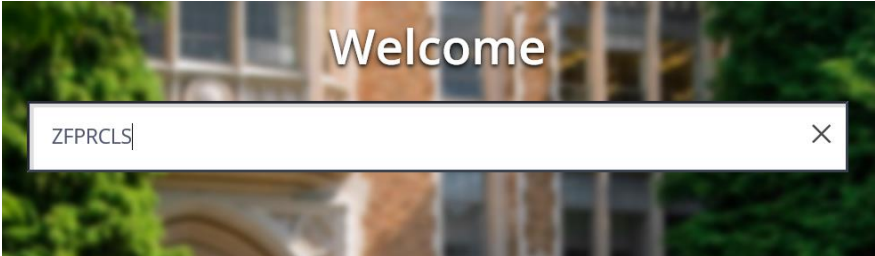


Banner 9

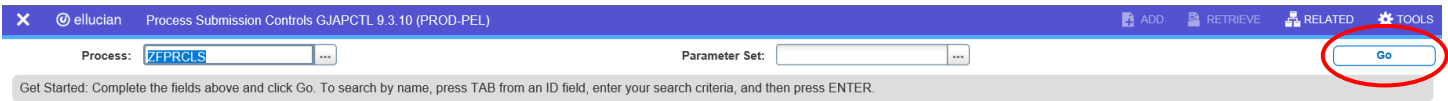
ZFPRCLS - TCSG Re-class Process

This process will re-class one receivable (charge) to another charge.

On the landing page enter ZFPRCLS, then press enter.



In Process Submission select **Go**



In the Printer Control Section – Enter **Database**

Alt Page Down to go to next section or click on the down arrow at the bottom of the page.



Enter your Parameter Values. Each Parameter is defined in red.

The image shows the 'PARAMETER VALUES' section of the Banner 9 interface. It contains a table with 10 rows of parameters. Red text annotations provide instructions for each parameter. The 'Printer' field is set to 'DATABASE' and 'Lines' is set to '55'. The 'Update (Y/N)' field is set to 'N'.


Number *	Parameters	Values
01	Detail Code	MIST
02	Reclassified Detail Code	MISC
03	Term	201912
04	Selection Identifier	
05	Application Code	
06	Creator Id	
07	User	
08	Optional Hold Code	
09	Update (Y/N)	N
10	Enter Lines per Page	55


Annotations (in red):

- 01: Enter the detail code you want to re-class. This detail code will be reversed. If the detail code to be reversed is a refund (REFUND IND = M on form TSADETC), the reversing detail code will have a check number of NOCHECK.
- 02: Enter the new detail code. This detail code will have the new receivable
- 03: Enter the term code. All students in a given term that has a receivable for the desired refund detail code will be considered. Valid entries are 201214, 2012% (all terms within the desired year) and % (all terms).
- 04: Enter the (04) Selection ID, (05) Application, (06) Creator and (07) User. All students in the given population selection will be considered. This can also be used in conjunction with Term Code. Note: Either Term or Population Selection parameters must be entered or both parameters can be entered and will work together.
- 08: Enter an optional hold code for the student. In the update mode, the hold code will be placed onto the student account (if there isn't already an active hold code).
- 09: When N is entered, an audit report is generated. When Y is entered, the report is generated, the refund detail code is reversed, the document number is marked NOCHECK, and a new detail code is written to reclassify the receivable.
- 10: Enter 55 as the default. Any value can be used in accordance with DATABASE:55

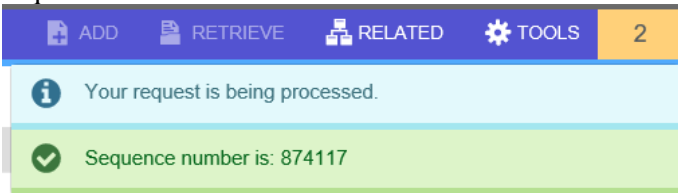
Note:

This process can be run in audit and update modes. It is recommended that you run the process first in Audit Mode to review and verify your data before running in Update Mode. This process will produce a .lis and .log file.

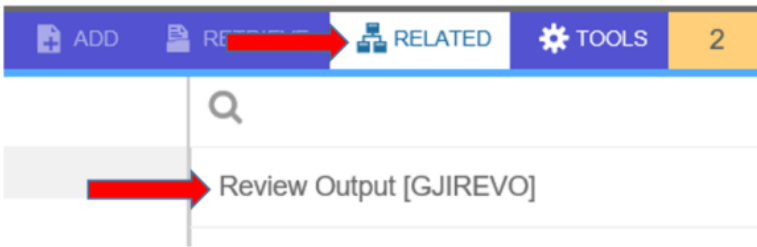
After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page. 

Press F10 to save or select the SAVE button at the bottom right corner to run the process. 

Once the process is run you will see informational message in the top right corner of your page. It will also identify the sequence number.

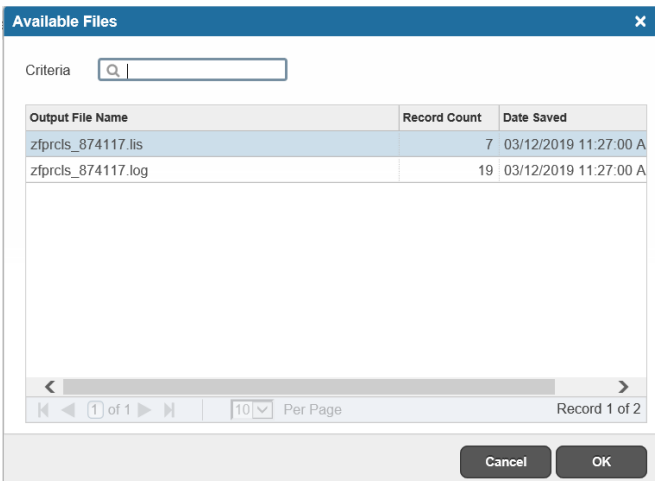
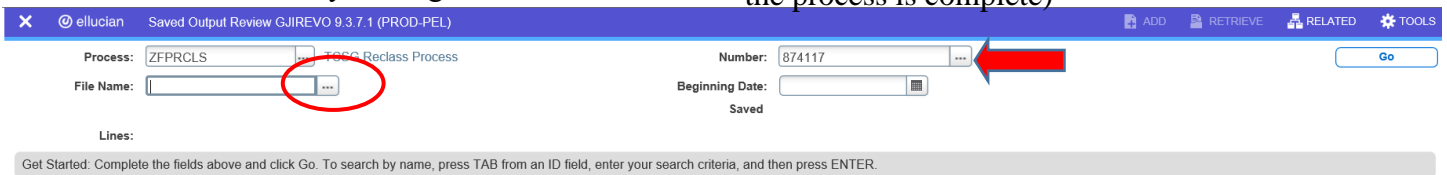


To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]



Click on the ... to view your .log or .lis file.

Your sequence number will be showing. (If the process is complete)



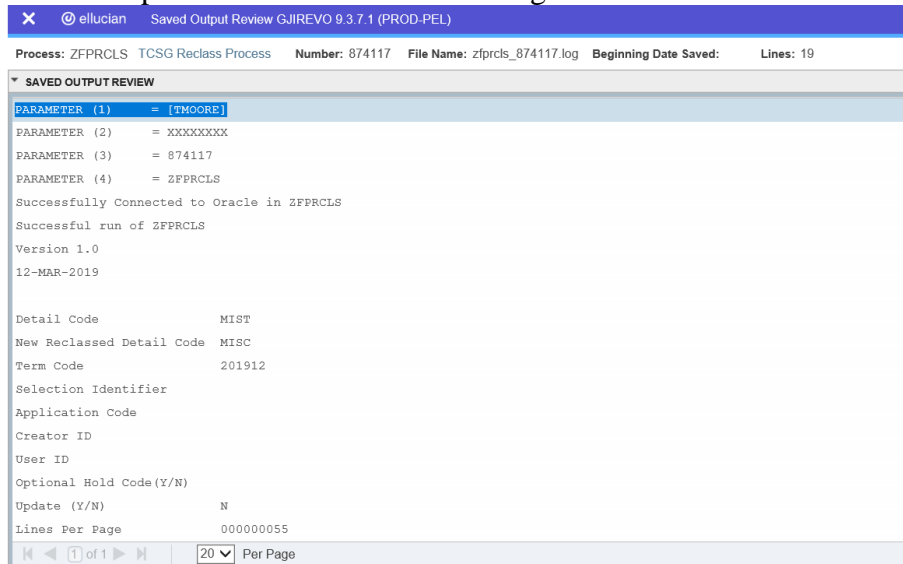
You will see your available files.

Select either your .lis file or .log to view.

Then click OK

Below is sample output information of your .lis and .log file.

This example below shows ZFPRCLS.log file



To go back and look at the .lis file, click the Start Over button on the top right hand corner of the page.

[Start Over](#)

You can select your lis file to review.

This example below shows ZFPRCLS.lis file


Process: ZFPRCLS TCSG Reclass Process Number: 874117 File Name: zfprcls_874117.lis Beginning Date Saved: Lines: 7

SAVED OUTPUT REVIEW

DATE: 12-MAR-2019 201912 AUDIT TCSG Pelican Group - PROD PAGE: 1

ID	Last Name	First Name	Term	From	To	Amount	Info
9:	ALVARADO	AMANDA	201912	MIST	MISC	5.00	
9:	ALVARADO	AMANDA	201912	MIST	MISC	5.00	
Total Stds Read		1	Total to Reclass			5.00	

Navigation: 1 of 1 Per Page

If you click the X at the top left,  you will go back to Process Submission Control GJAPCTL – Process ZFPRCLS.

Note:

Prior to processing ZFPRCLS

Ensure application of payments are clean and balances are sitting on the charge or the financial aid refund detail codes that you wish to re-classify, i.e. PLRF, SEOR, LOUR, etc.

ZFPRCLS Processing

The detail code and the new re-classed detail codes must be valid “charge” detail codes.

If the detail code is a financial aid refund detail code, the refund detail code must have a refund indicator from TSADETC set to M (manual) and there must be at least one reversal of the designated financial aid award on the student account or the reclassification can't occur.

Application of payments will be verified per student. If application of payment errors exists, the reclassification can't occur. This means the student account can't have both a charge balance and a payment balance at the time ZFPRCLS is run.

After all edits are passed, the detail code will be reversed, assigned a check number (document number) of NOCHECK (refunds only), and the new re-classified detail code will be established for the given term.

A report will generate which shows the student, term code, receivable, reclassified charge, dollar amount, and applicable hold codes. Totals and counts to be re-classified will print.

In update mode, the re-classifications will occur, optional hold code will be added (SOAHOLD), counts and totals will be provided and these totals will balance to cashier (TGACREV) session totals.

Processing changes for ZFRPRNT Changes

The Master Check register process will have an option to include the re-classified items:

INCLUDE RE-CLASSES (Y/N) – When this value = Y, the NOCHECK re-classed reversing refund entries will appear on the master check register. When this value = N (default parameter value), only true checks will appear on the master check register. This will allow for balancing of the refund detail codes.