9.2 Rollover Veterans Benefit Summaries for the Next Term

Purpose: Use this document as a reference for how to move veterans benefit summaries from one term to the next in ctcLink.

Audience: Student Records staff.

> ⓘ You must have at least one of these local college managed security roles:
>
> • ZD SR Veterans
> • ZZ SR Veterans
>
> If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Please refer to QRG [9.2 Veterans Benefit Reporting Overview](#)) to see where this process fits.

Rollover Veterans Benefit Summaries

Navigation: NavBar > Navigator > Records and Enrollment > Enrollment Reporting > Veterans Benefit Reporting > Rollover Benefit Summary

1. The **Rollover Benefit Summary** run control ID search page displays.
2. Select the **Add a New Value** tab.
3. Enter **Run Control ID**.
4. Select **Add**.

5. The **Rollover Benefit Summary** page displays.
6. Enter **Academic Institution**.
7. Enter **Roll From Term**.
8. Enter **Roll To Term**.
9. Enter **Selection Tool** = "PS Query".
10. Enter **Query Name** = "SSR_VB_POP_ROLL_BNSUMM".
11. Select **Run**. Please refer to the Process Scheduling QRG for instructions.

12. The **Process Scheduler Request** page displays.
13. Ensure that the **Select** checkbox for Process Name = "SSR_VBROLLBN" is selected.

14. Select **OK**.

15. The **Process Scheduler Request** page disappears.
16. The updated **Rollover Benefit Summary** page displays. Note the **Process Instance** number.
17. Select **Process Monitor**.

18. The **Process List** tab displays.

19. Select **Refresh** until your Process **Instance**'s **Run Status** = "Success" and its **Distribution Status** = "Posted".

20. Process complete.