

# Banner 9

## ZFPDRD1 – ACH/Create Pop Sel Utility Program

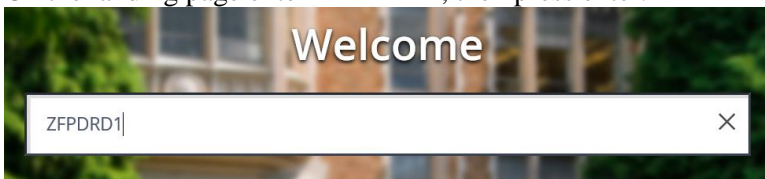
**ZFPDRD1 (Job Submission) program reads or generates a population selection (popsel) that allows you to work with direct deposit recipients (or for any group of students for that matter). ZFPDRD1 will also flip DDP status codes from/to active, inactive, or a pre-note condition.**

It will allow you to put a set of IDs into a comma delimited file and load the IDs into a popsel in Banner. From that popsel, you can perform letter generation, run reports of change DDP status flags (active, inactive or pre-note) any way you want. The DDP status flag is located in form GXADIRD.

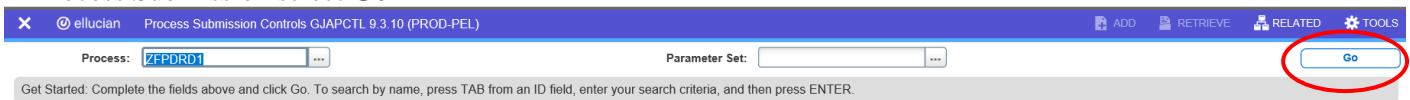
It will also allow you to use an existing Banner popsel and change their DDP status flags (active, inactive, or pre-note) any way you want.

**Optionally, you may load any set of student ID into Excel and then upload the IDs into any popsel. (See Notes Section)**

On the landing page enter ZFPDRD1, then press enter.



In Process Submission select **Go**



In the Printer Control Section – Enter **Database**

**Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



**Enter your Parameter Values.** Each Parameter is defined in red.

Number	Parameters	Values
01	Directory Name	/dataload/general
02	File Name	PELLAWARDS.txt
03	Selection Identifier	
04	Application Code	
05	Creator Id	
06	From DDP Status	
07	To DDP Status	

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.

Note: If From DDP Status and To DDP Status fields are blank, ZFPDRD1 assume you are creating a popsel only.

Note: If From DDP Status = A and To DDP Status = P, all students in the popsel will be changed from A to P.

Note: 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.

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.

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


Name  Description

SAVE

**Notes:**

This process will produce a .lis and .log file.

After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page. 

Press F10 to save or select the SAVE button at the bottom right corner to run the process. 

Once the process is run you will see informational message in the top right corner of your page. It will also identify the sequence number.

ADD RETRIEVE RELATED TOOLS 2

Your request is being processed.

Sequence number is: 874087

To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]

ADD RETRIEVE RELATED TOOLS 2

Review Output [GJIREVO]

Click on the ... to view your .log or .lis file.

Your sequence number will be showing. (If the process is complete)

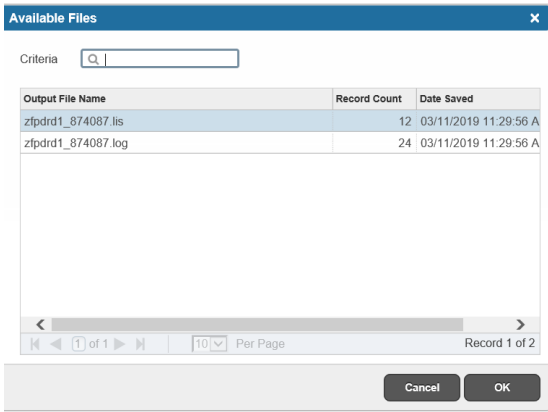
ellucian Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)

Process: ZFPDRD1 ACH/Generate POPSEL Process Number: 874087 Go

File Name:  Beginning Date:  Saved

Lines:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



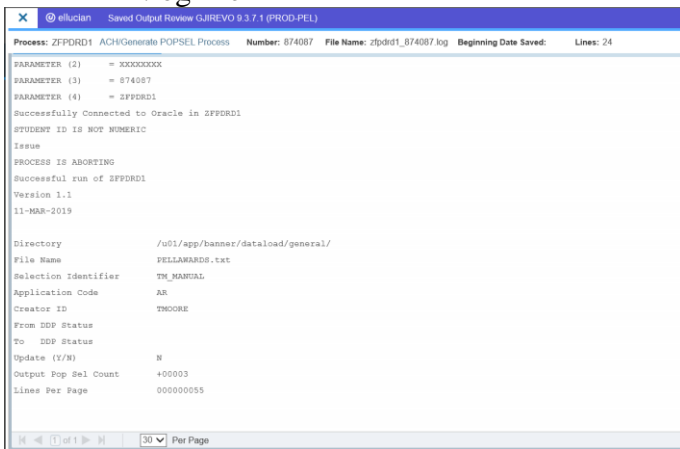
You will see your available files.

Select either your .lis file or .log to view.

Then click OK

Below is sample output information of your .lis and .log file.

### ZFPDRD1.log file

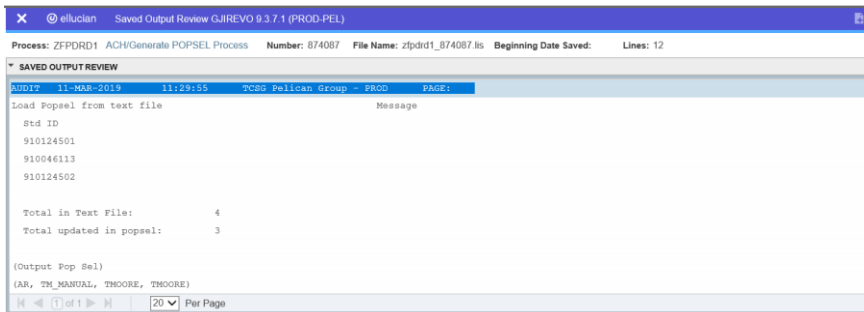



To go back and look at the .log file, click the Start Over button on the top right hand corner of the page.

**Start Over**

You can select your .lis file to review.

### ZFPDRD1.lis file



If you click the X at the top left,  you will go back to Process Submission Control GJAPCTL – Process ZFPDRD1.

## Notes:

### ZFPDRD1 Outputs

ZFPDRD1 produces a report showing the Student ID, the last name and first name and DDP flags, when applicable.

Messages on report include:

- Total in Text File (including the header record)
- Total updated in popsel (number of entries in the popsel)
- Total read in popsel
- Total updated in GXADIRD

When applicable, the Popsel parameter values are printed.

Reporting functions include:

- Load Posel from text file (create popsel)
- Read and update GXADIRD
- Load/read Popsel and update GXADIRD
- Flip all GXADIRD flags from/to (updates DDP flags for all debit card recipients)

The rules for the parameter values are as required:

Parameters	Create Popsel	Read Popsel Update GXADIRD	Create Popsel Update GXADIRD	Updates all GXADIRD
Directory Name/ File Name	Required	Blank	Required	Blank
Popsel parameters	Required	Required	Required	Blank
From DDP Status/ To DDP Status	Blank	Required	Required	Required

### ZFPDRD1 Processing

If you are loading a popsel from a **text file(.txt)**, the file must be in this format and must reside on the Banner box.

**StudentID**  
**910003802**  
**910004117**  
**910005403**

**\*\*NOTE:** To create your .txt file, copy your IDs from the spreadsheet into NotePad and then save the file as a .txt file.

If you use a spreadsheet and save it as a .txt file, sometimes the program will give you a Student Id Not Numeric error and will abort.

### To upload text file to banner:


Use the GUAUPLP process to upload the **text file(.txt)** to banner for use with the ZFPDRD1 process. Go to ZFPDRD1. Then click Options > Upload File [GUAUPLP].

The screenshot shows the Banner system interface. At the top, there is a navigation bar with 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS' buttons. Below this, the 'Process' field is set to 'ZFPDRD1' and the 'Parameter Set' field is empty. A search bar on the right contains 'Q |'. A list of options is displayed on the right side, including 'Review Output [GJIREVO]', 'Delete Multiple Saved Output [GJIREVD]', 'Upload File [GUAUPLP]', 'Upload file [GJAJFLU]', and 'Review PDF/plain text output [GJAJLIS]'. A red arrow points to the 'Upload File [GUAUPLP]' option.

Select **General Upload Directory** in the drop down list. Then click **Continue**.

## File Upload Process

[Home](#)

Please select file type to upload:   

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Click **Browse** to find the .txt file to upload.

## File Upload Process

[Home](#)

Please select file to upload:   

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Once you have selected for file, click **Submit File**.

## File Upload Process

[Home](#)

Please select file to upload:



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Once the file is uploaded you will receive the message below.

## File Upload Process

[Home](#)

Your file was successfully uploaded to "ZFPDRD18.txt". You may [close](#) this browser window now.

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This will upload the file to Banner so that you can use the file in the ZFPDRD1 process.

Close that browser window and return to your banner window where the ZFPDRD1 process is. CTRL+PGDN and enter your parameters based on where you placed the file on the banner server and what you named the file.

Parameter explanations are included above. Please refer to those for any parameter questions you may have.