BANNER Financial Aid Upgrade Testing Plan

Complete the following steps in your Testing Database to test each Financial Aid upgrade: It is important to review the Release Guide prior to testing so you can pay close attention to the areas affected by the upgrade. It is beneficial to test ALL processes completely.

NOTES:
* When selecting DATABASE instead of a printer, once the job is run choose Options/Review Output and most .log and .lis files will show on GJIREVO. (Some reports are .prt or .li2 and will not show on the DATABASE.) If choosing Printer, most .log files will not print.
* Watch for errors in log files indicating "Could not open …" or "Abnormal End of Job".
* When completing jobs on line, watch out for "External program could not execute or had an error".
* Just because a process works in batch mode (from job submission) does not guarantee a job works on-line. It is best to test both.

I. Review Upgrade Release Guide (List any new forms or processes below)

✓ Test new processes and/or forms.
✓ Test revised processes and/or forms.
✓ If there is a completely new form/process, be sure IT is aware of the proper security role.

Form/Process	Action	Expected Results	Actual Results

BANNER Financial Aid Upgrade Testing Plan

II.   Data Load students into Banner

✓   Complete Data Load Process

Form/Process	Action	Expected Results	Actual Results
	Draw down EDE records from EDConnect.		
FILECAT.exe	Use FILECAT.exe to concatenate files into one file and rename xxyyesar.tap. FTP file to appropriate Directory (in Binary Mode).		
RCPDTMP	Run this process to clean out the temporary tables as the first step of each data load. (If you are holding new records instead loading them in as new, you will only run this process at the end of the year.) Select DATABASE instead of a Printer.	.log file will show how many rows deleted from each table. There may not be rows in each table, but make sure there are no errors.	
RCBTPxx	Load into temporary table. Select DATABASE to determine when this process is done (THIS PROCESS WILL NOT GO TO A PRINTER). (Do not start next process until this has completed.)	.log file will indicate if job finished successfully.	
RCPMTCH	This process will determine if students are a Matched record or a New record. Select a Printer to print the output of this job.	.lis should print out a list of all students from the temp table, indicating if they are Matched, New, Suspense, or Duplicate.	
RCRTPxx	Run this process to load the new and matched students in Banner before cleaning out the suspense file. Select a Printer.	.lis file of students loaded in indicating whether or not the record loaded as current or non-current.	
RCRSUSP	Clean out the suspense file making students match or new/hold (depending on whether you are loading or holding new students).	If RCPMTCH output indicated Suspense Records, they should display on RCRSUSP.	
RCRTPxx	Repeat from above.		
RORUSER	Run RORUSER to activate User Defined Fields (if using them in grouping or other rules).	.log indicates roruser completed successfully. .lis indicates and record count.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

III.   Grouping (Tracking/Budgeting/Packaging)
- ✓ In batch mode, using population selection.
- ✓ On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
GLRSLCT	Create Population Selection (or use an existing selection).	When creating a new pop sel, the rule should compile upon exiting the form. If a compiling error occurs, it will bring you to an error log rather then exit the form.	
GLBDATA	Extract a Test Population Selection that can be used for tracking, budgeting, and packaging. Select DATABASE.	.log file will report SQL information and at the end will indicate how many were selected.	
GLIEXTR	View this form to view your population selection.	Population Selection results will show in this form.	
ROBBGRP	Batch Grouping Process. Select DATABASE.	.log file will indicate job finished successfully. .lis file will show you how many people went into each group and which groups were skipped due to not having rules.	
ROAIMMP	On-line Grouping Process (test for tracking, budgeting, and packaging).	Gray status line on bottom of the form will show you to which group the student was assigned.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

IV.   Batch Posting
- ✓   Use same population selection as above or extract a different population selection.

Form/Process	Action	Expected Results	Actual Results
RORPOST	Set the "Use Ind" flag to "Y", enter the Population Selection ID (from above), tracking requirement code, and status code to post during the batch posting process.		
RORBPST	Run RORBPST to batch post any items checked as "Use Ind" on RORPOST. Review the output files for runtime errors. Select a Printer.	.log indicates rorbpst completed successfully. .lis shows a list of all students in the population selection indicating whether the requirement was created, updated or neither.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

V.   Needs Analysis Calculation

✓   In batch mode, using students in waiting status.
✓   On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
ROAIMMP	Put several students in waiting status by choosing Needs Analysis Calculation in Batch and SAVE.	Needs analysis current status should change from blank to 'waiting'.	
RNEINxx	Run this process choosing to calculate students in waiting status. Select DATABASE or Printer.	.log file indicating connected, .lis file with the INAS comparison to Profile, and .prt file showing interim needs analysis results.	
RNANAxx	Choose Calc INAS for several students. This process will run both RNEINxx and RPEPELL for this student.	If both processes run successfully, you will automatically be brought to RNARSLT.	
RNARSLT	Review results of needs analysis calculation. Make sure the results are correct.		
NOTES			

BANNER Financial Aid Upgrade Testing Plan

VI.   Award Pell Grant
- ✓ In batch mode, using population selection.
- ✓ On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
RPEPELL	Run this process using a population selection. Select DATABASE.	.lis file indicates record count and normal end of job. .log file indicates any awards rejected.	
ROAIMMP	Calculated a Pell Grant for one individual by checking the box for Immediate Pell Grant Calculation and choosing Save.	Gray status bar on bottom of the form will indicate "Pell Process Completed" if successful.	
RPAAWRD	Check to see if Pell Grant is awarded. (Make sure student is Pell eligible.)	Pell award should display on RPAAWRD.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

VII.   Packaging Process
- ✓ In batch mode, using population selection.
- ✓ On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
RPEPCKG	Run your extracted population selection through auto packaging (keep in mind, all packaging requirements must be complete to package to occur).	.log file indicates RPEPCKG completed successfully.	
RPBPDRV	Print reports (fund report and award report) to see the results of the packaging process. (Select a Printer, reports will not display on GJIREVO).	.log file indicates if successfully finished and prints two reports (RPBAWRD and RPBFUND).	
RPAAWRD	Click on Auto-Package Button at bottom of the form.	Awards should show on RPAAWRD with no external program error.	
RPAAWRD	Manually add an award.	Transaction complete (applied and saved).	
RPAAWRD	Adjust award on 2nd page and verify it will repackage correctly.	Message asking indicating term amounts do not equal annual amount, asking if you want to repackage.	
RORCALC	Run this process using the same population selection to determine unmet need. Select Printer as report does not display in GJIREVO.	.log indicates RORCALC completed successfully. .lis shows record count. Report should print.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

VIII.   Disbursement Process

✓   In batch mode, using population selection.
✓   On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
RPEDISB	Run this process using a population selection or a specific fund. Select Printer as Pell Reports will not show in GJIREVO.	.log file indicates ending program. .lis shows record count. Pell reports should print.	
RPBDDRV	Prints the RPBDISB report to review disbursement results. Select Printer (report will not show on GJIREVO).	Report should show results latest RPEDISB.	
ROAIMMP	Use a student who was packaged earlier (making sure the awards have been accepted) and disburse aid by checking the 'Authorize/Disburse Financial Aid' box, choose a valid term and save.	Gray Status bar indicates Disbursement Ran Successfully (this does not necessarily mean anything disbursed).	
RPAAWRD	View Payments and Memo's/Authorizations.	Should have amounts in Memo/Authorized or Paid Columns. If not, see below.	
ROIDISB	Review results on-line to determine why something did not memo or pay.	Form should display student and term memo/disbursement reject reasons (if any exist).	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

IX. **FFELP Processing**

✓ In batch mode, using population selection.
✓ On-line for an individual.

Form/Process	Action	Expected Results	Actual Results
RPRELAP	Run the loan creation process. Complete the parameters as needed and SAVE. Select Printer or DATABASE. NOTE: Verify that the Loan flag on **ROAINST** form is set for electronic loans and that User Default parameters are set up on the **GJAPDFT** form prior to creating the loan application.	.log indicates total rows read and program done. .lis shows app year info and errors where it couldn't create a loan application.	
RPAELAP	Select several of the students on the .lis report and access their **RPAELAP** form to certify the applications and mark the Appl Status as "R"eady to send and SAVE.	If loan app was not successfully created, it will not allow you to view new loan information on this form.	
RPAAWRD	Select a student from the Packaging Award Report (run earlier) who had a Stafford Loan accepted. and press the "Create Loan" button at the bottom of the form.	If the process worked correctly, you will automatically go to the RPAELAP loan application form showing the new loan application.	
RPAELAP	Set the Appl Status flag to "R"eady to send and SAVE.		
RPRELAX	This process will extract the Loan Applications Select DATABASE.	.log indicates connected. .lis shows who was extracted and the errors on any app that couldn't be extracted. (The extract file created will be ELAPxxIN.DAT and should be found in the Job Sub Directory.)	
It will be difficult to test the loading of files from the Guarantee Agency, Electronic Funds Transfer monies. You may try testing the **RPRELRU** (Guarantee Agency's Response Upload Process), **RPREFTL** (EFT/Disbursement Roster Upload), and the **RPREFTP (**EFT Posting Process) with an actual file. Although information may not load, you may be able to review the log file for any technical difficulties.			
NOTES			

BANNER Financial Aid Upgrade Testing Plan

X.   Direct Loan Process

Form/Process	Action	Expected Results	Actual Results
RPRLORC	Run DL Originations. Complete the parameters as needed and SAVE. Select Printer or DATABASE	RPALORG and RPALDSB updated .log file created	
RPRLORE	Extract DL Originations. Complete the parameters as needed and SAVE. Select Printer or DATABASE	RPALORG and RPIBATC updated .lis and .log file created Extract file for PLUS created (DEPFXXIN.DAT) and extract file for Sub and Unsub created (DESFXXIN.DAT)	
NOTE: It will be difficult to test the loading of files from the processor. You may try testing the **RPRDUxx** with a file for completion only. Although information will not load, you may be able to review the log file for any technical difficulties.			
RPRPNPT	Run DL Prom Note Print Process. Complete the parameters as needed and SAVE. Select Printer or DATABASE. NOTE: You will also need to check the following forms that are updated by this process: RPAPROM, RPALORG, RRAAREQ, ROASMRY	**rprpnpt.li1:** number of combined or single notes and error messages. **rprpnpt.li2:** Unsubsidized loan notes print file **rprpnpt.li3:** Mailing labels print file **rprpnpt.li4:** Single subsidized and combined notes print file **rprpnpt.li5:** PLUS notes print file **.lis**: Control report including number records read and printed.	
RPRDLPM	Run Prommisory note Manifest. Complete the parameters as needed and SAVE. Select Printer or DATABASE.	Creates paper manifest(s) with separate Batch ID(s) for each type of loan (MPN, PLUS)	**LEFT OFF HERE**
NOTES			

BANNER Financial Aid Upgrade Testing Plan

XI.   EDE Corrections Process

Form/Process	Action	Expected Results	Actual Results
RNANAxx/ RNAPRxx	Make corrections to some EDE correctable information and SAVE.		
RLRLOGG	Run RLRLOGG to load corrections to permanent tables. Select DATABASE.	.log indicates tables logged and rlrlogg completed successfully.	
REACORR	Review corrections that will be extracted and sent to the processor.	Logged corrections should display on this form.	
REBCDxx	Extract the file. Select DATABASE.	.log indicates number of records extracted. The output file created is corrxxin.dat and should be in the Job Sub Directory.	
RERCRCR	Create the report listing of all the corrections, duplicate ISIR requests, and Institution Changes that are in the file. Chose DATABASE.	.log indicates rercrcr completed successfully.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

XII. RFMS

✓ You may choose to use a population selection.

Form/Process	Action	Expected Results	Actual Results
RERPLxx	This batch Pell Origination/Acknowledgment Process selects students whose Pell Origination Indicator is set. New records will delete/replace if not Sent or Locked. This process will *create and* simultaneously if you choose. You can also do Origination and Disbursement Records simultaneously.	.log indicates RERPLxx process complete. .lis indicates number of students created and/or extracted. Output file of PGORxxIN.DAT (origination records) and PGDAxxOP.DAT (disbursement records). These files should be found in the Job Sub Directory.	
Since you cannot load results back from the Federal Processor, no testing of the **RERFIxx** (File Import Process) can be done. You may try testing the **RERFIxx** process with an actual file. Although information may not load, you may be able to review the log file for any technical difficulties.			
NOTES			

XIII. FISAP

✓ If this upgrade release contains the annual FISAP report, test the following. If not, indicate NA in actual results.

Form/Process	Action	Expected Results	Actual Results
RORFSxx	Create the FISAP. Select DATABASE. (May want to test printing also).	.log indicates create FISAP records process completed.	
ROAFSAP	Review the FISAP information. Check a few students to make sure information is pulling correctly.	This form should be populated if RORFSxx ran successfully.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

Complete the following steps in the DEVL Database to test each General upgrade:
Note: It is a good idea to have a copy of your parameters saved prior to each General upgrade as occasionally the upgrade will delete any saved parameters.

XIV.   Population Selection

Form/Process	Action	Expected Results	Actual Results
GLRSCLT	Create a new population selection to make sure it compiles correctly.	When creating a new pop sel, the rule should compile upon exiting the form. If a compiling error occurs, it will bring you to an error log rather then exit the form.	
GLBDATA	Extract this population selection. Select DATABASE.	.log file will report sql information and at the end will indicate how many were selected.	
GLIEXTR	Review the population selection on line.	Population Selection results will show in this form.	
RORAPLT	Print this population selection. Select DATABASE or Printer.	Report should show ID, Name and Financial Aid application date for students in your population selection.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

XV. Letter Generation

Form/Process	Action	Expected Results	Actual Results
GLBLSEL	Extract the variables for your population selection and the letter. Select DATABASE.	.log file indicates what was extracted for each student and what did not exist.	
GLRLETR	Use this population selection (or an existing population selection) to test printing of a letter. Select a Printer.	If printing from Banner, the letter should print. If extracting into Word, the extract file should be created and in the Job Sub directory.	
NOTES			

XVI. Return to Title IV

Form/Process	Action	Expected Results	Actual Results
RPRTIVC	Locate students who have withdrawn from the term. Run in either audit or actual mode.	.lis file will display the calculation for all students who were selected based on job parameters.	
TVPREQA	Create authorizations from financial aid tracking requirements	.lis file will display students in the group and whether or not an authorization was created.	
NOTES			

BANNER Financial Aid Upgrade Testing Plan

07/15/09

XVII. Transfer Monitoring (5.4 & 5.6)

Form/Process	Action	Expected Results	Actual Results
RNATMNT	Manually add a student for transfer monitoring extract.		
RNRTMAC	Use a population selection to add/remove students from the transfer monitoring list.	.lis file will indicate the student records that were updated and if an error occurred on their record to prevent updating. RNATMNT will be updated with the records that were added or removed.	
RNRTMNE	Create an extract file of new students or removed students to export.	.lis file will indicate the number of records in file and create a TRNINFIN file for export. ROAHOLD will be updated with a seven day hold with the code that was indicated in the job.	
NOTE: Since you cannot load results back from the Federal Processor, no testing of the **RNRTMNI** can be done. You may try testing the process with an actual file. Although information may not load, you may be able to review the log file for any technical difficulties.			
NOTES			

BANNER Financial Aid Upgrade Testing Plan

Please complete the following section when testing is completed.

_____   I have completed testing and authorize the upgrade to be applied to Production.

The following issues need to be resolved before the upgrade is applied to Production:

_____

_____

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_____

Signature	Date