1 (C800)

Aid Year: 1314 ID: A00012792 Elucian Student

	Action Indicator	Period	Term	Current Status	Completion Date
Tracking Group Assignment:	=Immediate	201410	201410		
Budgeting Group Assignment:	(None)				
Packaging Group Assignment:	(None)				

SAP

Calculated From: [] Effective: []

Packaging Fund Assignment: (None)

Need Analysis Calculation: (None)

Immediate Pell Calculation

Disbursement Date Update

Authorize or Disburse Available Aid Period: []

Immediate ACG, SMART, TEACH Calculation Fund: []

Period Budget Grouping: (None) Period: [] Run Name: []

Period Budget Recalculation Period: []

Letter Generation

Letter Code: []

Wait Days: []

Initial Code: []

Record: 1/1 | ... List of Valu... | <OSC>

Applicant Comments Form (RHACOMM)

Enter a comment to explain why you've added tracking items to the student's record.

Oracle Fusion Middleware Forms Services: Open > RHACOMM

File Edit Options Block Item Record Query Tools Help

ORACLE

Applicant Comments RHACOMM 8.1 (C800)

ID: A00012792 Elucian Student

Aid Year: 1213 Category Code: Created: 06-APR-2013 Activity Date: 06-APR-2013 User: FAISUSR

Comment: These comments can show on the Financial Aid Snapshot.

Aid Year: Category Code: Created: Activity Date: User:

Comment:

Aid Year: Category Code: Created: Activity Date: User:

Comment:

Aid Year Code; press LIST for valid codes

Record: 1/1 | ... | List of Valu... | <OSC>

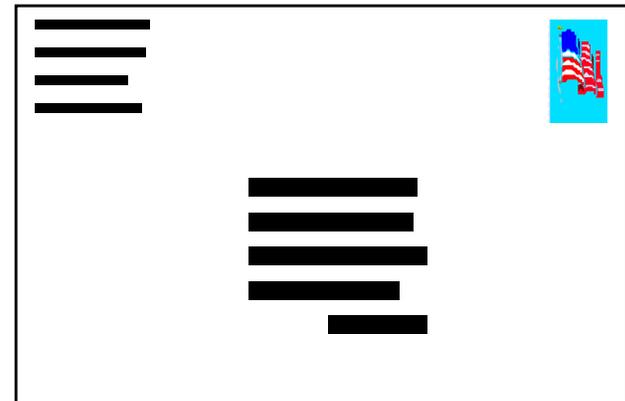
Applicant Requirements Mass Entry Form – RRAMASS

- ▶ Add requirements manually to students' tracking records.
- ▶ Update students tracking records to indicate that a requirement has been satisfied.

The screenshot displays the Oracle Developer Forms Runtime web application for RRAMASS. The interface includes a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and a toolbar. The main area features a table with the following columns: Student ID, Student Name, Requirement Code, Fund Code, Status Code, and Status Date. The table is currently empty. Above the table, there are input fields for 'Aid Year' (set to 0506) and 'Status Date' (set to 28-FEB-2006). The bottom of the form shows a status bar with the text 'Record: 1/1' and '<OSC>'. The Windows taskbar at the bottom indicates the time is 10:50 PM.

Who needs a tracking letter.....

- ▶ Tracking Letter Indicator on RRAAREQ
 - Use in Population Selection process (GLRSLCT)
- ▶ Delivered Population Selections
 - Track1
 - Track2



Other Tracking-Related Forms, Reports, and Processes. . .

- ▶ ROARMAN – FA Record Maintenance Form
- ▶ ROIGRPI – Group Inquiry Form
- ▶ RORGRPS – Batch Grouping Process
- ▶ RRREXIT – Exit Interview Requirements Process
- ▶ RRRAREQ – Applicant Requirements Report



FA Record Maintenance

- ▶ On the ROARMAN form you can review and change many important aspects of a student's financial aid record from one central form.
 - Award detail
 - Applicant processing status, enrollment status, satisfactory academic progress, and admissions status detail
 - Budget components
 - Other resources
 - Coded and non-coded tracking requirements
 - Pell Grant Status
 - Need Analysis information



Group Inquiry Form

- The purpose of the ROIGRPI form is to display Budgeting, Packaging, Tracking, or SAP group information for all valid group codes.



Group Inquiry Form (ROIGRPI)

Oracle Fusion Middleware Forms Services: Open > ROIGRPI

File Edit Options Block Item Record Query Tools Help

ORACLE

Group Inquiry ROIGRPI 8.14.1 (C800)

Aid Year: 1314 Fall 2013 - Summer 2014

Tracking Budgeting Period Budgeting Packaging SAP

Code	Description	Group Active	Group Priority	Rules Exist	Rules Active	Student Count
CLTEST	TEST	<input checked="" type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	0
KWTEST	TEST	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
CANADM	Cancelled Admission	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>	0
REJECT	Rejected ISIR	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
NOADMT	Not Admitted	<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>	0
NOVER	not selected for verification	<input checked="" type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>	1
TEMPQA	test	<input checked="" type="checkbox"/>	26	<input type="checkbox"/>	<input type="checkbox"/>	0
TEMPNV	test	<input checked="" type="checkbox"/>	27	<input type="checkbox"/>	<input type="checkbox"/>	0
INDVER	Independent Verify	<input checked="" type="checkbox"/>	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
DEPVER	Dependent Verify	<input checked="" type="checkbox"/>	115	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
DDTEST	Testing	<input checked="" type="checkbox"/>	119	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
INDNVR	Independent No Verify	<input checked="" type="checkbox"/>	200	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
DEPNVR	Dependent No Verify	<input checked="" type="checkbox"/>	225	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
SCHOL	Scholarship Only	<input checked="" type="checkbox"/>	300	<input type="checkbox"/>	<input type="checkbox"/>	0
INVALI	Invalid Degree Program	<input checked="" type="checkbox"/>	350	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0
REVIEW	Review	<input checked="" type="checkbox"/>	400	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	0

Requirements Tracking Group Code

Record: 1/?

<OSC>

Batch Grouping Process

- ▶ The Batch Automatic Grouping process (RORGRPS) assigns applicants to requirements tracking groups through the use of the group selection criteria.
- ▶ The changes that take place during the running of the process are captured and recorded for audit purposes on the logging forms (ROILOG, ROIALOG)



RORGRPS – Batch Grouping Process

Oracle Fusion Middleware Forms Services: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help ORACLE

Saved Output Review GJIREVO 8.6 (C800)

Process: RORGRPS Automatic Group Assignment Beginning Date Saved:

Number: 57005 File Name: rorgrps_57005.lis Lines: 46

23-OCT-2012 09:50:39 AM BANNER University PAGE 01
AID YEAR: 1112 TRACKING GROUP ASSIGNMENT REPORT RORGRPS

ESTIMATED APPLICANT POOL USED IN GROUPING: 82
APPLICANTS WHOSE GROUP WAS LOCKED: 2

GROUP CODE	PRIORITY	DESC	APPLICANTS ASSIGNED
GADIPL	1	Hope Scholarship Verification	25
SPCRC	2	Special Circumstances	0
KWIEST	3	TEST	0
REJECT	5	Rejected ISIR	11
TEMPOA	26	test	25
TEMPNV	27	test	8
INDVER	100	Independent Verify	0
DEPVER	115	Dependent Verify	0
INDNVR	200	Independent No Verify	1
DEPNVR	225	Dependent No Verify	0
INVALI	350	Invalid Degree Program	0
REVIEW	400	Review	0

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
Record: 1/?

Exit Interview Requirements Process- RRREXIT

- ▶ The purpose of the Exit Interview Requirement process is to:
 - identify those students that require federal loan exit counseling and
 - establish an exit interview requirement code for each student's tracking record.
- ▶ See Ellucian Banner FA Users Manual for a detailed description of the process.



Applicant Requirements Report

- ▶ The Applicant Requirements Report (RRRAREQ) provides you with detailed information on each applicant's tracking requirements.
- ▶ You can use the available parameters to tailor the report to your needs.
- ▶ For example, you can use the optional Packaging Requirement Indicator to restrict the report so that it only lists those tracking requirements that are required for packaging.



Applicant Requirement Tracking Report - RRRAREQ

Oracle Fusion Middleware Forms Services: Open > GJAPCTL - GJIREVO

File Edit Options Block Item Record Query Tools Help ORACLE

Process: RRRAREQ Applicant Requirements Report Beginning Date Saved:

Number: 56990 File Name: rrrareq_56990.lis Lines: 46

```

23-OCT-2012 09:31 AM                BANNER University                PAGE 1
AID YEAR: 1112                        Applicant Requirements Tracking Report RRRAREQ

NAME: Edit0167, Test0167                AID PERIOD: Fall-Spring Semesters
ID: A00010183   TGRP: CANADM   LTR: Y   BGRP:           PGRP:           DEP: I   CLASS:
                                           INFO
REQUIREMENT                                STATUS   SAI PCKG DISB MEMO TRK ACCESS FUND   PERIOD   SYS
FAFSA Federal Student Financial Aid Application   E 18-JAN-2012   N   Y   Y   Y   Y   Y   M

23-OCT-2012 09:31 AM                BANNER University                PAGE 2
AID YEAR: 1112                        Applicant Requirements Tracking Report RRRAREQ

*** REPORT CONTROL INFORMATION ***
  
```

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.
Record: 1/?

Requirements Tracking Module Summary

- ▶ Allows you to define and track an unlimited number of documents that students need to submit
- ▶ These requirements can control whether students are eligible for packaging and/or disbursement
- ▶ Enables you to define your document requirements
- ▶ Place students into groups and assign the same requirements to students in the same group
- ▶ Permits mass entry of documents for multiple students on one form
- ▶ Provides the ability to print letters to inform students of the documents they need to submit



Questions?

