

Banner 9

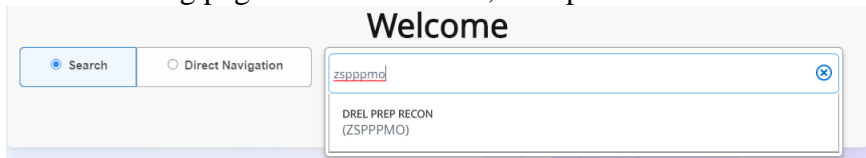
ZSPPPMO – Prepaid Scholarship Memos

This process will look for registered students and/or students with an active PREP memo that has a balance > 0 for the user entered term. Then depending on the mode that the process is run in, it will create, update or expire PREP memos based on the balance of any existing DREL. **ZSPPPMO is run for one semester at a time.**

A population selection (popsel) can be used with this process. Only the students in the popsel are considered.

PREP detail code MUST be created on TSADETC BEFORE you run this process. The PREP detail should NEVER be placed on the students TSAAREV account. This detail code is only used for memo purposes!

On the landing page enter ZSPPPMO, then press enter.



In Process Submission select **Go**

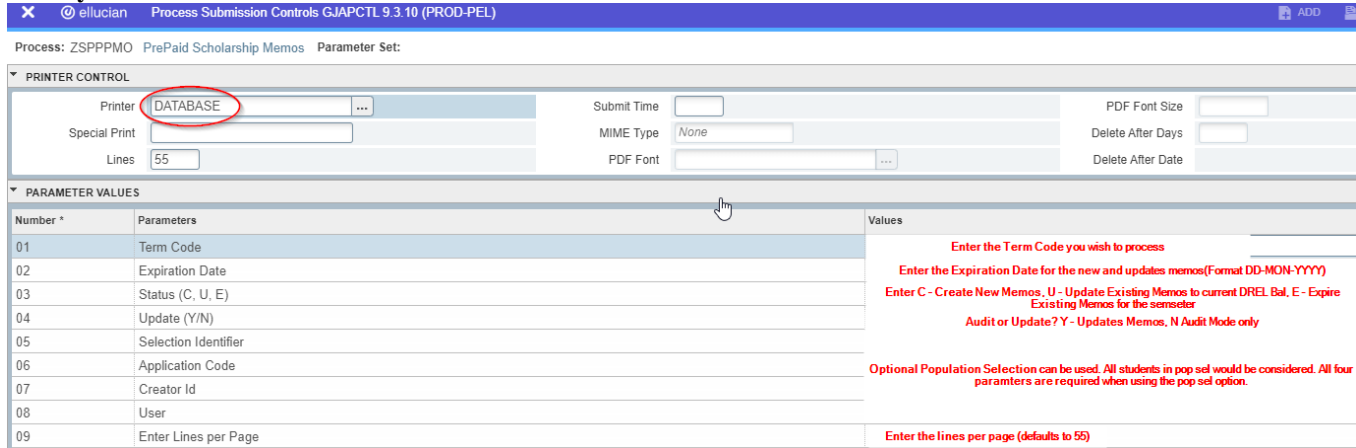


In the Printer Control Section – Enter **Database**

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.



Note:

C Mode will look at registered students for the term and create a PREP memo if one does not exist using the balance of an existing DREL or group of DRELs and the term code entered in parameter 01 and the expiration date entered in parameter 02.

U Mode will update an existing PREP memo using the balance of an existing DREL or group of DRELs and the term code entered in parameter 01 and the expiration date entered in parameter 02. It will also expire PREP memos when the balance of an existing DREL or group of DRELs goes to zero. Will only look at students with EXISTING PREP MEMOS for the term.

E Mode will expire an existing PREP memo using the term code entered in parameter 01. This will update the expiration date to be the day BEFORE the date that you are running the process. So make sure you are ready. Ex. You run in E mode on 07/29/2020 – the expiration date on the PREP memo will be 07/28/2020. Will only look at students with EXISTING PREP MEMOS for the term.

ZSPPPMO Outputs

There will be a log and lis file. They are located in /u02/jobsub/PROD/gurjobs directory on your Banner box.

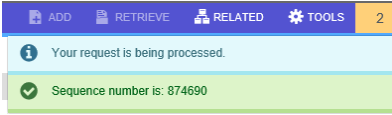
After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page.



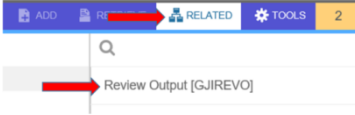
Press **F10** to save or select the **SAVE** button at the bottom right corner to run the process.



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.

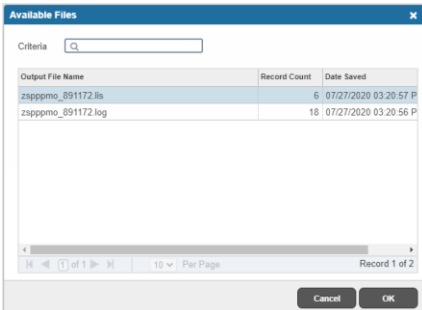
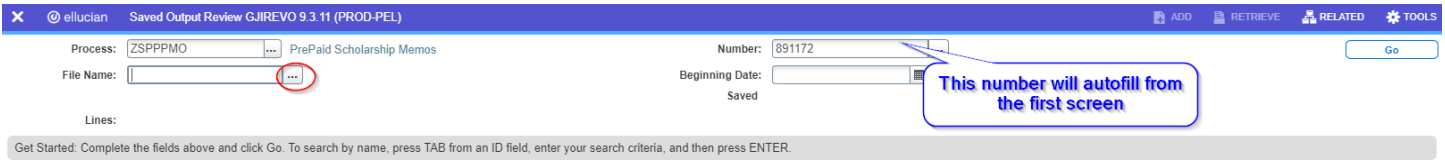


To view your .log and .lis file, click the **RELATED** tab at the top right of the page and then select **Review Output [GJIREVO]**



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

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



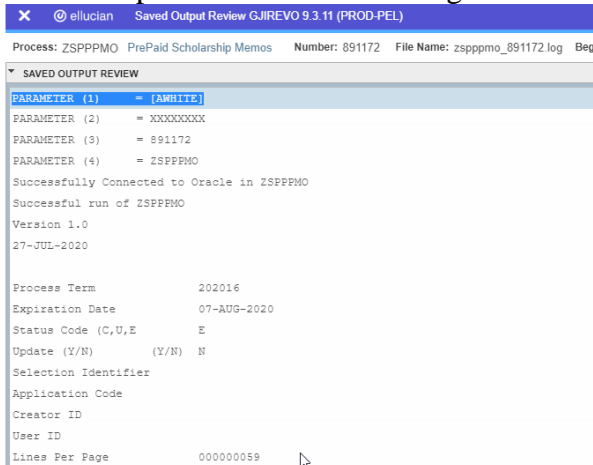
You will see your available files.

Select either your .log file or .lis file

Then click OK

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

This example shows ZSPPPMO.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.



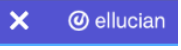
You can select your lis file to review.

This example shows ZSPPPMO.lis file

ID	NAME	PREP	DREL	FLAG	BALANCE	AUTH/MEMOS	COMMENTS
910124705	Tison, Chris	.00	500.00	31-OCT-2020 N	2438.00	1350.00	No PREP memo - ADD
910124701	Zeppelin, Led	.00	263.00	31-OCT-2020 N	438.00	.00	No PREP memo - ADD

NOTE: The BALANCE column contains the student balance for the term entered on parameter 01 and will include ALL balances that are not equal to zero. If you release a DREL, then that will reduce the students balance in this column.

NOTE: The AUTH/MEMOS column contains the balance of active memo for the term entered on parameter 01. FOUN, PREP, and NELP memos are EXCLUDED from the AUTH/MEMOS balance since prepaid scholarships are applied first after financial aid.

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

ZSPPPMO.lis - Informational/Error Messages:

No PREP memo – ADD – displayed when the DREL exist with a balance > 0 and no active PREP memo exists and process is run in C mode.

PREP = DREL – No Change – displayed when the process is ran in U – Update Mode but PREP memo balance = DREL balance.

DREL 0 – Expire PREP – displayed when the process is ran in U – Update Mode but DREL balance = 0.

PREP memo Expired – displayed when the process is ran in E - Expire Mode. All PREP memos for the term will be expired. This will clear the memo for the term so that you can create new memos for the next term based off the current balance of active DRELS on the students account.

Suggested Steps:

Run this report in C mode most likely during pre-registration or when you receive scholarships for students, but AFTER you have created your DRELS to create memos for students with PrePaid Scholarships.

Run this process in U mode AFTER you have released DREL amounts for the semester to update the PREP memo balance to the current DREL balance or expire PREP memos when the DREL balance goes to zero.

Run this process in E mode if you want to create PREP memos for the new semester before the current memos expire. Memos will be expired for the day BEFORE the actual day you are running the process, so make sure you are truly ready for it to be expired. **ACTIVE MEMOS FOR TWO TERMS WILL OVERSTATE AVAILABLE FUNDS IN TSAAREV!**

Run this process before classes begin to help to calculate book contracts using the Auth/Memos. FOUN, PREP and NELP memos are excluded from this total.