



Education That Works For a Lifetime

Dataload Matching Process

RCRSUSP – Suspended Records Maintenance Form

October 2005

With the release of the Banner 7x, SCT made significant improvements to the RCRSUSP form and the way in which the manual matching process is performed through the form. In this document, we will review and update our FinAid matching rules and review some RCRSUSP basics. We will then go through the RCRSUSP matching process using students in the 7.x BETA database.

FinAid Matching Rules – The following FinAid matching rules are used to determine if a match exists between a new student ISIR record and an existing record in the Banner database.

Last Name	16
First Name	12
SSN	9
DOB (day)	2 (if exists)
DOB (month)	2 “ “
DOB (year)	4 “ “

RCRSUSP Basics

- It is very important to keep in mind that even though RCRSUSP looks different, the purpose of the form has not changed. During the dataload process, student ISIR records that do not match records in the Banner database will go to suspense and will appear on the RCRSUSP form.
- EDE will now appear as the default “Data Source” on RCRSUSP.
- With the release of Banner 7.x, you will no longer see the “G” (generated) IDs on RCRSUSP. The temporary IDs will now have the leading @ sign.

RCRSUSP Matching Process - To manually match a student record from RCRSUSP, follow the steps below:

- a. In the first block, enter the current aid year.
- b. Click into the **Data Load Record** (formerly Identification block) to display all records that are currently in the temporary tables with an assigned status code of Suspense, **Hold**, **Duplicate**, *, or **Error**. As always, you can scroll through each record or search for a specific student using the F7/F8 function.
- c. When you find a student record that you want to attempt to match, click on the “Match” button. This brings you to the Common Matching Entry Form (GOAMTCH). Once again, click in the Data Entry block to display the student’s information from the temporary table.
- d. Press the Duplicate Check icon. In the next block, you will see either a match, under the **Match** tab or potential match, under **Potential Matches** tab. If no possible match is found, you will receive an alert message stating that no match is found.

Match Tab - If one matching record is found that meets **all** of our matching criteria, it will be shown under the Match tab. This will typically occur when you are trying to a match record(s) that are in a **Duplicate** status on RCRSUSP.

Potential Matches Tab – A record that meets **any** of our matching criteria will be displayed under the Potential Matches tab. The tab will also display the number of potential matches available. If you highlight the potential match record, the Match Results field will indicate which of our matching criteria that was met and not met.

- e. After you have carefully reviewed potential matches and a matching record is found, press the Select ID button. This will return the data of the matching record to the Match Results block of RCRSUSP. Confirm that this is the student you want to match and press the Select ID button again. **Note:** The Banner ID in the Match Results block and the Banner ID in the Data Load Record block are now the same. In addition, the Status of the Data Load Record has changed to either “A – Financial Aid Record Already Exists for Aid Year” or “R – No Financial Aid Record Exists for this Aid Year”. **SAVE**

As always, when dataload runs in the evening, student records matched during the day will be brought into Banner. **Be sure to review your Dataload Reports.**