Test Plan for Georgia Banner Enhanced Student and Financial Aid Systems

Modifications to Financial Aid for

HOPE Enhanced Disbursement (RPEDISB)

Information Technology Services

September 2011
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# Test Plan for Modifications to Financial Aid

## General Testing Instructions

### Introduction

This test plan for Modifications to Banner Baseline Financial Aid for Disbursement 8.12 is to be used for testing the following:

- HOPE Enhanced Disbursement (RPEDISB)

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.

### Prerequisites

Prerequisites for the Modifications to Banner Baseline Financial Aid for Disbursement 8.12 are as follows:

- Financial Aid 8.12

### 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.

### Reporting Results during Beta Testing

The basic steps that you should follow are listed, with a space provided for you to initial when you have completed the step. Describe any errors or unexpected results in the space provided. Add comments and descriptions of unexpected results as needed.

### Support for Beta Testing

During the testing process, contact us at ban_test@usg.edu or by phone at 706-583-2003 (rather than contacting the ITS Helpdesk).

Explain that you are a beta test site. Your call will be forwarded to the appropriate staff member. Make sure you explain that you are testing and not requesting customer support.

### Returning Beta Test Results

When testing is complete, return the completed test plan as an e-mail attachment to ban_test@usg.edu or fax it to us at 706-583-2297.
Test plans are created for the Beta version of the application and are not to be considered final documentation. Technical Release Notes, User Documentation, and Workbooks are released with the production version.

Illustrations on your screen may not exactly match the graphics illustrated in this test plan because of individual display preferences selected for color, font, etc.
Testing the HOPE Enhanced Disbursement Process (RPEDISB)

**HOPE Enhanced Disbursement Process Purpose**

The HOPE Enhanced Disbursement Process (RPEDISB) is run online or in batch to release memos, authorizations, and/or payment information to the student account. The HOPE Enhanced Disbursement process automatically applies per-hour pay rates to HOPE Scholarship, HOPE Grant and Zell Miller Scholarship disbursements. (Per-hour rates, for HOPE/HOPE Grant/Zell Miller, are published by the Georgia Student Finance Commission.)

**HOPE Enhanced Disbursement Process Enhancement**

For Title IV funds, the RPEDISB process has been modified to pass the fund-code to the UCLRTN copybook so enrollment can be calculated correctly for the fund. This change is necessary because the use of repeat coursework logic is configured at a “per-fund level”.

**Functional Impact**

HOPE funds are not impacted by the enhancement, above.

Execute RPEDISB to disburse both HOPE and non-HOPE funds. The process allows disbursement of HOPE, HOPE Grant and Zell Miller 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 (from HOPE and Zell Miller Scholarship disbursements), beginning with the Fall 2011 term. 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.

**KNOWN ISSUE FOR CAMPUSES WHO MEMO FUNDS BASED ON “EXPECTED ENROLLMENT”**:

HOPE Scholarship/Zell Miller Scholarship/HOPE Grant funds will memo ‘0’, since the Disbursement process is not Memoing based on actual Enrolled/“Adjusted” hours.

**Workaround**: Complete the following steps:

- a. Delete the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant Fund Codes from the HOPE Fund Code Rules form (ZFRHOPE) (or you may temporarily rename the fund code on ZFRHOPE).

- b. Next, run the Disbursement process (RPEDISB) from Job Sub, using a Pop Sel of students who have HOPE Scholarship/Zell Miller Scholarship/HOPE Grant funds awarded.

- c. Add the HOPE Scholarship/Zell Miller Scholarship/HOPE Grant Fund Codes back into the HOPE Fund Code Rules form (ZFRHOPE).

- d. Once the students actually enroll in classes, re-run the Disbursement process (RPEDISB)
Setup for Testing

☐ Create or Modify the Internal Code = HPZLLEVELLCD, 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 setup, prior to running RPEDISB:

a. COD Entity ID Rules Form (RORCODI)

b. Global Institution Financial Aid Options Form (ROAINST)

c. U.S. Specific Institution Financial Aid Options Form (ROAUSIO)

d. Fund Base Data Form (RFRBASE)

e. Detail Code Control Form (TSADETC)

f. Section Unavailable for Aid Form (ROASECT)

g. Fund Management Form (RFRMGMT)

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

h. Class Code Translation Form (RPRCLSS)

i. Audit Grading Mode Form (RPRAUDT)

j. Financial Aid Selection Rules Form (ROORRULE)

k. Tracking Requirements Validation Form (RTVTREQ)

l. Default Award & Disbursement Schedule Rules Form (RFRDEFA)

m. Fund Award & Disbursement Schedule Rule Form (RFRASCH)

n. Packaging Options Form (RPROPTS)

o. Loan Options Form (RPRLOPT)

p. Loan Period Base Data Form (RPRLPRD)

NOTE: For additional information on the setup of the forms above, please refer to the Banner Financial Aid Disbursement Training Workbook located on SunGard HE’s Customer Support Center web site (https://connect.sungardhe.com/customer_support/).
NON-STANDARD FALL TERM CODES: 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= ZELLTERM_CODE, Description= Zell Term Code Indicator, Sequence = 1 and Translation Code= Y.)

PAID Hours NOTE: Current Paid Hours information must be loaded into the HOPE Eligibility Form (ZHAHOPE) prior to running Disbursement. This information is used to determine whether students have reached their CAP Paid Hours. The GSFAPPS processes (ZHRAPPS & ZOPAPPL) are used to load current Paid Hours data into the ZHAHOPE form.

- Identify and/or setup 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:**

- Enter the seven character acronym ROAIMMP in the Go To field of the General Menu (GUAGMINU
- 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 .log and .lis files are created and the process completed successfully.
- Verify that funds Memo’d/Authorized or Disbursed on the Award Maintenance Form (RPAAWRD).
- For HOPE Scholarship, HOPE Grant and Zell Miller Scholarship funds, verify the correct amount memo’d/disbursed, based on the students hours of enrollment and the per hour rates provided by the GSFC (excluding Learning Support/Remedial hours for HOPE and/or Zell Miller). 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.
Batch:

☐ 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.

☐ Verify the .log and .lis files are created and the process completed successfully.

☐ Depending on parameter (parms 13-14) settings, verify that any Disbursement reports completed successfully as well.

☐ Verify that funds Memo’d/Authorized or Disbursed on the Award Maintenance Form (RPAAWRD).

☐ For HOPE Scholarship, HOPE Grant and Zell Miller Scholarship funds, verify the correct amount memo’d/disbursed, based on the students hours of enrollment and the per hour rates provided by the GSFC (excluding Learning Support/Remedial hours from HOPE and/or Zell Miller).

☐ Review results on the Disbursement Results Form (ROIDISB) to determine why funds did not memo/authorize or disburse.

NOTE: In batch, the process may be run by Fund Code and by Pop Sel.

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 entering a term with less than 1 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 procedures that are built into RPEDISB for limiting disbursements to the Cap Hour max. The process currently uses the Paid Hours for the Maximum Sequence # on the Paid Hours Block of ZHAHOPE, regardless of the term being disbursed.

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