

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

Process: ZFPDRD1 ACH/Generate POPSEL Process Parameter Set:

PRINTER CONTROL

Printer: DATABASE Submit Time: PDF Font Size:
 Special Print: MIME Type: None Delete After Days:
 Lines: 55 PDF Font: Delete After Date:

PARAMETER VALUES

Number *	Parameters	Values
01	Directory Name <i>Optional – enter the thirty-character directory name for this process. Acceptable values are /dataload/general or /dataload/finaid. The default value is /dataload/general. This directory is the name of the LINUX directory where the text file is located. The full location will be either /u01/app/banner/dataload/general/ or /u01/app/banner/dataload/finaid/.</i>	/dataload/general
02	File Name <i>Optional – enter the thirty-character file name of the text file: For example: ach_students.txt Note: If directory name is entered, file name must also be entered.</i>	PELLAWARDS.txt
03	Selection Identifier <i>Optional – enter the thirty-character selection identifier For example: INACTIVE</i>	
04	Application Code <i>Optional – enter the thirty-character application. Entries normally are AR, FINAID, STUDENT, etc.</i>	
05	Creator Id <i>Optional – enter the thirty-character creator id. This will be or is the creator of the popsel.</i>	

Note: When one of these fields are entered (Selection Identifier, Application, Creator), all fields are required. This popsel uses your user id for the USER ID in this popsel.

06	From DDP Status <i>Optional – the following DDP status values (A=Active, I-Inactive, P=Pre-Note) will be considered. Valid entries are A, I, and P.</i>	
07	To DDP Status <i>Optional – All selected DDP debit card status values will be changed to this value. Valid entries are A, I, or P. Note: If From DDP Status and To DDP Status fields are blank, ZFPDRD1 assume you are creating a popsel only. Note 2: If From DDP Status = A and To DDP Status = P, all students in the popsel will be changed from A to P. Note 3: If no file name or no popsel is used, it assumes that you are changing all Debit Card recipients from DDP status to the new DDP status.</i>	

08	Update (Y/N) <i>Enter Y to flip all inactive Debit Card recipients to active. Enter N for the report only.</i>	N
09	Enter Lines per Page <i>This parameter defaults to 55 but can be changed.</i>	55

Record 1 of 9

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single
 Enter /dataload/general or /dataload/finaid

SUBMISSION

Save Parameter Set as

Name: Description:

Hold / Submit Hold Submit

SAVE

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.