



Using Zip Code Load Process

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.30

Information Technology Services

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Using Zip Code Load Process

Introduction

Purpose

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

Purpose and Scope of Document

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

This chapter includes the following topics:

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

Graphics

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



Steps for recovery or support.



For additional information, see references.



Exercise caution.



Warning: an error here is critical.

References



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

Support



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

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

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

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

Zip Code Load Process Flow

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

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

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

Overview of Zip Code Load Process

Complete the following steps execute the Zip Code Load Process.

I. Viewing Changes

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



II. Inserting New Data

1. Run ZGRZIPC in Insert mode



III. Updating Existing Data

1. Run ZGRZIPC in Update mode

Implementing Zip Code Load Process

I. Viewing Changes

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

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

This will load the data into the new ZTVZIP table that will be used by the ZGRZIP process to compare the new data to the existing GTVZIP data. This data load must be performed by institutional staff prior to running ZGRZIP.

- 2. Run ZGRZIP in View Mode** Running ZGRZIP in View mode is the equivalent to audit mode. Enter the following parameters:

Parameter	Value
View Changes	Y
Insert Zip Codes	N
Update Zip Codes	N
Insert County Codes	N
Update County Codes	N

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

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

3. Review the new_zipcodes.csv file

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

Database					
Update Zip Codes version 8.30					
15-JAN-2014-13:50:29			ZGRZIPC Page: 1		
Zip Code	City	State	State	County	County
Database					
Update Zip Codes version 8.30					
15-JAN-2014-13:50:29			ZGRZIPC Page: 1		
27807	Bailey	North Carolina	NC	NC127	Nash
34113	Naples	Florida	FL	FL021	Collier
39635	Fernwood	Mississippi	MS	MS113	Pike
47456	Quincy	Indiana	IN	IN119	Owen
49721	Cheboygan	Michigan	MI	MI031	Cheboygan
78160	Stockdale	Texas	TX	TX493	Wilson

4. Review the changed_zipcodes.csv file

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

Columns designated “New” contain data from the data file.

Columns designated “Old” display data from GTVZIPC.

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

Database												
Update Zip Codes version 8.30												
13-MAR-2014-11:34:09						ZGRZIPC Page: 1						
ZipCd	NewCity	OldCity	Difference	NewSt	OldSt	Difference	NewCnty	OldCnty	Difference	NewCnty	OldCnty	Difference
Database												
Update Zip Codes version 8.30												
13-MAR-2014-11:34:09						ZGRZIPC Page: 1						
71901	Hot Spring	Hot Spring	*	AR	AR		AR051	AR051		Garland	Garland	
71914	Hot Spring	Hot Spring	*	AR	AR		AR051	AR051		Garland	Garland	
71913	Hot Spring	Hot Spring	*	AR	AR		AR051	AR051		Garland	Garland	
72099	Little Rock	Little Rock	*	AR	AR		AR119	AR119		Pulaski	Pulaski	
72856	Pelsor	Pelsor		AR	AR		AR115	AR115	*	Pope	Pope	
71902	Hot Spring	Hot Spring	*	AR	AR		AR051	AR051		Garland	Garland	
71903	Hot Spring	Hot Spring	*	AR	AR		AR051	AR051		Garland	Garland	
96799	Pago Pago	Pago Pago		AS	AS		AS001	AS001	*	American	American	
86028	Petrified	Petrified	*	AZ	AZ		AZ001	AZ001		Apache	Apache	

II. Inserting New Data

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

1. Run ZGRZIPC to Insert Zip Codes

Enter the following parameters:

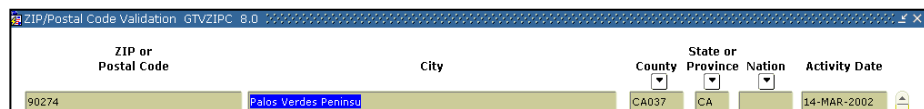
Parameter	Value
View Changes	Y
Insert Zip Codes	Y
Update Zip Codes	N
Insert County Codes	N
Update County Codes	N

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

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

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

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



2. Run ZGRZIPC to Insert County Codes

Enter the following parameters:

Parameter	Value
View Changes	Y
Insert Zip Codes	N
Update Zip Codes	N
Insert County Codes	Y
Update County Codes	N

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

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

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

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



III. Updating Existing Data

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

1. Run ZGRZIPC to Update Zip Codes Enter the following parameters:

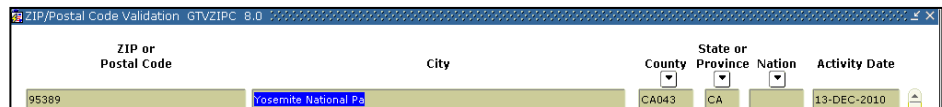
Parameter	Value
View Changes	Y
Insert Zip Codes	N
Update Zip Codes	Y
Insert County Codes	N
Update County Codes	N

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

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

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

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



2. Run ZGRZIPC to Update County Codes

Enter the following parameters:

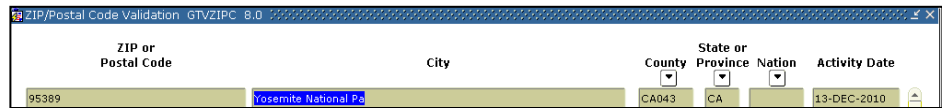
Parameter	Value
View Changes	Y
Insert Zip Codes	N
Update Zip Codes	N
Insert County Codes	N
Update County Codes	Y

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

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

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

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



Appendix A: Document History

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

Release and Date	Form/Process	Page	Update Description
Georgia Enhancements 8.2.1, June 30, 2010	ZGRZIPC	N/A	Original release.
Georgia Enhancements 8.6.1, December 17, 2010	ZGRZIPC	N/A	Release of annual zip code data to USG.
Georgia Enhancements 8.17, December 17, 2012	ZGRZIPC	3	Corrected data file name
Georgia Enhancements 8.30, March 28, 2014	ZGRZIPC	7,8	Updated Screenshots Added County Code parameter information