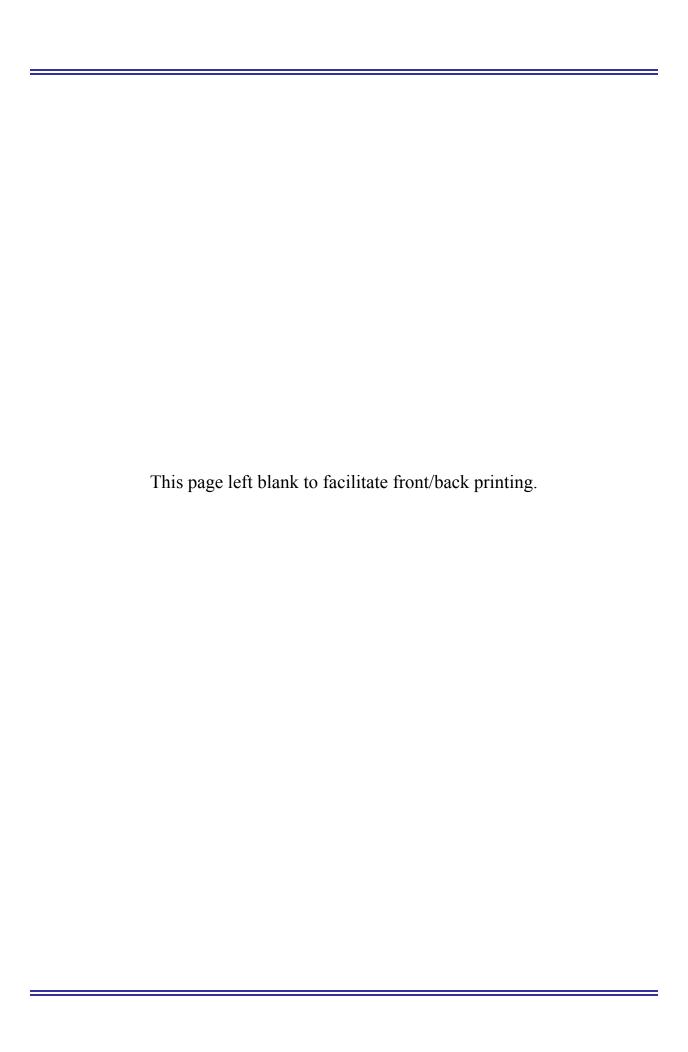# Using the HOPE Module

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

Version 7.9

**Office of Information and
Instructional Technology**

September 2007

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Table of Contents

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Using HOPE Processing

Introduction to HOPE

Purpose of HOPE Processing

The Georgia Banner Enhanced Student and Financial Aid HOPE Process calculates transfer and institutional hours to determine HOPE eligibility for financial aid. Georgia's HOPE Scholarship Program is entirely funded by the Georgia Lottery and administered by the Georgia Student Finance Commission (GSFC). It provides scholarship and grant assistance to residents of Georgia attending eligible Georgia post-secondary institutions. The HOPE Invoicing Process produces an invoice to be sent to the GSFC. The State Department of Audits requested the establishment of the system for necessary accounting controls over HOPE funds. University System of Georgia (USG) institutions are required to submit invoices to receive HOPE funds from the GSFC.

The Georgia Enhanced HOPE process includes both Banner baseline and Georgia requirement information. You can use the HOPE process to determine HOPE eligibility for an individual student, with a population selection of students or by selecting all students with a ROASTAT record.

Schools calculate HOPE eligibility at the end of each term, or when new transfer information is available.

Target Audience

Financial Aid and Business Officers

Technical Notes

The user must have Delete and Insert privileges for the ZHRHINV and ZHRRCON tables. This access is granted by the institution's DBA.

Purpose and Scope of Document

This document explains how to use the Georgia Enhanced HOPE module to meet the needs and requirements for awarding, disbursing, requesting, receiving, and reconciling HOPE funds specified by the USG, GSFC, and State Department of Audits.

This chapter includes the following topics:

- Introduction to HOPE
- HOPE Processing Requirements
- HOPE Forms and Processes Reference
- HOPE Process Flow
- Using HOPE
    - o Setting up Codes and Rules
    - o Creating HOPE Rules
    - o Create HOPE High School Records
    - o Calculating and Verifying HOPE

- o Creating the State Grant Export File
- o Creating a HOPE Invoicing Extraction File
- o Loading a GSFC Return File
- o Verify Learning Support
- Reconciliation
- Document history
- Obsolete Processes

These steps will take you through most of the HOPE processing steps. With the decommission of the Paid Hours Load process (ZHRPDHR), the PAID Hours information is included with the GSFAPPS processes and forms in the GSFAPPS user documentation.

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 the *SGHE Banner Financial Aid User Guides.*

Support

For additional OIIT resources and support, contact the OIIT 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 OIIT Helpdesk immediately

- 706-583-2001

- Toll free within Georgia: 1-888-875-369

HOPE Processing Requirements

Introduction to HOPE Processing Requirements

OIIT has provided the Georgia Enhanced HOPE Module for USG institutions to process the Georgia HOPE scholarship. HOPE processing and HOPE invoicing require specific setup and usage of the HOPE Module within Banner Financial Aid to function properly. This section describes the requirements for HOPE processing.

Fund Codes

Each HOPE fund offered at the institution will have a fund code established for tuition and fees and a fund code for books. Each fund code is cross-walked on the EDI Cross-Reference Rules Form (SOAXREF). The HOPE Invoicing process is designed to execute appropriately under this scenario.

Note: An institution may have a fund code established for tuition, a fund code for fees, and a fund code for books. HOPE Invoicing will also process records based on this scenario.

Transient Students

The financial aid counselor at the transient institution receives the HOPE agreement form/letter stating the student's eligibility status and HOPE tier information. The counselor then creates a ZHAHOPE record for the student and logs the information on the RRAAREQ, RBAABUD, and any other form needed to ensure that the student is awarded HOPE. Once all necessary forms are populated, the counselor runs the ZORHGPA process. A manual change in the tiers might be necessary to reflect what has been indicated on the transient agreement form. The HOPE fund is then added on the RPAAWRD form under normal packaging and disbursement conditions.

Program Changes

Students who receive HOPE funds for a certificate program may convert to a degree-seeking program. These changes will be reflected in the HOPE Invoicing Extraction File (ZHRHINV).

HOPE Forms and Processes Reference

Overview

Use the following forms to maintain HOPE:

Descriptive Title	Name
Applicant Status Form	ROASTAT
Detail Code Control Form	ZSADETC
EDI Verification Label Validation	STVXLBL
EDI Cross-Reference Rules Form	SOAXREF
Financial Aid Reconciliation Form	ZHARCON
Financial Aid Selection Rules Form	RORRULE/ZORRULE
Fund Base Data Form	RFRBASE
Fund Management Form	RFRMGMT
HOPE Eligibility Form	ZHAHOPE
HOPE Fund Code Rules Form	ZFRHOPE

Use the following processes to establish HOPE eligibility

Descriptive Title	Name
Financial Aid Reconciliation Process	ZHRFARR
HOPE Accumulation/Eligibility Process	ZORHGPA
HOPE Transfer GPA Calculation Process	ZORHTGA
HOPE High School Load Process	ZORHHSL
HOPE Invoicing Extraction Process	ZHRHINV
HOPE Invoicing Reconciliation Process	ZHRGHIL
Paid Hours Load Process	ZHRPDHR
Learning Support Hours Report	ZORLSUP
State Grant File Export Process	ZFBGEXP
RCTINFR Load Process	ZORINFR

HOPE Process Flow

Description of HOPE

The HOPE Process establishes a standard procedure for institutions to use that calculates transfer and institutional hours to determine HOPE eligibility for Financial Aid. It also provides the ability to produce invoices to be sent to the Georgia Student Finance Commission (GSFC) and load return files from the GSFC into Banner.

The HOPE Process flow includes the following major steps:

- Setting up codes and rules
- Creating HOPE rules for each HOPE fund code
- Calculating HOPE
- Verifying HOPE results
- Creating an extraction file and submitting it to the GSFC
- Loading the file returned from the GSFC
- Reconciling HOPE funds

HOPE Eligibility Tracking Information

The following HOPE Scholarship Programs, which are administered by the GSFC, provide significant student financial aid funding to Georgia students:

- HOPE Scholarship Program for Degree-Seeking Students
- HOPE Scholarship Program for Students Seeking Diploma/Certificate
- HOPE Scholarship Program for Students Attending Georgia Private Colleges and Universities
- HOPE Scholarship Program for GED Recipients
- HOPE Promise Scholarship
- HOPE Promise II Scholarship
- HOPE Teachers Scholarship
- HOPE Accel Program for High School Students attending Georgia College and Universities

The Degree-Seeking Program is the most difficult to administer due to its unique eligibility and awarding requirements that cannot be handled by Banner baseline. In this enhancement, the Degree-Seeking Program has processes to establish eligibility automatically and to track and update eligibility at the required checkpoints. Eligibility for the other HOPE programs can be tracked in this enhancement but currently must be determined and entered manually into the form.

The Georgia Student Finance Authority (GSFA), a division of the GSFC, administers the following teacher scholarship loan programs:

- Promise Teacher Scholarship
- Promise II Teacher Scholarship
- HOPE Teacher Scholarship

Timeframe

An institution calculates HOPE eligibility at the end of each term, or when new transfer information is available.

An institution must create a HOPE invoice each time it needs to draw down or receive HOPE funding.

Exceptions

Warning about Manual Adjustments for HOPE Invoicing

The HOPE Invoicing extraction file created from Banner does not account for manual adjustments to awards via SURFER. Manual adjustments must be treated as exceptions when creating the HOPE Invoicing file.

Overview

I. Setting Up Codes and Rules

1.	Create detail codes	ZSADETC
2.	Create fund codes	RFRBASE
3.	Relate detail code rules to HOPE fund codes	RFRMGMT
4.	Set indicators for each fund code	ZFRHOPE
5.	Create Non-HOPE Fund Code RGTGSFCO label	STVXLBL
6.	Create student attributes label RGTATTS to identify guaranteed tuition plan (GTP) students	STVXLBL
7.	Establish cross-reference rules for tuition, fee, and book detail category codes and fund codes	SOAXREF
8.	Establish cross-reference rules for Non-HOPE Fund Codes	SOAXREF
9.	Establish cross-reference translation rules for GTP.	SOAXREF
10.	Create eCORE or Distance Ed Courses for HOPE Invoicing	TSADETC SSADETL
11.	Create a HOPE Spring checkpoint label so that eligibility statuses can be updated correctly at Spring checkpoints	GTVSDAX
12.	Create a HOPEINVTERM label on the GTVSDAX form so that your HOPE Invoicing files will be extracted and imported correctly during the HOPE Invoicing Process	GTVSDAX

$\downarrow$

II. Create HOPE Rules for each Code Fund

1.	Create fund awarding and disbursement rules. Creating these rules on RORRULE will transfer over to ZORRULE	RORRULE/ ZORRULE
2.	Verify the student files are complete	ROASTAT

$\downarrow$

III. Create HOPE High School Records

1.	Execute RCTINFR Load Process for verification that student IDs do not exist in SPRIDEN	ZORINFR
2.	Load HOPE High School records	ZORHHSL

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IV.   Calculating and Verifying HOPE

1.	Calculate HOPE Transfer GPA	ZORHTGA
2.	Calculate HOPE Accumulation Eligibility	ZORHGPA
3.	Verify that the student status is updated	ZHAHOPE

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V.   Create the State Grant Export File

1.	Create the State Grant Export File	ZFBGEXP
2.	Submit file to the GSFC	SURFER

↓

VI.   Creating the HOPE Invoicing Extraction File

1.	Create the HOPE Invoicing Extraction File	ZHRHINV
2.	Verify file and record layout	zhrhinv.log, .lis, & INU###.txt
3.	Submit extraction file to the GSFC	SURFER

↓

VII.   Loading the GSFC Return File

1.	Place return file in a location from which load process can pull the records/file	$DATA_HOME/ finaid directory
2.	Load the return file	ZHRGHIL
3.	Review errors in the load process and request .log and .lis files	zhrghil.log and zhrghil.lis
4.	Review student records in the Financial Aid Reconciliation Form	ZHARCON
5.	Make corrections	SURFER
6.	Submit subsequent file	

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VIII.   Verify Learning Support

	Learning Support	ZORLSUP

↓

IX.   Reconciliation

1.	Request GSFC Reconciliation File	SURFER
2.	Load/Produce Report Output	ZHRFARR
3.	Compare Records	.log and .lis
4.	Verify Errors	.log and .lis

Using HOPE

I.   Setting Up HOPE Codes and Rules

Introduction to Setup

The first major step in the HOPE Process is setting up HOPE codes and rules.

In the Detail Code Control Form (ZSADETC), create detail codes for each HOPE fund code represented in the Fund Base Data Form (RFRBASE). Establish a fund code with the detail code assigned for each HOPE fund that your institution receives and awards. Each HOPE fund also has an associated book fund. Detail code rules for each of the HOPE funds are established in the Fund Management Form (RFRMGMT).

The indicators in the HOPE Fund Code Rules Form (ZFRHOPE) provide the grant type information that the GSFC uses for processing records.

Establish the cross-reference rules for the detail category codes associated with a fund code in the EDI Cross-Reference Rules Form (SOAXREF).

1. Create Detail Codes

Create detail codes to be associated with the HOPE fund codes in the Detail Code Control Form (ZSADETC).

Institutions may have multiple detail codes for the category codes of TUI and FEE.

2. Create Fund Codes

Create and maintain fund codes for HOPE funds in the Fund Base Data Form (RFRBASE). Detail codes created in ZSADETC are assigned to the appropriate fund code in RFRBASE.

The illustration below indicates the use of both two and three fund codes for processing the HOPE Invoicing Extraction. However, you should only use two fund codes or three fund codes rather than a combination of the two for HOPE Invoicing to function properly.

Fund Code	Description	Accounts Receivable Detail	Fund Source	Fund Type	Federal Fund ID	Print Order	Message Number
FACG	Federal ACG Grant- Yr 1	ACG	FDRL	GRNT	ACG	3	3
FACGY2	Federal ACG Grant- Yr 2	ACG2	FDRL	GRNT	ACG	3	3
FAFBIF	**DO NOT USE**	FFBI	EXTN	SCHL			1
FAIRVW	Fairview Park Hospital	FAIR	EXTN	SCHL			1
FAITHB	Faith Baptist Church	FABC	EXTN	SCHL			1
FAMSUP	Family Support Center, Inc.	FSCS	EXTN	SCHL			1
FANNIN	Fannin County Scholarship	FCSF	EXTN	SCHL			1
FAYPRE	Fayette Presbyterian	FAYE	EXTN	SCHL			1
FBAPCV	First Baptist Ch. of Covington	FBCC	EXTN	SCHL			1
FBHCAC	Fitzgerald Ben Hill Arts Counc	FBHC	EXTN	SCHL			1
FCCPSF	Forsyth Co Commemorative	FCCP	EXTN	SCHL			1
FDSBLN	Fed Direct Sub Stafford Loan	DSUB	FDRL	LOAN	STFD		1
FDUNLN	Fed Direct Unsub Stafford Loan	USUB	FDRL	LOAN	STFD		1
FENTON	Fenton Art Glass Col. of Am Sc	FAGC	EXTN	SCHL			1
FFELPS	Federal FFELP Subsidized	GFLS	FDRL	LOAN	STFD		1
FFELPU	Federal FFELP Unsubsidized	GFLU	FDRL	LOAN	STFD		1
FFPLUS	FFELP PLUS Loan	FPLS	FDRL	LOAN	PLUS		1
FIRCIT	First Citizens Bank	FCBS	EXTN	SCHL			1
FIRSTB	Fir.Baptist Church of Elberton	FBCE	EXTN	SCHL			1
FIRWAY	First National of Waynesboro	FNBW	EXTN	SCHL			1
FITZHS	Fitzgerald High School	FHSS	EXTN	SCHL			1
FITZOP	Fitzgerald Optimist Club	FOCS	EXTN	SCHL			1

**3. Relate Detail
Code Rules**

Define and maintain the various attributes of a fund for a given aid year in the Fund Management Form (RFRMGMT). It is from this form that a user allocates a budget, defines packaging and disbursement options, declares budget and detail code components, maintains disbursement locks, defines tracking requirements, assigns messages, and adds comments.

The percentages associated with the detail codes will be used to calculate the total fees that will be written to the HOPE Invoicing Extraction file when two fund codes are used.

Institutions using three fund codes (one for tuition, one for fees, and one for books) will have the tuition fee column of the extraction file populated based on rpratrm.

Note: Percentages are used in the calculation only when two fund codes are used for each HOPE Fund. HOPE Fees have been capped at the January 2004 rates, so you must be sure that your fees are rounding to the exact capped rate on the HOPE invoice sent to GSFC. To accomplish this, you might need to expand the percentage of fees paid on the Detail Code Rules block of Fund Management Form RFRMGMT. Example: 75 percent might need to be expanded to 74.99832 percent. Any future changes in fee rates may require an adjustment to the calculated percent to correctly extract fee amounts.

4. Set Indicators for Each Fund Code

Set indicators in the HOPE Fund Code Rules Form (ZFRHOPE) to establish the HOPE program, whether the program is tier based or non-tier based, specified checkpoints, and minimum GPA requirements. These elements specify how the associated fund code should be used in Banner. The first illustration displays the setup for use with two separate fund codes.

5. Create a Label on STVXLBL for ROTC and LEAP Funds

Create the label RGTGSFCO on STVXLBL for non-HOPE Fund Codes for ROTC and LEAP funds for the HOPE Invoicing Extraction Process.

RGTETHC	Ethnic Codes	☑	21-SEP-2004
RGTFAID	Regent Financial Aid DED Codes	☑	07-AUG-2001
RGTGMOD	Regents Grade Mode	☐	08-DEC-2004
RGTGSFCD	GSFC Detail Category Code	☑	25-AUG-2004
RGTGSFCF	GSFC Fund Code	☑	25-AUG-2004
RGTGSFCO	GSFC Non-HOPE Fund Code	☐	28-DEC-2005

6. Create the RGTATTS Label on STVXLBL for GTP cohort.

Create the RGTATTS label on STVXLBL to identify guaranteed tuition plan cohort.

RGTADMT	Admit-Type-Undergraduates	☑	19-MAR-2002
RGTATTR	Course Attribute	☑	20-DEC-2004
RGTATTS	Regents Student Attribute	☐	21-JUL-2006

Please note: The RGTATTS label is currently being used by the Academic Data Warehouse and should already exist in your Banner database. This test plan will instruct campuses how to set up this label if it does not exist.

7. Create Cross-Reference Rules for HOPE Invoicing

Create cross-reference rules in the EDI Cross-Reference Rules Form (SOAXREF). Use the label "RGTGSFCF" to define the Banner fund codes associated with tuition, fees, and books. An Example of the settings on SOAXREF for the use of two fund codes is located below:

Create a value to cross-reference each fund code to the associated detail category codes in ZSADETC. Use the RGTGSFCD cross-reference label to define the Banner detail category codes as shown.

Note: The rules established in SOAXREF are currently used for HOPE Invoicing.

8. Create cross reference rules for non-HOPE fund codes.

Add ROTC and LEAP as the fund codes on the SOAXREF form:

9. Create cross reference rules for student attributes associated with GTP

Add the necessary GTP qualifier values on SOAXREF:

Please Note: HURK, TEDU, and UCOL are labels used by the Academic Data Warehouse. The HOPE Invoicing extraction process will only use the "GTP" values associated with the guaranteed tuition plan. The "Banner Value", shown above, corresponds to the attributes listed on SGASADD (Additional Student Information form) for individual students. The XML check box was added with 7.2.2 and is not necessary for ZHRHINV purposes. The ZHRHINV process has been tested on the 7.3.1 version of the SOAXREF form.

10. Create eCORE or Distance Ed Courses on TSADETC and SSADETL for HOPE Invoicing

If you charge tuition for any course section that is greater than standard Board of Regents approved tuition rates (Example: E-CORE, Distance Education Course, etc.) those additional tuition costs must be established on TSADETC as well as on SSADETL. These additional charges with a detail code category of TUI will then be picked up by the HOPE invoice process. This will place a Y in *field 29 Method of Course Delivery* of the invoice file you submit to the GSFC.

This is an example of what your TSADETC form will look like:

This is an example of what your SSADETL form will look like:

Note: You must enter the detail code associated with the E-CORE class in order for the student to be extracted properly with HOPE Invoicing.

11. Create Spring Checkpoint Label

Create a Spring checkpoint label on the GTVSDAX form so that Spring checkpoints can be processed correctly when running the ZORHGPA process.

Note: The External Code field equals the institution's Term code for Spring which is 200501. The Translation Code field equals the Regent's Standard term code for Spring which is 200502. If your institution already uses Regent's Standard Term Codes listed as the examples in the previous sentence, translation is **not** needed.

12. Create a HOPEINVTERM Label

Create a HOPEINVTERM label on the GTVSDAX form so that your HOPE Invoicing files will be extracted and imported correctly during the HOPE Invoicing Process.

Note: The External Code Field equals the institution's term code. The entire term code should be included. Ex. If your Spring 2005 term is 200501 then the field should be 200501. The Translation Code equals the Regents Standard Term Code for terms: Fall = 08, Spring = 02, and Summer = 05. Again, the entire term code should be included in this field. If your institution has Regents' Standard Term Codes listed as the examples in the previous sentence, translation is **not** needed.

II.   *Creating HOPE Rules for each Fund Code*

Introduction to Creating HOPE Rules

The next major step in the HOPE Process is setting up HOPE rules for each fund code.

The Financial Aid Selection Form (RORRULE/ZORRULE) is used to create, compile, and execute rules for assigning requirement tracking groups, budget groups, packaging groups, satisfactory academic progress (SAP), fund awarding, fund assignment, and fund disbursement.

The Applicant Status Form (ROASTAT) displays information about an applicant. Most of the data on the form are display-only and contain general financial aid status information, financial need, and award data. The student application status is verified complete in the Applicant Status Form (ROASTAT).

1. Create Award and Disbursement Rules

Create award and disbursement rules in the Financial Aid Selection Rules Form (ZORRULE).

Note: Rules created on RORRULE will transfer over to ZORRULE.

2. Application Verification

Verify that the student file is complete on the Applicant Status Form (ROASTAT).

III.   Creating HOPE High School Records

Introduction to Creating High School Records

The next major step in the HOPE Process is creating HOPE high school records.

The RCTINFR Load Process (ZORINFR) provides a 'snapshot' of SPRIDEN in the temporary table RCTINFR. These records are used to match against the records in the High School File when the HOPE High School Load Process (ZORHHSL) process is executed.

1. Execute the RCTINFR Load Process

Execute ZORINFR to create a 'snapshot' of SPRIDEN in the RCTINFR temporary table. The records written to the temporary table are compared to the records in the High School File provided by the GSFC when the HOPE High School Load Process is executed.

Note: Verify that the ZORINFR process completes successfully prior to executing ZORHHSL.

Sample Files

Samples of the zorinfr.log and zorinfr.lis follow.

```
Username: Connected.
zorinfr completed successfully
7 lines written to /home/banjob/zorinfr_540680.lis



Deleting old RCTINFR table records...
Creating RCTINFR table records...
```

```
30-NOV-04 09:26:27                                    OIIT
                                    PAGE 1
                                          RCTINFR Load Process
                              ZORINFR

                                      * * * REPORT CONTROL INFORMATION
  * * *

RPTNAME: ZORINFR
RCTINFR RECORDS CREATED: 132063
```

2. Load HOPE High School Records

Execute ZORHHSL to create a HOPE Eligibility record.

The process reads the High School File containing the final HOPE candidates provided by the GSFC. The file is placed in the $DATA_HOME/finaid directory for processing.

The process will perform matching to ensure that records do not currently exist in Banner for the students found in the High School File. The process then generates a HOPE eligibility record in the HOPE Eligibility Form (ZHAHOPE).

Warning

If you use the full file of all the Georgia high school students, the program can run for over 12 hours. It is recommended to use the file of only HOPE High School students who have selected your institution on their FASFA.

Parameters for ZORHHSL

No	Name	Required?	Description/Instructions	Default Values
01	File Name	Yes	Enter the name of the high school file. Note: This parameter is case sensitive.	
02	Term	Yes	Enter the term(s) for which records are processed.	
03	Level	Yes	Enter the level code to be used for matching and eligibility record insert.	
04	Aid Year Code	Yes	Enter the Financial Aid Year(s) for which FA records are created.	
05	Fund Code	Yes	Enter the fund code for which eligibility records are created.	
06	Eligible Status Code	Yes	Enter the code to use when creating the eligible records.	
07	Preliminary College Prep	Yes	Enter the reason code to update preliminary college preparatory students' eligibility records.	
08	Preliminary Other Track	Yes	Enter the reason code to update preliminary other track students' eligibility records.	
09	Final College Prep	Yes	Enter the reason code to update final college preparatory students' eligibility records.	
10	Final Other Track	Yes	Enter the reason code to update final other track students' eligibility records.	
11	Required Match	Yes	Enter 'I' = ID/Name only, 'C' = Accepted, 'A' = Applied, 'P' = Prospect	
12	Inactivate/Delete	Yes	Enter 'I' for Inactivate or 'D' for delete for 'no longer eligible' preliminary records.	
13	Ineligible Status Code	Yes	Enter the code for 'no longer eligible' preliminary records	
14	Run Mode	Yes	Enter 'A' for Audit Mode or 'U' for Update Mode.	

Sample Files

Samples of the zorhhsl.log and zorhhsl.lis follow.

```
                              OIIT                              PAGE 1
                    HOPE High School Load Process              ZORHHSL
                  * * * REPORT CONTROL INFORMATION * * *


        FILE NAME: pl_upd.txt
        TERM: 200408
        LEVEL: US
        AID YEAR: 0405
        FUND CODE: GHOPE
        ELIGIBLE STATUS CODE: ELIG
        PRELIMINARY COLLEGE PREP: PR30
        PRELIMINARY OTHER TRACK: PR32
        FINAL COLLEGE PREP: HS30
        FINAL OTHER TRACK: HS32
        REQUIRED MATCH: A
        INACTIVATE/DELETE: D
        INELIGIBLE STATUS CODE: NEHS
        RUN MODE: A

        STUDENTS PROCESSED: 0
```

```
Username: Connected.

Run Sequence Number ...................................: zorhhsl completed successfully
21 lines written to /home/banjob/zorhhsl_540980.lis

Connected.
Connected.
```

IV.　　*Calculating and Verifying HOPE*

Introduction to Calculating HOPE

The next major step in the HOPE Process is calculating HOPE eligibility.

The HOPE Transfer GPA Calculation Process (ZORHTGA) calculates HOPE transfer GPA records by term. When calculated, HOPE transfer GPA records are displayed on the HOPE Eligibility Form (ZHAHOPE).

The HOPE Accumulation/Eligibility Process (ZORHGPA) calculates or updates HOPE accumulation rows of data and HOPE eligibility information. This process may also be executed from the HOPE Eligibility Form (ZHAHOPE). The ZORHGPA process is run to calculate a student's eligibility at 30, 60, 90, end of Spring term (for full-time students), and at the end of three terms (for part-time students).

ZHAHOPE displays and allows for the maintenance of information related to HOPE eligibility and HOPE processing. An auto accumulation may be performed from the Accumulation block of the form. The Auto Accum button will execute ZORHGPA.

The GSFC requires that campuses track two additional checkpoints. Campuses have requested that the HOPE accumulation block be updated in the checkpoint field. The new checkpoints are Y = 30, 60, 90 checkpoint, S = Spring Checkpoint, and T = Three Term Checkpoint. The S = Spring Checkpoint will only insert for those students that are currently eligible for HOPE and are below the required 3.0 GPA at the end of Spring term. N will remain in case the student is not at a checkpoint.

Note: It may be necessary to create a GTVSDAX label for HOPE Spring checkpoint calculations if your institution's Spring term code is different than the Regent's Standard Term. Please see the "Setting Up HOPE Codes and Rules" section of this user doc.

1.　Calculate HOPE Transfer GPA

Execute the HOPE Transfer GPA Calculation Process (ZORHTGA) to calculate the HOPE transfer GPA records by term.

The following are possible scenarios for running the HOPE Transfer GPA Calculation Process in Batch Mode:

- If a term is entered, all persons who have valid enrolled (SFBETRM) records for that term are processed.

- If a population selection is entered, process all applicant IDs in the population selection.

- If IDs are entered and no population selection is entered, process the entered IDs.

When using a population selection, processing is restricted only to students who have an eligibility record for a HOPE Degree-Seeking type fund with a 'processable' eligibility status. Any courses for a term where the attendance end date is less than or equal to the person's high school graduation date are excluded. Any course work with SBGI

codes that match the HOPE-excluded SBGI codes or with grade codes that match HOPE-excluded grade codes are excluded from processing.

Note: This process may also be executed for individual students online from the HOPE Eligibility Form (ZHAHOPE).

Manually updated records are NOT overwritten by this process.

Parameters for ZORHTGA

No	Name	Required?	Description/Instructions	Default Values
01	Level Code to Process	Yes	Level Code of transfer work to be processed.	
02	Process Indicator	Yes	Enter 'B' for Batch or 'I' for Online. Note: Must be 'B' when running from job submission.	
03	Audit Trail Report Request	Yes	Enter 'Y' to request production of an audit trail report.	
04	Skip Detail Processing	Yes	Enter 'Y' only if your institution will NOT be entering any transfer detail records. The HOPE transfer hours and GPA need to be calculated and updated manually. Online processing defaults to 'N'.	
05	Skip Transfer Articulation Pr	Yes	Enter 'N' if Transfer Articulation is used at your institution. Online processing defaults to 'N'.	
06	Student ID	No	Student IDs that the user wishes to process for recalculation. This parameter is validated against SPAIDEN.	
07	Enrolled Term	No	Process IDs for students enrolled in this term. This parameter is validated against STVTERM.	
08	Selection Identifier	No	Population selection identifier.	
09	Application Code	No	Population selection application code. Note: This parameter is required if Selection Identifier is entered.	
10	Creator ID	No	User ID of person creating the sub-population. Note: This parameter is required if Selection Identifier is entered.	

Sample File   The following is a sample zorhtga.lis file:

2. Calculate HOPE Accumulation Eligibility

Execute the HOPE Accumulation Eligibility Process (ZORHGPA) to calculate or update the HOPE accumulation rows of data and HOPE eligibility information.

The process creates a term record for each term a student has either a HOPE transfer information term record, a term GPA record in Banner Student, or an enrolled term record. HOPE accumulation is calculated from the HOPE transfer information, specific excluded hours, and institutional coursework. Specific grade modes are excluded automatically by the process. Students with a course work prior to high school graduation are also excluded from processing.

The following are possible scenarios for running the HOPE Accumulation Eligibility Process.

- If a term is entered, all persons who have valid enrolled (SFBETRM) records for that term are processed.
- If a population is entered, process all applicant IDs in the population selection.
- If IDs are entered and no population is entered, process the entered IDs.
- If start and end terms are specified, the batch process includes students who do not have academic histories.
- If a student's hours or grades have not changed, use forced update for HOPE eligibility.

Note: This process may also be executed for individual students online from the HOPE Eligibility Form (ZHAHOPE).

Parameters for ZORHGPA

No	Name	Required?	Description/Instructions	Default Values
01	Level Code to Process	Yes	Level Code to be processed.	
02	Process Qtr Level	Yes	Enter Y to process Quarter Level records before processing Semester Level records if Parameter 01 is Semester Level.	Y
03	Enrolled Term	No	Process students enrolled in this term; do not use with Population Selection or individual IDs.	
04	Student ID	No	Student ID number(s); do not use with population selection.	
05	Selection Identifier	No	Population Selection identifier code.	
06	Application Code	No	Population Selection application code. The parameter is required if the Selection Identifier is used.	
07	Creator ID	No	User ID of person creating the sub-population. Note: This parameter is required if Selection Identifier is entered.	
08	Print Ineligible Only	Yes	Enter Y to print only ineligible persons' accumulation records.	
09	Create RORSTAT	No	Enter Y to create a RORSTAT record.	
10	Aid Year for	No	Enter Aid Year for RORSTAT. Note: This parameter is	

No	Name	Required?	Description/Instructions	Default Values
	RORSTAT		required if Create RORSTAT is Y.	
11	Least SFBETRM Term	No	Enter the beginning term for which a student was enrolled and did not have an academic history.	
12	Greatest SFBETRM Term	No	Enter the end term for which a student was enrolled and did not have an academic history.	
13	Forced Eligibility Update	Yes	Forces update to HOPE eligibility even if a student's hours or grades have not changed. **Note**: If you use Y for this parameter, all rows for the student record will be updated to the system date (the date that Force Update was run). The audit trail for the student record will be lost.	N

Sample File

Sample of the zorhgpa.lis file:

3. Verify HOPE calculation

The student status is checked in the HOPE Eligibility Form (ZHAHOPE).

V.   *Creating the State Grant Export File*

Introduction to the Grant Export File

The next major step in the HOPE Process is creating and submitting the State Grant File Export.

The State Grant File Export Process (ZFBGEXP) extracts records for Leveraging Educational Assistance Partnership (LEAP) and HOPE grant award information to transmit to the GSFC.

Note: This process is being replaced by the HOPE Invoicing Process.

1. Create the Grant Export File

Execute ZFBGEXP to create certain HOPE awards information in a flat file to be submitted to the GSFC.

The following types of funds are reported using the State Grant File Export Process and are determined by the value selected in the Process Record Type:

- HOPE Promise II Awards (HP)
- HOPE Teacher Awards (TS)
- HOPE Teachers Promise Awards (PR)
- HOPE Teachers Scholarship, HOPE Promise Scholarship, and HOPE Promise II Scholarship Awards (OP)

Parameters for ZFBGEXP

No	Name	Required?	Description/Instructions	Default Values
01	GSFC Password	Yes	Enter the nine-character password provided to you by the GSFC.	
02	Federal School Code	Yes	Enter the six-digit federal school code (FICE).	
03	Financial Aid Year Code	Yes	Aid year to determine Budget and select Needs Analysis data.	
04	Academic Year Reporting	Yes	Last year in the financial aid year code. For example, 0405 is 2005	
05	Process Record Type	No	Record type(s) to process or blank to process all LEAP and HOPE funds.	
06	Summer Term Code	Yes	Enter the term code for summer awards.	
07	Fall Term Code	Yes	Enter the term code for fall awards.	
08	Winter Term Code	Yes	Enter the term code for winter awards	
09	Spring Term Code	Yes	Enter the term code for spring awards.	O
10	LEAP Fund Code	No	Enter the LEAP fund code. Note: This parameter is required if Process Record Type is LP or blank.	
11	Budget Type Code	Yes	Budget type to calculate cost of attendance.	
12	Award Amount Type	Yes	Enter **P** for paid only records, **A** for accepted, and **O** for offered.	
13	Address Selection Date	Yes	Enter the date to be used in the address hierarchy selection.	SYSDATE

No	Name	Required?	Description/Instructions	Default Values
14	Address Hierarchy	Yes	Indicates which address type should be used first, second, third, etc.	1MA
15	Selection Identifier	No	Population selection identifier code.	
16	Creator ID	No	User ID of person creating the sub-population. Note: This parameter is required if a Selection Identifier is used.	
17	Application Code	No	Population selection application code. Note: This parameter is required if a Selection Identifier is used.	

2. Submit File to GSFC

The export file created is named xxx.lis, where the xxx is the run sequence number. The file must be renamed to GRUxxx.TXT prior to submission to the GSFC.

Note: The xxx is the three-digit number assigned to the institution by the GSFC.

Submit GRUxxx.TXT to the GSFC.

Sample Files

Samples of the zfbgexp.log and zfbgexp.lis files follow.

```
12-14-2004 16:27:46                    OIIT                        PAGE:   1
Run No. 540979 State Grant File Export Report         ZFBGEXP  7.0

                        * * * ERROR/WARNING REPORT * * *

Id          Name                    Message
123456789   Abner, Lil'             *Warning* no RBRACMP Budget for aid year
234567891   Doe, Jane               *Warning* no RCRAPPn Needs Analysis for aid yr
345678912   Doe, John               *Warning* no RBRACMP Budget for aid year
456789123   Flintstone, Fred        *Warning* no RCRAPPn Needs Analysis for aid yr
567891234   Rubble, Betty           *Warning* no RBRACMP Budget for aid year
678912345   Smith, Kimberly         *Warning* no RCRAPPn Needs Analysis for aid yr
789123456   Thornton, Billy Bob     *Warning* no RBRACMP Budget for aid year
```

```
12-14-2004 16:27:46                    OIIT                        PAGE:  49
Run No. 540979 State Grant File Export Report         ZFBGEXP  7.0

                        * * * CONTROL REPORT * * *

   Parameter Description        Parameter Value(s)
   GSFC Password                012345678
   Federal School Code          001602
   Financial Aid Year Code      0203
   Academic Year for Reporting  2003
   Process Record Type          ALL
   Summer Term Code             200305
   Fall Term Code               200208
   Winter Term Code             n/a
   Spring Term Code             200302
   LEAP Fund Code
   Budget Type Code             CAMP
   Award Amount Type            A
   Address Selection Date       14-DEC-2004
   Address Heirarchy            1MA
   Selection Identifier
   Creator ID
   Application Code

   Record Count:     2979

ZFBGEXP 7.0  completed successfully
3664 lines written to /home/banjob/zfbgexp_540979.lis
```

```
GB01234567800160202004121 4

H1 100203000Threadgood        Idgie            1980 Honeycreek Rd       Conyers        GA30094000019830520DMW012426000507830001
11287000000000000000000017190000000000000000  00  15  00  12
         2003
H2 200304000Krugger           Freddie          1980 Honeycreek Rd       Conyers        GA30094000019830520DMW012426000507830001
11287000000000000000000000000000000000000000  00  15  00  12
         2003
H4 300405000Meyers            Michael          115 Luster Ct            Warner Robins  GA31088000019800514 FW000000000000000000
00000000000000000000000017190000000000171900  00  00  00  00
         2003
```

VI. Creating the HOPE Invoicing Extraction File

Introduction to the Extraction File

The next major step in the HOPE Invoicing Process is creating and submitting the extraction file.

The HOPE Invoicing Extraction Process (ZHRHINV) extracts records for students who have been awarded HOPE funds, Leveraging Educational Assistance Partnership Awards (LEAP), and North Georgia's ROTC funds. The records are placed in a flat file in the format specified by the GSFC and submitted to the GSFC for processing.

Beginning with the Fall 2005 term, the Georgia Student Finance Commission (GSFC) seeks to expand the current HOPE Invoice processes to perform the following edit checks:

1 – Identify the type of programs students are currently in at an institution at the time an invoice for HOPE awards is submitted.

2 – Determine if any students submitted in the HOPE Invoice file are Pell eligible based on FAFSA information located in the institution's Banner database.

Note: It may be necessary to create a GTVSDAX label for HOPE Invoicing if your institution's Spring term code is different than the Regent's Standard Term. Please see the "Setting Up HOPE Codes and Rules" section of this user doc.

If you charge tuition for any course section that is greater than standard Board of Regents approved tuition rates (Example: E-CORE, Distance Education Course, etc.) those additional tuition costs must be established on TSADETC as well as SSADETL. These additional charges with a detail code category of TUI will then be picked up by the HOPE invoice process. This will place a Y in *field 29 Method of Course Delivery* of the invoice file you submit to the GSFC. Please see the "Setting Up HOPE Codes and Rules" section of this user doc.

Beginning Fall 2006, the Board of Regents approved a tuition plan that allows a certain cohort of students enrolling in the University System of Georgia's 35 colleges and universities to pay a guaranteed tuition rate for a specified period of time.

The GSFC has asked the USG system schools to report tuition rates students are receiving based on the GTP. To accomplish this, a 4 character code will be added to the end of the current ZHRHINV file layout. This 4 character code will only pull attributes related to the GTP. This code will be a translation on SOAXREF.

Please note: The label being used to track student attribute is RGTATTS. This label is currently being used by the Academic Data

Warehouse and should already exist in your Banner database. It may be necessary to create a SOAXREF label for GTP if your institution's Banner database does not already have one.

Warning

Student 7.2.2, which was a mandatory release of XML Transcript, included SOAXREF 7.2.2 Below is a screen shot of what your SOAXREF should currently look like:

The XML check box was added with 7.2.2 and is not necessary for ZHRHINV purposes. The ZHRHINV process has been tested through the 7.3.1 version of the SOAXREF form, shown above.

1. Create the HOPE Invoice

Execute the HOPE Invoicing Extraction Process (ZHRHINV) to create the flat file to be submitted to the GSFC.

Exceptions

Warning about Manual Adjustments

The extraction file does not account for manual adjustments to awards. Manual adjustments must be treated as exceptions when creating the HOPE Invoicing file.

The parameters displayed in the Job Submission Form (GJAPCTL) are as follows. The parameter number, name, requirement, and description are provided to assist you when entering the parameter values.

Parameters for ZHRHINV

No	Name	Required?	Description/Instructions	Default Values
01	GSFC Password	Yes	Enter the nine-character password provided to you by the GSFC.	
02	Federal School Code	Yes	Enter the six-digit federal school code (FICE).	
03	Extraction File Name	Yes	Enter INU###.txt	
04	Financial Aid Year Code	Yes	Enter the aid year to determine budget and needs analysis data.	
05	Academic Year for Reporting	Yes	Enter the last year in the academic year. Example: 0506 = 2006	
06	Process Record Type	No	Enter record types to be processed. Leave blank to process all LEAP, ROTC and HOPE funds.	

No	Name	Required?	Description/Instructions	Default Values
07	Term Code	Yes	Enter the term code to report. **Note:** The term entered must be the Regents Standard Code term.	
08	Grant Header Record	No	Enter the grant header record type to be used.	GI
09	Transaction Status Code	Yes	Enter the value for the transaction status codes. Valid values include the following: O – Original; C – Current; R – Refund; and V – Void.	O
10	Selection Identifier	No	If population selection is used, enter the selection ID.	
11	Application	No	If population selection is used, enter the application code.	
12	Creator ID	No	Enter the creator ID associated with the population selection.	
13	User ID	No	Enter the user ID.	
14	Address Selection Date	Yes	Enter the date to be used for selecting the address type to be processed.	SYSDATE
15	Address Hierarchy	Yes	Enter the address hierarchy to be used for the selection of address type to be placed in the flat file.	1MA
16	Purge Term Indicator	No	Indicates if records are to be purged.	N
17	Purge Term Code	No	Enter the term code for the records to be purged. **Note:** The term entered must be the Regents Standard Code term.	

2. Check Results (INU###.txt, zhrhinv.lis, and zhrhinv.log)

Review file and record layout to check your results. The record layout files should meet the following conditions.

- There are one or more records per file.
- The electronic invoice file naming convention is INU###.TXT.
- The error report is found in the zhrhinv_xxxxxx.lis file.

3. Submit File to GSFC

Submit INU###.TXT to the GSFC.

Sample Files

Samples of the INU, zhrhinv.lis, and zhrhinv.log follow.

Sample INU###.txt

```
001602|00|GI|2006|753753753|HUBBA||BUBBA|||||N|00043357|753753753|H1|2|12|0157606|0027994|0
022500||2|O|Y||BA|ARTS|N|FA06|
001602|00|GI|2006|881881881|SHERMAN||KLUMP||||D|N|00043385|881881881|H1|2|9|0118806|002799
4|0022500||1|O|Y||BBA|MKTG|N|FA06|
001602|00|GI|2006|292929292|TAYLOR|C|PITTMAN|436 FREEMAN
DRIVE|30601|19880513|D|F|00032710|292929292|H1|2|9|0118806|0027994|0022500||1|O|Y|A|BA|ARTS
|N|FA06|
```

Sample zhrhinv.log

```
Username: Connected.

Run Sequence Number....................................:
08-21-2007 16:00:17                     Database                        PAGE:   1
Run No. 785453 HOPE Invoicing Extraction Process        ZHRHINV 7.8

                            * * * CONTROL REPORT * * *

   Parameter Description          Parameter Value(s)
   GSFC Password                  123456789
   Federal School Code            001602
   GSFC Data File Name            INU125.txt
   Financial Aid Year Code        0607
   Academic Year for Reporting    2007
   Process Record Type            ALL
   Regent Term Code               200608
   Grant Header Record Indicator  GI
   Transaction Status Code        O
   Address Selection Date         15-DEC-2006
   Selection Identifier           RIGOR_HIGH
   Creator ID                     RROSS
   Application Code               FINAID
   User ID                        RROSS
   Purge Indicator                N
   Purge Term
   Purge Count                    0
   Student Count                  17
   Record Count                   17

   Grand Total (T+F+B)            $16159.00


   ZHRHINV 7.8 completed successfully
   73 lines written to /home/banjob/zhrhinv_785453.lis
Connected.
Connected.
```

Sample zhrhinv.lis

```
08-21-2007 16:00:17                     Database                        PAGE:   1
Run No. 785453 HOPE Invoicing Extraction Process        ZHRHINV 7.8

                        * * * ERROR/WARNING REPORT * * *

Id        Name                     Message

555369999 Baker, John              ***ERROR** - no SPRADDR Address record
444555555 Beans, Porkan            *Warning* no ZHRHACC record - assuming tier 1
899234321 Bellly, Jelly            ***ERROR** - no SPRADDR Address record
222333333 Brown, Charlie           *Warning* no ZHRHACC record - assuming tier 1
987987987 Rivers, Charleston       *Warning* no SPBPERS Basic Person record
987987987 Rivers, Charleston       ***ERROR** - no SPRADDR Address record
777777777 Tester, Seven            ***ERROR** - no SPRADDR Address record
951951951 Zeppelin, Led            ***ERROR** - no SPRADDR Address record
08-21-2007 16:00:17                     Database                        PAGE:   1
Run No. 785453 HOPE Invoicing Extraction Process        ZHRHINV 7.8

                        * * * ERROR/WARNING REPORT * * *

Error                 Banner    Banner     Total     RPATRM
Code      ID          Tuition    Fees      Tuition    Total

100T   256369999         1045     291       1336       2500
100T   899234321         1068     291       1359       1650
100T   753753753         1565     291       1856       2500
100T   523523523          291     291          0       1650
100T   888888888          792     291       1083       1650
100T   777777777         1056     291       1347       1650
100T   951951951            0       0          0       1650

Number of records written to error report:   48


ZHRHINV 7.8 completed successfully
```

Report Output Errors

You might see the following error:

Error Code	Description
100T	The total sum of tuition and fees does not equal the award amount found in RPAAWRD.

Record Layout for the Detail Record

Order	Data Type	Field Name	Description
1	A	School Code	Six-digit federal school code.
2	A	Campus Code	Two-digit number that represents the campus code. Leave blank or zero if there is no campus code.
3	A	File Type Indicator	Two-character field that designates a Grant header record. Valid values GI and SI for Summer term only.
4	N	Academic Year	Four-digit number that represents the last year in the academic year. The academic year 0304 should be entered as 2004.
5	N	SSN	Nine-digit numeric social security number.
6	A	First Name	Student's first name. Should be left justified.
7	A	Middle Initial	Student's middle initial.
8	A	Last Name	Student's last name. Should be left justified. This field should not contain any titles such as SR, JR, III, etc.
9	A	Street Address	Student's permanent street address.
10	N	ZIP Code	Student's permanent ZIP Code.
11	N	Date of Birth	Student's date of birth in CCYYMMDD format. Should not include any dashes or slashes.
12	A	Dependency Status	Valid Values: I – Independent D – Dependent
13	A	Gender	Valid Values: M – Male F – Female
14	A	PIDM	Student's ID generated by the school system.
15	A	Student ID	School system's student ID number.
16	A	Scholarship Type	Type of record, including following valid values: H1 – Degree seeking grant first tier (0-45 hrs) H2 – Degree seeking grant second tier (46-90 hrs) H3 – Degree seeking grant third tier (91-135 hrs) H4 – Degree seeking grant fourth tier (136-190+ hrs) S1 – Degree seeking grant first tier (0-45 hrs) S2 – Degree seeking grant second tier (46-90 hrs) S3 – Degree seeking grant third tier (91-135 hrs) S4 – Degree seeking grant fourth tier (136-190+ hrs) AC-Accel HE – HOPE GED

Order	Data Type	Field Name	Description
			HD – HOPE Diploma seeking
			T – GTEG
			LP – LEAP
			TR – GTEG Roster
			R – ROTC
17	N	Term	Term the invoice is being awarded: Summer (1), Winter (3), Spring (4).
18	N	Hours	Number of hours student attempted for the term of the invoice.
19	N	Tuition	Numeric amount representing the tuition award amount. Field should include cents.
20	N	Fees	Numeric amount representing the fees award amount. Field should include cents.
21	N	Books	Numeric amount representing the book award amount. Field should include cents.
22	A	Selective Service	Valid Values are:
			1 – Registered
			Not Registered:
			2 – Female
			3 – Active Duty
			4 – Not 18
			5 – Born before 1960
			6 – Citizen of the Federated States of Micronesia, or Marshall Islands, or the Trust Territory of the Pacific Islands
			7 – Not Registered
23	N	Grade Level	Valid Values are:
			1 – 1st year freshman
			2 – 2nd year sophomore
			3 – 3rd year junior
			4 – 4th year senior
			5 – 5th year other undergraduate
24	A	Transaction Status	Type of invoice being sent:
			O – Original
			C – Corrected
			R – Refund
			V – Void

Order	Data Type	Field Name	Description
25	A	Pell Eligibility	N – Student is not Pell eligible based on current FAFSA information in institution's Banner database.
			Y – Student is Pell eligible based on current FAFSA information in institution's Banner database.
26	A	Institution	The college the student is admitted to by code.
27	A	Campus	The location of service.
28	A	Program of Study	Student's area of Study.
29	A	Method of Course Delivery	Non-standard rates for tuition and fees.
30	A	Guaranteed Tuition Plan	The Student Attribute associated with GTP

Return File Layout from GSFC

Positions	Data Type	Field Name	Description
25	N	Awarded Amount	Award Amount (exclude credits school may have). **Note**: This field replaces the field that is sent to the GSFC in the ZHRHINV process.
26	A	Pell Eligibility	Is the student Pell eligible Y (Yes) or N (No).
27	A	Program of Study	The program of study campus at which the student is enrolled (USG & DTAE schools only).
28	A	Program of Study	The program of study campus at which the student is enrolled (USG & DTAE schools only).
29	A	Program of Study	The program of study campus at which the student is enrolled (USG & DTAE schools only).
30	A	Program of Study	The program of study campus at which the student is enrolled (USG & DTAE schools only).
31	A	Denial Code	Invoice award indicator. Valid values are: 01 – Incomplete application 02 – Owes a refund 03 – School funds depleted 04 – Loan in default 05 – Max terms allowed 06 – Min award allowed 07 – Max award allowed 08 – GTEG residency question 09 – Invalid term 10 – No Selective Service 11 – Student has been paid 12 – No application of file 13 – Not Prev cert elig

Positions	Data Type	Field Name	Description
			14 – Student has been invoiced
			15 – No high school GPA
			17 – Hours do not equal
			18 – No GED voucher
			19 – Military scholarship
			20 – Future term
			21 – Hours are zero
			22 – Past cutoff date
			23 – Not eligible grant
			24 – Already reconciled
			25 – Invalid year
			26 – Invalid Disbursement Indicator
			27 – No budget record
			28 – Missing school code
			29 – System error
			30 – Locked for check run
			31 – Locked for loan
			CC – Cancelled
			OA – Original award
			NC – No change
			AU – Adjusted award up
			AD – Adjusted award down
			LC – Locked term
			UN – Undetermined

VII.   Loading the GSFC Return File

Introduction to Loading the Return File

GSFC provides fund/payment information for each student in a return file to the institution.

Load the GSFC return file (IND###MMDDYYYYHHMMSS) into Banner using the GSFC HOPE Invoicing Load Process (ZHRGHIL). Place the return file in the location specified on the Banner machine for processing.

The load process also produces an error report for review.

Note: If you created a GTVSDAX label for the ZHRHINV process, you do not need to create a new label for the ZHRGHIL process.

1.   Place Return File

Place the GSFC Return File in the $DATA_HOME/finaid directory. This file is processed by the GSFC HOPE Invoicing Load Process (ZHRGHIL) from the above directory. The file will be named IND###MMDDYYYYHHMMSS. This file name may be changed by the user when it is moved to the $DATA_HOME/finaid directory.

Caution: The file will not be processed if you place it anywhere else.

2.   Load Return File

Execute the GSFC HOPE Invoicing Load Process (ZHRGHIL) to load the return GSFC file information into Banner.

Following are the parameters for ZHRGHIL:

Parameters for ZHRGHIL

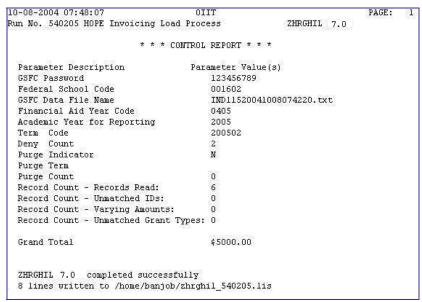| No.	Name	Req?	Description/Instructions
01	GSFC Password	Yes	Enter the nine-character password provided by the GSFC.
02	Federal School Code	Yes	Enter the institutional federal school code (FICE).
03	GSFC Data File Name	Yes	Enter the name of the return file from the GSFC.
04	Financial Aid Year Code	Yes	Enter the aid year to determine Budget and Needs Analysis.
05	Academic Year for Reporting	Yes	Enter the last year in the academic year. Example: 0506 = 2006
06	Term Code	Yes	Enter the term code to report. **Note:** The term entered must be the Regents Standard Code term.
07	Purge Term Indicator	No	Indicates if records are to be purged.
08	Purge Term Code	No	Enter the term code for the records to be purged. **Note:** The term entered must be the Regents Standard Code term.

3. Review zhrghil.log and zhrghil.lis files

After ZHRGHIL has completed successfully, review the .log and .lis files for any errors that may occur during the processing of the return file. If you find errors, you can submit a subsequent file to the GSFC after the errors have been corrected.

Sample Files

Sample zhrghil.log


```
10-08-2004 07:48:07              OIIT                         PAGE:    1
Run No. 540205 HOPE Invoicing Load Process        ZHRGHIL 7.0

                     * * * CONTROL REPORT * * *

  Parameter Description          Parameter Value(s)
  GSFC Password                  123456789
  Federal School Code            001602
  GSFC Data File Name            IND11520041008074220.txt
  Financial Aid Year Code        0405
  Academic Year for Reporting    2005
  Term  Code                     200502
  Deny  Count                    2
  Purge Indicator                N
  Purge Term
  Purge Count                    0
  Record Count - Records Read:   6
  Record Count - Unmatched IDs:  0
  Record Count - Varying Amounts: 0
  Record Count - Unmatched Grant Types: 0

  Grand Total                    $5000.00


  ZHRGHIL 7.0  completed successfully
  8 lines written to /home/banjob/zhrghil_540205.lis
```

Sample zhrghil.lis


```
10-08-2004 07:48:07              OIIT                         PAGE:    0
Run No. 540205 HOPE Invoicing Load Process        ZHRGHIL 7.0

                     * * * ERROR/WARNING REPORT * * *

Error           GSFC   GSFC     GSFC    GSFC    GSFC   GSFC  Banner  Banner  Banner  Banner
Code      ID    Grant Tuition   Fees    Books   Total  Code  Grant   Tuition Fees    Books
101P 123456789  H1      0        0       0     156900         H1    120000  21900   15000
102V 234567890  H4      0        0       0     156900         H4    120000  21900   15000
102V 345678901  HD      0        0       0      50000         HD    100000  21900       0
103G 456789012  H2      0        0       0     156900         H3    120000  21900   15000
104D @00017210  AC                           1450    01
104D @00017211  AC                           1170    15
```

Report Output Errors

You might receive any of the following errors:

Error Code	Description
101P	The value returned for pidm in the return file from the GSFC does not match a pidm value in the HOPE Invoice file.
102V	The values returned for tuition, fees, and books in the return file from the GSFC do not match the values in the HOPE Invoice file.
103G	The value returned for grant type in the return file from the GSFC does not match the grant type value in the HOPE Invoice file.
104D	The value returned when a denial code is returned by the GSFC.

4. Review Student Records

Review student records in the Financial Aid Reconciliation Form (ZHARCON) by entering the student ID number and the term code in the key block of the form. The information extracted/submitted from Banner and the return file information from the GSFC are displayed on the screen so that you can review individual student records.

After you load the data into Banner, you see data about the student on the left side of ZHARCON, but you do not have data from the GSFC until their file is returned to you and processed.

You can receive data from the GSFC that might not also appear in the data extracted from Banner.

There may also be multiple entries in this form for a student record. Scroll bars allow for viewing the records for the student queried.

5. Make Corrections

Make necessary corrections through SURFER. Corrections made through SURFER are not included in Banner.

6. Submit Subsequent Extraction File

Follow the same procedures to submit subsequent invoices to the GSFC at any time during a term. Include corrections for omissions and errors from previous invoices when you submit a subsequent invoice. The subsequent invoice includes all HOPE awards for term.

VIII.   Verify Learning Support

Introduction

Produce a list of the students with Learning Support hours.

The Learning Support Hours Report (ZORLSUP) provides a list of students from a given ID, population selection, or all students with a Financial Aid Applicant Status record.

Learning Support Hours Report

ZORLSUP produces report output of students with a ROASTAT record for the specified financial aid year that meet one of the following requirements.

- Attempted over 45 learning support quarter hours.
- Attempted over 30 learning support semester hours.
- Attempted a combination of learning support quarter and semester hours equivalent to over 30 semester hours.

Parameters for ZORLSUP

No	Name	Required?	Description/Instructions	Default Values
01	Financial Aid Year	Yes	Enter the financial aid year of the students to be reported.	
02	Term	Yes	Enter the term code for the term to be processed.	Y
03	Student ID	No	Enter the student ID of the student for whom learning support hours are to be processed. Note: Do not use this parameter if you are using a population selection.	
04	Application Code	No	Enter the code that identifies the general area for which the selection identifier is defined.	
05	Selection Identifier	No	Enter the code that specifies the desired sub-population. Note: This parameter is required if Application Code is used.	
06	Creator ID	No	Enter the user ID of the person who created the sub-population rules. Note: This parameter is required if Application Code is used.	
07	User ID	No	Enter the user ID of the sub-population. Note: This parameter is required if Application Code is used.	

Sample Files

Samples of the zorlsup.log and zorlsup.lis follow.

```
Username: Connected.

Run Sequence Number....................................:zorlsup completed successfully
5138 lines written to /home/banjob/zorlsup_785467.lis

Connected.
Connected.
```

```
22-AUG-2007 01:52:56 PM                    Database                         Page:    1
200502                          Learning Support Semester Hours Report           ZORLSUP - 7.0

                                                        TERM            TOTAL
       ID      Name                               LS Hrs  Oth Hrs    LS Hrs  Oth Hrs
000038041  Jensen, Cynthia                           .00    11.00     50.00    44.66
001107875  Jensen, Desmond                          3.00     7.00     45.00    73.00
001156451  Jensen, Dessie                          *** NOT ENROLLED
000009805  Jensen, Devalyn                          3.00     6.00     33.00    19.00
000042167  Jensen, Kha                               .00    13.00     41.66    84.33

                                                         Contd...Page:  2
 22-AUG-2007 01:52:56 PM                    Database                         Page:    2
200502                          Learning Support Semester Hours Report           ZORLSUP - 7.0

                             CONTROL SUMMARY
                             ---------------
                    Program Name            :ZORLSUP 7.0
                    One up Number           :785467
                    Aid Year Code           :0506
                    Term Code               :200502
                    Student ID              :
                    Selection ID            :
                    Application Code         :
                    Creator ID              :
                    User ID                 :
                    Number of lines per page :60
                    Log file name           :

                         ****** END OF REPORT ******
```

IX.   Reconciliation

Introduction to Reconciliation

Load and produce a report of students for the purpose of reconciliation between the GSFC and Banner.

The Financial Aid Reconciliation Report (ZHRFARR) provides the user the ability to load the GSFC Reconciliation File into Banner. Report output is generated comparing the data between the GSFC and Banner.

The process will generate errors for those students who have varying amounts, no SSN/name match, and/or varying grant types.

1. GSFC Reconciliation File

Request the GSFC Reconciliation File through SURFER.

The file is placed in the $DATA_HOME/finaid directory for processing.

Note: The process will not execute successfully unless the reconciliation file is placed in the above directory.

Record Layout for the Detail Record

Order	Data Type	Field Name	Description
1	N	SSN	Nine-digit numeric social security number. Must not contain any slashes or dashes
2	A	First Name	Student's first name. Should be left justified.
3	A	Middle Initial	Student's middle initial.
4	A	Last Name	Student's last name. Should be left justified. This field should not contain any titles.
5	A	Street Address	Student's permanent street address.
6	A	City	Student's city.
7	A	State	Student's state.
8	N	ZIP Code	Student's permanent ZIP Code.
9	N	Date of Birth	Student's date of birth. Must be formatted CCYYMMDD and should not contain any dashes or slashes.
10	A	Gender	Student's gender. Valid values are (M) male and (F) female.
11	N	Fiscal Year	Award fiscal year.
12	A	Scholarship Type	Type of record, including following valid values: H1 – Degree seeking grant first tier (0-45 hrs) H2 – Degree seeking grant second tier (46-90 hrs) H3 – Degree seeking grant third tier (91-135 hrs) H4 – Degree seeking grant fourth tier (136-190+ hrs) S1 – Degree seeking grant first tier (0-45 hrs) S2 – Degree seeking grant second tier (46-90 hrs) S3 – Degree seeking grant third tier (91-135 hrs) S4 – Degree seeking grant fourth tier (136-190+ hrs) HE – HOPE GED HD – HOPE Diploma seeking

Order	Data Type	Field Name	Description
			T – GTEG
			LP – LEAP
			TR – GTEG Roster
			R – ROTC
13	N	Term	Term the invoiced is being awarded for: Summer (1), Fall (2), Winter (3), and Spring (4).
14	N	Tuition Amount	Numeric amount representing the tuition award amount. This field should include cents with no decimal.
15	N	Fees Amount	Numeric amount representing the fees award amount. This field should include cents with no decimal.
16	N	Books Amount	Numeric amount representing the books award amount. This field should include cents with no decimal.
17	N	Hours	Number of hours the student attempted for the term of the invoice.
18	N	Date Received	Date invoice was received. This field must use the CCYYMMDD format and should not contain dashes or slashes.
19	A	FAFSA Record	Indicates whether student has a FAFSA record.
20	A	GPA	Indicates whether student has a high school record and a GPA value.
21	A	Final GPA	Indicates whether student has a high school record and a final GPA value.
22	A	Default on a Loan	Indicates whether student is in default on a loan.
23	A	Owe a Refund	Indicates whether student owes a refund.
24	N	Selective Service	Valid Values are: 1 – Registered Not Registered: 2 – Female 3 – Active Duty 4 – Not 18 5 – Born before 1960 6 – Citizen of the Federated States of Micronesia, or Marshall Islands, or the Trust Territory of the Pacific Islands 7 – Not Registered
25	A	Alien Number	Indicates whether student has an alien number.
26	N	HOPE Grant Semester Hours	Quantity of hours student has been paid for HOPE Grant in Semesters.
27	N	HOPE Grant Quarter Hours	Quantity of hours student has been paid for the HOPE Grant in quarters.
28	N	HOPE Scholarship Semester Hours	Quantity of hours student has been paid for HOPE Scholarship in Semesters.
29	N	HOPE	Quantity of hours student has been paid for the HOPE

Order	Data Type	Field Name	Description
		Scholarship Quarter Hours	Scholarship in quarters.
30	N	Accel Program Semester Hours	Quantity of hours student has been paid for Accel Program in Semesters.
31	N	Accel Program Quarter Hours	Quantity of hours student has been paid for the Accel Program in quarters.
32	N	Total Semester Hours	Total of hours student has been paid in semesters.
33	N	Total Quarter Hours	Total of hours student has been paid in quarters.
34	A	HOPE Grant Overflow Flag	Indicates whether student can go above the HOPE Grant maximum CAP hours.
35	A	HOPE Scholarship Overflow Flag	Indicates whether student can go above the HOPE Scholarship maximum CAP hours.

2. Load/Produce Report Output

Execute the ZHRFARR process from Job Submission (GJAPCTL).

The process will load the records into a temporary table and produce report output for the use of reconciling.

Parameters for ZHRFARR

No	Name	Required?	Description/Instructions	Default Values
01	Financial Aid Year	Yes	Enter the financial aid year of the students to be reported.	
02	GSFC File Name	Yes	Enter the GSFC reconciliation file name.	
03	Term	Yes	Enter the term code you are processing.	
04	Academic Year	No	Enter the academic year.	

3. Compare Records

The report output files provides both the GSFC and Banner grant type and totals.

4. Verify Errors

Verify that the errors reported on the report output are accurate.

Errors will be received when the following conditions are met:

- No SSN/Name match found.

- Grant type does not match.

- Total award amounts do not equal.

Sample Files   Samples of the zhrfarr.log and zhrfarr.lis follow.

```
Username: Connected.

Run Sequence Number.....................................:
08-22-2007 14:38:04                    Database                        PAGE:    1
Run No. 785469  Financial Aid Reconciliation Process          ZHRFARR 7.9
                     Term Code:  200608


                     * * * CONTROL REPORT * * *

  Parameter Description          Parameter Value(s)
  GSFC Data File Name                IND053107t1.txt
  Financial Aid Year Code            0607
  Academic Year for Reporting        2007
  Term  Code                         200608
  Record Count – Records Read:       6
  Record Count – Unmatched IDs:      1
  Record Count – Varying Amounts:    3
  Record Count – Unmatched Grant Types: 0

  Grand Total                     $ 0.00


  ZHRFARR 7.9  completed successfully
  22 lines written to /home/banjob/zhrfarr_785469.lis
Connected.
Connected.
```

```
08-22-2007 14:38:04                    Database                        PAGE:    0
Run No. 785469  Financial Aid Reconciliation Process          ZHRFARR 7.9
                     Term Code:  200608

                                GSFC    GSFC    GSFC    Banner  Banner   Banner
ID          Name                Type    T&Fees  Books   Type    T&Fees   Books

899234321   BELLLY, JELLY       H1      1359.00   99.00   H1      1359.00   99.00
888888888   EIGHT, SEVEN        H3      1083.00  150.00   H3      1083.00  150.00
741741741   RUN, CHICKEN        H2      1083.00  100.00   H2      1083.00  100.00

Grand Totals:                           3525.00  349.00           3525.00  349.00

                     * * * ERROR/WARNING REPORT * * *

ID          Name                 Message

222222222   BEACH, MARILYN        *Warning* No SSN/Name match found.

Number of unmatched SSN/Names:     1


                     * * * ERROR/WARNING REPORT * * *

ID          Name                 Message

222222222   BEACH, MARILYN        *Warning* Amounts not equal.
999999999   PEA, SWEET            *Warning* Amounts not equal.
777777777   TESTER, SEVEN         *Warning* Amounts not equal.

Number of unmatched totals:        3
```

Further Processing

These steps will take you through most of the HOPE processing steps. With the decommission of the Paid Hours Load process (ZHRPDHR), PAID Hours processing has been incorporated in the GSFAPPS user documentation.

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 7.0, June 30, 2006	NA	NA	Original
Georgia Enhancements 7.2, June 30, 2006	ZORHGPA, ZHRHINV, ZHRPDHR	15	Addition of information about External Code File
Georgia Enhancements 7.4, July 31, 3006	ZHRHINV	8 14-18	Modifications to the process flow. Modifications to the steps to execute the process.
Georgia Enhancements 7.9, September 15, 2007	ZHRFARR, ZHAHOPE, ZHRPDHR	Multiple	The process is decommissioned and incorporated into the GSFAPPS user documentation. Addition of appendices A and B.

Appendix B: Process No Longer Supported

Appendix B includes the Paid Hours Load process (ZHRPDHR), for which OIIT has discontinued support. OIIT redeveloped the GSFAPPS Extraction process (ZHRAPPS) and the GSFAPPS Return File Load process (ZOPAPPL) to retrieve required information. Both the HOPE Eligibility form (ZHAHOPE) and the GSFAPPS Application Information form (ZHAAPPS) have been modified to include the changes.

Summary Data by Account Number

Paid Hours Load

Paid hours information was tracked and stored by the GSFC and was retrieved by the campuses with the Paid Hours Load (ZHRPDHR) process.

The ZHRPDHR process provided users with the ability to receive paid hours information from the GSFC and load the information back into the institution's Banner instance on the third page of the ZHAHOPE form.

This process generated a .log, .lis file, and an error report for users to identify students that did not have a ZHAHOPE record in the Banner system.

The Paid Hours Load File

Campuses can request a file directly from the GSFC via SURFER in order to get the paid hours information needed to run this process. However, it is strongly recommended that campuses create a pop selection (pop sel) to only retrieve information from your institution's students you want to process. The pop sel is created in Banner and placed on the FTU server. The file is then submitted to the GSFC via the eHOPE Data Management System. The return file from the GSFC, which has the naming convention of HAD###.txt, will have the paid hours information in it.

Note: Please see the E-HOPE Data Management System user document for detailed instructions on how to use E-HOPE.

Record Layout for the Detail Record

Order	Length	Data Type	Field	Description
1	6	A	School Code	School Code.
2	2	A	Campus Code	Campus Code.
3	2	A	Record type	Type of record. Valid values are: **HA = e-HOPE application** **TE = e-TEG application**
4	9	N	SSN	Nine-digit numeric social security number. Does not contain any slashes or dashes.
5	20	A	First Name	Student's first name.
6	1	A	Middle Initial	Student's middle name.
7	20	A	Last Name	Student's last name.
8	8	N	Date of Birth	Student's date of birth. Format **CCYYMMDD**.

Order	Length	Data Type	Field	Description
9	8	N	Date Received	Date e-HOPE was received.
10	1	A	Preliminary HOPE Scholar	Preliminary HOPE Scholar indicator. **Y** or **N**.
11	1	A	Final HOPE Scholar	Final HOPE Scholar Indicator. **Y** or **N**.
12	1	A	Date of Birth Match	Does the e-HOPE date of birth match the school's date of birth? **Y** or **N**. Blank = no e-HOPE.
13	1	A	Default/Owe a refund	Student in default or owe refund indicator. **Y** or **N**.
14	1	N	Selective Service Status	Student selective service status code.
15	1	A	Alien Status	Student alien indicator. **A** = Alien. Blank = U.S. citizen.
16	4	N	Grant Semester Hours	Total number of HOPE Grant (HD) semester cap hours.
17	4	N	Grant Quarter Hours.	Total number of HOPE Grant (HD) quarter cap hours.
18	4	N	Scholarship Semester Hours.	Total number of HOPE Scholarship (H1-H4, S1-S4) semester cap hours.
19	4	N	Scholarship Quarter Hours.	Total number of HOPE Scholarship (H1-H4, S1-S4) quarter cap hours.
20	4	N	Accel Semester Hours.	Total number of HOPE Accel (AC) semester cap hours.
21	4	N	Accel Quarter Hours.	Total number of HOPE Accel (AC) quarter cap hours.
22	4	N	Total Semester Cap Hours	Total number of Semester cap hours.
23	4	N	Total Quarter Hours	Total number of Quarter cap hours.
24	1	A	Eligible for Grant Overflow Hours	Student eligible for grant overflow hours indicator. **Y** or **N**
25	1	A	Eligible for Scholarship Overflow Hours	Student eligible for scholarship overflow hours indicator. **Y** or **N**.

1. Load/Produce Report Output

Execute the ZHRPDHR process from Job Submission (GJAPCTL).

The process will load the records into a temporary table and produce report output for the use retrieving paid hours information.

Parameters for ZHRPDHR

No	Name	Required?	Description/Instructions	Default Values
01	Run Mode	Yes	Enter **A** if you would like to run the process in Audit mode or **U** for update mode. Update mode will update the information that	A

			is displayed on the third page of ZHAHOPE.
02	Term	Yes	Enter the term code you are processing.
03	File Name	Yes	Enter the GSFC Data file name you are processing. The file name is up to 30 characters in length.

2. Load the records into the ZHAHOPE form

The report output provides the paid hours information that the GSFC has in their system for the student. It will list the grant type and the amounts of hours paid to the student thus far. This information will be loaded into the third page of the ZHAHOPE form for review.

3. Verify Errors

Verify that the errors reported on the report output are accurate.

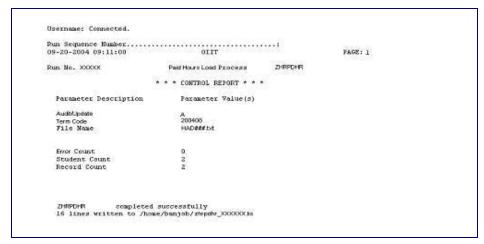Errors will be received when the following conditions are met:

- No HAD###.txt file exists.

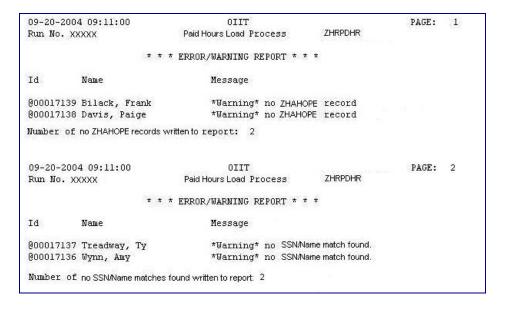- No ZHAHOPE record exists.

- No match found for SSN and name.

Sample Files

Samples of the zhrpdhr.log and zhrpdhr.lis follow.

log file sample:

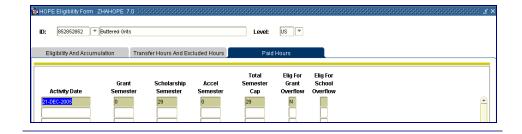.lis file sample:

ZHAHOPE appearance sample: