

# Banner 9

## ZSPCRD1 – Bulk Upload Add Cards, SunTrust

**ZSPCRD1 (Job Submission) process reads a Population Selection of students and generates information for SunTrust’s Debit Card processing.** Data to be extracted includes: First, middle, and last name, name suffix, address line 1, address line 2, city, state, zip code, latest MA phone number, social security number, date of birth, email, and student ID. When ready to send the file to SunTrust, this process will generate the GXADIRD Debit Card Recipient records to form GXADIRD.

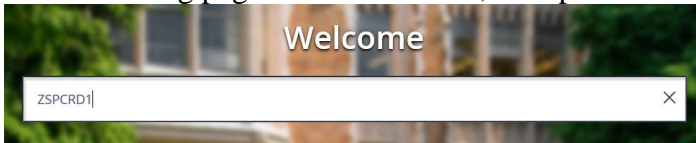
This format is for SunTrust Bank.

### For Technical Support Staff

If Class Updating - Each user must have maintenance access to the object ZSPCRD1. Give BAN\_DEFAULT\_M on ZSPCRD1 to BAN\_ARSUPER.

If USER ID Updating - Each user must have maintenance access to the object ZSPCRD1. Give BAN\_DEFAULT\_M on ZSPCRD1 to the Banner user needing access to this process.

On the landing page enter ZSPCRD1, 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	
01	Selection Identifier	<b>Selection Identifier, Application Code, Creator ID and User ID</b> All four parameters must be entered. All students in the population selection will be considered for the Debit Card file.
02	Application Code	Only students passing all edits will extract into the Debit Card file, zspcrd1_XXXX.txt.
03	Creator Id	
04	User Id	
05	Email Type	Multiple Entries are allowed. Enter F6 to record insert multiple entries on form GJAPCTL.
06	Phone Type	Enter up to 10 EMAIL codes you use. These values will be considered in the priority in which they are entered. For example: EMAL, STUE. In this example, EMAL addresses type would be considered first. STUE address type would be considered last. If the student doesn't have an email address of type EMAL or STUE, no email address would be extracted. Multiple Entries are allowed. Enter F6 to record insert multiple entries on form GJAPCTL. SunTrust is expecting to receive a telephone number, either HOME, WORK, or CELL.
07	Last Embossed Line	Enter up to 20 Telephone types you want to use. <b>These values will be considered in the priority in which they are entered.</b> For example: CAR, MA, PR. In this example, CAR equates to CELL and MA and PR equates to HOME. The CELL Telephone Type would be considered first. You may have multiple Telephone Types for CELL, HOME or WORK. See the GTVSDAX example on Page four below for setting up a cross walk between the Banner Telephone Types and the SunTrust Telephone categories. The telephone number is the phone number that SunTrust will use to reach the student.
08	Generate GXADIRD Entries(Y/N)	Enter up to 19 characters of information that will be embossed on Line 5 of the card for Personalized cards or on Line 4 of the card for non-personalized cards.
09	Enter Lines per Page	This parameter defaults to N. Do not change this parameter to Y until you are ready to send the file to SunTrust and are ready to update the Debit Card recipient records in form GXADIRD.

**Note:**

**ZSPCRD1 Outputs**

The report will print the date, student ID, name, phone type and applicable message(s). Totals are provided which show errors and numbers of students extracted for the Debit Card file. This process creates a zspcrd1\_xxxx.lis, zspcrd1\_xxxx.log, and zspcrd1\_xxxx.txt file (the extract file). Always review all output files and verify error messages.

Note: \*\* In the update mode, this message tells you that it has generated 4,194 active Debit Card recipients records into form GXADIRD.

Note 2: \*\*\* In the update mode, this message tells you that it has found one inactive GXADIRD record and it has been updated to an active Debit Card recipient record.

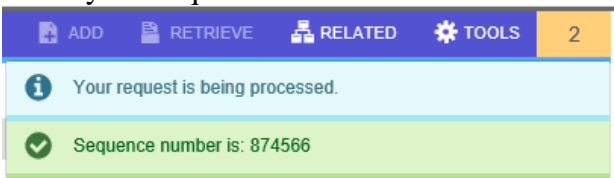
The zspcrd1\_xxxx.txt file is the file that needs to be sent to SunTrust. It must be converted to an excel spreadsheet and then to a CSV file. See the next page for the layout of the Debit Card format.

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.

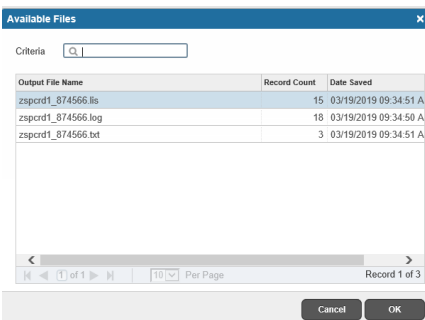
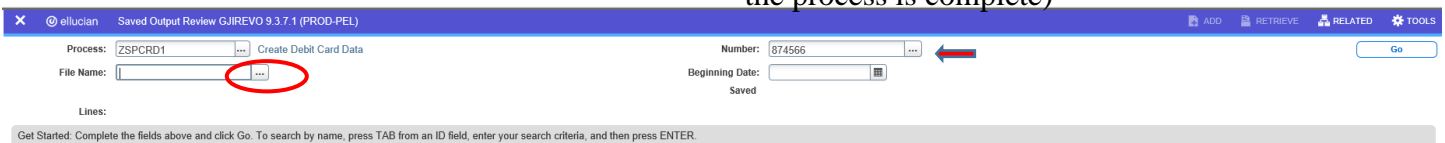


To view your .log and .lis file, click the **RELATED** tab at the top right of the page and then select Review Output [GJIREVO]



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

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



You will see your available files.

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

Then click OK

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

### This example shows ZSPCRD1.log file

```
Process: ZSPCRD1 Create Debit Card Data Number: 874566 File Name: zspcrd1_874566.log Beginning Date Saved: Lines: 18
SAVED OUTPUT REVIEW
PARAMETER (1) = [TMOORE]
PARAMETER (2) = XXXXXXXX
PARAMETER (3) = 874566
PARAMETER (4) = ZSPCRD1
Successfully Connected to Oracle in ZSPCRD1
Successful run of ZSPCRD1
Version 2.0
19-MAR-2019
Selection Identifier TM_MANUAL
Application Code AR
Creator ID TMOORE
User ID TMOORE
Email Code MA
Phone Code HO
Line embossed message
Generate GXADIRD entries N
Lines Per Page 000000055
[Navigation icons] 20 Per Page
```

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.

### This example shows ZSPCRD1.lis file in **audit mode** (Parameter 08 Generate GXADIRD Entries set to “N”)


```
Process: ZSPCRD1 Create Debit Card Data Number: 874566 File Name: zspcrd1_874566.lis Beginning Date Saved: Lines: 15
SAVED OUTPUT REVIEW
AUDIT DATE: 19-MAR-2019 TCSG Pelican Group - PROD
ID Name FName Type
910046113 Hale Nancy HO ADDED
910124501 Hall Ben ** PHONE ERROR, NO CARD INFO CREATED **
910124550 Mcmanus Chelsea HO ADDED
910124551 Minni Nikita HO ADDED
910124502 Mitcham Faye HO SSN ERROR, NO CARD INFO CREATED **
910044304 Moore Brenda ** NO PHONE, NO CARD INFO CREATED **
TOTAL IN POPULATION SELECTION 6
SKIPPED DUE TO DATA ERRORS 3
** TOTAL CARD RECIPIENTS ** 3
Pop Sel Used
(AR, TM_MANUAL, TMOORE, TMOORE)
[Navigation icons] 20 Per Page
```

### This example shows ZSPCRD1.lis file in **update mode** (Parameter 08 Generate GXADIRD Entries set to “Y”)

```
Process: ZSPCRD1 Create Debit Card Data Number: 874567 File Name: zspcrd1_874567.lis Beginning Date Saved: Lines: 16
SAVED OUTPUT REVIEW
UPDATE DATE: 19-MAR-2019 TCSG Pelican Group - PROD PAGE: 1
ID Name FName Type
910046113 Hale Nancy HO ADDED
910124501 Hall Ben ** PHONE ERROR, NO CARD INFO CREATED **
910124550 Mcmanus Chelsea HO ADDED
910124551 Minni Nikita HO ADDED
910124502 Mitcham Faye HO SSN ERROR, NO CARD INFO CREATED **
910044304 Moore Brenda ** NO PHONE, NO CARD INFO CREATED **
TOTAL IN POPULATION SELECTION 6
SKIPPED DUE TO DATA ERRORS 3
** TOTAL CARD RECIPIENTS ** 3
STUDENTS ADDED TO GXADIRD 3
Pop Sel Used
(AR, TM_MANUAL, TMOORE, TMOORE)
[Navigation icons] 20 Per Page
```

## This example shows ZSPCRD1.txt file

SAVED OUTPUT REVIEW							910
Nancy	*Haie	* 22 Teating Lane	Souix Falls	GA 30240	7065555550122222222	* * 19990814*	910
Chelsea	*Mcmannu	* 887 Butts Mill Road	Harris	GA 21822	408818884801818808708	* * 19890108*	911
Nikita	*Minni	* 8021 Cherrywood Drive	Coloumbus	GA 21908	808792791701272478201	* * 19920129*	911

If you click the X at the top left,  you will go back to Process Submission Control GJAPCTL – Process ZSPCRD1.

### **NOTE: ZSPCRD1 Processing**

ZSPCRD1 reads all students in the population selection; the following errors will prevent the Student from being extracted to the SunTrust debit card file.

#### **ADDRESS ERROR, NO CARD INFO CREATED**

Address line 1, city, state and zip code fields are required. One of these four fields is blank. This may also mean that the zip code is less than five digits. Address Line 1, Address Line 2, and zip code fields are edited to ensure only valid characters are in these fields. If other than valid characters are found, they are eliminated in the SunTrust file.

#### **BIRTHDATE ERROR, NO CARD INFO CREATED**

Birth date is required. Banner has found a blank birth date.

#### **PHONE ERROR, NO CARD INFO CREATED**

A Home, Car or Work phone number is required. No phone number is found for the selected TELE types. All phone numbers are parsed to ensure no dashes are found in the phone number. All dashes are eliminated in the SunTrust file.

#### **NO PHONE, NO CARD INFO CREATED**

No phone numbers are found for this student. This may also mean that the phone number selected is missing an area code or does not contain 7 digits of the phone number.

#### **EMAIL ERROR, NO CARD INFO CREATED**

No @ (at sign) was found in the email address. Verify and correct the email address.

#### **SSN ERROR, NO CARD INFO CREATED**

Social security number is required. Banner has found a blank social security number.

#### **IGNORED-EXISTING DDP ACCOUNT**

Student is established in GXADIRD with active DDP banking information (ACH or Debit Card entry)

#### **IGNORED-NDD AUTHORIZATION**

The student has an active NDD authorization in form TVAAUTH (No Direct Deposit).

The zspcrd1\_\*\*\*\*.txt file is the file that needs to be sent to SunTrust. It must be converted to an excel spreadsheet and then to a CSV file. See the next page for the layout of the Debit Card format.

### **SunTrust File CSV File**

The .CSV file must include the Field Names below. If a field is blank, a \* place marker will be inserted in the first character of the field. All fields within the SunTrust file must have a placeholder in the .CSV file. If a Social Security Numbers starts with a zero, a ~ will be placed in front of the field. Make sure all ~ are changed to zero before sending the file to SunTrust. The SSN Field is character in nature.

### **To remove the \* and replace with blanks and remove~ replace with 0:**

Highlight entire data on the file

From the Home panel, click Find & Select (has binoculars as icon)

Find what: enter ~\*

Then click Replace Panel and Find what: should have ~\* and Replace with: leave blank (spaces)

Then click Replace All

Click Ok

This will replace all \* with blanks

Then you can change the ~ to 0, (Find what: will look like this ~~)

In Replace with: put '0

Click Replace All

Click OK and Close

## SunTrust File Format

Cardholder First Name	20	Character	Required	Cardholder's first name. Cannot include special characters other than dash, apostrophe or period.
Cardholder Middle Initial	1	Character	Optional	Cardholder's middle initial.
Cardholder Last Name	20	Character	Required	Cardholders last name. Cannot include any special characters other than dash, apostrophe or period.
Cardholder Suffix	5	Character	Optional	Cannot include any special characters other than dash, apostrophe, or period.
Cardholder Address Line 1	30	Character	Required	First line of street address.
Cardholder Address Line 2	30	Character	Optional	Second line of street address (or remaining Address line 1 if Address line 1 > 30 chars)
Cardholder City	19	Character	Required	City where cardholder resides.
Cardholder State	3	Character	Required	U.S. post office state code for the state where cardholder resides.
Cardholder Zip Code	9	Numeric	Required	Cardholder's 5 or 9 digit zip code. No dashes or spaces.
Cardholder Phone Number	10	Numeric	Required	The 10-digit phone number proved for contacting the cardholder.
Cardholder Phone Type	1	Character	Required	<ul style="list-style-type: none"> <li>• 0 = Home</li> <li>• 1 = Work</li> <li>• 2 = Cell</li> </ul>
Cardholder ID Type	1	Character	Required	<ul style="list-style-type: none"> <li>• 1 = Social Security Number</li> </ul> Value must = 1
Cardholder Government ID	20	Character, not numeric	Required	Cardholder's social security number. If this value starts with a zero, make sure the zero stays in the .CSV file and is not truncated.
Country that issued Passport	3	Character	Optional	Blank, the filed must have a placeholder.
State that Issued DL	2	Character	Optional	Blank, the filed must have a placeholder.
Cardholder Date of Birth	8	Character	Required	Format = YYYYMMDD.
Cardholder Email Address	50	Character	Optional	E-mail address of the cardholder.
Employee ID	25	Character	Required	Student ID from SPAIDEN.
Card Value	8	Character	Required	Value must = 00000.00
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
Not Utilized	1	Character	Required	Blank, the field must have a placeholder.
First Embossed Message	19	Character	Optional	For personalized cards, this will be the message that is embossed on the last line of the card. (See Parameter 07 on GJAPCTL.)
Not Utilized	1	Character	Required	Blank, the field must have a placeholder. A value of * is placed in this field to indicate the last position of the file.

Once the .CSV file has been uploaded to SunTrust, verify the activity did update correctly. On SunTrust's website, select the "Bulk Upload Queue" and review the activity on this tab. Just because the process says it uploaded, there may be error messages here.

## BANNER SETUP

Review form STVTELE. Cross-foot each telephone type to either HOME, WORK, or CELL. Enter these values into form GTVSDAX. If these values are not entered, all telephone types will be sent as HOME, which may not be accurate.

Internal Code: SunTrust value includes **HOME**, **WORK**, or **CELL**

Sequence Number: Optional, but recommended **1, 2, 3**, etc.

Group: **ZSPCRD1**

External Code: a designated *Telephone Type* in SPAIDEN >> Telephone, such as **MA** or **HO**.

The screenshot displays the STVTELE form in Banner 8.0 (PROG.FE1). The form is titled "CROSSBANK VALUATION" and "Active Filters: Group: ZSPCRD1". It contains six rows of data, each representing a different telephone type. Each row has a "Details" section with a "Comments" field and a "Form" section with various fields.

Internal Code	Sequence	Group	External Code	Description	Concept	Transition Code	Reporting Date	Spn	Spn Required
CELL	1	ZSPCRD1	CELL	Cell					<input type="checkbox"/>
CELL	2	ZSPCRD1	CELL	Cell					<input type="checkbox"/>
HOME	1	ZSPCRD1	EM	Home					<input type="checkbox"/>
HOME	2	ZSPCRD1	EMER	Home					<input type="checkbox"/>
WORK	1	ZSPCRD1	EM	Work					<input type="checkbox"/>
WORK	2	ZSPCRD1	EM	Work					<input type="checkbox"/>