

TECHNICAL COLLEGE SYSTEM OF GEORGIA  
ACCOUNTING PROCEDURES MANUAL  
*This procedure applies to technical colleges and system office*

## Banner Recipient File Procedure - BankMobile

### GENERAL

Once new student registration opens each semester, a recipient file must be sent to BankMobile so that all new students can receive a Refund Selection Kit. This kit will contain a personal code that each student will need in order to set up their account with BankMobile. (MOWR students will not receive a kit.)

### PROCEDURE

Set up your parameters for ZSPCRD2.

05 – Term that is open for registration.

06 – N

09 – Email type (ex. STUE or EMAL). F6 to insert multiple entries.

10 – Phone type (ex. MA, PR, or CELL). F6 to insert multiple entries.

11 – N

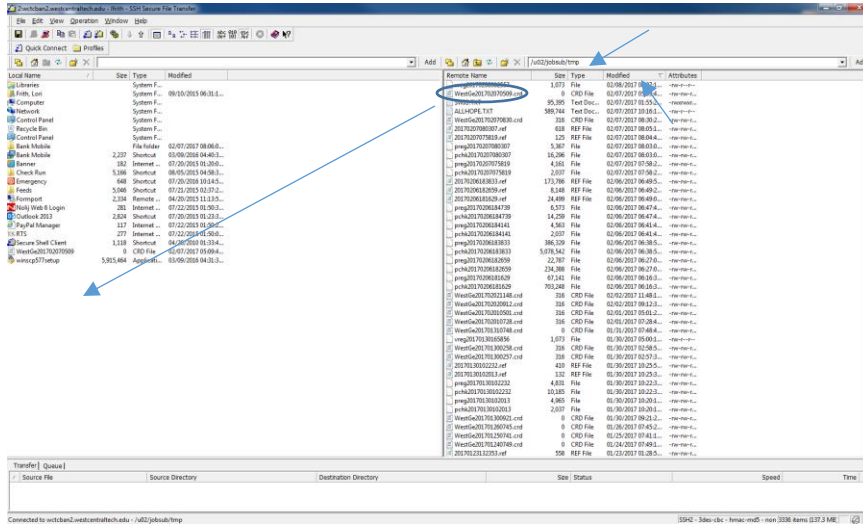
12 – N

Number	Parameters	Values
01	Selection Identifier	
02	Application Code	
03	Creator Id	
04	User Id	
05	Term	201714
06	Changes Since(Y/N)?	N
07	Exclude Site	
08	Exclude Campus	

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01	Selection Identifier	
02	Application Code	
03	Creator Id	
04	User Id	
05	Term	201714
06	Changes Since(Y/N)?	N
07	Exclude Site	
08	Exclude Campus	
09	Email Type	STUE
10	Phone Type	MA
11	Include Non Credit Stds (Y/N)	N
12	Update (Y/N)	N
13	Enter Lines per Page	55

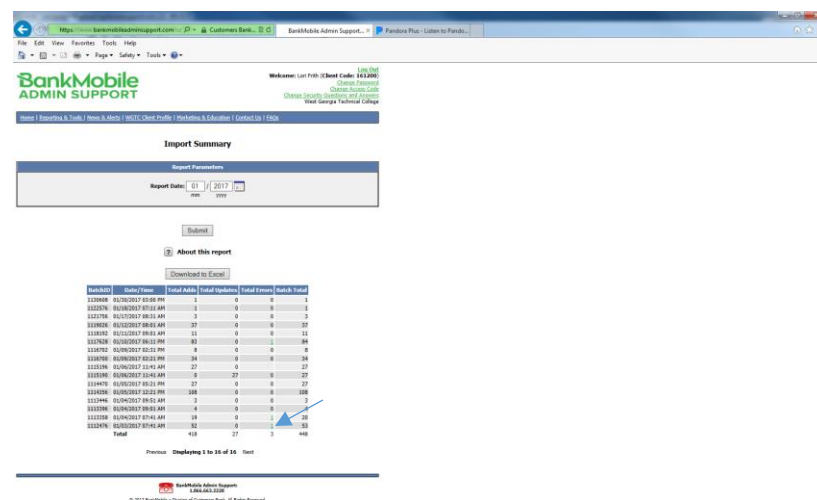
Run ZSPCRD2 in audit mode. Check for errors. Some errors will still produce a CARD file but will still need to be corrected. If you have errors, send them to the Enrollment Center for correction. Once the errors are corrected, run ZSPCRD2 in update.

After the update is complete, log in to SSH Secure Shell. Open the new file transfer window. Type /u02/jobsub/tmp in the top right bar and press enter. Click the "Modified" header twice to put current date on top. Find the .crd file (ex. WestGe201604181007.crd) and move it to the left side of the screen. This will put it on your desktop. Exit SSH Secure Shell.



Open the remote BankMobile site. On the right side of the screen, make sure the drop down box says cards. If not, click on the arrow to choose the cards file. Once it says cards, you should have two folders. One folder is "toxxxxxxx" and the other folder is "fromxxxxxxx". On the left side of the screen, move the .crd file from the desktop to the "fromxxxxxxx" folder on the right side of the screen. Close the BankMobile remote site.

Once BankMobile processes your file, you will get an email saying that your file was received and the number of errors. If there were errors, login to [www.bankmobileadminsupport.com](http://www.bankmobileadminsupport.com) to check the errors. You will find the file under Reporting & Tools and then Import Summary. Click on the number of Total Errors. This will bring up the Batch Error Detail Report.



You will need to research each student to verify the correct address and send needed corrections to the Enrollment Center. You can override an address in BankMobile if you know that it is correct. For example, Mt. vs Mount or Hwy vs Highway.

Once corrections are made, go to SEAASGN and remove the card file from each student that had an error. Rerun ZSPCRD2 to send the corrected students to BankMobile.

Completing this process daily during open registration will help to keep the files manageable. Once open registration is closed, run this process once or twice a week to check for new students.