BANNER PROCEDURE
CHECK WRITING

Checks should only be run after the following processes:

- Revoke FA has been completed
- Application of Payments have been run and worked
- HB for Hope has been done
- JV reports have been run and worked.

ZSRRFND

Report Parameters

01	Term	Enter term to be used.
02	Year	Enter Fiscal Year to be used. (Enter Term or Year. If both are entered, Term Defaults
03	Hope Book	Y or N – Process Hope Book refunds
04	Hope GED	Y or N – Process GED refunds
05	SWIG	Y or N – Process SWIG refunds
06	Cash Refunds	Y or N – Process Cash refunds
07	Cash HOPE	Y or N – Process Cash refunds where tuition/fees are paid & then Hope is received
08	Cash Third Party	Y or N – Process Cash refunds for Non-person accounts (Third Parties)
09	PELL	Y or N – Process PELL refunds
10	SEOG	Y or N – Process SEOG refunds
11	SALP Loans	Y or N – Process GSAR refunds
12	SALT	Y of N – Process GSLR refunds
13	HERO	Y or N – Process HERO refunds
14	ACCG	Y or N – Process ACCG refunds
15	REAC	Y or N – Process REAC refunds
16	CARE	Y or N – Process CARE refunds
17	CMSI	Y or N – Process CMSI refunds
18	CSSI	Y or N – Process CSSI refunds
19	COVD	Y or N – Process COVD refunds
20	CVMI	Y or N – Process CVMI refunds
21	CVSI	Y or N – Process CVSI refunds
22	Federal Loans	Y or N – Process Federal Loan refunds
23	Private Loans	Y or N – Process Private Loan refunds
24	Update(Y/N)	Y for UPDATE, N for AUDIT(Always run the AUDIT mode first & verify results.)
25	Selection ID	Selection ID for the Population Selection
26	Application	AR (this value should normally be AR
27	Creator ID	Creator ID of the Population Selection
28	User ID	User ID of the Population
29	Lines per Page	55 (default)

Parameter 01 will be the term that you are processing checks, if you want to process for an entire FY then use Parameter 02. Parameters 03 through 23 will be Y or N based on what refunds you are planning to process. It is recommended that all State (HOPE, HERO, LEPD, LEAP) are run together, all Federal (PELL, SEOG, ACG) are run together, and all cash are run together. Loan Refunds should be run based on the loans that your school offers and how the school has them set up. It should be based on the different bank accounts you have set up. Parameter 16

should always be set to "N" first. Parameters 25 through 28 are used if you are utilizing a population selection.

After it has processed in AUDIT mode, you will need to work the .lis file for errors. The warnings are in the right column. Once everything is clean, you can go back and run the process in Update mode.

ZFRCHEK

ZFRCHEK Parameter Values

01 Term
Enter term to process.   If you enter a Term Code, leave parameter 2 and 3 blank.

02 Year
Enter start year to process. Valid entries are 2007, 2008, etc. Do not enter both a Term and a Year. The program will default to Term if this occurs.   If you enter a year, leave parameter 1 blank.

03 End Year
Enter end year to process. Valid entries are 2017, 2018, etc. Do not enter both a Term and a Year. The program will default to Term if this occurs. If you enter a year, leave parameter 1 blank. **End Year must be within 3 Years of Start Date.

04 Check Date
Enter the date of the check. This date must be of format DD-MON-YY. If the month (MON) is entered in lower case, it is converted to upper case. This is the date that prints on the check and in the Effective Date field on *TSAAREV*. The check date can only be future-dated up to one month from TODAY. A log file message 'ZFRCHEK CHECK DATA ERROR' occurs on dates greater than one month in advance.

05 Alpha/Campus
Enter a value of A for Alpha and C for Campus.   If the report is run alphabetically, both the check register and checks will be sequences in that manner. Likewise, if the report is run by Campus, the report sequence is alpha within campus.

06 Include Non-Persons
If the value is Y, both Person and Non-Person accounts are considered. If the value is N, only student accounts are considered.

07 Check Number
Enter the starting six-character check number. This entry is not validated to ensure it is six characters. If you are processing ACH activity only, this parameter is ignored. For example: 000123

08 Cash Refund Checks
Enter Y to consider Cash Refunds. All detail codes starting with a 4XXX without a check number are considered.

09 SWIG Refund Checks
Enter Y to consider SWIG Refunds. Detail codes SWIR without a check number are considered.

10 GED Refund Checks
Enter Y to consider GED Refunds. Detail codes HOPR without a check number are considered.

11 Pell Checks
Enter Y to consider PELL Refunds. Detail codes PLRF without a check number are considered.

12 SEOG Checks
Enter Y to consider SEOG Refunds. Detail codes SEOR without a check number are considered.

13 GSAP Checks
Enter Y to consider GSFC Loan Refunds. Detail codes GSAR without a check number are considered.

14 GLS1 (SALT) Checks
Enter Y to consider GSFC 1% Loan Refunds. Detail codes GSLR without a check number are considered.

15 HERO Checks
Enter Y to consider Hero Refunds. Detail codes HERR without a check number are considered.

16 ACCG Checks
Enter Y to consider ACG Refunds. Detail codes ACCR without a check number are considered.

17 Federal LOAN Checks
Enter Y to consider Federal Loan Refunds. Detail codes LOUR without a check number are considered.

18 Private LOAN Checks
Enter Y to consider Private Loan Refunds. Detail codes LOSR without a check number are considered.

19 Public Safety Checks
Enter Y to consider GPSR Refunds. All detail codes LPSR without a check number are considered.

20 COGP Checks
Enter Y to consider COGP Refunds. All detail codes COGP without a check number are considered.

21 IASG Checks
Enter Y to consider IASR Refunds. All detail codes IASR without a check number are considered.

22 ARRA Checks
Enter Y to consider ARRR Refunds. All detail codes ARRR without a check number are considered.

23 REAC Checks
Enter Y to consider REAR Refunds. Detail codes REAR without a check number are considered.

24 CARE Checks
Enter Y to consider CARR Refunds. Detail codes CARE without a check number are considered.

25 CMSI Checks
Enter Y to consider CMSR Refunds. Detail codes CMSI without a check number are considered.

26 CSSI Checks
Enter Y to consider CSSR Refunds. Detail codes CSSI without a check number are considered.

27 COVD Checks
Enter Y to consider COVR Refunds. Detail codes COVD without a check number are considered.

28 CVMI Checks
Enter Y to consider CVMR Refunds. Detail codes CVMI without a check number are considered.

29 CVSI Checks
Enter Y to consider CVSR Refunds. Detail codes CVSI without a check number are considered.

30 Update, Proof or Errors (Y/N/E)
You may run this process in Audit Mode (N or E) or Update Mode (Y). If you enter Y, check number and effective dates to TSAAREV. **N-an Audit or Proof, E-Audit or Proof and only information and error messages, Y-an Update, a live check run.**

31 Check/Bank/Mobile info (Y/N)
Behind the check inclusive check register, you may get an optional report of Checks only. If you enter Y a list of students will print in check number sequence.

NOTE: Check numbers are assigned and incremented by 1 starting with the value entered from parameter 6 – Check Number. It is up to the user to enter the correct check number for the check type being generated. At this time, a difference series of check numbers should be used to designate BankMobile refunds.

32 Print ACH Info (Y/N)
Behind the check inclusive check register, you may get an optional report of ACH transactions only. If you enter Y a list of students will print in ACH transaction number sequence.

NOTE: ACH transaction numbers are assigned on the value of parameter 25(Bank Code, + the two digit month + a four digit sequential number starting with 0001. These are assigned during each separate check run.

33 BankMobile Check Run (Y/N)
If this value equals Y, only checks for students with entries in SEAASGN will be selected. If N is selected, students without entries in SEAASGN are selected. If your college does not use BankMobile, this value must always equal N.

NOTE: If this college uses BankMobile, process ZSPCREF must be run immediately after ZFRCHEK has run in update. This process will read the pregxxx(register file) and generate the BankMobile refund file.

34 Bank Code
For ACH processing, this parameter must be the Bank Code set up in *GXRBANK*. When possible, set up Bank Code 01 for Hope and Bank Code 02 for PELL.   The parameter defaults value is 01. NOTE: The second character of Bank Code becomes the first character of the ACH 'Company ID' value.

35 Sequence Number
For ACH processing, you have to specify the Sequence Number. If this is your first check run for the day, enter A. If this is your second run for the day, enter B, etc. The default is A. If ACH processing is not applicable, this parameter is ignored.

36 Selection Identifier
Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be entered. If this parameter is entered, parameters 37, 38, and 39 must also be entered.

37 Application Code
Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be entered.

38 Creator Id
Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be the USER that created the Population Selection.

39 User
Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be the USER identifier running this process. If this value is entered, values must also be in parameters 19, 20, and 21.

40 Enter Lines per Page
For formatting purposes, you may change the lines per page for the report. The default is 55.

Enter Term in Parameter 01, if you enter Term Code, then leave parameter 2 and 3 blank. Enter Start Year in Parameter 02, the End Year in Parameter 03, the date of the checks in Parameter 04, and your next check number (6 digits long) will go into Parameter 07. Parameters 08 through 29 will be Y or N based on the refunds being issued.

In your File Transfer menu, choose the pchk files for the current date, right click, and download.

Open "Form Port Server", click Manage and File Printing, click File and choose the file that was just downloaded. Select your printer and begin printing your checks.

**Also see the procedure "Processing Banner Checks" approved by the Accounting Procedures Committee.