Using Zip Code Load Process

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.17

Information Technology Services

February 2013

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Using Zip Code Load Process

Introduction

Purpose

The Zip Code Load Process (ZGRZIPC) provides institutions with a way to load new or updated zip code and county code information into ZIP/Postal Code Validation form (GTVZIPC). The process generates two .csv files that allow the institutions to review new zip code information to be loaded as well as the differences between data already existing in GTVZIPC and the new data.

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced version of Zip Code Load Process that accommodates University System of Georgia needs and requirements.

This chapter includes the following topics:

- Zip Code Load Process Flow
- Viewing Changes
- Inserting New Data
- Updating Existing Data

Graphics

Graphic cues used in this document assist with labeling of steps and items that are particularly important.

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

References

For information about the baseline product, see *Ellucian Banner Student User Guide*.

Support

For additional ITS resources and support, contact the ITS Helpdesk:

- Web support request self-service:
  http://www.usg.edu/customer_services
- E-mail: Helpdesk@usg.edu

For emergency, business interruptions, or production down situations, call the ITS Helpdesk immediately

- 706-583-2001
- Toll free within Georgia: 1-888-875-3697

Zip Code Load Process Flow

Description   The Zip Code Load Process (ZGRZIPC) provides institutions with a way to load new or updated zip code and county code information into ZIP/Postal Code Validation form (GTVZIPC). The process inserts or updates the following information:

- Zip or Postal Code
- City
- County Code
- State or Province

The process can be run in View, Insert or Update mode.

Overview of Zip Code Load Process   Complete the following steps execute the Zip Code Load Process.

I.	**Viewing Changes**
	1. Prepare the data file
	2. Run ZGRZIPC in View mode
	3. Review the new_zipcodes.csv file
	4. Review the changed_zipcodes.csv file

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II.	**Inserting New Data**
	1. Run ZGRZIPC in Insert mode

↓

III.	**Updating Existing Data**
	1. Run ZGRZIPC in Update mode

Implementing Zip Code Load Process

I.   Viewing Changes

1. Prepare the Data File

Upon receipt of a data file containing the most current zip code and county code information, place it in the $DATA_HOME directory. The data file should be named 5-digitzip.csv. A DBA or technical staff member must run the following command (you may be prompted for the password):

sqlldr control= zipcode.ctl log=zipcode.log userid=gasis

This will load the data into the new ZTVZIPC table that will be used by the ZGRZIPC process to compare the new data to the existing GTVZIPC data. This data load must be performed by institutional staff prior to running ZGRZIPC.

2. Run ZGRZIPC in View Mode

Running ZGRZIPC in View mode is the equivalent to audit mode.

Enter the following parameters:

Parameter	Value
View Changes	Y
Insert	N
Update	N

The .lis file will be blank and the .log file will contain any processing error messages.

Two .csv files are created by this process. These files can be opened in Microsoft Excel or another .csv capable program. **NOTE:** When viewing the files in Microsoft Excel, zip codes with a leading zero (ex. 01234) may not display the zero. However, the zero does exist in the file.

3. Review the new_zipcodes.csv file

The new_zipcodes.csv file contains new zip code information that does not currently exist in GTVZIPC. This is the data that will be inserted into GTVZIPC when ZGRZIPC is run in Insert mode.

		Test			
		Update Zip codes version 8.6.1			
13-DEC-2010-15:39:19					ZGRZIPC Page: 1
Zip Code	City	State	State	County code	County
		Test			
		Update Zip codes version 8.6.1			
13-DEC-2010-15:39:19					ZGRZIPC Page: 1
501	Holtsville	New York	NY	NY103	Suffolk
1434	Devens	Massachusetts	MA	MA017	Middlesex
2298	Boston	Massachusetts	MA	MA025	Suffolk
3285	Thornton	New Hampshire	NH	NH009	Grafton
3586	Sugar Hill	New Hampshire	NH	NH009	Grafton
3593	Randolph	New Hampshire	NH	NH007	Coos
3823	Madbury	New Hampshire	NH	NH017	Strafford
3861	Lee	New Hampshire	NH	NH017	Strafford

4. Review the changed_zipcodes.csv file

The changed_zipcodes.csv lists any difference found between the data file of current zip and county codes and the data contained in GTVZIPC.

Columns designated "New" contain data from the data file.

Columns designated "Old" display data from GTVZIPC.

There are 4 columns labeled "Difference". Look for any asterisks in these columns. The asterisk indicates that the data contained in the two columns to the left are different.

ZipCd	NewCity	OldCity	Difference	NewSt	OldSt	Difference	NewCntyCd	OldCntyCd	Difference	NewCntyNam	OldCntyNam	Difference
					Test							
					Update Zip codes version 8.6.1							
13-DEC-2010-15:39:19								ZGRZIPC Page: 1				
					Test							
					Update Zip codes version 8.6.1							
13-DEC-2010-15:39:19								ZGRZIPC Page: 1				
99653	Port Alsworth	Port Alsworth		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99929	Wrangell	Wrangell		AK	AK		AK275	AK280	*	Wrangell	Wrangell Pet	
99648	Perryville	Perryville		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99647	Pedro Bay	Pedro Bay		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99640	Nondalton	Nondalton		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99625	Levelock	Levelock		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99613	King Salmon	King Salmon		AK	AK		AK060	AK164	*	Bristol Bay	Lake And Per	
99579	Egegik	Egegik		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99565	Chignik Lagoon	Chignik Lagoon		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99564	Chignik	Chignik		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*
99549	Port Heiden	Port Heiden		AK	AK		AK164	AK164		Lake and Peni	Lake And Per	*

II.   *Inserting New Data*

Introduction

Running ZGRZIPC in Insert mode inserts any new data into GTVZIPC.

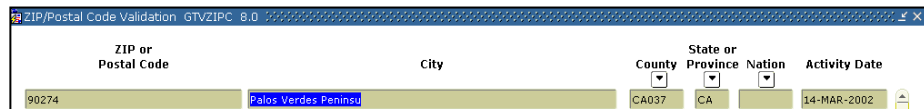**1. Run ZGRZIPC in Insert mode**

Enter the following parameters:

Parameter	Value
View Changes	Y
Insert	Y
Update	N

When running in Insert mode, the View mode parameter must be set to Y in order for the .csv file to display the records inserted. If the View Changes parameter is set to N during Insert mode, the .csv file will only contain header information. No other data will be displayed by the file.

The .lis file will be blank and the .log file will contain any processing error messages.

Any records listed in new_zipcodes.csv will be inserted into GTVZIPC.

NOTE: The City field on GTVZIPC is 20 characters long. If the data to be inserted is longer, ZGRZIPC will only insert 20 characters.

III.   *Updating Existing Data*

Introduction   Running ZGRZIPC in Update mode updates any changed data into
                                    GTVZIPC.

1. Run ZGRZIPC in   Enter the following parameters:
Update mode

Parameter	Value
View Changes	Y
Insert	N
Update	Y

When running in Update mode, the View mode parameter must be set to
Y in order for the .csv file to display the records inserted. If the View
Changes parameter is set to N during Update mode, the .csv file will only
contain header information. No other data will be displayed by the file.

The .lis file will be blank and the .log file will contain any processing
error messages.

Any records listed in changed_zipcodes.csv will be updated in
GTVZIPC.

NOTE: The City field on GTVZIPC is 20 characters long. If the data to
be inserted is longer, ZGRZIPC will only insert 20 characters.

Appendix A: Document History

This section details the history of the document and updates made for each modification.

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 8.2.1, June 30, 2010	ZGRZIPC	N/A	Original release.
Georgia Enhancements 8.6.1, December 17, 2010	ZGRZIPC	N/A	Release of annual zip code data to USG.
Georgia Enhancements 8.17, December 17, 2012	ZGRZIPC	3	Corrected data file name