When performing Due Diligence, the following four pages is a one-time set.

Note: if the last bill date was March 16th, 2017 you are going to use 15-MAR-2017.
Note: if you want to bill student type G students change the popsel to ‘H’

You are going to perform Due Diligence <= to the term for BILLED_STUDENTS. In the past you may have billed = term or possibly even < term.

Check your variables *AR_SAMT and *SBALANCE. See the first “Rules” line. These variables must be <= term.
Make sure you have a variable *PREVIOUS_ATTEMPTS. This variable will be pulled in your letter.

Next go to GUALETR for BILLED_STUDENTS.

Using that paragraph code of BILLED, go to GUAPARA. Make sure you have a *PREVIOUS_ATTEMPTS in the list of variables as well as *AR_SAMT, *SBALANCE.
Now that the one-time set up is done, use this GLBDATA process to generate your BILLED_STUDENTS popsel. Prior to running this complex popsel you must ensure your application of payments are clean and that you have written all necessary refund checks prior to billing.

This complex popsel will identify all students who have had any activity changes since the last billing and it will also pull any student since the last billing who has had at least one due diligence attempt.

*Note: if you currently have a BILLED_STUDENTS popsel you must go to GLAEXTR and remove all of the students and then go to GLRSLCT and record remove (from the bottom up) the popsel rules for BILLED_STUDENTS before proceeding with this GLBDATA. BIG NOTE: Print screen your BILLED_STUDENTS popsel before you delete it or copy it to a new name to save it off.

BILLED_STUDENTS_SINCE and BILLED_STUDENTS2 popsiels must exist but BILLED_STUDENTS popsel is being generated on “the fly”. If you look in GLRSLCT after this popsel is run you will see the popsel name but the popsel will not have any rules associated to it.

After verification of the students in BILLED_STUDENTS, run GLBLSEL and GLRLETR (audit/update) to generate your letters. In the doc file you will have the variable *PREVIOUS_ATTEMPTS. If the value of that field is null, this indicates all of the “first time” letters. If the value of the field = 1, this indicates all of the “second time” letters.

Run ZFRROLL process to roll the balances forward for billing. This will ensure that you mark the bill and due dates for these letters. The bill date, due date and statement dates can be found in form TSADETL on the front Dates/Invoice tab. This is your audit trail to show when the transactions were billed.
You may also use this same popsel and generate an automatic BU hold to the student account if a BU hold doesn’t exist. TGP HOLD process should be run in both audit then update mode. In this example, the hold rule code BALS must exist in TGAHOLD.

Within a week or so, you may also use this popsel with ZSPCOLC to send students to collections. After that time frame, you can also run ZFRWRIT with the same popsel (audit mode) and make your request to the State Accounting Office (SAO).