

# Banner 9

## ZFRGSFC – Reconcile Banner AR to GSFC

ZFRGSFC (Job Submission) reconciles GSFC funds by either TERM or FISCAL YEAR. All reconciliations are performed by the User's SSN as opposed to the Banner Student ID.

From the Surfer Invoice Menu, you must select the Grant Type(s) that you wish to reconcile. The IND9XXXRECON.ZIP file you receive must be unzipped and loaded into the Banner system in the /u01/app/banner/dataload/general directory. The unzipped file you rename and load into /u01/app/banner/dataload/general can't be named longer than 30 characters in length. To prevent permission problems, make sure the user doing the FTP has the correct permissions on the file so the Job Submission process can read this file.

ZFRGSFC reconciles Hope, Zell Miller Hope, SWIG, GCCG, MOWR, Hero, Public Safety and REAC funds. Whatever type of fund you request from GSFC must be the fund(s) you tell ZFRGSFC you want to reconcile. This process also reconciles enrollment hours between ZRAGSFC and GSFC; for Hope and ZELL funds, it also verifies learning support hours.

The file in /u01/app/banner/dataload/general represents the GSFC data that is being reconciled with the Banner AR payments (HO50, HO54, HO5Z, HO5G, SWIG, SWI2, HERO, GPSM, MOWK, MOWT, MOWF) but are recapped by its respective fund code with totals by fund code.

This process reads the | delimited GSFC format and reconciles Banner AR payments to GSFC. It identifies either Fiscal Year or Term differences in the funds you are reconciling. When reconciling by term, you must only have TERM data in your IND file. When reconciling by fiscal year, you must have all semesters in your IND file.

### Permission will need to be added for ZFRGSFC in AR\_Basic.

On the landing page enter ZFRGSFC, then press enter.



In Process Submission select **Go**

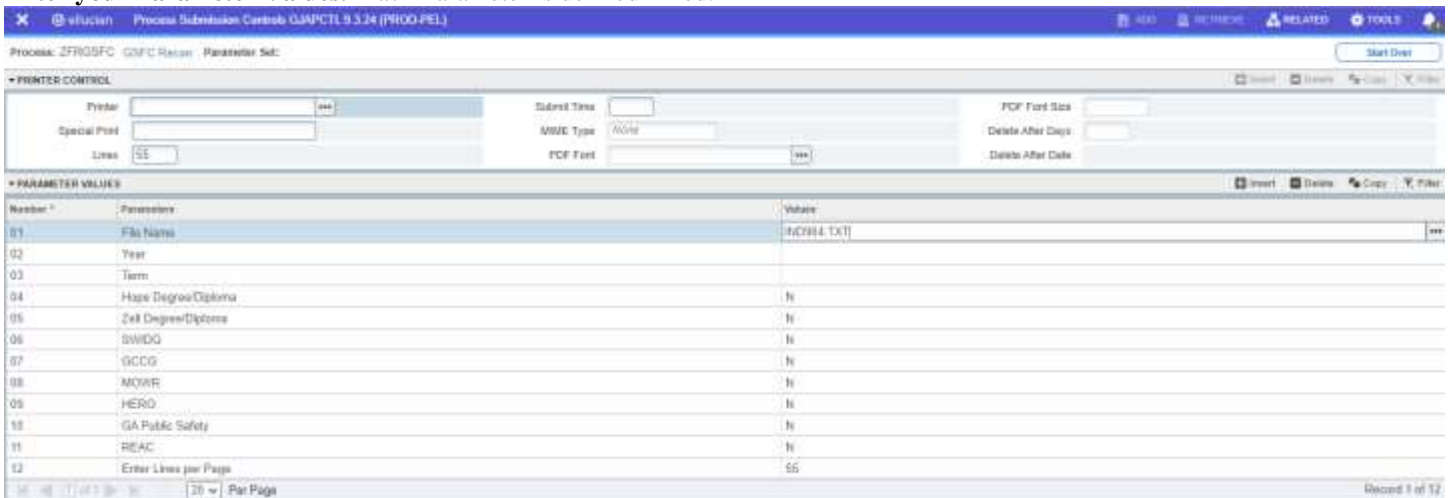


In the Printer Control Section – Enter **Database**

**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.




### Parameter Values:


- 01 File Name – Enter the file name to process. There is no need to enter /u01/app/banner/dataload/general before the file name. The file name is case sensitive. You must have previously loaded the unzipped reconciliation file into /u01/app/banner/dataload/general. For example: IND904.TXT
- 02 Year – Enter the year you want to process in format YYYY. For example: 2012, 2013. Do not use aid year.

- 03 Term – Enter the term you want to process. For example” 201216. Do not enter both year and the Term Code.  
The process will default to Term Code if both values are entered (always review your log file).
- 04 Hope Degree/Diploma – Enter Y to reconcile Banner AR to GSFC for all Hope Funds. You must have requested all Hope funds in the ZIP file. This probably won’t include Zell Miller.
- 05 Zell Degree/Diploma - Enter Y to reconcile Banner AR to GSFC for all Zell Miller Degree/Diploma. You will most likely have to request ZELL Miller separately.
- 06 SWIDG - Enter Y to reconcile Banner AR to GSFC for all SWIG Funds. You must have requested all SWIG Funds in the zip file.
- 07 GCCG - Enter Y to reconcile Banner AR to GSFC for all GCCG Funds. You must have requested all GCCG Funds in the zip file.
- 08 MOWR - Enter Y to reconcile Banner AR to GSFC for all MOWR Funds. You must have requested all MOWR Funds in the zip file.
- 09 HERO - Enter Y to reconcile Banner AR to GSFC for all HERO Funds. You must have requested all HERO Funds in the zip file.
- 10 Ga Public Safety - Enter Y to reconcile Banner AR to GSFC for all Public Safety Funds. You must have requested all Public Safety Funds in the zip file.
- 11 REAC - Enter Y to reconcile Banner AR to GSFC for all REAC Funds. You must have requested all REAC Funds in the zip file.
- 12 Enter Lines Per Page – Defaults to 55. It is recommended to leave it at 55.

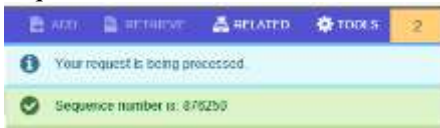
**Note:**

ZFRGSFC generates a .lis and a .log file. Review these files are error messages.

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.



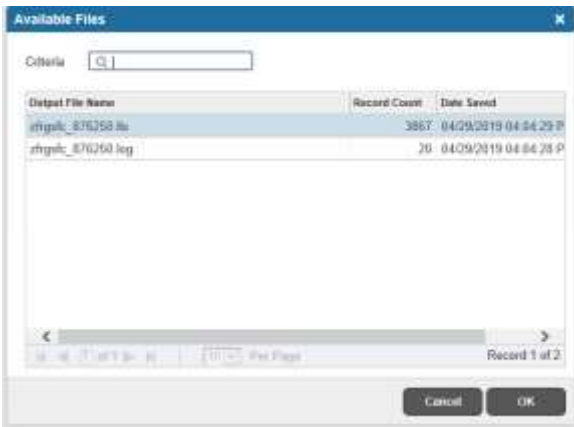
To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]



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

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





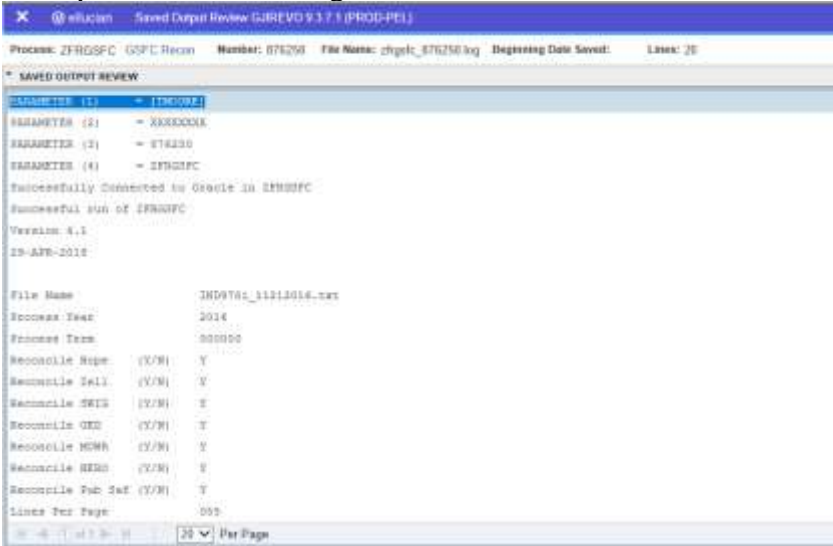
You will see your available files.

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

Then click OK

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

### Example of ZFRGSFC.log



To go back and look at the .log 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.

Example of ZFRGSFC.lis file. Top of the Page

Process: ZFRGSFC GSFC Recon    Number: 876250    File Name: zfrgsfc\_876250.lis    Beginning Date Saved:    Lines: 3,867

SAVED OUTPUT REVIEW

DATE	ADJUSTMENTS TO SYNCHRONIZE BANNER TO GSFC-2016					PAGE:
29-APR-2019						1
RECONCILIATION ITEMS for YEAR 2016						
RECONCILIATION ITEMS for YEAR 2016						
042560749	4994224	KIMBERLY	201516	H050	ZHOTG	585.00
198204376	910095045	JAMES	201516	H050	ZHOTG	260.00
358399147	AARON	CHRISTOPHER	201516	H050	ZHOTG	390.00
892999801	AARON	JODY	201516	H050	ZHOTG	780.00
459700268	AARON	RETA	201516	H050	ZHOTG	390.00
863362709	AARON	RICHARD	201516	H050	ZHOTG	195.00
733045152	ABDULLAH	DAMON	201516	H050	ZHOTG	195.00
448724626	ABDULLAH	DONNA	201516	H050	ZHOTG	390.00
803046241	ABDULLAH	SHELIA	201516	H050	ZHOTG	585.00
398161105	ABDULLAHI	AUDREY	201516	H050	ZHOTG	585.00
226853748	ABDULLAHI	LETHA	201516	H050	ZHOTG	195.00
486893059	ABDULLAHI	PAULA	201516	H050	ZHOTG	650.00
623423903	ABEAR	DONNA	201516	H050	ZHOTG	585.00
200264085	ABEE	BARBARA	201516	H050	ZHOTG	585.00
480800773	ABEE	SHIRLEY	201516	H050	ZHOTG	975.00
750278640	ABERCOMBIE	ANGELA	201516	H050	ZHOTG	130.00
519955837	ABERCOMBIE	JERRI	201516	H050	ZHOTG	520.00

1 of 194    20 Per Page

Example of ZFRGSFC.lis file. Bottom of the Page

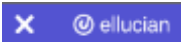
500762155	BREWINGTON	MARY	201612	HOPE	EMDPU	50.00
		EMDYG	201516			375375.00
		EMDYS	201516			27300.00
		EMSKD	201516			4550.00
		EMW14	201516			70000.00
		EMDYM	201516			148583.00
		EMDYZ	201516			1068.00
		EMDYG	201612			744631.00
		EMDYS	201612			60870.00
		EMDYS	201612			101371.00
		EMSKD	201612			8550.00
		EMW14	201612			109250.00
		EMDWF	201612			8900.00
		EMDYM	201612			295035.00
		EMDYZ	201612			534.00

Funds Reconciled: HOPE IELL SWIG SED MONA HERO Ph Sty

129 of 129    30 Per Page

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

[Start Over](#)

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

## **ZFRGSFC Processing**

The program first reconciles GSFC to Banner AR and reports any adjustments. These adjustments would be what it takes in Banner to make Banner balance with GSFC. For example: If GSFC finds a \$100.00 HO50 and Banner AR only has a \$50.00 HO50, the adjustment of \$50.00 would be the Banner balance with GSFC. For example: If GSFC finds a \$100.00 HO50 and Banner AR only has a \$50.00 HO50, an adjustment of \$50.00 would be on the report.

Next, the second portion of the recon identifies Banner AR payments that are not in GSFC and reports by detail code, fund code and amount of the difference(s). Page breaks by report type and totals by fund code prints.

## **ZFRGSFC Informational and Error Messages**

**BANNER ADJUSTMENT** -- This is the dollar amount that should be posted to Banner to make it balance with the GSFC amount.

**SSN Error - SPAPERS** -- Check form SPAPERS for the SSN. The SSN is not in this form and/or it doesn't match the SSN from GSFC. **BANNER ADJUSTMENT** -- This is the dollar amount that should be posted to Banner to make it balance with the GSFC amount.

**VERIFY ENROLLMENT HOURS** -- There is a discrepancy between the calculated enrollment hours from form ZRAGSFC and the hours from GSFC .

**VERIFY LEARN SUPPT HOURS** -- For the Hope and ZELL funds, there is a discrepancy between the calculated learning support hours from form ZRAGSFC and the hours from GSFC .

**GRD-FILE 35 1100-OPEN** -- Check your File Name. It may be spelled incorrectly or it may not have the correct permissions.