



Letter Generation Using Banner 7

Job Aid: Comparison

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Running a population selection vs. running a pending letter

The tables that follow compare running a population selection and a non-pending letter with running a pending letter.

Using a population selection and a non-pending letter assumes you have written a population selection using the Population Selection Definition Rules Form (GLRSLCT). If you are running a pending letter, you do NOT use a population selection. The pending letter could have been added manually or automatically by a Banner Communication Plan.

Banner processes

This table shows you the differences in how you use the relevant Banner processes.

Banner Processes		
GLBDATA	GLBLSEL	GLRLETR
Population Selection and a Non-Pending Letter		
Specify the name of the Population Selection, the Creator ID and Banner Application	<ul style="list-style-type: none"> Respond <i>N(o)</i> to the Process Pending Letters parameter Specify the name of the Population Selection, the Creator ID, the User ID and Banner Application Specify the name of the Banner Letter 	Specify the name of the Banner Letter you just used when you ran GLBLSEL
Pending Letter		
Not necessary Start with GLBLSEL	<ul style="list-style-type: none"> Respond <i>Y(es)</i> to the Process Pending Letters parameter Specify the Banner Application Leave the name of the Population Selection, the Creator ID, the user ID BLANK Specify the name of the Banner Letter 	Specify the name of the Banner Letter you just used when you ran GLBLSEL



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Banner mail forms

This table shows you the differences between running a letter for a population selection and a pending letter as they pertain to the mail form(s). The mail forms refer to either the Mail Query Form (GUMAIL) or the product-specific mail forms.

Examples of the product-specific mail forms include:

- Student Mail Form (SUAMAIL)
- Applicant Mail Form (RUAMAIL)
- Mail Form – Finance (FUAMAIL)
- (Human Resources) Mail Form (PUAMAIL)
- Advancement General Mail Form (AUAMAIL)

The mail form BEFORE you run the processes	The mail form AFTER you run the processes
Population Selection and a Non-Pending Letter	
No entry for the letter code exists on the mail form	The mail form will be updated: <ul style="list-style-type: none"> • The letter code you used when you ran GLBLSEL will be added to the mail form • The Initiated field will be filled in with the date you ran GLRLETR • The Printed field will be filled in with the date you ran GLRLETR
Pending Letter	
An entry exists for the letter code on the mail form because the letter is “pending” <ul style="list-style-type: none"> • The Initiated field has a date in it • The Printed field is empty 	The entry for the letter code for the pending letter you used when you just ran GLBLSEL will be updated: The Printed field will be filled in with the date you ran GLRLETR