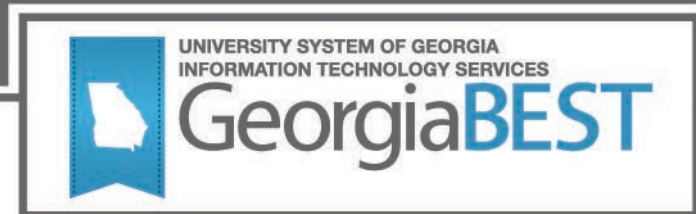


Information Technology Services



Test Plan for Georgia Banner Enhanced Student and Financial Aid Systems

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Test Plan for Modifications to Financial Aid

General Testing Instructions

Introduction

This test plan is for modifications to Banner baseline Financial Aid for Disbursement.

In order to test this release thoroughly, we ask that you not only follow your normal business practices and processes to see if the modification runs correctly, but please try multiple scenarios that you might not encounter often in an effort to identify any anomalies in the process.

Object Updates

The following object has been added or updated in the 8.40.1 release:

- HOPE Enhanced Disbursement (RPEDISB) 8.40.1H

Prerequisite

Prerequisite for the Georgia Enhancements 8.40.1H release is as follows:

- Financial Aid 8.40.1

Certification

ITS has tested and certified this release for the prerequisites at Oracle 12.2 and 19c on Red Hat Enterprise Linux (RHEL) 7.x.

Using a Test Environment

This release must be placed into a test environment. Do not place or run any of the items contained in this release in a production environment until test results are compiled for all test sites and any necessary corrections are made.

Testing the HOPE Enhanced Disbursement Process (RPEDISB)

RPEDISB Purpose

The HOPE Enhanced Disbursement Process (RPEDISB) can be executed online or in batch to release memos, authorizations and/or disbursements to a student's account. The HOPE Enhanced Disbursement process applies per-credit-hour rates to HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and Move On When Ready (MOWR) disbursements. Per-credit-hour rates for HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and MOWR are published annually by the Georgia Student Finance Commission (GSFC) and require setup in Banner before running RPEDISB.

Defect Correction

The following changes associated with the Disbursement Process (RPEDISB) were delivered in baseline Financial Aid 8.40.1:

- CR-000178236 - Some Financial Aid jobs insert non-log files into the database via the GURINSO process when the Printer field is set to a value other than DATABASE.
- CR-000166836 - When a student was paid Pell at my institution for a period in this aid year, and a new NSLDS record is received showing Pell at another institution, when the student returns to my institution \$1 Pell Grant may back off for in the prior period.

Functional Impact

The change included in baseline Financial Aid 8.40.1 for RPEDISB as outlined above does not affect HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant or MOWR disbursements.

The HOPE Enhanced Disbursement Process (RPEDISB) calculates rates for HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant or MOWR funds listed in the HOPE/Zell Miller Rate Validation Form (ZTVRATE) where rates are attached to a period and Fund Code. These rates are stored by period instead of aid year in the ZHRCDHR table/ZTVRATE form.

Execute RPEDISB to disburse both HOPE and non-HOPE funds. The process allows disbursement of HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and MOWR funds on a per-hour basis, based on institution-specific pay rate tables provided by the GSFC. For HOPE Scholarship and Zell Miller Scholarship hour calculations, Learning Support hours are automatically excluded (beginning with the fall 2011 term) based on the applicable setup on the HOPE/Zell Miller Exclusions Form (ZHAHPEX). Also, for terms in which the max cap hours will be reached, the difference between the max cap hours and currently enrolled hours is used in the disbursement calculation.

Important Business Practice Notes

ITS has determined that a student who withdraws from Learning Support Coursework while remaining enrolled in other coursework for the term could result in HOPE Scholarship, HOPE Grant, Zell Miller

Scholarship, Zell Miller Grant and MOWR being inadvertently disbursed for the withdrawn Learning Support Coursework.

Coursework audited by students may not be excluded through the ZHAHPEX form (even if Audit Grade Mode is entered on the form). Students with audited courses should be monitored to ensure correct disbursement.

Institutions are advised to actively monitor eligible HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant, and MOWR students who have withdrawn from Learning Support Coursework while remaining enrolled in other coursework for the term to ensure accuracy of disbursement.

Institutions should actively monitor all students with audited courses to ensure correct disbursement.

Known Issues

For institutions utilizing Memo Funds based on 'expected enrollment' - a known issue was discovered with HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR funds which is causing these funds to memo a '0' amount since the Disbursement process is not memoing based on actual Enrolled/"Adjusted" hours.

Workaround:

There is a workaround for this issue while we work on a resolution. Complete the following steps in order for the process to memo funds bases on expected enrollment:

- Delete the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR Fund Codes from the HOPE/Zell Miller Fund Code Rules form (ZFRHOPE) or temporarily rename the fund code on ZFRHOPE.
- Next, run the HOPE Enhanced Disbursement Process (RPEDISB) from Job Sub using a population selection of students who have HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR funds awarded.
- Add the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR Fund Codes back into the HOPE/Zell Miller Fund Code Rules form (ZFRHOPE).
- Once the students are actually enrolled in classes, re-run the HOPE Enhanced Disbursement Process (RPEDISB).

The ability to exclude Tracking Requirements through the HOPE Tracking Requirement Exclusions Form (ZPREXTR) described below is not available at this time. ITS is working on a defect correction for a future release.

In order to disburse HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR Fund Codes for students with outstanding tracking requirements, check the Override General Tracking Requirements indicator for your HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR Fund Codes on the Disbursement tab of the Fund Management (RFRMGMT) form.

Setup for Testing

- Establish the tracking requirements to be excluded in disbursement for specific HOPE funds in the HOPE Tracking Requirement Exclusions form (ZPREXTR).

NOTE: Although this form is available, the package/disbursement functionality is not available at this time. ITS is working on a future deliverable for excluding tracking requirements from packaging and disbursement.

- On the Disbursement tab in the Fund Management form (RFRMGMT), set the Override General Tracking Requirements indicator for each HOPE fund you will be establishing tracking requirement exclusion rules.
- Set up HOPE Scholarship/Zell Miller Scholarship/HOPE Grant/Zell Miller Grant/MOWR rates on the HOPE/Zell Miller Rate Validation Form (ZTVRATE).
- Create or modify the Internal Code = HPZLLEVLCD so that the External Code equals the level code = 'US' (or your semester level code). For this GTVSDAX entry, the Seq = 1, Group = ZELL_LEVL_CODE, Translation Code = Y and Description = Zell Level Code.
- The following baseline forms should be set up before running RPEDISB:
 - COD Entity ID Rules Form (RORCODI)
 - Global Institution Financial Aid Options Form (ROAINST)
 - U.S. Specific Institution Financial Aid Options Form (ROAUSIO)
 - Fund Base Data Form (RFRBASE)
 - Detail Code Control Form (TSADETC)
 - Section Unavailable for Aid Form (ROASECT)
 - Fund Management Form (RFRMGMT)

NOTE: Detail Codes representing Tuition should be set to 100% on the Detail Code Rules tab for HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and MOWR Fund Codes. This ensures the disbursement amount will not exceed the Tuition charges on TSAAREV.

- Class Code Translation Form (RPRCLSS)
- Audit Grading Mode Form (RPRAUDT)
- Financial Aid Selection Rules Form (RORRULE)
- Tracking Requirements Validation Form (RTVTREQ)
- Default Award & Disbursement Schedule Rules Form (RFRDEFA)

- Fund Award & Disbursement Schedule Rule Form (RFRASCH)
- Packaging Options Form (RPROPTS)
- Loan Options Form (RPRLOPT)
- Loan Period Base Data Form (RPRLPRD)

NOTE: For additional information on the set up of the forms above, please refer to the Banner Financial Aid Disbursement Training Workbook located on Ellucian’s Support Center website (<http://ellucian.okta.com/>).

NON-STANDARD FALL TERM CODES NOTE: For Institutions who use non-standard Fall Term Codes, enter (the last two digits of your Fall Term Code) as the External Code for GTVSDAX Internal Code = HPZLCHCKPT. (This Internal Code should be created with Group = ZELL_TERM_CODE, Description = Zell Term Code Indicator, Sequence = 1 and Translation Code = Y.)

PAID HOURS NOTE: Current Paid Hours information for determining the paid hour cap(s) comes from the CHECS Eligibility page (ZHAHPZL). Paid hours are loaded into the ZHAHPZL page either through the Banner–CHECS Integration Solution or CHECS Eligibility Snapshot process (ZHRCHCS).

- Identify and/or set up students who have HOPE Scholarship, HOPE Grant and/or Zell Miller funds as well as Title IV funds accepted on RPAAWRD for fall 2011 or after (and who meet all eligibility requirements for disbursement of those funds.)

Steps in Testing

Online (ROAIMMP):

The HOPE Enhanced Disbursement Process (RPEDISB) can be executed on the Applicant Immediate Process page (ROAIMMP) or via Job Submission (GJAPTCL). Executing the HOPE Enhanced Disbursement process on a student via ROAIMMP may not correctly use CAP PAID hours for students when disbursing HOPE and/or Zell Miller Scholarship. To be sure that CAP PAID hour limits are correctly determined for disbursing HOPE and/or Zell Miller Scholarship, the process will need to be executed via Job Submission (GJAPCTL) using a valid date for parameter 17 for the RPEDISB process.

- Enter the seven character acronym, ROAIMMP, in the Go To field of the General Menu (GUAGMNU).
- Enter a valid Aid Year and Student ID.
- Page down and click on the “Authorize or Disburse Available Aid” indicator and enter a period.
- Save.
- Verify the process completed successfully.
- Verify that funds memoed, authorized or disbursed on the Award Maintenance (RPAAWRD) form.

- For HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and MOWR funds, verify the correct amount memoed, authorized or disbursed, based on the students hours of enrollment, the per hour rates provided by the GSFC and the rates set up on ZTVRATE (excluding Learning Support/Remedial hours). The disbursement amount cannot exceed the tuition charges for the term.
- Review results on the Disbursement Results (ROIDISB) form to determine why funds did not memo, authorize or disburse.
- Verify students assigned the excluded tracking requirements from the HOPE Tracking Requirement Exclusions form (ZPREXTR) have been disbursed aid in the Award Maintenance Form (RPAAWRD).

NOTE: Although this form is available, the package/disbursement functionality is not available at this time. ITS is working on a future deliverable for excluding tracking requirements from packaging and disbursement.

NOTE: If “ERROR – External program could not execute or had an error” is encountered when running disbursement Online (ROAIMMP), process the student in Batch (Job Submission) to review details regarding the error in .log and .lis files.

Batch (Job Submission):

- Enter the seven character acronym, RPEDISB, in the Go To field of the General Menu (GUAGMNU) or the Process Submission Controls form (GJAPCTL).
- Select a printer or enter DATABASE in the Printer field.
- Enter the parameters.
- Enter the Paid Hours Prior To parameter (17) to use paid hours received from the GSFC before the current paid hours record. This date will be cross-referenced with the ZHAHPZL page 'SCHL Calc Date' field. If this date is left null, CAP Paid hour calculations may not be accurate.
- NOTE: The date entered should not include the paid hours a student is currently attending activity date or a date forward. If date is not entered, then the system date will be used by the process.
- Verify that the .log and .lis files are created and the process completed successfully. These files can be viewed in GJIREVO.
- Verify that .log file contains the correct version number of process with 'H' on the end of the version number.
- Depending on parameter (parms 13-14) settings, verify that any disbursement reports completed successfully as well.
- Verify that funds memoed, authorized or disbursed on the Award Maintenance (RPAAWRD) form.

- For HOPE Scholarship, HOPE Grant, Zell Miller Scholarship, Zell Miller Grant and MOWR funds, verify the correct amount memoed, authorized or disbursed, based on the students' hours of enrollment, the per hour rates provided by the GSFC and the rates setup on ZTVRATE (excluding Learning Support/Remedial hours). The disbursement amount cannot exceed the tuition charges for the term.
- Review results on the Disbursement Results Form (ROIDISB) to determine why funds did not memo/authorize or disburse.
- Verify students assigned the excluded tracking requirements from the HOPE Tracking Requirement Exclusions form (ZPREXTR) have been disbursed aid in the Award Form (RPAAWRD).

NOTE: Although this form is available, the package/disbursement functionality is not available at this time. ITS is working on a future deliverable for excluding tracking requirements from packaging and disbursement.

NOTE: In batch, the process may be run by Fund Code and by population selection.

IMPORTANT: Campuses should test for scenarios in which the max cap paid hours will be reached in the term in which funds are being disbursed. Scenarios in which a student is enrolled in learning support hours (Fall 2011 and after) should be tested as well. Any student that enters a term with less than one full hour remaining in cap hours eligibility but more than 0, shall be eligible for 1 hour of payment. If a student has .33 hours, .66 hours or any other fraction of an hour remaining in cap hours, the student shall be eligible for 1 hour of payment.

PRIOR TERMS/CAP HOURS NOTE: If disbursing for prior terms, the Cap Hour calculation must be determined manually. If it is determined that the student would NOT have met (or potentially exceeded) the Cap Hour Limit for the prior term, the Term Award Amount must be adjusted on RPAAWRD and the Period Lock Indicator must be checked. This will allow the disbursement process to disburse the exact amount listed on the locked term and bypass the HOPE Enhanced Disbursement functionality that is built into RPEDISB for limiting disbursements to the Cap Hour max. The process currently uses the paid hours for the max term and max sequence number on the CHECS Eligibility page (ZHAHPZL).

Testing successful? (circle one) Yes/No

If testing was unsuccessful, please explain issues, in detail, here:

Signature

Title
