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

**Crosswalk Validation GTVSDAX 9.0 (PROD-PEL)**

CROSSWALK VALIDATION

Internal

| | | | | |
|---|---|---|---|---|
| Code * | AMOUNT1 | | Concept | |
| Sequence | 1 | | Translation Code | |
| Group * | BUSOFF | | Reporting Date | |
| External Code * | 0 | | Sys * | S   ...   Student System |
| Description * | Comparison Field | | | ☐ Sys Required |

Details

Comments

50 of 616   1 ∨ Per Page

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**Variable Rules Definitions GLRVRBL 9.3.18 (PROD-PEL)**   ADD   RETRIEVE   RELATED   TOOLS

Application: AR   Variable: *MAX_SGBSTDN                    Start Over

VARIABLE DESCRIPTION   Insert  Delete  Copy  Filter

| Variable Description * | LATEST GENERAL STUDENT | Type | None |
|---|---|---|---|

DEFINITION   Insert  Delete  Copy  Filter

| | | | |
|---|---|---|---|
| Sequence | 1 of 1 | Order By | |
| Select | MAX(SGBSTDN_TERM_CODE_EFF) | Group By | |
| From | SGBSTDN | Description | |

1 of 1   1 ∨ Per Page                    Record 1 of 1

RULES   Insert  Delete  Copy  Filter

| '(' | Data Element | Operator | Value | ')' | AND/OR |
|---|---|---|---|---|---|
| | SGBSTDN_PIDM | = | A.SGBSTDN_PIDM | | AND |
| | SGBSTDN_TERM_CODE_EFF | <= | &TERM | | |

1 of 1   5 ∨ Per Page                    Record 1 of 2

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**Variable Rules Definitions GLRVRBL 9.3.18 (PROD-PEL)**   ADD   RETRIEVE   RELATED   TOOLS

Application: AR   Variable: *PREVIOUS_BILLING                    Start Over

VARIABLE DESCRIPTION   Insert  Delete  Copy  Filter

| Variable Description * | Previous billings from GUIMAIL | Type | None |
|---|---|---|---|

DEFINITION   Insert  Delete  Copy  Filter

| | | | |
|---|---|---|---|
| Sequence | 1 of 1 | Order By | |
| Select | COUNT(*) | Group By | |
| From | GURMAIL | Description | |

1 of 1   1 ∨ Per Page                    Record 1 of 1

RULES   Insert  Delete  Copy  Filter

| '(' | Data Element | Operator | Value | ')' | AND/OR |
|---|---|---|---|---|---|
| | GURMAIL_PIDM | = | A.GURMAIL_PIDM | | AND |
| | GURMAIL_LETR_CODE | = | 'BILLED_STUDENTS' | | AND |
| | GURMAIL_ACTIVITY_DATE | >= | &DATE_SINCE_LAST_BILLING | | |

1 of 1   5 ∨ Per Page                    Record 1 of 3

Note:   if the last bill date was March 16$^{th}$, 2017 you are going to use 15-MAR-2017.

**Population Selection Definition Rules GLRSLCT 9.3.18 (PROD-PEL)** — ADD · RETRIEVE · RELATED · TOOLS · 1

Application: AR   Selection ID: BILLED_STUDENTS_SINCE   Creator ID: TMOORE   Start Over

**SELECTION DESCRIPTION**   Insert · Delete · Copy · Filter

Description: Billed Students Since

☐ Manual
☐ Locked
☐ Delete
☐ Application Level Rules Exist

**DEFINITION**   Insert · Delete · Copy · Filter

Select: TBRACCD_PIDM
From: TBRACCD, SGBSTDN A

**RULES**   Insert · Delete · Copy · Filter

| '(' | Object or Data Element | Operator * | Value | ')' | AND / OR |
|---|---|---|---|---|---|
| | TBRACCD_TERM_CODE | ... <= | &TERM | | AND |
| | TBRACCD_ENTRY_DATE | >= | &DATE_SINCE_LAST_BILLING | | AND |
| | TBRACCD_BALANCE | > | 0 | | AND |
| | SGBSTDN_STYP_CODE | NOT IN | ('H','G') | | AND |
| | A.SGBSTDN_TERM_CODE_EFF | = | (*SUB *STUDENT_MAX_SGBSTDN) | | |

◄ ◄ 1 of 1 ► ►   10 ∨ Per Page                                   Record 1 of 5

Note:  if you want to bill student type G students change the popsel to    =   'H'

**Population Selection Definition Rules GLRSLCT 9.3.18 (PROD-PEL)** — ADD · RETRIEVE · RELATED · TOOLS · 1

Application: AR   Selection ID: BILLED_STUDENTS2   Creator ID: TMOORE   Start Over

**SELECTION DESCRIPTION**   Insert · Delete · Copy · Filter

Description: Billed students <=TERM

☐ Manual
☐ Locked
☐ Delete
☐ Application Level Rules Exist

**DEFINITION**   Insert · Delete · Copy · Filter

Select: TBRACCD_PIDM
From: TAISMGR.TBRACCD,SGBSTDN A

**RULES**   Insert · Delete · Copy · Filter

| '(' | Object or Data Element | Operator * | Value | ')' | AND / OR |
|---|---|---|---|---|---|
| | TBRACCD_TERM_CODE | <= | &TERM | ... | AND |
| | TBRACCD_BALANCE | > | 0 | | AND |
| ( | TBRACCD_BILL_DATE | > | &DATE_SINCE_LAST_BILLING | | OR |
| | TBRACCD_BILL_DATE | IS NULL | | ) | AND |
| | SGBSTDN_STYP_CODE | NOT IN | ('H','G') | | AND |
| | A.SGBSTDN_TERM_CODE_EFF | = | (*SUB *MAX_SUBQUERY) | | |

◄ ◄ 1 of 1 ► ►   10 ∨ Per Page                                   Record 1 of 6

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.

**Variable Rules Definitions GLRVRBL 9.3.18 (PROD-PEL)** — ADD · RETRIEVE · RELATED · TOOLS

Application: AR   Variable: *AR_SAMT   Start Over

**VARIABLE DESCRIPTION**   Insert · Delete · Copy · Filter

Variable Description *: Term & Code Desc, Amount            Type: None ▼

**DEFINITION**   Insert · Delete · Copy · Filter

Sequence: 1 of 1
Select: SUBSTR(STVTERM_DESC,1,30)||' '||SUBSTR(TBRACCD_DESC,1,30)||' '||S
From: TBRACCD,TBBDETC,STVTERM
Order By: TBRACCD_TRAN_NUMBER,STVTERM_DESC,TBRACCD_DESC,TBRACC
Group By: TBRACCD_TRAN_NUMBER,STVTERM_DESC,TBRACCD_DESC,TBRACC
Description: Term Code description, Detail Code description, and balance amount equal 0

◄ ◄ 1 of 1 ► ►   1 ∨ Per Page                                   Record 1 of 1

**RULES**   Insert · Delete · Copy · Filter

| '(' | Data Element | Operator | Value | ')' | AND/OR |
|---|---|---|---|---|---|
| | TBRACCD_TERM_CODE | <= | &TERM | | AND |
| | TBRACCD_BALANCE | <> | 0 | | AND |
| | TBRACCD_DETAIL_CODE | = | TBBDETC_DETAIL_CODE | | AND |
| | TBBDETC_TYPE_IND | = | 'C' | | AND |
| | TBRACCD_TERM_CODE | = | STVTERM_CODE | | |

◄ ◄ 1 of 1 ► ►   5 ∨ Per Page                                   Record 1 of 5

**Variable Rules Definitions GLRVRBL 9.3.18 (PROD-PEL)**

Application: AR   Variable: *SBALANCE

**VARIABLE DESCRIPTION**

| Variable Description * | Balance of Student | | Type | None |

**DEFINITION**

| Sequence | 1 of 1 | Order By | |
| Select | SUBSTR(TO_CHAR(SUM(TBRACCD_BALANCE),'99,999.00'),2) | Group By | |
| From | TBRACCD,TBBDETC,STVTERM | Description | Balance amount owed by the student based on what is selected |

1 of 1    1 ∨ Per Page                                          Record 1 of 1

**RULES**

| '(' | Data Element | Operator | Value | ')' | AND/OR |
|---|---|---|---|---|---|
| | TBRACCD_TERM_CODE | <= | &TERM | | AND |
| | TBRACCD_BALANCE | <> | 0 | | AND |
| | TBRACCD_DETAIL_CODE | = | TBBDETC_DETAIL_CODE | | AND |
| | TBBDETC_TYPE_IND | = | 'C' | | AND |
| | TBRACCD_TERM_CODE | = | STVTERM_CODE | | |

1 of 1    5 ∨ Per Page                                          Record 1 of 5

Make sure you have a variable *PREVIOUS_ATTEMPTS.   This variable will be pulled in your letter.

**Variable Rules Definitions GLRVRBL 9.3.18 (PROD-PEL)**

Application: AR   Variable: *PREVIOUS_ATTEMPTS

**VARIABLE DESCRIPTION**

| Variable Description * | AR Billing Attempts | | Type | None |

**DEFINITION**

| Sequence | 1 of 1 | Order By | |
| Select | COUNT(*) | Group By | |
| From | GURMAIL | Description | AR Billing Attempts for GLRLETR |

1 of 1    1 ∨ Per Page                                          Record 1 of

**RULES**

| '(' | Data Element | Operator | Value | ')' | AND/OR |
|---|---|---|---|---|---|
| | GURMAIL_LETR_CODE | = | 'BILLED_STUDENTS' | | AND |
| | GURMAIL_ACTIVITY_DATE | >= | &DATE_SINCE_LAST_BILLING | | |

1 of 1    5 ∨ Per Page                                          Record 1 of

Next go to GUALETR for BILLED_STUDENTS.

**Letter Process GUALETR 9.0 (PROD-PEL)**

Letter: BILLED_STUDENTS  Students billed

**LETTER PROCESS**

| Paragraph * | Description | Comment | Sequence * |
|---|---|---|---|
| BILLED | Billed Students Paragraph | Paragraph for billed students | 1 |

1 of 1    10 ∨ Per Page                                         Record 1 of 1

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 popsels 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.

| X | @ ellucian | Process Submission Controls GJAPCTL 9.3.21 (PROD-PEL) | | |
|---|---|---|---|---|

Process: GLBDATA  Population Selection Extract  Parameter Set:

**▼ PRINTER CONTROL**

| Printer | DATABASE | ... | Submit Time | |
|---|---|---|---|---|
| Special Print | | | MIME Type | Plain Text ▾ |
| Lines | 55 | | PDF Font | ... |

**▼ PARAMETER VALUES**

| Number * | Parameters | Values |
|---|---|---|
| 01 | Selection Identifier 1 | BILLED_STUDENTS_SINCE |
| 02 | Selection Identifier 2 | BILLED_STUDENTS2 |
| 03 | New Selection Identifier | BILLED_STUDENTS |
| 04 | Description for new selection | Stds to be billed <=term |
| 05 | Union/Intersection/Minus | U |
| 06 | Application Code | AR |
| 07 | Creator ID of Selection ID | TMOORE |
| 08 | Detail Execution Report | |

|◄ ◄ 1 of 1 ► ►|     10 ▾  Per Page

LENGTH: 1 TYPE: Character O/R: Optional M/S: Single

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.   TGPHOLD 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).