Banner 9

ZSPCRD2 – Generate BankMobile Recipient File

ZSPCRD2 - **This process generates a BankMobile Recipient (card) file.**

Data to be extracted includes: Student ID, First Name, Middle Initial, Last Name, Birth Date, Street Address Line 1, Street Address Line 2, Mailing City, Mailing State, Mailing Zip Code, Shared Secret, Gender, and Primary Phone Number.

In UPDATE, students who have passed all edits will be placed in the Card File and an entry is inserted into form SEAASGN. NOTE: Prior to implementation, ensure the value *CARD (BankMobile Recipient)* is set up in form STVSSGP.

For Technical Support Staff
If Class Updating - Each user must have maintenance access to the object ZSPCRD2. Give BAN_DEFAULT_M on ZSPCRD2 to BAN_ARSUPER.

If USER ID Updating - Each user must have maintenance access to the object ZSPCRD2. Give BAN_DEFAULT_M on ZSPCRD2 to the Banner user needing access to this process.

On the landing page enter ZSPCRD2, then press enter.

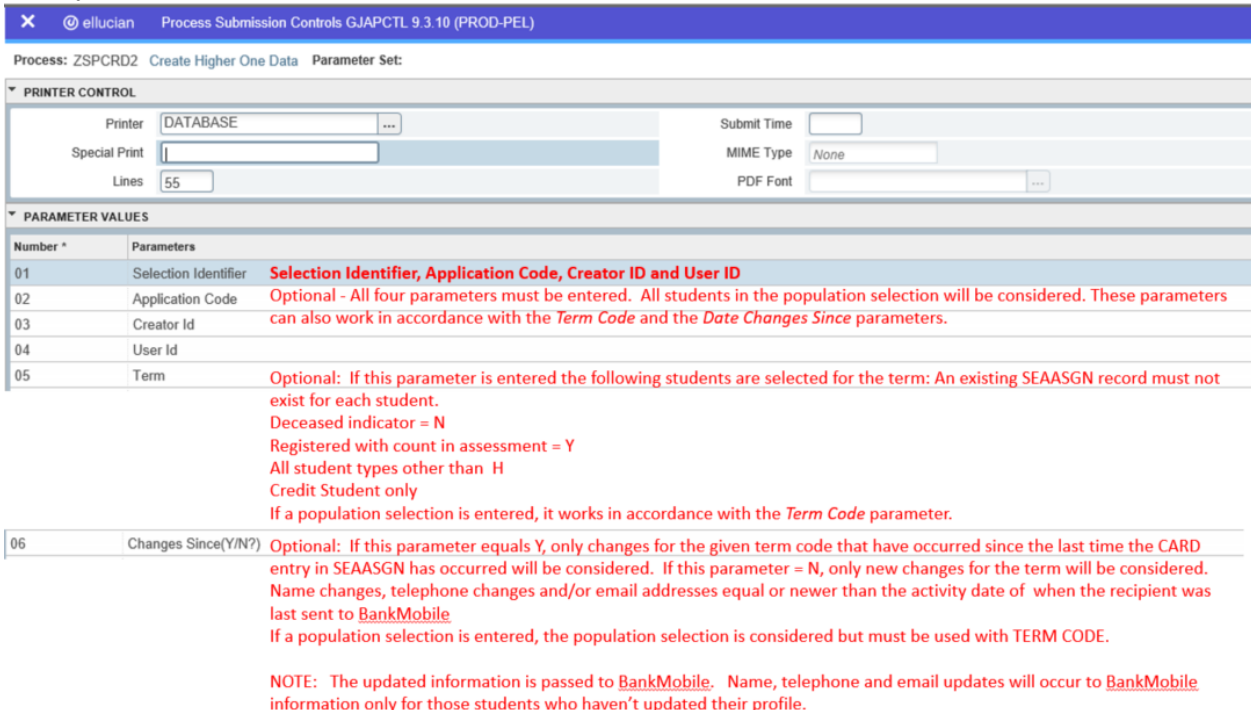In Process Submission select **Go**

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	**Selection Identifier, Application Code, Creator ID and User ID**
02	Application Code	Optional - All four parameters must be entered. All students in the population selection will be considered. These parameters
03	Creator Id	can also work in accordance with the *Term Code* and the *Date Changes Since* parameters.
04	User Id	
05	Term	Optional: If this parameter is entered the following students are selected for the term: An existing SEAASGN record must not exist for each student. Deceased indicator = N Registered with count in assessment = Y All student types other than H Credit Student only If a population selection is entered, it works in accordance with the *Term Code* parameter.
06	Changes Since(Y/N?)	Optional: If this parameter equals Y, only changes for the given term code that have occurred since the last time the CARD entry in SEAASGN has occurred will be considered. If this parameter = N, only new changes for the term will be considered. Name changes, telephone changes and/or email addresses equal or newer than the activity date of when the recipient was last sent to BankMobile If a population selection is entered, the population selection is considered but must be used with TERM CODE. NOTE: The updated information is passed to BankMobile. Name, telephone and email updates will occur to BankMobile information only for those students who haven't updated their profile.

07	Exclude Site	Multiple Entries are allowed. Enter F6 to record insert multiple Site entries.
08	Exclude Campus	Multiple Entries are allowed. Enter F6 to record insert multiple Campus entries.
09	Email Type	Multiple Entries are allowed. Enter F6 to record insert multiple Email Code entries.
		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.
10	Phone Type	Multiple Entries are allowed. Enter F6 to record insert multiple Phone Type entries.
		Enter up to 10 Telephone types to be considered. **These values will be considered in the priority in which they are entered.** For example: MA, PR, CELL. In this example, the MA phone types will be pulled before PR and CELL. If no MA phone type is available, it will search for PR next, etc.
11	Include Non Credit Stds (Y/N)	Enter Y to include non-credit students who are registered for billing hours greater than zero.
12	Update (Y/N)	This parameter defaults to N. Do not change this parameter to Y until you are ready to submit the card file to BankMobile. For each new student being sent to BankMobile, an entry will be placed into form SEAASGN.
13	Enter Lines per Page	This parameter defaults to 55 but can be changed.

Note:

ZSPCRD2 Outputs

The report will print in audit and update modes: student ID, name, and applicable message(s).   Totals are provided which show errors and numbers of students extracted for BankMobile.   Besides the zspcrd2_xxxx.lis and log files which are created in /u02/jobsub/PROD/gurjobs, the BankMobile upload file (CollegeYYYYMMDDHHMM.crd) is created only when in update mode. The .crd file is located in /u01/app/banner/dataload/general.

The BankMobile card file must be file transferred up to your computer and uploaded to BankMobile.

CREOLE201411220237.crd

SEAASGN -- What makes a student a BankMobile recipient is an entry in SEAASGN
As far as SEAASGN is concerned, if you want the student to get a paper check you must go to SEAASGN – enter the student ID and a term code of 999999.   If there is a SEAASGN record you will see the effective term of when the student became a recipient. You will need to roll back, enter the student ID again with the term code of when the student became the recipient and then control page down.   Once down there, record remove and press F10 to save.   Sometimes if you ever processed a ZSPCRD2 process without a term a student might be in SEAASGN with a term of 000000.   In that case you may also need to search for the 000000 record but that is very rare

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.   SAVE

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

ℹ Your request is being processed.

✅ Sequence number is: 874570
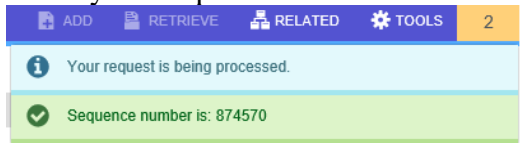
To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]

ADD   RE...   RELATED   TOOLS   2

Q

Review Output [GJIREVO]

Click on the … to view your .log or .lis file.   Your sequence number will be showing. (If the process is complete)

Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)

Process: ZSPCRD2 ... Create Higher One Data
File Name:
Lines:

Number: 874570 ...
Beginning Date:
Saved

Go

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.

Available Files

Criteria

Output File Name	Record Count	Date Saved
zspcrd2_874570.lis	13	03/19/2019 03:01:30 P
zspcrd2_874570.log	21	03/19/2019 03:01:30 P

10 ∨ Per Page   Record 1 of 2

Cancel   OK

You will see your available files.

Select either your .log file or .lis file

Then click OK

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

This example shows ZSPCRD2.log file

Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)

Process: ZSPCRD2 Create Higher One Data   Number: 874570   File Name: zspcrd2_874570.log   Beginning Date Saved: Lines: 21

▼ SAVED OUTPUT REVIEW

```
PARAMETER (1)    = [TMOORE]
PARAMETER (2)    = XXXXXXXX
PARAMETER (3)    = 874570
PARAMETER (4)    = ZSPCRD2
Successfully Connected to Oracle in ZSPCRD2
File Name /u01/app/banner/dataload/general/TCSGPe201903190301.crd
Successful run of ZSPCRD2
Version 2.0
19-MAR-2019

Selection Identifier
Application Code
Creator ID
User ID
Term Code                201714
Date Since               N
Email Code               STUE
Phone Code               MA
Include Non Credit (Y/N)? N
Generate SEAASGN entries  Y
Lines Per Page           000000055
```

30 ∨ 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 ZSPCRD2.lis file

Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)

Process: ZSPCRD2 Create Higher One Data   Number: 874570   File Name: zspcrd2_874570.lis   Beginning Date Saved: Lines: 13

▼ SAVED OUTPUT REVIEW

```
AUDIT   DATE: 19-MAR-2019                    TCSG Pelican Group - PROD                    PAGE:    1
   ID       Name        FName         Message
910117599  AANTS       BILLIE        ADDED
910049068  ADAME       DONYA         SKIPPED DUE TO EXISTING DDP ACCT
910049100  ALBRITTON   AMY           ADDED
910124576  Milligan    Eileen        EMAIL ERROR, NO CARD INFO CREATED


           TOTAL STUDENTS SELECTED          4
           SKIPPED DUE TO DATA ERRORS       2
           * TOTAL BANKMOBILE RECIPIENTS *  2
           STUDENTS ADDED TO SEAASGN        2


Card File:  /u01/app/banner/dataload/general/TCSGPe201903190301.crd
```

20 ∨ Per Page

This example shows the TCSGpE201903190301.crd file locationed in /u01/app/banner/general that is created when ZSPCRD2 is run in update mode.

```
"STUDENT          ","910117599        "," ","BILLIE        ","R","AANTS          ","19920418","490 gainesville Hwy APT C-6 "," ","Winder           ","GA","30680   ","BAANTS@student.college.edu
 ","199204187599","F"," "," "," "
"STUDENT          ","910049100        "," ","AMY           ","A","ALBRITTON       ","19760618","7780 MT TABOR RD      "," ","CUMMING          ","GA","30130   ","aalbritton@school.com
 ","197606189100","F"," "," "," "
~
```

If you click the X at the top left, [X ⊘ ellucian] you will go back to Process Submission Control GJAPCTL – Process ZSPCRD2.

NOTE:

ZSPCRD2 Processing

Term Processing- This option sends new students to BankMobile for the semester ZSPCRD2 reads all students for the given semester under the following conditions:

- Not dead
- Count in assessment – billing hours > 0
- Student isn't a BankMobile recipient (record doesn't exist in SEAASGN)
- Student type other than H

Records which have changed since the last date – this logic is looking at name, address and email changes since the date- This option sends updates to BankMobile. However, if the student has already updated his/her profile, this information will be ignored

- Not dead
- Student must be a BankMobile recipient (record must exists in SEAASGN)

Population Selection – all students in the popsel are sent to BankMobile. If this is a new student, an entry is made in SEAASGN and the student is uploaded.   If the student is already a BankMobile recipient, the student is sent to BankMobile again and if the student did not update his/her profile, the new information is updated.

- Not dead
- Student may or may not exist in form SEAASGN

NOTE: A TERM or a Population is required.   These selections can be run with our without a population selection.

NEW To Send High School Students to Bank Mobile:

If you want to send Student Type H students to Bank Mobile, then you must use a pop sel with these students in it. You most likely already have a MOWR/High School pop sel and you can use that one in this process.

- Run GLBDATA for your MOWR/HS pop sel to populate it with the latest student data
- Run ZSPCRD2 in AUDIT mode **WITHOUT** the term and **WITH** the pop sel, it will give you a list of students
- Get a few ids from that list and check to see if they have a CARD entry in SEAASGN (they should not). You will put in the ID and 000000 for the term.
- Run ZSPCRD2 again **WITHOUT** the term and **WITH** the pop sel in **UPDATE** mode
- You will ONLY receive a .log file
- Go back to SEAASGN and check the same students that you checked in step 3 and see if they have a CARD entry out there after you ran in update mode
- If all is good, then get the .crd file and upload that file to Bank Mobile

This should send all HS/DUAL students in the population selection to Bank Mobile.

ZSPCRD2 Error Messages

Show Stopping errors

NAME ERROR, NO CARD INFO CREATED
- This field must only contain alphabetic characters or the values (period, dash or single quote).

ADDRESS ERROR, NO CARD INFO CREATED
- Address line 1, city, state and zip code fields are required and must not be blank
- Address line 1 or address line 2 must not be more than 30 characters in length
- City or State must not be blank
- MA Address must be active
- Zip code must either be 5 digits or 9 digits
- Address is coded "out of the country" (county code = 999)

BIRTHDATE ERROR, NO CARD INFO CREATED
- Birth date is required (SPAPERS) and can't be blank
- Student must not be less than 16 years of age

SKIPPED DUE TO EXISTING DDP ACCOUNT
- Student is established in GXADIRD with active or pre-noted DDP banking information

SKIPPED BECAUSE STUDENT HAS OPTED OUT
- A *ONE* authorization from TVAAUTH exists; student has opted out of BankMobile. NOTE: The entry ONE (Opt out of BankMobile must first be entered in form TVVAUTH.)

If a student does not want to participate in BankMobile, enter an entry of ONE in TVAAUTH. This authorization is good through the end of time. If the student want's to opt back in enter a new ONE entry and put in the status of Rescinded. F10. This will stop the first ONE and set up a new one. It keeps the audit trail of what has happened. You must create a paper opt out form however and you must maintain that documentation in your office. WE DO NOT recommend using this or letting students know the option is there. NOTE: if you record remove any records here it will prompt you to "Press "Delete Record" again to delete this record so please watch for that informational message in the bottom left hand corner of the screen.

EMAIL ERROR, BUT CARD INFO CREATED
- No @ (at sign) was found in the email address
- No email address was found for the select EMAIL types

NOTE: If the email address is longer than 50 characters, it will not be sent to BankMobile

DUP EMAILS, BUT CARD INFO CREATED
- More than one email address was found for a single EMAL code

Errors that will not prevent processing

PHONE ERROR, BUT CARD INFO CREATED
- The active phone number selected for the TELE type does not have 10 digits

NO PHONE, NO CARD INFO CREATED
- No active phone numbers is found for this student with the selected TELE types

Email Examples   (when Email Parameters entered include EMAL and STUE)

- If one email address for EMAL is found and one email address for STUE is found, the EMAL email address is used

- If two email codes for EMAL are found and one is set as preferred, it will use the preferred EMAL email address

- If two email codes for EMAL are found and they are not set "preferred", it will look to see if it can find a STUE email code. If it finds a valid STUE email, it will use that email address

BankMobile format

Data Field	Field Format Requirements	Required Y/N	Max. Field Length	Reason Needed
*Classification /Role Can be printed on line 4 of the card	For example: Student, Faculty, Staff	Y	20	Quick activation[1]
*ID1 -Student ID number Must be unique and remain static.	Permanent ID number Must remain static for mapping purposes	Y	20	Card and Refund data match
*First Name	All chars must be either alpha or one of the following: period, dash, or single quote.	Y	20	Card production
*Middle Initial	All chars must be either alpha or field may be empty (null)	Y	1	Card production
*Last Name	All chars must be either alpha or one of the following: period, dash, or single quote	Y	20	Card production
Birth Date	Must be in YYYYMMDD format	Y	8	Authentication and consent
Street Address 1	Mailing Address Higher One does not mail to international addresses	Y	30	Delivery of card
Street Address 2	Mailing Address, could be a apt or building number	N	30	Delivery of card
Mailing City	Mailing Address: Higher One does not mail to international addresses	Y	30	Delivery of card

Data Field	Field Format Requirements	Required Y/N	Max. Field Length	Reason Needed
Mailing State	Mailing Address: Higher One does not mail to international addresses	Y	2	Delivery of card
Mailing Zip	Must be either 5 or 9 digits, no alpha char, cannot be all zero's	Y	9	Delivery of card
*Email Address	Example: casey@university.edu	Y	50	Higher One System generated messages. *Although required this will not stop card production if null
Shared Secret	Used for authentication. Please refer to the Standard List of Shared Secrets.	Y	12	Authentication
Gender	M or F	N	1	Demographic information
Primary Phone Number	All chars must be either digit or one of following ( ) or -, must be either 0 or 10 digits in number[2]	Y	10	Although required this will not stop card production if null
ID2 Could be used in record look up if staff does not know Student Key. Also could be used in Where's my card feature	Alternative identifier	N	32	Example School Uses: Portal username Campus Affiliation
ID3 Could be used in record look up if staff does not know Student Key. Also could be used in Where's my card feature	Alternative identifier	N	32	