# Banner 9
ZSPCREF – Generate Bank Mobile Refund Disbursement File

***ZSPCREF* (Job Submission process) generates a Bank Mobile refund disbursement file.**

Prior to running ZSPCREF, you must have generated a check register (ZFRCHEK).   This program reads the check register file
(pregddddddddtttttt) and generates a /u01/app/banner/dataload/general/ddddddtttt.ref file.

Recommendation: Assign BAN_DEFAULT_M on ZSPCREF to BAN_ARSUPER. Only users with BAN_ARSUPER will have access to this object.

On the landing page enter ZSPCREF, then press enter.
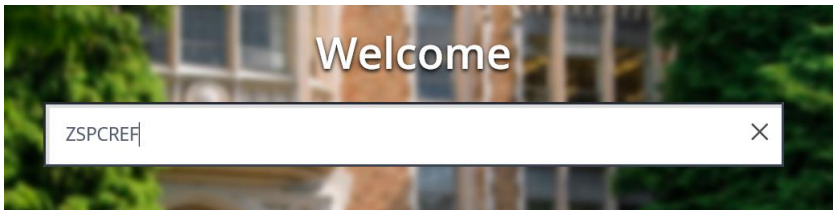
In Process Submission select **Go**
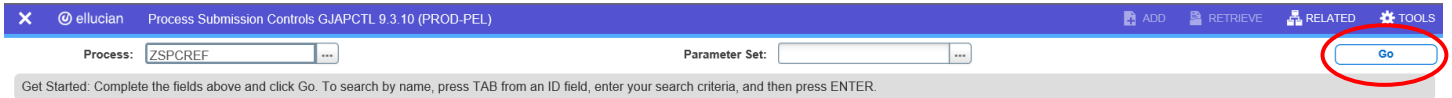
In the Printer Control Section – Enter **Database**

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

Enter your Parameter Value. There is only one Parameter for this process, the parameter is defined in red.
You will obtain the Check Register file name from ZFRCHEK (update mode). You do not need to enter the directory name of /u01/app/banner/dataload/general/.
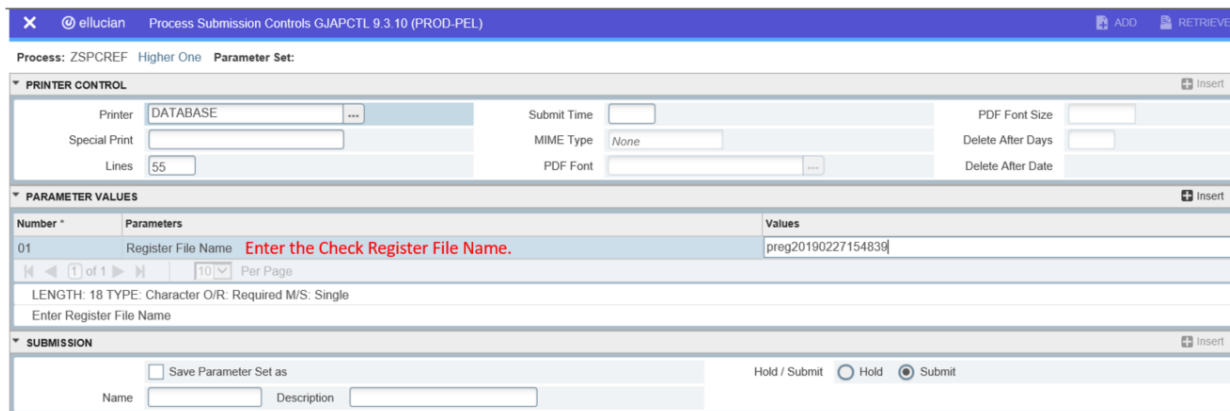
<u>Note:</u>

ZSPCREF generates a .log and .lis file.
- The log file should be reviewed to ensure the refund record count is accurate.
- The lis file should be reviewed for any errors during processing. The lis file will contain information for students that do not have CARD record on SEAASGN and students that have opted out of Bank Mobile. Those students will have a ONE record on TVAAUTH.
- /u01/app/banner/dataload/general/ddddddttttt.ref is the Bank Mobile disbursement file.
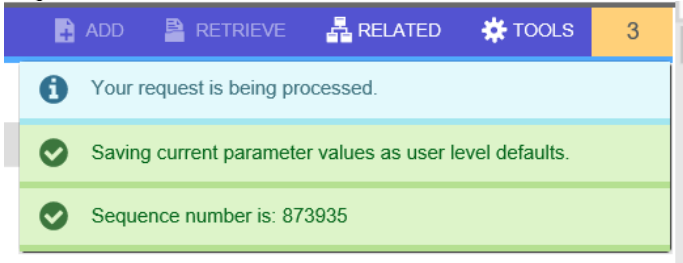
Alt Page Down to go to next section or click on the down arrow at the bottom of the page.

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.
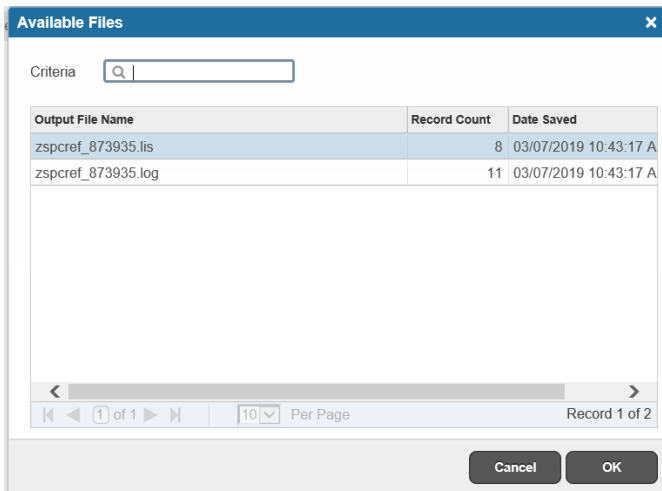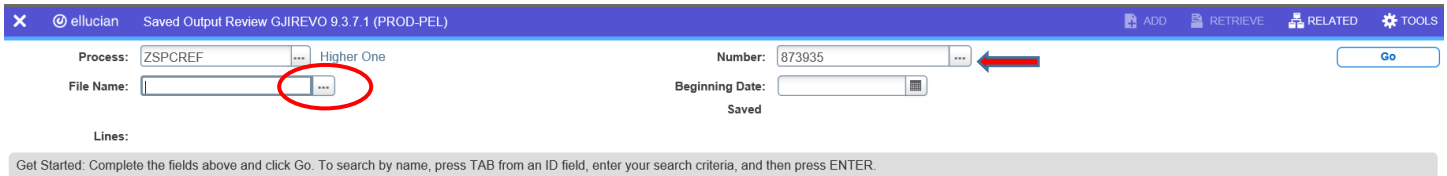
ADD	RETRIEVE	RELATED	TOOLS	3

ℹ️ Your request is being processed.

✅ Saving current parameter values as user level defaults.

✅ Sequence number is: 873935

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

ADD	RE...	RELATED	TOOLS	2

🔍

Review Output [GJIREVO]
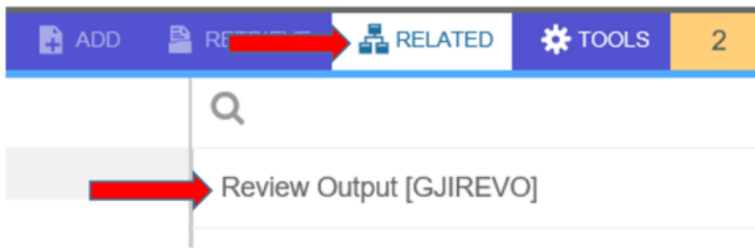
Click on the … to view your .log file.

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

| ✕ | ellucian | Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL) | | ADD | RETRIEVE | RELATED | TOOLS |

Process: ZSPCREF ... Higher One   Number: 873935 ...   Go

File Name: [   ] ...   Beginning Date: [   ] 📅

Lines: Saved

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
zspcref_873935.lis	8	03/07/2019 10:43:17 A
zspcref_873935.log	11	03/07/2019 10:43:17 A

◀ │◀ ◀ [1] of 1 ▶ ▶│ [10▼] Per Page   Record 1 of 2 ▶

Cancel   OK

You will see your available files.

Select either your .log or .lis to view.

Then click OK

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

ZSPCREF log file.

Process: ZSPCREF Higher One   Number: 873949   File Name: zspcref_873949.log   Beginning Date Saved: Lines: 11

▼ SAVED OUTPUT REVIEW

```
PARAMETER (1)      = [TMOORE]
PARAMETER (2)      = XXXXXXXX
PARAMETER (3)      = 873949
PARAMETER (4)      = ZSPCREF
Successfully Connected to Oracle in ZSPCREF
Program:   ZSPCREF Version 4.0


07-MAR-2019
preg20170928112109


No checks found for ISSUE FILE
```

To go back, click the Start Over button on the top right hand corner of the page.

You can select your lis file to review.

ZSPCREF.lis file.

Process: ZSPCREF Higher One   Number: 873949   File Name: zspcref_873949.lis   Beginning Date Saved: Lines: 10

▼ SAVED OUTPUT REVIEW

```
DATE: 07-MAR-2019                        TCSG Pelican Group - PROD                        PAGE:    1
                                         BANK MOBILE REFUNDS

  ID        NAME                    MESSAGE

910117599  BILLIE R AANTS          Not a Bank Mobile Recipient
910117599  BILLIE R AANTS          Not a Bank Mobile Recipient
Total Errors: 00002
Refund Upload File: /u01/app/banner/dataload/general/20170928112109.ref
```

Record 1 of 10

The lis file is generated in /u02/jobsub/PROD/gurjobs. Be sure to check this file for errors.

Error Message(s) in .lis file:

Not a Bank Mobile Recipient means that a student does not have a CARD record on SEAASGN. This record is created when the ZSPCRD2 process is ran to create the recipient file. This means that the student has been sent to Bank Mobile to receive a card. If a student has not been sent to Bank Mobile as a recipient, they cannot have a refund sent to Bank Mobile.

Student Opted Out of Bank Mobile means that the student has a ONE record on TVVAUTH. This means that the student has chosen not to participate in the Bank Mobile Refund system and a paper check will need to be created for this student.

To go back, click the Start Over button on the top right hand corner of the page.

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

The refund disbursement file must be copied up to your computer and transmitted to Bank Mobile through your SSH software.

The .ref file is located in /u01/app/banner/dataload/general

20170501105650.ref

```
"20170501105650","00002","0000334.00","20170501105650"
"000025","Chelsea Mcmanus","910124508","201712","0000146.00","PELL "
"000026","Lakesha L Rubble","910124514","201712","0000188.00","PELL "
~
~
~
```

Refund Disbursement File Layout
All information in the Refund Disbursement file is read from the check register produced in ZFRCHEK.

Header Record

```
"20141114171737","00010","0004900.42","20141114171737"
```

Each refund disbursement file will contain a header record. This record must be in each refund file.
- The first field in the header record will be the file name(without the .ref extenstion).
- The second field in the header record is the number of refunds being sent to Bank Mobile. For the example above it is ten (0010).
- The third field in the header record will be the total of all refunds in the file. For the example above it is $4900.42 (0004900.42)
- The fourth field in the header record is the disbursement date.

The first field and fourth field in the header record will always be the same. This date is based off of the date that is pulled from the check register of ZFRCHEK.

Data Record

```
"000002","Brittney E Aaron","910208131","201414","0000318.06","PELL "
"000003","Christa R Aaron","910185138","201414","0000943.70","PELL "
"000075","Luciana L Atkinson","910225978","201414","0000591.97","PELL "
"000155","Kimberly T Biggers","910213070","201414","0000570.99","PELL "
"000388","Jennifer M Craft","910157781","201414","0000403.00","PELL "
```

Each refund disbursement file will contain multiple data records. This record provides the refund data to Bank Mobile for disbursements.
- The first field in the data record is the check number.
- The second field in the data record is the student's full name.
- The third field in the data record is the student id number.
- The fourth field in the data record is the disbursement term. If the student has a check for multiple terms, the student will have a data record for each refund for each term.
- The fifth field is the disbursement amount.
- The sixth field is the refund type. If the refund is a combined refund (i.e. PELL, SEOG, LOAN), the first four characters of the refund type will be pulled from the check register and will be placed in this field.

Higher One format

Header Record

Data Field	Field Format Requirements	Required Y/N	Max. Field Length	Reason Needed
File Identifier	File Identifier is any identifier that the institution wishes to utilize to internally track a refund file. While it must be included in the file, it can be blank if it is determined that a file identifier is not necessary for internal institution use.	Y	50	May be used for matching to wire reference of a file
Total Disbursements	Total Disbursements is the exact number of disbursement records within the refund file.	Y	9	Used for matching purposes

Header Record, continued

Data Field	Field Format Requirements	Required Y/N	Max. Field Length	Reason Needed
Total Disbursement Amount	Total Disbursement Amount is the total dollar amount for all records within the file. Dollar amounts can be either in whole dollars (50 = $50.00), cents [decimal implied] (5000 = $50.00), or decimal format (50.00 = $50.00). NOTE: Please do not include the $ symbol and be aware that amounts over $1,000 should not include the comma if a CSV (Comma Separated Value) file format is being used. Please do not include negative values as doing so will invalidate the file.	Y	13	Used for matching purposes
Date/Time	Date/Time can be in any format, the most common being 'yyyymmdd' as in '20110425', and 'mm/dd/yyyy' as in '04/25/2011.'	Y	20	Ability to check versions

Note: File Identifier is the check register file name.

Detailed records

Data Field	Field Format Requirements	Required Y/N	Max. Field Length	Reason Needed
*ID1 -Student ID number	Permanent ID number Must match **Student ID** used in card file	Y	20	Card and refund data match
Disbursement Identifier	Alphabetical and/or numerical	Y	32	Institution identifier per disbursement
Disbursement Amount	Either in whole dollars (50 = $50.00), cents [decimal implied] (5000 = $50.00), or decimal format (50.00 = $50.00). NOTE: Please do not include the $ symbol and be aware that amounts over $1,000 should not include the comma if a CSV (Comma Separated Value) file format is being used. **Please do not include negative values.**	Y	10,2 (<billion)	Amount of disbursement
Name[3]	<First Middle Last> or <Last, First Middle>. NOTE: The name field is only one field and will be displayed on the HigherOneSupport.com web reports in the format provided. In addition, this will be used for verification purposes, not matching. Recommend for easy sorting of data: Last, First Middle	Y	75	Verification
ID2	Alternative identifier	N	20	Examples of school uses: Portal username Campus affiliation[4]

Note: ID2 will contain the refund type.