

BANNER COMMITTEE PROCEDURE

WORKING THE REGISTERED NOT PAID PROCESS (PURGE)

It is recommended that the purge process be run to comply with the TCSG Tuition and Fee Policy. This process removes the registration information for each student that has an unpaid balance or has a balance over the amount of any pending financial aid or third party payment that is expected for the term. The SFAREGS screen for students who have been purged will no longer show any data for the term. Purged students should not be allowed to attend class, since they are no longer registered.

Before beginning this process, make sure that financial aid disbursements (RPEDISB) has been run.

To begin the purge process, first run the application of payments process (TGRAPPL).

Next, run TSRTBIL in the invoice mode. This process will update the Memo Balance on any students who have a Third Party.

Next, run TSRCBIL in the invoice mode. This process will update the Memo Balance on any students who have fee waivers.

Next, run the process ZFRCOMT. This process will cause the Acceptance flag on the student's SFAREGS screen to change to "Accepted" for all registered students who made payments resulting in a zero balance, or who have enough financial aid or third party payments to cover their charges. Students who are Accepted (or Committed) by this process will not be purged.

To run the ZFRCOMT process, enter ZFRCOMT in the Go To... box, or click on File and Direct Access, then enter ZFRCOMT.

Parameter 01 - Enter the appropriate term

Parameter 02 - Enter Y if you do not want non-credit students (i.e. continuing ed) to be purged.

Parameter 03 - Enter Y if you would like to see the amount of outstanding fees for students who are not committed by this process.

Parameter 04 - Enter Y to delete any null registration records prior to running this process. (It is recommended that you do this).

Parameter 05-Enter Y if you would like to see the students who are committed during this process.

Parameter 06-Enter Y if you would like to create a text file during this process.

Creating a text file will simplify the process of creating an excel spreadsheet and manipulating the data for further analysis.

Parameter 07 - Enter Y to run this process in Update mode. (N runs in audit mode).

Parameters 08 – 15 are for use with population selections (popsels) only. Leave these parameters blank unless using a popsel (Parameters 08-11) or creating a popsel (Parameters 12-15). If you wish to include those students on ZFRCOMT with a status of “Verify Student Balance” in your output popsel, enter a Y for Parameter 15. It is always wise to run in audit mode first when using a popsel. Parameter 16-Enter Y to commit students for the current term who have an outstanding balance for a prior term.

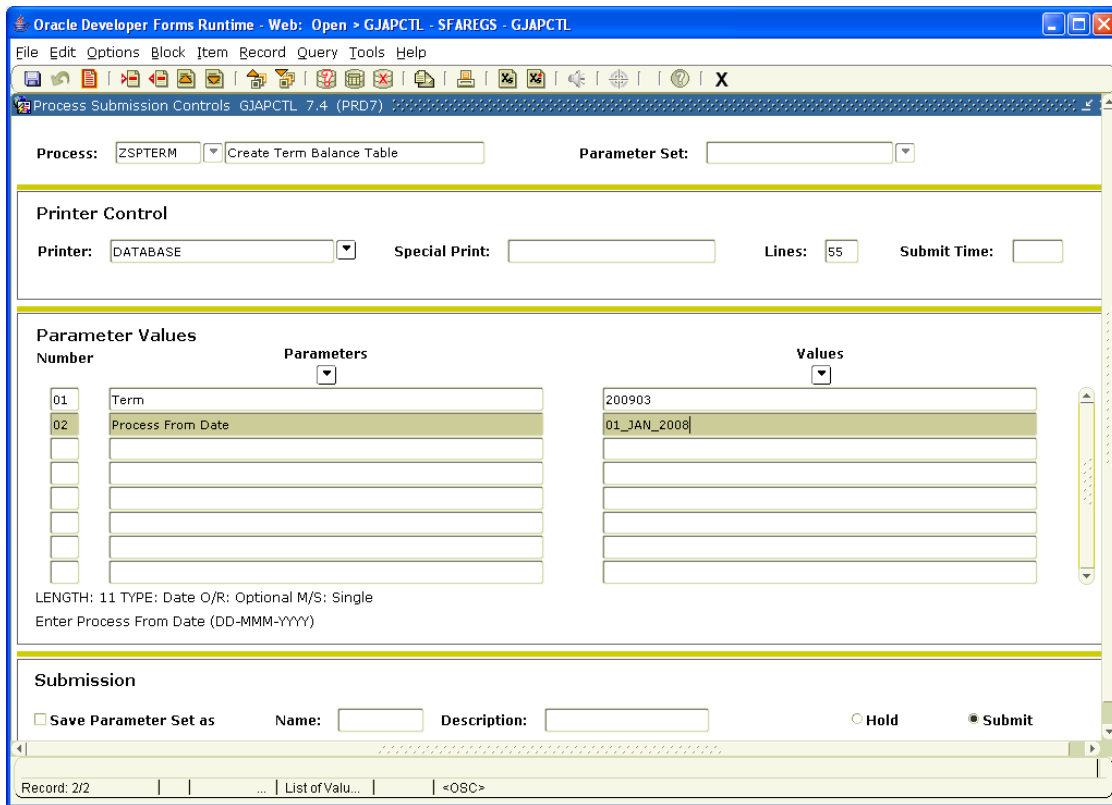
Review the output from the ZFRCOMT process to ensure the correct students were committed. Make sure to run in update mode (Y on parameter 05) before running the purge process. Student with a status of “Verify Student Balance” will probably need to be analyzed. This typically means that the student has been previously committed; however the student now has more charges than pending payments.

Next, run the ZSPTERM report. This report shows all students with outstanding balances unpaid by the student, financial aid, or third parties. These are the students you would normally want purged. However, this report must be reviewed to ensure all third parties, scholarships, and other payments have been entered into Banner so that no student is purged in error.

To run the ZSPTERM report, enter ZSPTERM in the Go To... box.

Parameter 01 - Enter the term.

Parameter 02 - Enter a date which will be early enough to capture all potential payments and charges for the term.



The ZSPTERM report will look like this when run:

Students with balances
 (excluding Chg/Pymt E
 Pay-Types)
 for 200901 and dates
 >= 1-JAN-2008

Name	ID	Hope Rg	Chg Bal	Pymt Bal	GSFC Pd	Flg	T	Majr	SSN	Phone	W	Std Bal
Aaron Jerome D	910145573	0	333	0	0	N			XXXXXXXXXX			333
Abney Jesse	910171829	0	513	0	0	N			XXXXXXXXXX			513
Adams Ashley N	910106092	3	441	406	0	N			XXXXXXXXXX			35
Adams Catherine M	910165499	0	513	0	0	C			XXXXXXXXXX			513
Adams Debra D	910170630	2	477	442	0	N			XXXXXXXXXX			35
Adams James A	910059602	0	513	0	0	N			XXXXXXXXXX			513
Adams Karl S	910037950	2	261	226	0	N			XXXXXXXXXX			35
Addison Alison C	910142056	3	405	370	0	N			XXXXXXXXXX			35
Adside Harold S	910154619	0	513	0	0	N			XXXXXXXXXX			513
Agyao Madison J	910165956	4	513	478	0	N			XXXXXXXXXX			35
Albrycht Joshua D	910105607	0	241	0	0	N			XXXXXXXXXX			241
Alderman Kelly C	910141600	0	272	0	0	N			XXXXXXXXXX			272

Alexander James B	910168242	0	513	0	0	C	xxxxxxxxxx	513
Alexander Latoshia I	910046220	0	513	0	0	C	xxxxxxxxxx	513
Allen Denay P	910164433	3	493	458	0	N	xxxxxxxxxx	35
Allen Diane C	910097798	1	261	226	0	N	xxxxxxxxxx	35
Allen Gregory C	910167844	0	513	0	0	N	xxxxxxxxxx	513

The column on the far right shows the student balance after all pending aid, third party payments, and student payments are applied. You may want to check your list for special groups such as high school students or prisoners who you do not wish to purge.

If a student has been committed in error, the ZUNCOMMIT process must be used to reverse the flag.

Parameter 01 – Enter the term.

Parameter 02 – Enter the student ID number

Parameters 03 – 06 are for popsel use only. These should be left blank unless you have a specific popsel of students you want to uncommit.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - SFAREGS - GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.4 (PRD7)

Process: ZUNCOMMIT Reverses the Accept Flag Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	200903
02	Student ID	900010003
03	Selection Identifier	
04	Application Code	
05	Creator Id	
06	User	

LENGTH: 9 TYPE: Character O/R: Optional M/S: Single
Student ID

Submission

Save Parameter Set as Name: Description: Hold Submit

Record: 2/6 ... List of Valu... <OSC>

To ensure that all students with billing hours are committed, set up the following population selections for verification.

1. Make sure a current ZSPTERM has been run.
2. Run GLBDATA (see below, use your creator id).
3. Check in GLAEXTR ---- COMMIT_THESE. Verify.
4. Run ZCOMMIT with the popsel (COMMIT_THESE, AR, USERID, CREATOR).

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Selection Identifier 1"/>	<input type="text" value="NOT_PAID"/>
<input type="text" value="02"/>	<input type="text" value="Selection Identifier 2"/>	<input type="text" value="WITH_BALANCE"/>
<input type="text" value="03"/>	<input type="text" value="New Selection Identifier"/>	<input type="text" value="COMMIT_THESE"/>
<input type="text" value="04"/>	<input type="text" value="Description for new selection"/>	<input type="text" value="Run through ZCOMMIT"/>
<input type="text" value="05"/>	<input type="text" value="Union/Intersection/Minus"/>	<input type="text" value="M"/>
<input type="text" value="06"/>	<input type="text" value="Application Code"/>	<input type="text" value="AR"/>
<input type="text" value="07"/>	<input type="text" value="Creator ID of Selection ID"/>	<input type="text" value="SAISUSR"/>
<input type="text" value="08"/>	<input type="text" value="Detail Execution Report"/>	<input type="text"/>

LENGTH: 30 TYPE: Character O/R: Required M/S: Single

Process Submission Controls - GJAPCTL 8.3.0.2 (PRD8)

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
<input type="text" value="01"/>	<input type="text" value="Term"/>	<input type="text" value="200903"/>
<input type="text" value="02"/>	<input type="text" value="Student ID"/>	<input type="text"/>
<input type="text" value="03"/>	<input type="text" value="Selection Identifier"/>	<input type="text" value="COMMIT_THESE"/>
<input type="text" value="04"/>	<input type="text" value="Application Code"/>	<input type="text" value="AR"/>
<input type="text" value="05"/>	<input type="text" value="Creator Id"/>	<input type="text" value="LCOE"/>
<input type="text" value="06"/>	<input type="text" value="User"/>	<input type="text" value="LCOE"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
Enter USER ID

Population selections for the above GLBDATA process (use your CREATOR id):

Application: Selection ID:
 Creator ID:

Selection Description

Manual Locked Delete Application Level Rules Exist

Definition

Select:
 From:

Rules

'('	Object	Data Element	Operator	Value)'	AND / OR
<input type="text"/>	<input type="text" value="SFBETRM_TERM_CODE"/>	<input type="text"/>	<input "="" type="text" value="="/>	<input type="text" value="&TERM"/>	<input type="text"/>	<input type="text" value="AND"/>
<input type="text"/>	<input type="text" value="SFBETRM_AR_IND"/>	<input type="text"/>	<input "="" type="text" value="="/>	<input type="text" value="'N'"/>	<input type="text"/>	<input type="text" value="AND"/>
<input type="text"/>	<input type="text" value="SFBETRM_TERM_CODE"/>	<input type="text"/>	<input "="" type="text" value="="/>	<input type="text" value="SFRSTCR_TERM_CODE"/>	<input type="text"/>	<input type="text" value="AND"/>
<input type="text"/>	<input type="text" value="SFRSTCR_BILL_HR"/>	<input type="text"/>	<input type="text" value=">"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text"/>

Application: Selection ID:
 Creator ID:

Selection Description

Manual Locked Delete Application Level Rules Exist

Definition

Select:
 From:

Rules

'('	Object	Data Element	Operator	Value)'
<input type="text"/>	<input type="text" value="TBALANC_TERM_CODE"/>	<input type="text"/>	<input "="" type="text" value="="/>	<input type="text" value="&TERM"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Once you feel that you have the proper students committed, you should run the registered not paid (purge) process in Audit mode. This is done by running the SFRRNOP process.

Parameter 01 - Enter the term.

Parameter 02 - Enter N to run in Audit mode only (this does not purge the students. It only creates a report of the students to be purged).

Parameter 03 - Enter N to choose only students who are not committed.

Parameter 04 - **Enter the run date in parameter 04.** Leave blank.

Parameter 05 - Enter the address selection.

Parameter 06 - Enter the Address Hierarchy.

Parameter 07 - Enter Y to keep students with pre-authorized 3rd party contracts from being purged, or enter N depending on what you want

Parameter 08 - Enter the effective date of the drop.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - SFAREGS - GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 7.4 (PRD7)

Process: SFRRNOP Registered, Not Paid Process Parameter Set:

Printer Control

Printer: Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	Processing Term	200704
02	Update Database	N
03	Type (C or N)	N
04	Run Date for Census Processing	06-APR-2007
05	Address Selection Date	06-APR-2007
06	Address Hierarchy	1MA
07	Third Party Exempt Indicator	Y
08	Effective Date of Drop	06_APR_2007

LENGTH: 11 TYPE: Date O/R: Optional M/S: Single
Format: DD-MON-YYYY

Submission

Save Parameter Set as Name: Description: Hold Submit

Record: 8/8 ... List of Valu... <OSC>

Compare the ZSPTERM report results to the SFRRNOP report results. The students on both reports should match.

The ZFRCOMT process, the ZSPTERM process, and the SFRRNOP (in audit mode) may be run as often as necessary to obtain the desired students. Once the correct students are showing on the audit mode SFRRNOP, the process may be run in Update mode.

You may optionally elect to print the schedules of the students that will be purged. If so, the student schedules **MUST be printed PRIOR to running SFRRNOP in Update Mode.**

The following population selection is created to identify students that are not “committed.” Once the population selection is created, run GLBDATA on the

population selection.

Oracle Fusion Middleware Forms Services: Open > GLRSLCT

File Edit Options Block Item Record Query Tools Help

Population Selection Definition Rules GLRSLCT 9.3.1 (PRD8)

Application: AR Selection ID: STUDENTS_NOT_COMMITTED
 Creator ID: LCOE

Selection Description

STDS NOT COMMITTED Manual Locked Delete Application Level Rules Exist

Definition

Select: SFRSTCR_PIDM
 From: SFBETRM,SFRSTCR

Rules

'	Object	Data Element	Operator	Value	'	AND / OR
'	SFBETRM_TERM_CODE		=	&TERM	'	AND
'	SFRSTCR_TERM_CODE		=	&TERM	'	AND
'	SFBETRM_AR_IND		=	'N'	'	AND
'	SFRSTCR_BILL_HR		>	0	'	
'					'	
'					'	
'					'	
'					'	
'					'	
'					'	

Selection Identifier Description
 Record: 1/1 | ... | <OSC>

After GLBDATA is run identifying the students that have not been committed, SFRSCHD is run. See below for the parameters.

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PRD8)

Process: SFRSCHD Student Schedule Parameter Set: NOT_COMMITTED

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
01	ID Number	
02	Process Term	201314
03	Start Range From Date	
04	Start Range To Date	
05	Schedule Type (% for all)	%
06	Instructional Method (%=all)	%
07	Address Selection Date	31-DEC-2099
08	Address Hierarchy	1MA

LENGTH: 9 TYPE: Character O/R: Optional M/S: Single
 Blank=all for term; COLLECTOR=all in collector; ID number

Submission
 Save Parameter Set as Name: Description: Hold Submit

FRM-40100: At first record.
 Record: 1/21

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PRD8)

Process: SFRSCHD Student Schedule Parameter Set: NOT_COMMITTED

Printer Control
 Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
09	Printer	
10	Campus Processing Indicator	N
11	Campus	
12	Selection Identifier	STUDENTS_NOT_COMMITTED
13	Application Code	AR
14	Creator ID	LCOE
15	Run in sleep/wake mode (Y/N)	N
16	Sleep interval	60

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single

Submission
 Save Parameter Set as Name: Description: Hold Submit

Parameter Number, press SEARCH for valid parameters.
 Record: 9/21

Oracle Fusion Middleware Forms Services: Open > GJAPCTL

File Edit Options Block Item Record Query Tools Help

Process Submission Controls GJAPCTL 8.3.0.2 (PRD8)

Process: SFRSCHED Student Schedule Parameter Set: NOT_COMMITTED

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Values

Number	Parameters	Values
14	Creator ID	LCOE
15	Run in sleep/wake mode (Y/N)	N
16	Sleep interval	60
17	Print Long Section Title	N
18	Print Schedule Type	N
19	Print Instructional Method	N
20	Print Reg Start/End Dates	N
21	Print Control Report	Y

LENGTH: 6 TYPE: Number O/R: Optional M/S: SingleLOW: 1HIGH: 999999
Enter time (in seconds) process pauses before resuming execution.

Submission

Save Parameter Set as Name: Description: Hold Submit

Parameter Number; press SEARCH for valid parameters.
Record: 16/21

You may print the student schedules to a printer or you may print them to database and then save them as a word document. Saving the schedules as a word document will allow the schedules to be emailed to appropriate staff. It will also allow for the use of the search function in Word.

Once you have completed printing the student schedules (**optional**), you can run SFRRNOP in the update mode. THIS WILL PURGE THE STUDENTS FROM REGISTRATION AND REVERSE ALL RELATED TUITION AND FEES FROM TSAAREV AND OTHER REVENUE SCREENS.