

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

Banner Enrollment File Procedure - BankMobile

GENERAL

The new Cash Management regulations that went into effect on July 1, 2016, require institutions to publicly disclose the number of current students that have T1 and T2 accounts and the average and total fees incurred on these accounts.

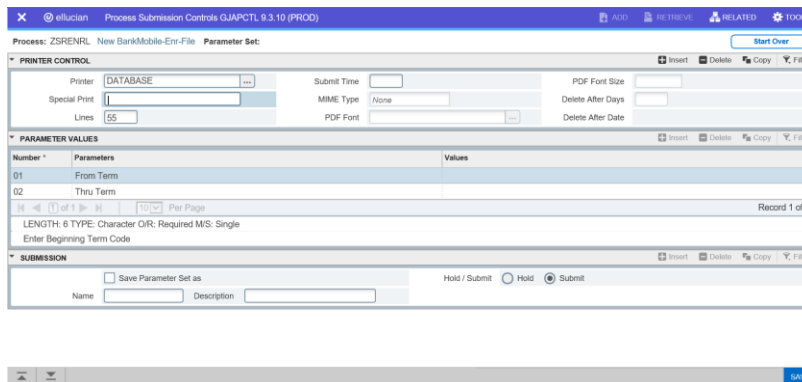
Once a month, you will send a file to BankMobile with a listing of your current students. This file will help BankMobile to know if a student still qualifies for a free account and also help to prevent current students from incurring banking charges associated with their BankMobile Vibe Accounts. BankMobile will work with you on a specific date each month to send a reminder for you to process the file.

PROCEDURE

Set up your parameters for ZSRENRL.

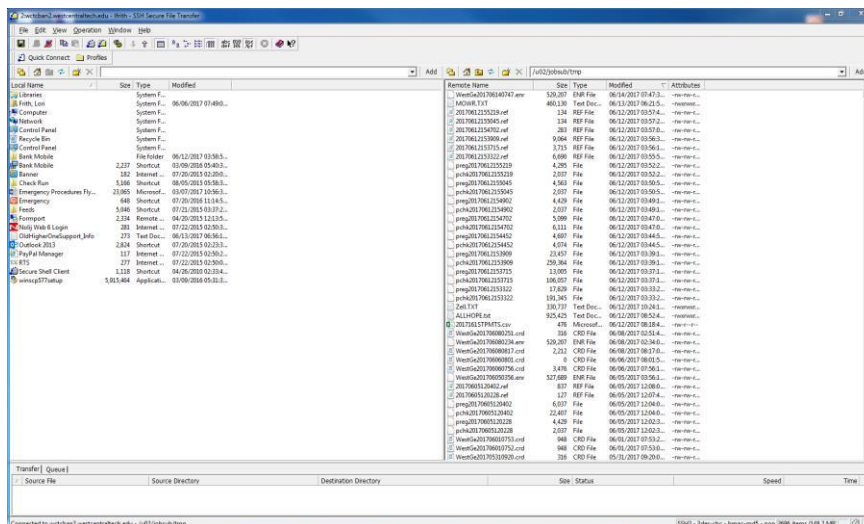
01 – From Term (Two terms prior)

02 – Thru Term (Current term)



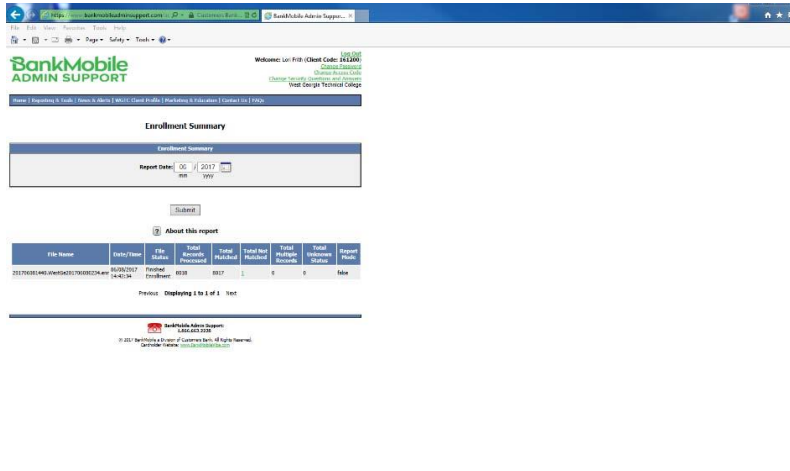
Run ZSRENRL and review the output. Save the file for your records.

After you run ZSRENRL, log in to SSH Secure Shell. Open the new file transfer window. Type /u01/app/banner/dataload/general in the top right bar and press enter. Click the “Modified” header twice to put current date on top. Find the .enr file (ex. WestGe201703200803.enr) 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 enrollment. If not, click on the arrow to choose the enrollment file. Once it says enrollment, you should have two folders. One folder is "toxxxxxxx" and the other folder is "fromxxxxxxx". On the left side of the screen, move the .enr 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 to check the errors. You will find the file under Reporting & Tools and then Enrollment Summary. Click Submit to bring up the file. Click on the number of Total Not Matched. This will bring up the Enrollment Error Detail Report.



You will need to go to SEAASGN and remove the card file for each student that rejected so that a new card file will go to BankMobile when you run ZSPCRD2.