



# Letter Generation for Banner 7

## Job Aid: Generating Letters (GLRLETR)

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### Introduction

Use the Letter Generation Print Report (GLRLETR) to generate letters directly from Banner, or to create a download file that will be merged with a text file in a word processing application.

### Banner process

### Procedure

Follow these steps to use the Letter Generation Print Report (GLRLETR).

Step	Action
1	Access the Letter Generation Print Report (GLRLETR).
2	If you want to view, save, or print online, enter <i>DATABASE</i> in the <b>Printer</b> field.
3	Perform a <b>Next Block</b> function.  <u>Result:</u> Parameters defined for the process appear. Default parameter values appear, if they have been defined.
4	Enter the appropriate parameter values. Use the pages that follow as a guide.



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#### GLRLETR Review Sheet

You fill out GLRLETR the same way whether you have run GLBLSEL for a population selection or for pending letters. You must use the SAME Banner letter code you just ran in GLBLSEL.

Parameters		Values
1	Application	The name of the Banner application that your Banner population selection and the variables used in your letter belong to, for example, <i>HOUSING</i>
2	Word Processor Extract Option	Enter <i>0</i> to generate within Banner Enter <i>1</i> for Word Enter <i>2</i> for WordPerfect
3	Print All Pending Letters	<i>N</i>
4	Letter Code	The Banner letter code you JUST USED in GLBLSEL
5	Sort Variable	N/A, but if you use a sort, you must use ONE of the variables in your Banner letter, for example, <i>*LNAME</i>
6	Term Code	Student System: Same term you have been using  All other systems: You can leave it as 999999
7	Module Code	For instance, in an application connected to the Student product:  <i>R</i> = Recruiting <i>A</i> = Admissions <i>F</i> = Registration  Modules are also listed in the beginning of each product User Manual.
8	Audit Indicator	<i>N</i> or blank
9	Free Format Date	Ignore or leave blank
10	Free Format Date	Ignore or leave blank
11	Free Format Date	Ignore or leave blank
12	Aid Year Code	Only used by FINAID. If not using a FINAID application, ignore or leave blank

Did you save a GLRLETR PARAMETER SET?

If so, what did you name it? \_\_\_\_\_



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#### Project Details Sheet: GLRLETR

<b>Project Name:</b>	
<b>Description:</b>	

Parameters		Values
1	Application	
2	Word Processor Extract Option	1
3	Print All Pending Letters	N
4	Letter Code	
5	Sort Variable	N/A
6	Term Code	
7	Module Code	
8	Audit Indicator	N or blank
9	Free Format Date	Ignore or leave blank
10	Free Format Date	Ignore or leave blank
11	Free Format Date	Ignore or leave blank
12	Aid Year Code	Only used by FINAID.

Did you save a GLRLETR PARAMETER SET?

If so, what did you name it? \_\_\_\_\_

Put the GLRLETR PARAMETER SET NAME on your Project Summary Sheet (from the *Planning Your Letter* job aid in this CBT).