



## **Using the Auditing Tool Kit**

### **Georgia Enhanced Banner Student and Financial Aid Systems User Documentation**

Version 8.27

**Information Technology Services**

**November 2013**

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## Using the Auditing Tool Kit

### Introduction to the Auditing Tool Kit

**Purpose of Tool Kit** The Office of Informational and Instructional Technology (ITS) has worked with the State Auditors to develop a tool kit that institutions can use to provide auditors with documents that meet specific requirements. In addition, the kit includes processes used in the reconciliation between Banner Accounts Receivable and PeopleSoft Financials. The instructions, processes, and scripts provided in the Auditing Tool Kit help institutions prepare hard copies of materials specified before the auditors arrive to conduct the audit.

Ellucian Baseline Banner offers some tools, and ITS has also developed processes and scripts that pull necessary data. Auditors may request that institutions provide the data set each process/script provides.

**Target Audience** The target audience for this document includes auditors, comptrollers, Banner Accounts Receivable functional users, and DBAs.

**Purpose of Document** This document provides instructions for retrieving data from Banner Accounts Receivable through the use of Banner Baseline processes/forms and ITS-developed processes and scripts.

<b>Tools that Produce Data to Satisfy Auditing Requirements</b>	<b>Probable User</b>
Banner Baseline Tools	AR Functional User
ITS SQL Processes for Auditing Requirements	AR Functional User
ITS SQL Scripts for Security Needs	Banner DBA

### Using Screen Captures

**Caution**



Screen captures capture only what is visible in the application on the screen. You may need to use Banner's scroll bars to adjust what shows and take several captures to produce complete data. Even screen capture tools that have an autoscroll feature cannot capture data that are not visible unless you scroll within an application.

## Support

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

Web [http://www.usg.edu/customer\\_services](http://www.usg.edu/customer_services)  
(self-service ticket submission)

E-mail [helpdesk@usg.edu](mailto:helpdesk@usg.edu)

For urgent or production down situations, call the ITS HELPDESK:

Local 706-583-2001

Toll free within Georgia 1-888-875-3697

## References



Detailed information about using all Banner Baseline Accounts Receivable forms and processes discussed here is located in the Ellucian *Accounts Receivable user guide* .

## Auditing Requirements Satisfied with Banner Baseline Tools

### Introduction

Banner Baseline Accounts Receivable offers tools that can be used to provide the following lists that satisfy the State Auditor's requirements during the audit period:

Requirement Satisfied	Banner Baseline Tool	Name
All AR users and cashiers assigned to supervisors	User Profile Definition Form	TGAUPRF
All open cashier sessions	Cashier Supervisory Form	TGACSPV
All detail codes	Detail Code Report	TGRDETC
Deleted cashier sessions	Cashier Delete/Report Process	TGRCDEL
Reconciliation Report	Accounts Receivable Reconciliation Report	TGRRCON

### Caution



ORACLE reports may be required for running one or more Banner baseline reports.

### List of All Accounts Receivable Users and Cashiers Assigned to Supervisors

#### User Profile Definition Form (TGAUPRF)

The User Profile Definition form (TGAUPRF) establishes users within the accounts receivable module. Users may be given restricted access to specific defined criteria.

A screen print of this form provides a list of all AR users and cashiers assigned to supervisors that meet this requirement. A sample follows:

Code	Category Description	Type	Description	Activity Date

  

Cashier	Cashier Name	Activity Date
JBROZ	John Broz	06-NOV-2009
JYOUNG	John Young	06-NOV-2009



## List of All Open Cashier Sessions

### Cashier Supervisory Form (TGACSPV)

The Cashier Supervisory form (TGACSPV) provides a list of all the active cashier sessions to meet this requirement.

The User field displays the cashier user ID. The illustration displays four active cashier sessions with start dates and times. The End Date and Time display the date and time of the last activity in the open session.

User	Start Date	Start Time	End Date	End Time
AJACKSON	05-NOV-2009	09:25:08	05-NOV-2009	11:06:32
DCRAWFOR	04-NOV-2009	15:13:31	04-NOV-2009	15:17:30

Cashier sessions are not assigned a session number until they are closed in the Cashier Session Review form (TGACREV). Page two of TGACSPV displays closed, finalized, and reported cashier sessions.

User	Status	Bank	Session	Deposit Number	Start Date	Start Time	End Date	End Time
JYOUNG	F		2		01-SEP-2009	11:37:13	04-NOV-2009	13:40:08
JYOUNG	F		1		24-AUG-2009	10:38:26	01-SEP-2009	11:36:30

## List of All Detail Codes

### Detail Code Report (TGRDETC)

The Detail Code Report (TGRDETC) displays all detail codes created in Banner AR and the associated details including account numbers and related effective dates to meet this requirement.

Execute this report process from Job Submission (GJAPCTL) and print the results. You can display the information on the screen, print, save to a file, mail, or preview the list.

### Warning



TGRDETC is an ORACLE report. ORACLE reports must be installed for the process to execute and complete successfully.

Sample output follows.

6-JUN-2003 12:19:52		OIII										Page 1		
Detail Code Report													TGRDETC 5.4.0.1	
DAI	Debt				Line								General Ledger Interface Information	
Code	Code	Type	IE	Act	Inst	Term/	Description	FTY	Effective	Debt	%	Line		
					Aid	Yr			Date	Code		A/B		
FA	7777	F	Y	Y	F	F	HQER Bank Authorize	111	02-MAY-03	CS	100	A	12345678901234567890	
												B	12345678901234567890	
FA	DSUB	F	Y	Y	F	F	Direct Loan Sub	990	01-JAN-80	CS	100	A	108168510023778100	
												B	10000000000021611	
										CF	100	A	108168510023778100	
												B	10000000000021611	
										FS	100	A	108168510025778100	
												B	10000000000021611	
										FS	100	A	108168510023578100	
												B	10000000000021611	
										FS	100	A	108168510023178100	
												B	10000000000021611	
										FS	100	A	108168510023178100	
												B	10000000000021611	
										FS	100	A	108168510023578100	
												B	10000000000021611	
										FS	100	A	108168510023178100	
												B	10000000000021611	
										FS	100	A	108168510023178100	
												B	10000000000021611	
										FS	100	A	108168510025778100	
												B	10000000000021611	
										FS	100	A	108168510023778100	
												B	10000000000021611	

## List of Deleted Cashier Sessions

### Cashier Delete/Report Process (TGRCDEL)

Run the Cashier Delete/Report process (TGRCDEL) to report cashier sessions that have had all of their transaction detail records fed to the general ledger through the Accounting Feed process (TGRFEED) to meet this requirement.

Execute TGRCDEL through Job Submission (GJAPCTL) and print the file.

### Warning



Because Banner AR does not store header records for deleted cashier sessions, users should print and keep a hard copy of the report output every time TGRCDEL is run.

Sample report output is provided:

```
06-NOV-2009 10:33:53 AM          OIIT          PAGE 1
                               Cashier Delete Report/Process  TGRCDEL

RUN MODE: DELETE  THE FOLLOWING CASHIER RECORDS HAVE BEEN DELETED

CASHIER          SESSION          STARTING          ENDING
AMARSHAL          1          04-SEP-2002 17:27:45  04-SEP-2002 17:33:00
AMARSHAL          2          05-SEP-2002 09:14:29  05-SEP-2002 16:48:56
AMARSHAL          3          06-SEP-2002 14:30:02  06-SEP-2002 15:33:29
AMARSHAL          4          09-SEP-2002 14:15:57  09-SEP-2002 18:32:11
AMARSHAL          5          10-SEP-2002 07:53:36  10-SEP-2002 11:36:35
AMARSHAL          6          11-SEP-2002 12:15:50  11-SEP-2002 12:30:23
AMARSHAL          7          21-SEP-2002 10:29:09  21-SEP-2002 14:15:08
06-NOV-2009 10:33:53 AM          OIIT          PAGE 2
                               Cashier Delete Report/Process  TGRCDEL

* * * REPORT CONTROL INFORMATION * * *

RPTNAME: TGRCDEL
VERSION: 8.0
RUN MODE: DELETE
Cashier ID: AMARSHAL
Report Begin Date: 01-JAN-1997
Report End Date: 30-DEC-2009
From Session Number: 1
To Session Number: 50

CASHIERS SELECTED: 7
CASHIERS SKIPPED:
CASHIERS DELETED: 7

Content-type: text/plain; charset=UTF-8
```

## Reconciliation Report

### Accounts Receivable Reconciliation Report (TGRRCON)

The Accounts Receivable Reconciliation Report (TGRRCON) provides receivable reconciliation information that allows users to reconcile to the general ledger of the financials system to meet this requirement.

The Application of Payments process (TGRAPPL) and the Accounting Feed process (TGRFEED) must be executed successfully **before** running TGRRCON.

Sample output follows:

RECONCILIATION STATISTICS - ACCOUNT DETAIL							
-RECEIVABLES (ACCOUNT A:)							
CHART OF ACCOUNTS							
	DETAIL	PERCENTAGE	TOTAL FED	APPLIED NOT FED	ADJ FED TOTAL	TOTAL NOT FED	A/R BALANCE
011100	5003	100.00000	2,015.83	.00	2,015.83	15.00	2,030.83
			-----	-----	-----	-----	-----
			2,015.83	.00	2,015.83	15.00	2,030.83
	FUND TOTAL		2,015.83	.00	2,015.83	15.00	2,030.83
012110	MSCT	100.00000	500.00	.00	500.00	.00	500.00
	PRNC	100.00000	379.29	.00	379.29	.00	379.29
	TMC	100.00000	500.00	.00	500.00	.00	500.00
			-----	-----	-----	-----	-----
			1,379.29	.00	1,379.29	.00	1,379.29
	FUND TOTAL		1,379.29	.00	1,379.29	.00	1,379.29
012120	TPCH	100.00000	169,875.89	.00	169,875.89	.00	169,875.89
			-----	-----	-----	-----	-----
			169,875.89	.00	169,875.89	.00	169,875.89
	FUND TOTAL		169,875.89	.00	169,875.89	.00	169,875.89
012122							

## Auditing Requirements Satisfied with ITS Processes

### Introduction

ITS has developed processes to produce the following lists that meet the State Auditor's requirements during the audit period:

Requirement Satisfied	Script Name
Term codes and related data	ZAQTERM
Term-based designators for detail codes and associated information	ZAQTBDS
Additional registration fees for a specific term	ZAQAFEE
Fee assessment rules for a specific term	ZAQRGFE
Refund rules used when refunding by total	ZAQRFND
AR supervisors and the cashiers assigned to each	ZAQCASN
Supervisors and restricted users	ZAQTPRF
Financial aid transactions with a source code of 'T'	ZAQCSHT
Residency Status Codes and Students Assigned	ZAQRESS
Thirst Party Contracts	ZAQTPCR
Exemptions and Rate Codes Report	ZAQEXRC
Course Section Fees	ZAQCSFR
Financial Aid Fund Report by Aid Year	ZAQFAFR

## List of Term Codes and Related Data

### ZAQTERM

The Term Code Data Report (ZAQTERM) prints report output for all term codes or a specific term. The term description, term/housing start and end dates, term type, academic year, required indicator, activity date, and fields related to financial aid are included in the report.

Execute ZAQTERM from Job Submission (GJAPCTL).

The process can be executed for all terms or a specific term. The wildcard value of % is used to execute this process for information related to all terms defined in STVTERM.

The results of the process are written to a .lis file. A .log file is also generated.

A sample output report follows:

```

* * * * * ZAQTERM * * * * *
      version 8.0

Run began on 06-Nov-09 at 10:46:54

Page:  1

      Term Code Data Report
-----
CODE   DESCRIPTION                START DATE  END DATE
-----
200908  Fall Semester 2009             10-AUG-2009  19-DEC-2009

Number of Records Processed: 1
Run ended on 06-Nov-09 at 10:46:54Content-type: text/plain; charset=UTF-8
    
```

## Term-based Designators for Detail Codes and Associated Information

### ZAQTBDS

The Term Based Designator Data Report (ZAQTBDS) prints report output for all term-based designators. The description, operator, term code, and effective date are reported.

Execute the process from Job Submission (GJAPCTL).

The term-based designator, operator, term code, activity date, and effective date are provided in the report output. A .lis file is produced, and a .log file is also generated.

Sample output follows:

```

***** ZAQTBDS *****
version 8.0

Run began on 06-Nov-09 at 10:50:18

Page: 1

Term Based Designator Data Report
-----
CODE Operator TERM CODE ACTIVITY DATE ID EFF DATE
-----
CF = 200108 07-AUG-2001 TAISPRD 01-OCT-1988
CF = 200108 30-APR-2002 MALSTON 30-APR-2002
CF = 200208 17-JUL-2002 MALSTON 17-JUL-2002
CF = 200208 17-JUL-2002 MALSTON 17-JUL-2002
CF = 200308 18-JUL-2003 MALSTON 18-JUL-2003
CF = 200408 01-JUL-2004 MALSTON 01-JUL-2004
CF = 200508 18-JUL-2005 MALSTON 18-JUL-2005
CF = 200608 29-JUN-2006 MALSTON 29-JUN-2006
CF = 200908 03-SEP-2009 DCRWFOR 03-SEP-2009
CS = 200202 07-AUG-2001 TAISPRD 01-OCT-1988
CS = 200202 30-APR-2002 MALSTON 30-APR-2002
CS = 200302 17-JUL-2002 MALSTON 17-JUL-2002
CS = 200302 17-JUL-2002 MALSTON 17-JUL-2002
CS = 200402 18-JUL-2003 MALSTON 18-JUL-2003
CS = 200502 01-JUL-2004 MALSTON 01-JUL-2004
CS = 200602 18-JUL-2005 MALSTON 18-JUL-2005
CS = 200702 29-JUN-2006 MALSTON 29-JUN-2006
CX = 200205 07-AUG-2001 TAISPRD 01-OCT-1988
CX = 200205 30-APR-2002 MALSTON 30-APR-2002
CX = 200305 17-JUL-2002 MALSTON 17-JUL-2002
CX = 200305 17-JUL-2002 MALSTON 17-JUL-2002
CX = 200405 18-JUL-2003 MALSTON 18-JUL-2003
CX = 200505 01-JUL-2004 MALSTON 01-JUL-2004
CX = 200605 18-JUL-2005 MALSTON 18-JUL-2005
CX = 200705 29-JUN-2006 MALSTON 29-JUN-2006
FF = 200208 07-AUG-2001 TAISPRD 01-OCT-1988
FF = 200208 30-APR-2002 MALSTON 30-APR-2002
FF = 200308 17-JUL-2002 MALSTON 17-JUL-2002
    
```

## List of Additional Registration Fees for a Specific Term

### ZAQAFEE

The Additional Registration Fees Report (ZAQAFEE) is a process that provides report output for additional registration fees charged to students for a specific term. The output includes the detail code, detail code description, and amount to be charged for the term selected.

**Note:** Not all USG institutions use the Additional Registration Fees Control form (SFAAFEE); therefore, results from this process may vary from one institution to another.

Execute the process from Job Submission (GJAPCTL).

The term code parameter will accept a wildcard (%) for all terms and a specific term code.

Number	Parameters	Values
01	Term Code	200908

The output provides the term code, detail code, description, and amount. The information is written to a .lis file, and a .log file is generated. A sample output file follows:

```

* * * * * ZAQAFEE * * * * *
version 8.0

Run began on 06-Nov-09 at 10:58:42

Page: 1

Additional Registration Fees Report
-----
TERM      DETL CODE  AMOUNT      DESCRIPTION
-----
200908    MGAM       10.00       Game Room

* * * CONTROL REPORT * * *

Parameter Description      Parameter Value(s)
Term Code                  200908

Number of Records Processed: 1

8.0 completed successfully

Run ended on 06-Nov-09 at 10:58:42
Content-type: text/plain; charset=UTF-8
    
```



## List of Fee Assessment Rules for a Specific Term

### ZAQRGFE

The Fee Assessment Rules Report (ZAQRGFE) provides report output for all fee assessment rules for a specific term code.

Execute the process from Job Submission (GJAPCTL). A specific term code is entered in the Term Code parameter.

The output is written to a .lis file, and a .log file is also generated. Sample output follows:

```
Run began on 06-Nov-09 at 11:03:48                                ZAQRGFE                                version 8.0
Page: 1
Fee Assessment Rules Report
-----
```

TERM_CD	FTL_CD	PER_ORG_CD	MIN_CHG	MAX_CHG	PTM	RESD	LVL	COL	MAJR	CLS	RATE	WAV_IN	FRENCHS	TO_CHRS	TYPE	CAMP	FLAT_HRS	ATTR	
200808	1202		257.00	257.00															
200808	1202		0.00	3,083.00															
200808	1102		65.00	65.00															
200808	1102		0.00	771.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1212		-192.00	-2,312.00															
200808	1212		0.00	-2,312.00															
200808	1402		0.00	35.00															
200808	1502		0.00	45.00															
200808	1702		0.00	35.00															
200808	1602		0.00	25.00															

```
Number of Records Processed: 24
Run ended on 06-Nov-09 at 11:03:48Content-type: text/plain; charset=UTF-8
```

## List of Refund Rules for Refunding by Total

### ZAQRFND

The Refund By Total Rules Report (ZAQRFND) provides report output for refund rules associated with refunding by total.

**Note:** Not all USG institutions calculate refunds by total; therefore, results may vary.

Execute the script from Job Submission (GJAPCTL).

The term code parameter will accept a specific term code or a wildcard (%) for all terms.

The output provides a list of the term code, begin and end dates, tuition detail code, tuition percent, fee detail code, and fee percent. The output is written to a .lis file, and a .log file is also generated. Sample output follows:

```

* * * * * ZAQRFND * * * * *
          version 8.0

Run began on 06-Nov-09 at 11:14:41

Page: 1

          Refund By Total Rules Report
-----
TERM   BEGIN_DATE  END_DATE   TUI   TUI_PER   FEE_CD  FEE_PER
-----
200908 15-AUG-2009 19-AUG-2009      100.00   100.00
200908 20-AUG-2009 20-SEP-2009      80.00    80.00

          * * * CONTROL REPORT * * *

Parameter Description      Parameter Value(s)
Term Code

Number of Records Processed: 2

8.0 completed successfully

Run ended on 06-Nov-09 at 11:14:41
Content-type: text/plain; charset=UTF-8
    
```

## List of Accounts Receivable Supervisors and Cashiers Assigned to Each

### ZAQCASN

The Accounts Receivable Supervisory Report (ZAQCASN) provides report output for each supervisor and all cashiers assigned.

Execute the script from Job Submission (GJAPCTL).

The supervisors and assigned cashiers are written to a .lis file, and a .log file is generated. Sample output follows:

```

***** ZAQCASN *****
          version 8.0

Run began on 06-Nov-09 at 11:18:56

Page: 1

          Accounts Receivable Supervisory Report
-----
CASHIER          SUPERVISOR
-----
JBROZ            AMARSHAL
JYOUNG           AMARSHAL
AMARSHAL        DCRAWFOR
JBROZ           DCRAWFOR
JYOUNG          DCRAWFOR
SAISUSR         MALSTON
SAISUSR         TROBINSON

Number of Records Processed: 7
Run ended on 06-Nov-09 at 11:18:56Content-type: text/plain; charset=UTF-8

```

## List of Supervisors and Restricted Users

### ZAQTPRF

The Supervisor Restricted User Report (ZAQTPRF) provides report output for each supervisor and restricted user, as well as the permissions granted to each.

Execute the script from Job Submission (GJAPCTL).

The output lists all cashier IDs, names of cashiers, restricted indicator, supervisor indicator, category code, category code, description, and type. The output is written to a .lis file, and a .log file is generated. A sample report follows:

```

* * * * * ZAQTPRF * * * * *
          version 8.0

Run began on 06-Nov-09 at 01:04:36

Page: 1

          Supervisor and Restricted User Permission Report
-----
ID          Name          RUSER  SUPERV  CODE  DESCR          TYPE
-----
AMARSHAL    Amanda Marshal    N      Y
BSMITH      Betty Smith       Y      N      BKS   Bookstore Charges    B
DCRAWFOR    Deidre Crawford  N      Y
JBROZ       John Broz         N      N
JYOUNG      John Young        N      N
KPENN       Kate Penn         Y      N      PRE   Insurance Premium    C

Number of Records Processed: 27
Run ended on 06-Nov-09 at 01:04:36Content-type: text/plain; charset=UTF-8
    
```

## List of Financial Aid Transactions with Source Code of 'T'

### ZAQCSHT

The Financial Aid Source Code T Transactions Report (ZAQCSHT) provides a list of financial aid payments that have a source code of T.

Execute the script from Job Submission (GJAPCTL).

There are two parameters. The start date is the beginning date from which the user wants data to be pulled. The end date is the last date for which the user would like information. Both parameters are entered using the format DD-MON-YYYY.

The output displays the Student ID, Student Name, Term Code, Detail Code, Detail Code Description, Amount, User ID, and Transaction Date. Sample output follows.

```

***** ZAQCSHT *****
          version 8.0

Run began on 06-Nov-09 at 01:22:34

Page: 1

          Financial Aid Source Code T Transactions Report
-----
STUDENT_ID STUDENT_NAME      TERM_CD DTL_CD DESCRIPTION              AMOUNT      USER_ID  TRANS DATE
-----
001004740   Jensen, Ronita              199801 4180  Federal Pell              422.00      JDoe     04-JAN-1998
001006229   Jensen, Antonia            199801 4180  Federal Pell              422.00      JDoe     04-JAN-1998
001001657   Jensen, Sandi               199801 4180  Federal Pell              422.00      JDoe     04-JAN-1998
001003128   Jensen, Terry               199709 4180  Federal Pell              397.00      JDoe     03-JAN-1998
001003740   Jensen, Lewis               199801 4180  Federal Pell              158.00      BBob     14-FEB-1998
001004722   Jensen, Tomecia            199801 4180  Federal Pell              422.00      BBob     15-FEB-1998
090010998   Jensen, Leea                199801 4180  Federal Pell              434.00      BBob     15-FEB-1998
001000404   Jensen, Gary                199801 4180  Federal Pell              184.00      KMay     15-FEB-1998
001005758   Jensen, Tommy               199801 4180  Federal Pell              434.00      KMay     15-FEB-1998
090010690   Jensen, Yolanda             199801 4180  Federal Pell              318.00      KMay     15-FEB-1998
090010563   Jensen, Laurie              199801 4180  Federal Pell              447.00      KMay     15-FEB-1998

```

### List of Residency Status Codes and the Students Assigned.

#### ZAQRESS

The Residency Status Code Report (ZAQRESS) provides a list of residency status codes and the students assigned the residency status code for the specified term.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants the data to be pulled.

Process: ZAQRESS Term Code Data Report Parameter Set:

Printer Control  
Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Number	Parameters	Values
01	Term Code	200808

Submission  
 Save Parameter Set as Name: Description:  Hold  Submit

The output displays the Residence Status Code and Description, StudentID, and Name for the term processed.

```

22-OCT-2013 11:41:32 Test Database
PAGE 1
201108 Residency Status Report
SAQRESS

Residence Status Code: B ( Border Student Waiver )
|
100000015 File, Gomer E

Residence Status Code: F ( Families Moving to Georgia )
800010388 Student, Cpenine

Residence Status Code: N ( Out of State Resident )
100000011 Griffith, Andy Moses
800010355 Heslep, Marilyn
100000012 Redding, Otis F
800010358 Sidener, Bill
001206158 Student, CpeHistory20
001213885 Student, CpeHistory6
001212704 Student, CpeHistory7
800010362 Tower, Bea

Residence Status Code: O ( Out of State Waiver )
100000021 Nasicmo, Jim

Residence Status Code: R ( In State Resident )
800010119 Apples, Ruby Red
966966966 Baker, Alice
800010357 Baker, Jerry
001155667 Banderas, Antonio
Mallafafaralallalajkdqqqqqqqqqq123
100000017 Bee, Aunt G
444555666 Bird, Larry
001156462 Bishop, Amber
001167650 Bishop, Caitlin
001148662 Bishop, Jacqueline
166166166 Blank, Arthur

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PAGE 2
201108 Residency Status Report
SAQRESS

Residence Status Code: R ( In State Resident )
100000007 Burner, Bunson A
001122334 Carter IV, Shawn Michael Jackson
800010420 Cooper, Bradley
788788788 Dressing, Turkey
888888888 EightNineTenElevenTwelve,
SevenSixFiveFourThreeTwoOne or
100000010 Fife, Jr., Bar-n'ey T
001198695 Gale, Dorothy
253533333 Goodnplenty, Thomas A
800010348 Gucci, Mane L
800010351 Hopeless, Hope
411411411 Jackson, Joe
001036227 Jensen, Barbara
000023761 Jensen, Emory
001122333 Jensen, Rodney
122122122 Johnson, Johnny
800010360 Johnson, Pat
800010359 Klee, Peggy
100000008 Logan, Ted Theadora
888555222 Mac, Bernie
222333666 Miller, Kid
001042444 Panzer, Saul
800010350 Farrot, Polly F
999999999 Faa, Sweet
100000019 Peterson, Thelma Lou
100000020 Fike, Mayor

22-OCT-2013 11:41:32 Test Database
PAGE 3
201108 Residency Status Report
SAQRESS

Residence Status Code: R ( In State Resident )
800010361 Smith, Alice
147147147 Special, Guy Really
253532222 Stanley, William
800010368 Tank, Tyler
777888555 Tester, Jimmy
777777777 Tester, Seven
444444444 Tigers, Tony
324324324 Tim, Tiny
800010352 Up, Moving On
800010349 Vira, El

22-OCT-2013 11:41:32 Test Database
PAGE 5
201108 Residency Status Report
SAQRESS

Residence Status Code: R ( In State Resident )
800010356 Walker, Penny
100000001 Witwicky, Spike
800010370 Wrench, Wanda

22-OCT-2013 11:41:32 T11852 Database
PAGE 6
201108 Residency Status Report
SAQRESS

Control Summary Report
-----
Program Name: SAQRESS 8.27
Term Code: 201108
Lines Per Page: 55
Number of Records Reported: 58

```

## List of Third Party Contracts

### ZAQTPCR

The Third Party Contracts Report (ZAQTPCR) provides a list of third party contracts and the students assigned to the contract for the specified term. Additionally, the amount paid to the student is listed as part of the report output.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.

The output displays the Student ID, Student Name, Contract ID, Contract Description, Contract Number and the Total Contract Payments made to the student. Sample output follows.

```

17-May-10 at 09:02:24          Database          Page: 1
                               Third Party Contract Report      ZAQTPCR

Student ID Student Name          Contract ID Contract Description      Contract Number
00010001  Marshall, Bradlee Tess          43304      Tuition                          1
Total Contract Payments: $.00

017-May-10 at 09:02:24          Database          Page: 2
200508                               Third Party Contract Report      ZAQTPCR

* * * REPORT CONTROL INFORMATION - ZAQTPCR 8.2 * * *

Program Name : ZAQTPCR 8.2
One Up Number : 805700
Term Code : 200508
Report Line Limit : 55

Record Count : 1

Run ended on 17-May-10 at 09:02:24

**** Process completed successfully. ****
    
```



## List of Exemptions/Rate Codes

### ZAQEXRC

The Exemptions/Rate Codes Report (ZaqEXRC) provides exemptions and/or rate codes used for the term. The students associated with the rate code and the amount waived as provided are part of the report output.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.

The output displays the Student ID, Student Name, Exemption Code, Rate Code, and Amount. Sample output follows.

```

17-May-10 at 09:09:26                                     Database                                     Page: 1
200508                                                    Exemption/Rate Code Report                               ZAQEXRC

ID              Name              Exemption Code  Rate Code  Amount
001170911      Jensen, Angela          0003                $5,106.00
001147431      Jensen, AnnHeng        0004                $3,060.00
001192915      Jensen, April          0004                $3,060.00
001149347      Jensen, Brandon        0003                $5,106.00
001169125      Jensen, Brenda         0004                $1,530.00
001165411      Jensen, David          0003                $5,106.00
001134837      Jensen, Donna          0004                $1,530.00
001151561      Jensen, Edward         0004                $3,060.00
001184623      Jensen, Eric           0003                - $106.00
001073644      Jensen, Gwendolyn     0012                $426.00
001185524      Jensen, James          0004                $1,530.00
001133133      Jensen, James          0012                $426.00
001163795      Jensen, Jason          0004                $3,060.00
001110548      Jensen, Jessica        0003                $5,106.00
001170359      Jensen, Jocelyn        0003                $3,834.00
001171395      Jensen, Jonathan       0003                $5,106.00
001174497      Jensen, Joshua         0003                $5,106.00
001139708      Jensen, Mary           0012                $426.00
001157861      Jensen, Michelle       0017                $3,060.00
001125525      Jensen, Ramona         0004                $1,530.00
000007571      Jensen, Thomas        0012                $426.00
001119900      Jensen, Toni           0003                $5,106.00
001159890      Jensen, Travis         0010                $1,182.00
001130427      Jensen, Yashica        0003                $5,106.00
001184624      Jensen, Zachary        0003                $5,106.00
17-May-10 at 09:09:26                                     T10852 Database                                         Page: 2
200508                                                    :e Code Report                                         ZAQEXRC

*** REPORT CONTROL INFORMATION - ZAQEXRC 8.2 ***

Program Name : ZAQEXRC 8.2
One Up Number : 805702
Term Code : 200508
Report Line Limit : 55

Record Count : 25
Run ended on 17-May-10 at 09:09:29
**** Process completed successfully. ****
    
```

## List of Courses with Section Fees Assigned

### ZAQCSFR

The Course Section Fees Report (ZAQCSFR) provides a list of all courses with course section fees assigned for the term specified.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The term code is the term from which the user wants data to be pulled.

The output displays the CRN, Subject Code, Course Number, Course Title, Detail Code, Amount, Level, Fee Type and Activity Date. Sample output follows.

```

17-May-10 at 09:24:11          Database          Page: 1
200808                        Course Section Fee Report          ZAQCSFR

CRN   SUBJECT  COURSE  COURSE TITLE          DETAIL  AMOUNT   LEVEL  FEE  ACTIVITY DATE
      CODE    NUMBER                                CODE
88890  EDEC     6211   Soc Studies in Early Child Ed  1002   $250.00  GS     CRED  09/28/2009
88890  EDEC     6211   Soc Studies in Early Child Ed  1001   $25.00   GS     FLAT  09/28/2009
E17-May-10 at 09:24:11      T10852 Database          Page: 2
200808                        Course Section Fee Report          ZAQCSFR

      * * * REPORT CONTROL INFORMATION - ZAQCSFR 8.2 * * *

Program Name : ZAQCSFR 8.2
One Up Number : 805703
Term Code : 200808
Report Line Limit : 55

Record Count : 2

Run ended on 17-May-10 at 09:24:11

**** Process completed successfully. ****
    
```

## List of Financial Aid Fund by Aid Year

### ZAQFAFR

The Financial Aid Fund Report by Aid Year (ZAQFAFR) provides a list of all financial aid funds assigned for the aid year specified.

Execute the script from Job Submission (GJAPCTL).

There is one parameter. The aid year is the aid year from which the user wants data to be pulled.

Process Submission Controls GJAPCTL 8.3.0.2

Process: ZAQFAFR Fin Aid Fund Rpt by Aid Year Parameter Set:

Printer Control

Printer: DATABASE Special Print: Lines: 55 Submit Time:

Parameter Number	Parameters	Values
01	Aid Year Code	1112

LENGTH: 4 TYPE: Character O/R: Required M/S: Single  
Enter Aid Year for Report

Submission

Save Parameter Set as Name: Description:  Hold  Submit

The output displays the institution code, student id, term/period, fund code, fund code description, accept amount, offer amount, paid amount, authorize amount, and memo amount. . Sample output follows.

The results of the process are written to the following: .lis file; .csv file and a .pdf file. A .log file is also generated. Sample output follows.

**.lis file:**

```

ZAQFAFR 8.22.1                               Database                               11-Jun-13 03:02:27
Aid Year Code 1213                           Financial Aid Fund Report by Aid Year      Page: 1
-----
FCRU  SPRIDEN_ID  PERIOD  FUND CODE  FUND TITLE                                ACCEPT AMT  OFFER AMT  PAID AMT  AUTH AMT  MEMO AMT
-----
690  @00010348    201208  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010348    201208  FWKSTY    Federal Work Study                       1000.00    1000.00
690  @00010348    201302  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010348    201302  FWKSTY    Federal Work Study                       1000.00    1000.00
690  @00010348    201305  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010348    201305  FWKSTY    Federal Work Study                       0.00       0.00
690  @00010349    201208  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010349    201208  GHGRNT    HOPE Grant                               0.00       0.00
690  @00010349    201208  ZELLM    Zell Miller Scholarship                   0.00       0.00
690  @00010349    201302  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010349    201302  GHGRNT    HOPE Grant                               0.00       0.00
690  @00010349    201302  ZELLM    Zell Miller Scholarship                   0.00       0.00
690  @00010349    201305  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010349    201305  GHGRNT    HOPE Grant                               0.00       0.00
690  @00010349    201305  ZELLM    Zell Miller Scholarship                   0.00       0.00
690  @00010350    201208  GHOPE    HOPE Scholarship                         666.66    666.66
690  @00010350    201208  ZELLM    Zell Miller Scholarship                   666.66    666.66
690  @00010350    201302  GHOPE    HOPE Scholarship                         666.66    666.66
690  @00010350    201302  ZELLM    Zell Miller Scholarship                   666.66    666.66
690  @00010350    201305  GHOPE    HOPE Scholarship                         1666.00    1666.00
690  @00010350    201305  ZELLM    Zell Miller Scholarship                   666.68    666.68
690  @00010368    201208  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010368    201302  FPELL     Federal Pell Grant                        1850.00    1850.00
690  @00010368    201305  FPELL     Federal Pell Grant                        1850.00    1850.00

Program Name : ZAQFAFR 8.22.1
One Up No : 840458
Aid Year Code: 1213

Number of Records Processed : 24

Run began on 11-Jun-13 03:02:27
Run ended on 11-Jun-13 03:02:27

**** Process completed successfully. ****
    
```

**.csv file:**

	A	B	C	D	E	F	G	H	I	J	K	L
1	ZTVISNT	SPRIDEN	RPRATRM	RPRATRM	RFRBASE	RPRATRM	RPRATRM	RPRATRM	RPRATRM	RPRATRM	MEMO_AMT	
2	690	@0001034	201208	FPELL	Federal Pe	1850	1850					
3	690	@0001034	201208	FWKSTY	Federal W	1000	1000					
4	690	@0001034	201302	FPELL	Federal Pe	1850	1850					
5	690	@0001034	201302	FWKSTY	Federal W	1000	1000					
6	690	@0001034	201305	FPELL	Federal Pe	1850	1850					
7	690	@0001034	201305	FWKSTY	Federal W	0	0					
8	690	@0001034	201208	FPELL	Federal Pe	1850	1850					
9	690	@0001034	201208	GHGRNT	HOPE Gran	0	0					
10	690	@0001034	201208	ZELLM	Zell Miller	0	0					
11	690	@0001034	201302	FPELL	Federal Pe	1850	1850					
12	690	@0001034	201302	GHGRNT	HOPE Gran	0	0					
13	690	@0001034	201302	ZELLM	Zell Miller	0	0					
14	690	@0001034	201305	FPELL	Federal Pe	1850	1850					
15	690	@0001034	201305	GHGRNT	HOPE Gran	0	0					
16	690	@0001034	201305	ZELLM	Zell Miller	0	0					
17	690	@0001035	201208	GHOPE	HOPE Scholarship		1667					
18	690	@0001035	201208	ZELLM	Zell Miller	666.66	666.66					
19	690	@0001035	201302	GHOPE	HOPE Scholarship		1667					
20	690	@0001035	201302	ZELLM	Zell Miller	666.66	666.66					
21	690	@0001035	201305	GHOPE	HOPE Scholarship		1666					
22	690	@0001035	201305	ZELLM	Zell Miller	666.68	666.68					
23	690	@0001036	201208	FPELL	Federal Pe	1850	1850					
24	690	@0001036	201302	FPELL	Federal Pe	1850	1850					
25	690	@0001036	201305	FPELL	Federal Pe	1850	1850					
26												

## Auditing Requirements for Security Satisfied by ITS SQL Scripts

### Introduction

ITS has developed scripts to be executed by the Banner DBA or Security Administrator to produce the following security information for the auditors. The audit team will request the report output for each requirement during the audit period.

Requirement Satisfied	Script Name
All Users with Access to AR Objects, Including Class and Roles	ZAQTCLS
Determination of Value-based Security Status	ZAQQVBS
Determination of Auditing Status for taismgr	ZAQTAUD
All Users with Permission to Access taismgr Objects at the Database Level	ZAQTOBJ
User Activity as a Results of a Security Violation	ZAQALOG
Oracle Roles	ZAQROLE
All Users with Access to Specific Objects, Including Class and Roles	ZAQSCLS
Assigning Users to a Specific Profile for Security	ZAAFUNC ZAAPROF ZAAGRPF ZAAEXPW

## List of All Users with Access to AR Objects, Including Class and Roles

### ZAQTCLS

Execute ZAQTCLS in SQLPlus.

The user running the script must be **BANSECR**.

The report output lists the user, specific objects, role, and activity date that can be accessed only through Banner by the specific user. The output file produced is zaqtcls.lis.

Following is a sample report:

```

^L                               Arsys Class Security Report
zaqtcls.sql                      Date: April 30, 2003 @ 3:40 p.m.           Page: 1

```

USER	OBJECTS	CLASS	ROLE	ACTIVITY DATE
BWELSH	TFAACCT	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAADSP	BAN_ARSYS_C	BAN_DEFAULT_M	10-JUL-2000
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFADETC	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFADETF	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFADETL	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAISTC	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAISTL	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAMASS	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAMDET	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAMISC	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAMUNA	BAN_ARSYS_C	BAN_DEFAULT_M	10-JUL-2000
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFARFND	BAN_ARSYS_C	BAN_DEFAULT_M	10-JUL-2000
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFAUNAP	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFIAPPL	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFIAREV	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002
	TFRBILL	BAN_ARSYS_C	BAN_DEFAULT_M	16-SEP-1995
		BAN_QUERY_C	BAN_DEFAULT_Q	21-OCT-2002

```

zaqtcls.txt (0%)

```

## Determination of Value-based Security Status

### ZAQQVBS

ZAQQVBS determines if value-based security (VBS) is active.

Execute ZAQQVBS in SQLPlus. The user running the script must be **BANSECR**. Report output is a text file named zaqqvbs.lis that provides information to let the requestor know if VBS is active.

Sample output follows:

```
^L                               Valuebase Report
zaqqvbs.sql                      Date: April 30, 2003 @ 3:41 p.m.          Page: 1
VALUEBASE_ON DATE_ON
-----
N                24-JUN-98
```

## Determination of Auditing Status for taismgr

### ZAQTAUD

Execute ZAQTAUD from SQLPlus to determine if auditing is active for taismgr. The user must be taismgr. Report output provides information regarding auditing. If no rows are returned, auditing is not active.

Sample output follows:

```
zaqtaud.sql                      Date: July 9, 2003 @ 2:27 p.m.          Page: 1
OS_USERNAME USERNAME TIMESTAMP ACTION_NAME LOGOFF_TIME SESSIONID RETURNCODE
-----
oracle          TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1152 Connected
oracle          TAISMGR 09-JUL-03 LOGON   1153 Failed
oracle          TAISMGR 09-JUL-03 LOGON   1154 Failed
oracle          TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1155 Connected
oracle          TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1162 Connected
oracle          TAISMGR 09-JUL-03 LOGON   1163 Failed
oracle          TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1164 Connected
banner         TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1165 Connected
banner         TAISMGR 09-JUL-03 LOGOFF 09-JUL-03 1166 Connected
```

**List of All Users with Permission to Access tasmgr Objects at the Database Level**

**ZAQTOBJ**

Execute ZAQTOBJ from SQLPlus. The user must have select privileges on DBA\_TAB\_PRIVS. A text file named zaqtobj.lis is the report output that provides a list of users who have access to the tasmgr objects at the database level.

A sample report follows:

```

^L
          ARSYS Object Access Report
zaqtobj.sql          Date: May 28, 2003 @ 10:18 a.m.          Page: 1
TABLE_NAME GRANTOR GRANTABLE GRANTEE OWNER PRIVILEGE
-----
EXCEPTIONS TAISMGR YES BANINST1 TAISMGR DELETE
EXCEPTIONS TAISMGR YES BANINST1 TAISMGR INSERT
EXCEPTIONS TAISMGR YES BANINST1 TAISMGR SELECT
EXCEPTIONS TAISMGR YES BANINST1 TAISMGR UPDATE
EXCEPTIONS TAISMGR YES BANINST1 TAISMGR REFERENCES
EXCEPTIONS TAISMGR NO VIEWALL_R TAISMGR SELECT
EXCEPTIONS TAISMGR NO BANUSR2 TAISMGR DELETE
EXCEPTIONS TAISMGR NO BANUSR2 TAISMGR INSERT
EXCEPTIONS TAISMGR NO BANUSR2 TAISMGR SELECT
EXCEPTIONS TAISMGR NO BANUSR2 TAISMGR UPDATE
GJBJOBS_IN TAISMGR YES BANINST1 TAISMGR DELETE
GJBJOBS_IN TAISMGR YES BANINST1 TAISMGR INSERT
GJBJOBS_IN TAISMGR YES BANINST1 TAISMGR SELECT
GJBJOBS_IN TAISMGR YES BANINST1 TAISMGR UPDATE
GJBJOBS_IN TAISMGR YES BANINST1 TAISMGR REFERENCES
GJBJOBS_IN TAISMGR NO VIEWALL_R TAISMGR SELECT
GJBJOBS_IN TAISMGR NO BANUSR2 TAISMGR DELETE
GJBJOBS_IN TAISMGR NO BANUSR2 TAISMGR INSERT
GJBJOBS_IN TAISMGR NO BANUSR2 TAISMGR SELECT
GJBJOBS_IN TAISMGR NO BANUSR2 TAISMGR UPDATE
GJBPDF_IN TAISMGR YES BANINST1 TAISMGR DELETE
GJBPDF_IN TAISMGR YES BANINST1 TAISMGR INSERT
GJBPDF_IN TAISMGR YES BANINST1 TAISMGR SELECT
GJBPDF_IN TAISMGR YES BANINST1 TAISMGR UPDATE
GJBPDF_IN TAISMGR NO VIEWALL_R TAISMGR SELECT
GJBPDF_IN TAISMGR NO BANUSR2 TAISMGR DELETE
GJBPDF_IN TAISMGR NO BANUSR2 TAISMGR INSERT
GJBPDF_IN TAISMGR NO BANUSR2 TAISMGR SELECT
GJBPDF_IN TAISMGR NO BANUSR2 TAISMGR UPDATE
GJBPDFT_IN TAISMGR YES BANINST1 TAISMGR DELETE
GJBPDFT_IN TAISMGR YES BANINST1 TAISMGR INSERT
GJBPDFT_IN TAISMGR YES BANINST1 TAISMGR SELECT
zaqtobj.txt (0%)
    
```



## List of User Activity as a Result of a Security Violation

### ZAQALOG

Execute ZAQALOG from SQLPlus. The user must be **BANSECR**. Output is a file named zaqalog.lis that lists user activity that has violated security within the Banner application. When prompted, enter a start and end date.

A sample report follows:

```
^L                               Not Authorized to Access Report
zaqalog.sql                      Date: April 30, 2003 @ 4:04 p.m.           Page: 1

OBJECTS   ID           ACTIVITY
DATE     REASON
-----
TOQMENU   RGANER       21-OCT-2002 User RGANER not authorized to access
TGACTRL   RGANER       21-OCT-2002 User RGANER not authorized to access
TSADETF   RGANER       21-OCT-2002 User RGANER not authorized to access
SOQMENU   BWELSH       21-OCT-2002 User BWELSH not authorized to access
SIATERM   BWELSH       21-OCT-2002 User BWELSH not authorized to access
GUAINIT   GENERAL      20-NOV-2002 User GENERAL not authorized to access
GUAINIT   UPGRADE1     26-NOV-2002 User UPGRADE1 not authorized to acces
GUAINIT   RGANER       21-OCT-2002 User RGANER not authorized to access
zaqalog.txt: END
```

## List of Oracle Roles

### ZAQROLE

Execute ZAQROLE from SQLPlus to produce a list of user activities that have violated security within the Banner application. The user needs select access to DBA\_ROLE\_PRIVS.

Following the prompt, enter a start and end date at the time of execution.

The zaqrole.lis file is generated. A sample report follows:

```
Oracle Role Report
zaqrole      Date: May 9, 2003 @ 10:17 a.m.      Page: 1

GRANTED_ROLE          GRANTEE
-----
AO_ADMINISTRATOR_ROLE  SYS
                        SYSTEM

AO_USER_ROLE           SYS

BAN_DEFAULT_CONNECT   ADISDAT
                        ADISPRD
                        ADISUSR
                        BPISPRD
                        BPISUSR
                        BWELSH
                        CCAIN
                        CIMSPRD
                        CIMSUSR
                        CLONG
                        CNOBLES
```

## List of All Users with Permission to Access Specific Objects at the Database Level

### ZAQSCLS

Execute ZAQSCLS in SQLPlus.

The user running the script must be **BANSECR**.

The report output lists the user, specific objects, role, and activity date that can be accessed only through Banner by the specific user. The output file produced is zaqscls.lis.

A sample report follows:

```
Enter value for object: SAAADMS
```

Class Security Report By Object				
saqscls.sql				
Date: February 19, 2007 @ 4:34 p.m.				
Page: 1				
USER	OBJECTS	CLASS	ROLE	ACTIVITY DATE
ADISDAT	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
ADISFRD	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
ADISUSR	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
AJORDI	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
AMARSHAL	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
ANONYMOUS	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
AUDITOR	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
BANINGR	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
BANINSTI	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
BANPROXY	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
BANQUEST	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005
BANSECR	SAAADMS	BAN_CONSULTING_C	BAN_DEFAULT_M	12-AUG-2005

## Assigning Users to a Specific Profile for Security

### ZAAFUNC

Execute zaafunc.sql from SQLPlus to create the BOR\_VERIFY\_FUNCTION password strength function called by BOR\_PROFILE. This script will test the strength of passwords to ensure that passwords have a length of at least six, password is not set to the same as another username, password contains at least one number and at least one alpha character, and password is not set to commonly used words such as 'password' or 'oracle'.

The user should be connected as 'sysdba' to execute this script.

The zaafunc.lis file is generated. A sample report is below.

```

11:47:26 SQL>
11:47:26 SQL> CREATE OR REPLACE FUNCTION bor_verify_function
11:47:26 2 ( username varchar2,
11:47:26 3 password varchar2,
11:47:26 4 old_password varchar2) RETURN boolean IS
11:47:26 5 n boolean;
11:47:26 6 n integer;
11:47:26 7 isSpecial boolean;
11:47:26 8 isSpecial boolean;
11:47:26 9 isChar boolean;
11:47:26 10 specialarray varchar2(45);
11:47:26 11 chararray varchar2(52);
11:47:26 12 BEGIN
11:47:26 13 chararray:= 'abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ';
11:47:26 14 specialarray:= '0123456789';
11:47:26 15
11:47:26 16 -- Check if the password is same as the username
11:47:26 17 IF NLS_LOWER(password) = NLS_LOWER(username) THEN
11:47:26 18   raise_application_error(-20001, 'Password NOT changed! too similar to username');
11:47:26 19 END IF;
11:47:26 20
11:47:26 21 -- Check if the password is too similar as the username --> added ddf 12/03/00
11:47:26 22 isSpecial:=TRUE;
11:47:26 23 FOR j IN 1..n LOOP
11:47:26 24   IF substr(password,j,1) <> substr(username,j,1) THEN
11:47:26 25     isSpecial:=FALSE;
11:47:26 26   END LOOP;
11:47:26 27
11:47:26 28 IF isSpecial = TRUE THEN
11:47:26 29   raise_application_error(-20001, 'Password NOT changed! too similar to username');
11:47:26 30 END IF;
11:47:26 31
11:47:26 32 -- Check for the minimum length of the password
11:47:26 33 IF length(password) < 6 THEN
11:47:26 34   raise_application_error(-20002, 'Password NOT changed! length must be > 5');
11:47:26 35 END IF;
11:47:26 36
11:47:26 37 -- Check if the password is too simple. A dictionary of words may be
11:47:26 38 -- maintained and a check may be made so as not to allow the words
11:47:26 39 -- that are too simple for the password.
11:47:26 40 IF NLS_LOWER(password) IN ('welcome', 'database', 'account', 'user', 'password', 'oracle', 'computer', 'abcd') THEN
11:47:26 41   raise_application_error(-20004, 'Password NOT changed! Password too simple');
11:47:26 42 END IF;
11:47:26 43
11:47:26 44 -- Check if the password contains at least one letter and one non-letter (number or sp)
11:47:26 45 -- 1. Check for the special character
11:47:26 46 isSpecial:=FALSE;
11:47:26 47 n := length(password);
11:47:26 48 FOR i IN 1..length(specialarray) LOOP
11:47:26 49   FOR j IN 1..n LOOP
11:47:26 50     IF substr(password,j,1) = substr(specialarray,i,1) THEN
11:47:26 51       isSpecial:=TRUE;
11:47:26 52       GOTO findchar;
11:47:26 53     END IF;
11:47:26 54   END LOOP;
11:47:26 55 END LOOP;
11:47:26 56 IF isSpecial = FALSE THEN
11:47:26 57   raise_application_error(-20003, 'Password NOT changed! Must contain a char and a number');
11:47:26 58 END IF;
11:47:26 59
11:47:26 60 -- 2. Check for the character
11:47:26 61 <<<findchar>>
11:47:26 62 isChar:=FALSE;
11:47:26 63 FOR i IN 1..length(chararray) LOOP
11:47:26 64   FOR j IN 1..n LOOP
11:47:26 65     IF substr(password,j,1) = substr(chararray,i,1) THEN
11:47:26 66       isChar:=TRUE;
11:47:26 67       GOTO endsearch;
11:47:26 68     END IF;
11:47:26 69   END LOOP;
11:47:26 70 END LOOP;
11:47:26 71 IF isChar = FALSE THEN
11:47:26 72   raise_application_error(-20003, 'Password NOT changed! Must contain a char and a number');
11:47:26 73 END IF;
11:47:26 74 <<<endsearch>>
11:47:26 75
11:47:26 76 -- Everything is fine: return TRUE ;
11:47:26 77 RETURN TRUE;
11:47:26 78 END;
11:47:26 79 /
11:47:26 80
Function created.
Elapsed: 00:00:00.57

```

### ZAAPROF

Execute zaaprof.sql from SQLPlus to create the BOR\_PROFILE Oracle profile. The following limits are set on user logins:

- Failed login attempts: 5
- Sessions per user: 3
- Password lock time: 1/1440
- Password reuse max: 2
- Password reuse time: 180

Password life time: 90

Verify function: BOR\_VERIFY\_FUNCTION

The user should be connected as system to execute this script.

The zaaprof.lis file is generated. A sample report is below.

```
11:50:55 SQL>
11:50:55 SQL> create profile bor_profile limit
11:50:55 2 failed_login_attempts 5
11:50:55 3 sessions_per_user 3
11:50:55 4 password_lock_time 1/1440
11:50:55 5 password_reuse_max 2
11:50:55 6 password_reuse_time 180
11:50:55 7 password_life_time 90
11:50:55 8 password_verify_function bor_verify_function
11:50:55 9 /

BOR_PROFILE created

Elapsed: 00:00:00.04
```

### ZAAGRPF

Execute zaagrpf.sql from SQLPlus to assign all end users to the BOR\_PROFILE that are not Oracle distributed or Banner schema owners.

The user should be connected as 'system' to execute this script.

### ZAAEXPW

Execute zaaexpw.sql from SQLPlus to expire passwords for all Banner end users that are not Oracle distributed or Banner schema owners.

The user should be connected as 'system' to execute this script.

Note: This script is not required. However, if the script is not executed, the expiration of passwords is not enforced. The execution will enforce the expiration of passwords for all users.

The zaaexpw.lis file is generated. A sample report is below.

```
11:51:42 SQL> alter user AJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user BJONES password expire;
User altered.
Elapsed: 00:00:00.01
11:51:42 SQL> alter user CJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user DJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user EJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user FJONES password expire;
User altered.
Elapsed: 00:00:00.02
11:51:42 SQL> alter user GJONES password expire;
User altered.
Elapsed: 00:00:00.02
```

## Appendix A: Document History

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

<b>Release and Date</b>	<b>Form/Process</b>	<b>Page</b>	<b>Update Description</b>
Georgia Enhancements 8.0, March 31, 2010	NA	All	Updated screen captures.
Georgia Enhancements 8.2, June 30, 2010	ZAQRESS ZAQTPCR ZAQEXRC ZAQCSFR		Added processing information for new processes delivered.
Georgia Enhancements 8.22.1 June 14, 2013	ZAQFAFR		Added processing information for new process delivered.
Georgia Enhancements 8.27 November 15, 2013	ZAQRESS	18	Updated screen captures.

## Appendix B: Reports No Longer Supported

Appendix A includes reports for which ITS has discontinued support. ITS developed processes to be executed by the Banner functional staff to produce reconciliation data. These reports have been superseded by the Aging Analysis Report (ZGRAGES).

### Summary Data by Account Number

**ZAQFREC** The AR Summary Data by Account Number process (ZAQFREC) produced a report of summary data by account number. Execute ZAQFREC in Job Submission (GJAPCTL).

There were two parameters for this process. The start date was the first date for the data pull from the Banner environment. The end date was the last date data was pulled. The format for entering the date for each parameter was DD-MON-YYYY.

The screenshot shows the 'Process Submission Controls: GJAPCTL 7.1' window. At the top, 'Process:' is set to 'ZAQFREC' and 'AR Summary Data by Acct Nbr'. Below this is a 'Printer Control' section with 'Printer:' set to 'NO PRINT', 'Special Print:' empty, 'Lines:' set to '55', and 'Submit Time:' empty. The 'Parameter Values' section has a table with two parameters:

Parameter Number	Parameters	Values
01	Start Date	01-JUL-2003
02	End Date	31-DEC-2003

At the bottom, the 'Submission' section has a 'Save Parameter Set as' checkbox, 'Name:' and 'Description:' text boxes, and radio buttons for 'Hold' and '\* Submit'.

The report output listed the following:

- account number
- account description
- total fed amount
- total unapplied amount
- total not booked
- ready to feed

The report output was sorted by account number. The report output was written to a .lis file, and a .log file was generated.

```
***** ZAQFREC *****
version 6.0
Run began on 07-May-04 at 08:45:56

Page: 1

***** BANNER FEE RECONCILIATION REPORT
***** FISCAL TOTALS TO DATE BY ACCOUNT NUMBER
*****
```

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	FED	TOTAL UNAPPLIED	TOTAL NOT BOOKED	READY TO FEED
1000000001100000000000000000000000409300	APPLICATION FEES	0.00	0.00	-153.00	-153.00
1000000001100000000000000000000000409520	FEES-SCIENCE LABORATORY	-100.00	-50.00	50.00	0.00
1000000001100000000000000000000000409525	FEES-CHEMISTRY LABORATORY	-100.00	0.00	0.00	0.00
1000000001100000000000000000000000409528	FEES-BIOLOGY LABORATORY	-200.00	0.00	50.00	50.00
1000000001100000000000000000000000409700	STUDENT RETURNED CHECKS	-100.00	0.00	0.00	0.00
1000000001100000000000000000000000442100	LIBRARY FINES	-51.00	0.00	0.00	0.00
1000000001100000000000000000000000442110	LIBRARY-BOOK REPLACEMENT	-55.00	0.00	0.00	0.00
1000000001198100000000000000000000401100	RESIDENT TUITION	-5,220.00	-4,451.00	-1,090.00	-5,541.00
1000000001198100000000000000000000403100	TECHNOLOGY FEES	-439.00	-2,354.50	-888.60	-3,243.10
1000000001198200000000000000000000402300	FEE WAIVERS-NON RES TUIT	978.00	0.00	0.00	0.00

**Detail Data by Account Number**

**ZAQFDTL** The AR Detail Data by Account Number process (ZAQFDTL) produced a report of detail data by account number.  
Execute ZAQFDTL in Job Submission (GJAPCTL).

The report output listed the account number, account description, student ID, student name, and total unapplied amount. The report output was sorted by account number and provided a summary total for each. The report output was written to a .lis file, and a .log file was produced.

Following is a sample report:

```

***** ZAQFDTL *****
version 6.0

Run began on 07-May-04 at 08:51:50

Page: 1 BANNER FEED RECONCILIATION DETAIL REPORT
-----
ACCOUNT_NUMBER ACCOUNT_DESCRIPTION STUDENT # STUDENT NAME UNAPPLIED
-----
100000000000012120 254632438 Griffin, Melissa -808.27
Account Total -808.27

10000000011000000000000000000000409100 LATE REGISTRATION FEE 260559124 Thompson, Trisha -10.00
10000000011000000000000000000000409100 LATE REGISTRATION FEE 252355572 Youngblood, Laura 10.00
Account Total 0.00

10000000011000000000000000000000409520 FEES-SCIENCE LABORATORY 000017113 Senior, Sam -50.00
Account Total -50.00

10000000011000000000000000000000442100 LIBRARY FINES 260578923 Martin, Alison 5.75
10000000011000000000000000000000442100 LIBRARY FINES 258592177 Martin, Rachel -1.00
10000000011000000000000000000000442100 LIBRARY FINES 252459892 Spirez, Samuel -3.75
Account Total 1.00

10000000011000000000000000000000442110 LIBRARY-BOOK REPLACEMENT 257616007 Tyson, Terri 30.00
Account Total 30.00

```

## Appendix C: Process Flow

# AR Auditing Toolkit

