Program name: ZRPINVE Version: 15.11 Location: Jobsub

 **Description:** ZRPINVE is the Banner process that allows colleges to report state funded financial aid disbursements to the Georgia Student Finance Commission (GSFC). HOPE GED, HOPE Grant, HOPE Scholarship, Move On When Ready, Zell Miller Grant, Zell Miller Scholarship, and Strategic Industries Workforce Development Grant records can be uploaded to GSFC automatically using this process. ZRPINVE allows colleges to create student files from their Banner system and upload those student files to GSFC. This same process then allows colleges to import the GSFC return file back into their Banner system.

ZRPINVE is designed to batch update the Georgia Student Finance Commission with college Invoice records from the Banner Financial Aid module. The HOPE Invoicing Process is run for one term at a time and will pull any records for that term coded with the TCSG standardized detail codes. Degree students receiving HOPE Scholarship or Zell Miller Scholarship also require Tier levels to be entered into the appropriate ROAUSDF (user defined screen) fields. An Invoice file is created that the user then uploads to GSFC using the GSFC Surfer system.

The upload file (INUnnn.TXT) is generated by the process and is created in the /u02/app/sct/dataload/finaid directory. (This is the same directory used for ISIR loads and GSFAPPS loads.) Additionally this file can be emailed to the USER to assist with uploading the file via Surfer to GSFC.

GSFC will process the student data from your file (INUnnn.TXT) and will generate an invoice return file (INDnnn\_xxxxxxxxxx.TXT). This process will then allow you to load the students’ data received from GSFC into your college’s Banner system.

***NOTE: Process will run for terms beginning with Spring Semester 2012 (Banner term 201214). Process will not generate output for any terms prior to 201214.***

**Prerequisites:**

1. Funds must be in Paid status for the specified term. Funds in Memoed or Authorized status will not be included in this process.
2. Only funds posted to student accounts from the Banner Financial Aid Module will be included in this process. Source Code (source of the transaction) on Banner Form TSAAREV must equal ‘F’. Any funds posted directly to a student account (Source Code equals ‘T’) will not be included in this process.
3. Degree seeking students receiving HOPE or Zell Miller Scholarship must have Tier levels populated on Banner form ROAUSDF.

|  |  |  |
| --- | --- | --- |
| **ROAUSDF** | **Field Description** | **Invoicing Term Tier** |
| FIELD 38 |  Beginning Eligibility |  Fall Semester HOPE or Zell Miller Scholarship Tier |
| FIELD 50 |  End of Fall Eligibility |  Spring Semester HOPE or Zell Miller Scholarship Tier |
| FIELD 60 |  End of Spring Eligibility |  Summer Semester HOPE or Zell Miller Scholarship Tier |

|  |  |
| --- | --- |
| **Eligible Scholarship Tier Values** | **Description** |
| H1 | HOPE Tier 1  |
| H2 | HOPE Tier 2  |
| H3 | HOPE Tier 3  |
| H4 | HOPE Tier 4 |
| Z1 | Zell Miller Tier 1  |
| Z2 | Zell Miller Tier 2 |
| Z3 | Zell Miller Tier 3 |
| Z4 | Zell Miller Tier 4 |

**Prerequisites continued:**

1. Financial Aid Fund Codes must be linked to TCSG standardized Accounts Receivable Detail Codes on Banner form RFRBASE.

|  |  |
| --- | --- |
| **Accounts Receivable Detail Code (TCSG Standardized)** | **Financial Aid Fund Description** |
| HO50 | HOPE Grant Tuition |
| HO54 | HOPE Scholarship Tuition |
| HOPG | HOPE GED |
| MOWT | Move On When Ready (MOWR) Tuition |
| MOWF | Move On When Ready (MOWR) Fees |
| MOWK | Move On When Ready (MOWR) Books |
| HO5G | Zell Miller Grant Tuition |
| HO5Z | Zell Miller Scholarship Tuition |
| SWIG | SIWDG $500 Max. Award |
| SWI2 | Commercial Truck DrivingSIWDG $1000 Max Award |

**Process:**



**Parameters:**

|  |  |  |  |
| --- | --- | --- | --- |
| 01 | Aid Year Code | Required | Current Aid Year Code – example 1516 |
| 02 | (I)Import IND or (E) Export INU | I or E | I – Import GSFC Invoicing Download File (IND). E – Export/Create GSFC Upload File (INU) |
| 03 | Term code | Required  | Term Code (example: 201612) – Note: Term Code must be included in Aid Year Code (Parameter 01). Valid term code is any term code after 201212 and must be a semester term code. ***NOTE: Invalid aid year/term code combination will not generate INU file and will not import IND file.***  |
| 04 | Email Address | Not Required, but Recommended | Enter User Name for INU and all output reports to be emailed. Only a valid college issued email address user name will process. Example – If Johnnie Smith at Albany Tech is running this process and his email address is jsmith@albanytech.edu, then Johnnie would enter jsmith for Parameter 04. |

***NOTE:***

***Summer semester processing:***

* ***Creating INU file: When running ZRPINVE with Parameter 02 = E (Export/Create GSFC Upload File (INU)) for summer semester – Parameter 01: Aid Year Code = Current Aid Year (i.e. 1516) and Parameter 03: Term Code = %16 Banner Term Code (i.e. 201616). The process will translate the Banner Aid Year and Term Code (example 1516, 201616) to equal the appropriate GSFC Aid Year and Term Code (i.e. 2017 1) and insert the correct values into the INU file.***
* ***Importing IND file: When running ZRPINVE with Parameter 02 = I (Import GSFC Invoicing Download File (IND)) for summer semester - Parameter 01: Aid Year Code = Current Aid Year (i.e. 1516) and Parameter 03: Term Code = %16 Banner Term Code (i.e. 201616). The process will translate the IND (GSFC) Aid Year and Term Code (2017 1) to equal the appropriate Banner Aid Year and Term Code (i.e. 201616) and will update Banner form ZRAGSFC/Hours tab with the correct term code (i.e. 201616) information.***

**Creating Export File (INUnnn.TXT):**

**The following parameters must be completed for the INUnnn.TXT file creation.**

|  |  |  |
| --- | --- | --- |
| 01 | Aid Year Code | Current Aid Year Code – example 1516 |
| 02 | (I)Import IND or (E) Export INU | E  |
| 03 | Term code | Term Code (example: 201612) – Note: Term Code must be included in Aid Year Code (Parameter 01). Valid term code is any term code after 201212 and must be a semester term code. ***NOTE: Invalid aid year/term code combination will not generate INU file.***  |
| 04 | Email Address | Enter name portion of valid email address. Example: jsmith |

**Save the process.**

**Output:**

Five files are created from the ZRPINVE process with Parameter 02: (E) Export INU. All files can be emailed to the valid email address entered in Parameter 04.

1. zrpinve\_xxxxxx.log – Review this file for errors. If errors exist, please notify the Data Center at datacenter@tcsg.edu . The file is emailed to the user or can be retrieved from the /u02/jobsub directory.
2. zrpinve\_xxxxxx.lis – This file provides the user with a summary total of all award amounts included in the INU file. The file is emailed to the user or can be retrieved from the/u02/ jobsub directory.
3. zrpinve\_detail\_xxxxxx.lis – This file provides the user with a listing of students included in the INUnnn.TXT file. The file is emailed to the user or can be retrieved from the /u02/jobsub directory.
4. INUnnn.TXT file - This is the batch file containing student invoice records. This file contains all HOPE GED, HOPE Grant, Zell Miller Grant, HOPE Scholarship, MOWR, and Zell Miller records for the specified term. (Students on the zrpinve\_error\_xxxxxx.lis report should be reviewed before submitting the INUnnn.TXT file to GSFC.) The file is emailed to the user or can be retrieved from the /u02/app/sct/dataload/finaid directory.
5. zrpinve\_error\_xxxxxx.lis – This file provides the user with a listing of students who must be reviewed prior to submitting the INUnnn.TXT file to GSFC. The file is emailed to the user or can be retrieved from the /u02/jobsub directory.

***Note: After correcting an error, ZRPINVE must be run again and the new error report must be reviewed. If an error is resolved and the student meets the criteria for a second error, then the student will be listed on the error report with the new error.*  *This could result in the sum of the error report plus the .lis report to not equal the totals for each fund on Banner form RFIBUDG. It is recommended that the Banner process, ZFRGSFC, be used to reconcile funds.***

  **Included in**

 **Edit/Error Error Message Resolution INU file?**

|  |  |  |  |
| --- | --- | --- | --- |
| SSN is blank | Missing SSN | Review Banner form SPAPERS for SSN. | NO |
| Missing MA mailing address | Missing Information | Review Banner form SPAIDEN for MA address.  | NO |
| HOPE Scholarship detail code (HO54) or Zell Miller Scholarship detail code (HO5Z) exists for the term on TSAAREV and Tier information is not complete | Missing Information | Review Banner form ROAUSDF for Tier information. | NO |
| Duplicate record: HOPE Scholarship, HOPE Grant, Zell Miller Grant, and/or Zell Miller Scholarship records exist for the term. | Student listed in last section of error report. | Review student’s eligibility and disbursements for term. | NO |
| Invalid or missing major code | Major/Fund code Mismatch | Review Banner form SGASTDN major code. Major code is missing or student received HOPE Grant or Zell Miller Grant with a degree major code or received HOPE Scholarship or Zell Miller Scholarship with diploma/certificate major code. | NO |
| Transient fund code |  | Invoice must be entered manually into Surfer. | NO |
| ROAENRL FA Billing Hours are greater than 99 or zero | >= 99 Billing Hours or Zero Billing Hours | Review ROAENRL Financial Aid Bill Hours. (STANDARD rule code.) | NO |
| ZRAGSFC HOPE/Zell Billing Hrs. | Missing Billing Hours | ZRAGSFC/ Hours tab. HOPE/Zell Billing Hours is NULL. Run ZRRPDHR process to update student record. | NO |
| Incorrect award amount. ZRAGSFC HOPE/Zell Billing Hrs. x GTVSDAX entry for aid year does not equal disbursed aid. | Incorrect Award Amount | Review disbursed amount and billing hours on ZRAGSFC for term for HOPE Grant, Zell Miller Grant, HOPE Scholarship, or Zell Miller Scholarship.Students receiving both MOWR and HOPE Grant, review the disbursed amount. ***Note: HOPE GED and SIWDG are excluded from this edit.*** | ***YES******Students included in INU file.*** |

 **Included in**

 **Edit/Error Error Message Resolution INU file?**

|  |  |  |  |
| --- | --- | --- | --- |
| HOPE Grant paid to ineligible student. Student’s Grant GPA is below 2.0 at most recent checkpoint. | N1/N2/ND Record Exists | Review Banner form ZRAGRNT for Grant GPA eligibility status. Reverse HOPE Grant disbursement for term. Student is ineligible.(ND: Eligibility ‘Not Determined’ due to unresolved discrepancy.) | NO |
| Zell Miller Grant paid to ineligible student (< 3.5) or Zell Miller Grant retroactive first term paid to student based on end of term GPA. Review student’s Grant GPA and eligibility. | GPA Less than 3.5 | Review Banner form ZRAGRNT, ‘Overall Grant GPA’ for most recent Grant GPA. Reverse Zell Miller Grant disbursement for term if ineligible. (If Zell Miller Grant or HOPE Grant discrepancy exists, eligibility is ‘ND’, ‘Not Determined due to unresolved discrepancy’.)  | ***YES******Students included in INU file.*** |
| SIWDG paid but no HOPE Grant or Zell Miller Grant paid for term. | No HOPE/ZM Grt | Review HOPE Grant or Zell Miller Grant eligibility and SIWDG eligibility for term.  | NO |
| SIWDG disbursed amount incorrect for number of enrolled hours.  | Invalid Hours/Amount | Review ROAENRL Financial Aid Billing Hours. ZSWIG = $250/term if 8 or less hoursZSWIG = $500/term if 9 or more hoursZSWI2 = $1000 for one term for 9 or more hoursEffective Fall 2014 (Banner term: 201512)ZSWIG = $125/term if 1 – 2 hoursZSWIG = $250/term if 3 – 8 hoursZSWIG = $500/term if 9 or more hoursZSWI2 = $1000 for one term for 9 or more hours | ***YES******Students included in INU file.*** |
| SIWDG – Unapproved major code. | Invalid Major Code | Review student’s major for term on SGASTDN.Effective Fall 2014 (Banner term: 201512)Student’s major code must be listed on Banner form ZTVSWIG. | NO |
| Student coded as ‘H’ (high school student) received SIWDG. | SIWDG Dual/Joint Enroll | Review Banner form SGASTDN student type and Activities tab. Review student’s eligibility for SIWDG. High School students are not eligible for SIWDG.  | NO |
| Student coded as ‘H’ (high school student) received HOPE Grant and is not coded as ‘JOINT’. | Missing SGRSACT “JOINT” | Review Banner form SGASTDN student type and Activities tab. Review student’s eligibility for HOPE Grant. High School students must be “JOINT” to receive HOPE Grant. | NO |
| MOWR student fees do not equal $50.00. | Fees <> 50.00 | Review Banner form TSAAREV to ensure detail charge code (‘MOWC’) equals $50.00.  | NO |
| MOWR student books does not equal $25.00 per credit hour. (Maximum allowance based on 15+ hours: $375.00) | Books <>25.00\*Hours | Review Banner form TSAAREV to ensure detail charge code (‘MOWC’) equals $25.00 per hour up to 15 hours. | NO |

**Uploading the file to GSFC (INUnnn.TXT):**

1. Move the file to your PC.
* If file is an email attachment, you will need to save the file to your PC.
* If retrieving the INU from the /u02/app/sct/dataload/finaid directory, you must FTP the INUnnn.TXT file to your PC. (Please consult with your local tech support if you need assistance with the ftp process.)
1. Log into Surfer
* Select ‘Upload File’
* Browse to the INUnnn.TXT file on your PC and select the INUnnn.TXT file
* Select ‘Upload File’
1. GSFC will process the INUnnn.TXT file and return files to your Surfer Inbox for retrieval.

**Processing the Download File (INDnnn.TXT):**

Once GSFC has finished their process, they will load the INDnnn\_ xxxxxxxxxxxx.TXT file into your SURFER Inbox. You will need to download this file to your PC and then FTP it to the /u02/app/sct/dataload/finaid directory on the Banner database server.

1. Log into Surfer. Click ‘School Inbox’ and download the INDnnn\_xxxxxxxxxxxx.TXT.zip file to your PC.
2. Unzip the file using your GSFC provided password. (Please contact GSFC if you need assistance with your password.)
3. FTP the unzipped INDnnn\_xxxxxxxxxxxx.TXT file to the /u02/app/sct/dataload/finaid directory. Do not rename the file. The file must also remain uppercase. (Please consult with your local tech support if you need assistance with the ftp process.)
4. From the Banner Main Menu, enter ZRPINVE for the GSFC Invoicing Process.

**Importing the GSFC Return File (INDnnn.TXT):**

Updated table: ZRRTTRK

**The following parameters must be completed to Import the INDnnn.TXT file:**

|  |  |  |
| --- | --- | --- |
| 01 | Aid Year Code | Current Aid Year Code – example 1516 |
| 02 | (I)Import IND or (E) Export INU | I |
| 03 | Term code | Term Code (example: 201612) – Note: Term Code must be included in Aid Year Code (Parameter 01). Valid term code is any term code after 201212 and must be a semester term code. ***NOTE: Invalid aid year/term code combination will not import IND file. Invalid aid year/term code combination message reflected in error file.*** |
| 04 | Email Address | Enter name portion of valid email address. Example: jsmith |

**Save the process.**

 ***Note: INU and IND files are deleted from the /u02/app/sct/dataload/finaid directory by the import process.***

**Output:**

Four files are created from the ZRPINVE process with Parameter 02: (I) Import INU. All files can be emailed to the valid email address entered in Parameter 04.

1. zrpinve\_xxxxxx.log: Primary information is located at the bottom of report. Sample successful load results are displayed at the bottom of the report:

 Total logical records skipped: 0

 Total logical records read: 5626

 Total logical records rejected: 0

 Total logical records discarded: 0

 IMPORTANT: If any records are skipped, rejected, or discarded a zrpinve\_xxxxxx.BAD file will be generated. If the zrpinve\_xxxxxx.log report indicates any records were skipped, rejected, or discarded, please notify the Data Center at datacenter@tcsg.edu . The process will not import skipped, rejected, or discarded records. See zrpinve\_xxxxxx.BAD file details.

1. zrpinve\_xxxxxx.BAD file: This report lists any student that the process skipped, rejected, or discarded. ***This report is only generated if a student is not loaded during the process.***
2. zrpinve\_error\_xxxxxx.lis: This report will display an error message if the process does not load (import) the IND records. If an error exists in this file, please notify the Data Center at datacenter@tcsg.edu .
3. zrpinve\_xxxxxx.lis: This report will display all records imported into Banner. This report is separated into two parts: Accepted Invoices and Rejected Invoices. Please see report descriptions and further details below.

**Accepted Invoice Section:**

 Date: 24-AUG-15 TCSG Technical College Time: 01:08:43 PM

 ZRPINVE - Invoicing Import Details: 201612

The following students have accepted invoices for the term (GSFC Inv Code = A)

Note: Students with updated ZRAGSFC Billing Hours that do not equal the

GSFC Paid Hours for the term will have the following comment code:

Billing hours <> GSFC Paid hours.

 Sch Bill Paid Inv

ID SSN Name Major Type Hrs Hrs Code Comment

--------- --------- ------------------------------ ----- ---- ---- ---- ---- ----------- ---- ---- ------------------ ---- ---- ---- ------------ ---- ---- ---- --------------

900098765 123456789 Frances Bailey EC13 H2 3 6 A Billing hours <> GSFC Paid hours

900432101 012345678 David Bass NS13 H2 3 3 A

900234567 234567890 Alison Carter EC13 H2 15 15 A

900890123 345678901 William Collins NS13 H2 6 6 A

900456789 456789012 Margaret Graham EC13 H2 15 15 A

**Rejected Invoice Section:**

 Date: 24-AUG-15 TCSG Technical College Time: 01:08:44 PM

 ZRPINVE - Invoicing Import Details: 201612

The following students have rejected invoices for the term. Students with rejected

invoices due to "MAX HOURS REACHED" (GSFC Inv Code = X) will have their Term Cap Hours

Eligibility Indicators set to "N" for the term and affected fund code.

Please review all students below. The accompanying error report located in your

Surfer inbox will provide additional information.

GSFC Inv Code - X = Max Hours Reached (Term Cap Hrs Elig. Ind. adjusted)

GSFC Inv Code - R = Invoice Rejected for other reason (Term Cap Hrs Elig. Ind. not adjusted)

 Sch Bill Paid Inv Grant Schol Zell

ID SSN Name Major Type Hrs Hrs Code Elig Ind Elig Ind Elig Ind

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900494248 987654321 Joshua Pierce CT61 HD 10 10 R Y Y Y

900380270 876543210 Ulani Pineda CN21 HD 13 13 R Y Y Y

900997720 765432109 Lindsie Piper ST11 HD 12 12 R Y Y Y

900267456 654321098 Allen Pittman HS21 HD 9 0 X N Y Y

**Banner Form:**

The ZRPINVE import process updates the ZRAGSFC Banner form, Hours tab.

Banner Field Name Table Field Name

|  |  |  |
| --- | --- | --- |
| GSFC Paid Hours | ZRRTTRK\_GSFC\_PD\_HRS | GSFC Invoice Paid Hours |
| GSFC Inv Code | ZRRTTRK\_INV\_CODE | Invoice Code: **A:** Accepted Invoice**X:** MAX CAP HOURS REACHED. Denial Code 035. Rejected Invoice.**R:** Rejected Invoice. Invoice rejected due to reason other than ‘Max Cap Hours Reached’. |
| Sch. Type | ZRRTTRK\_GSFC\_SCH\_TYPE | Valid values: HD, HE, H1, H2, H3, H4, Z1, Z2, Z3, Z4, ZG |
| HOPE/ZM Grant –Term Cap Hrs Eligibility | ZRRTTRK\_G\_ELIG\_HRS\_IND | Updated to ‘N’ If:Sch. Type = ‘HD’ or ‘ZG’ and GSFC Inv Code = ‘X’. |
| HOPE Sch. –Term Cap Hrs. Eligibility | ZRRTTRK\_S\_ELIG\_HRS\_IND | Updated to ‘N’ if:Sch. Type = ‘H1’, ‘H2’, ‘H3’, or ‘H4’ and GSFC Inv Code = ‘X’ |
| Zell Miller Sch. – Term Cap Hrs. Eligibility | ZRRTTRK\_Z\_ELIG\_HRS\_IND | Updated to ‘N’ if:Sch. Type = ‘Z1’, ‘Z2’, ‘Z3’, or ‘Z4’ and GSFC Inv Code = ‘X’ |

***NOTE: The HOPE/ZM Grant, HOPE Scholarship, and Zell Miller Scholarship Term Cap Hrs. Eligibility Indicators are updated to ‘N’ if the invoice record for the term is rejected due to Denial Code 035: MAX CAP HOURS REACHED (ZRAGSFC, GSFC Inv Code = X).***

**Notes:**

* Invoices may be submitted to GSFC as early as 15 calendar days prior to the first day of classes for the school term.
* Zero amount invoice records are submitted to GSFC (included in the INUnnn.TXT file) to back-out any dollar amounts previously submitted.
* Term Cap Hours Eligibility Indicators are updated to ‘N’ if the invoice for the term is rejected due to ‘Max Hours Reached’).
* HOPE Regulations definition: “Learning Support means remedial or developmental coursework required by the postsecondary institution or chosen by the student that does not count toward program requirements for the Diploma, Certificate or Degree the student is seeking and for which HOPE payment is sought.” We are required to report the total Learning Support credit hours for HOPE Grant, Zell Miller Grant, HOPE Scholarship, and Zell Miller Scholarship in the invoice records. Learning Support credit hours in the INU file = Remedial/Developmental + Courses coded with registration status code of ‘KO’, ‘OA’, ‘OW’, ‘OF’, ‘OI’, ‘OM’, and ‘OP’. In summary: INU Learning Support Hours = LS + Hours for courses outside of program of study.
* Paid Hours equal Enrolled Hours for MOWR students. ZRAGSFC is not updated for MOWR students.
* Students with 0 disbursements and ROAENRL FA Billing Hours = 0 (or does not exist) for term will have their ZRAGSFC billing hours updated to 0.

Technical Support:

If you have additional questions or problems running this process, please contact the TCSG Data Center by emailing the Help Desk at datacenter@tcsg.edu .