

TECHNICAL COLLEGES
BANNER PROCEDURES MANUAL

This procedure applies to Technical Colleges

PROCEDURE TO CHANGE DIRECT DEPOSIT STATUS ON STUDENT ACCOUNT

General

Using the information extracted from SunTrust, it may be necessary to change a student's DDP status. If the Card Status is shown to be Lost, Destroyed, Suspended, or Closed, the status may need to be flipped from Active to Inactive (Prenote should only be used if the student has a signed request to opt out of the prepaid card option).

Procedure

1. To gather the necessary information, you must open the Cardholder file that was extracted from SunTrust
2. Using the filter option, sort the Card Status to show only the Lost, Destroyed, Suspended or Closed accounts
3. Copy the remaining Employee ID's listed and paste them to a different Excel page.
4. Delete the Header "Employee ID" (leaving only the numerical ID's) and save the file as a .csv file
5. Open SecureShell and choose your profile
6. Click on the New File Transfer Window button
7. Type /home/(name) on the right side drop down menu (/tmp or other directories can be used)
8. Locate the saved .csv file on the left side of the screen and drag it to the right side of the screen

ZFPDRD1 (Debit Card Utility Program)

Report Parameters

- | | | |
|----|----------------------|---|
| 01 | Directory Name | Enter the directory name used in SecureShell
/home/(name)/ |
| 02 | File Name | Enter the file name EXACTLY as it was saved (Ex.
FlipList.csv) |
| 03 | Selection Identifier | Selection ID for the population selection |
| 04 | Application Code | This should normally be AR |
| 05 | Creator ID | Creator of the population selection |
| 06 | From DDP Status | Change account FROM A=Active, I=Inactive, P=Prenote |
| 07 | To DDP Status | Change account TO A=Active, I=Inactive,
P=Prenote |
| 08 | Update | Y=Yes, N=No (Always run with an N listed first) |
| 09 | Enter Lines Per Page | Should always be 55 |

Note: If you already have a population selection in Banner, Parameters 01 and 02 should be left blank. The process will read and use the population selection from within Banner.