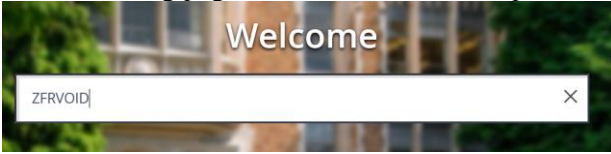


# Banner 9

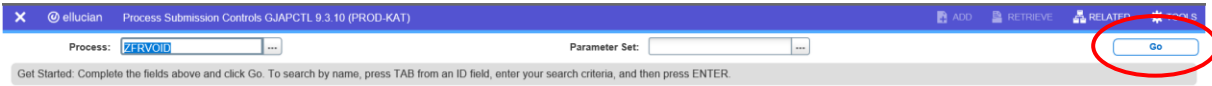
## ZFRVOID – Batch Void Job Submission Process

**ZFRVOID** is a job-submission process that either voids and reissues one student or a population of students. The audit/update process prints Student ID, Name, term, void date, amount, check type, Void/Reissue indicator. Totals are provided for total voids, total re-issues and total rejects.

On the landing page enter ZFRVOID, 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.

Number	Parameters	Values
01	File Name	Required when voiding a batch of checks/transactions. The csv file must be loaded in /u01/app/banner/dataload/general directory. This file should be directly uploaded from the User's computer to the banner box using the Options>> Upload File (GUAUPLP) feature within ZFRVOID process. Not applicable if voiding one transaction/check
02	Date for Void(s)	Required field - Enter the Void Check Date when voiding one or a batch of check/transaction. If the transaction(s) is to be voided and re-issued, this date will appear on both entries within TSAAREV as the "effective date".
03	Student ID	Not applicable when voiding a batch of checks/transactions Enter the Student Id when voiding one check/transaction.
04	Check Number	Not applicable when voiding a batch of checks/transactions Enter the check/transaction number when voiding one check/transaction.
05	Term Code	Not applicable when voiding a batch of checks/transactions Enter the term code when voiding one check/transaction.
06	Check Amount	Not applicable when voiding a batch of checks/transactions Enter the check amount when voiding one check/transaction. This amount may be entered as 1070, 1070.01. The entry may include the decimal point with cents.
07	Void/Reissue (Y/N)	Not applicable when voiding a batch of checks/transactions Enter N to only void one transaction or Y to void and reissue one check/transaction. Valid entries are Y, N or null.

08 Update (Y/N) **Required field**  
 Enter Y to update or N for audit mode. On TSAAREV, the transaction/check number is entered in the "document number field". When Y is entered, transactions/checks are voided and an entry or entries are written to TSAAREV with the transaction/check number and a "V" attached to the end of the document number. If a re-issue is applicable, the new refund detail code is posted in TSAAREV with a null value in the document number field.

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

LENGTH: 30 TYPE: Character O/R: Optional M/S: Single  
 Enter file name in dataload/general


SUBMISSION Insert


Save Parameter Set as Hold / Submit  Hold  Submit

Name  Description

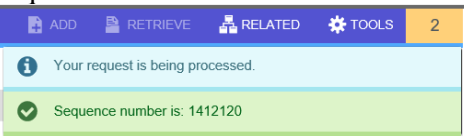
**Note:**

ZFRVOID generates a .lis And a .log file.

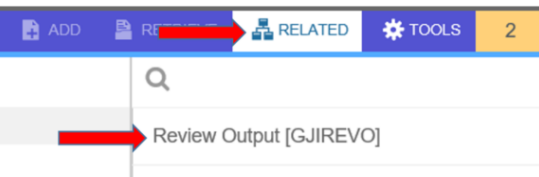
After you have entered your parameters **Alt Page Down** to go to next section or click on the down arrow at the bottom of the page. 

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)

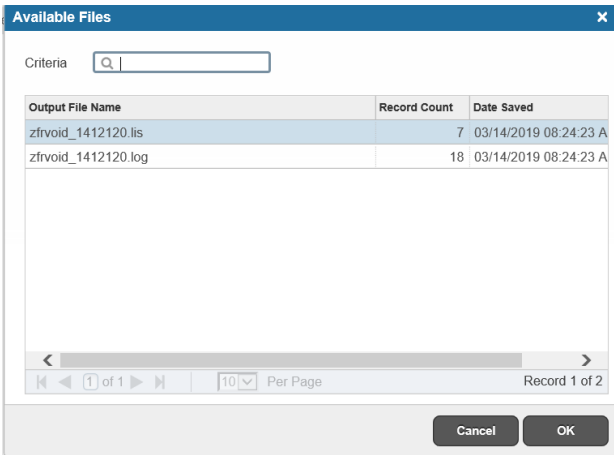
ellucian Saved Output Review GJIREVO 9.3.7.1 (PROD-KAT) ADD RETRIEVE RELATED TOOLS

Process: ZFRVOID  Batch Void Process Number: 1412120  ...

File Name:   Beginning Date:

Lines:

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.



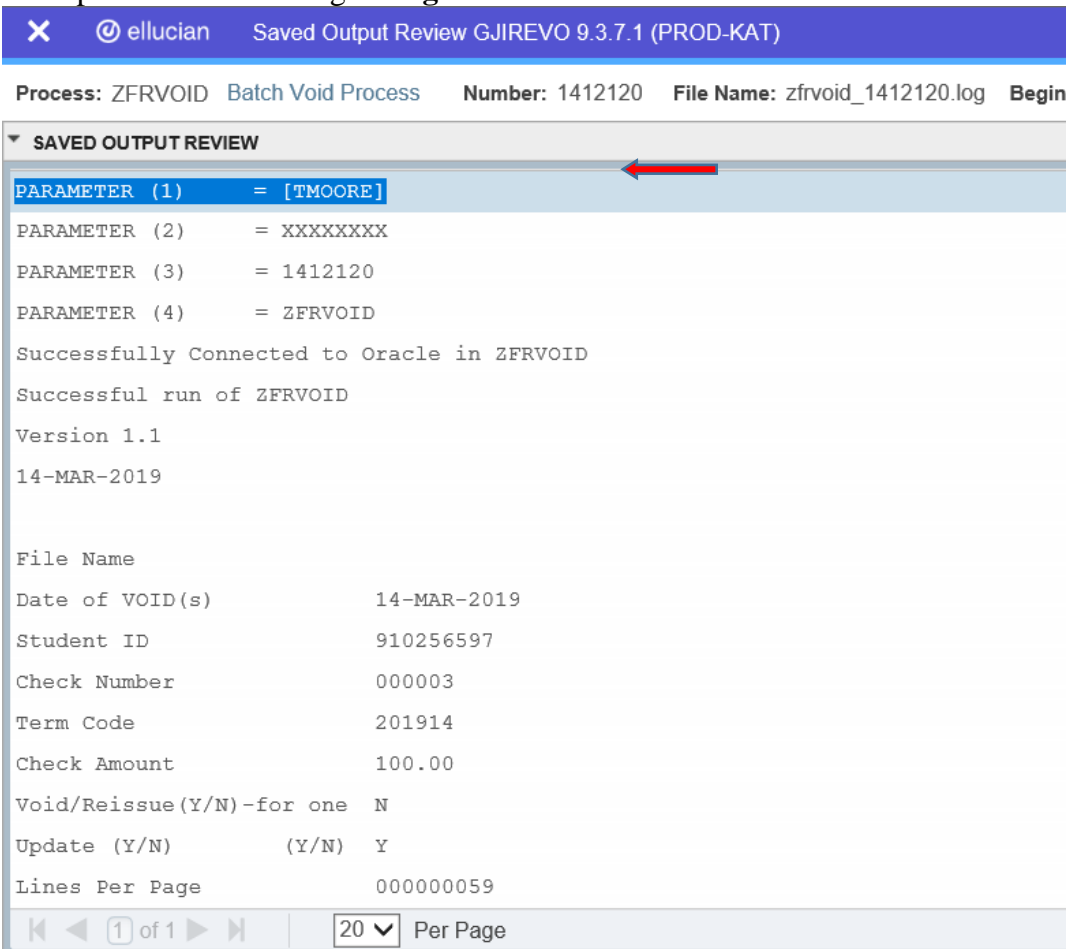
You will see your available files.

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

Then click OK

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

### Example of ZFRVOID.log – Single void transaction



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 ZFRVOID.lis file. You can see that this was run in update mode by the “UPDATE” in the upper left corner of the .lis file.

Process: ZFRVOID Batch Void Process Number: 1412120 File Name: zfrvoid\_1412120.lis Beginning Date Saved: Lines: 7

14-MAR-2019 ZFRVOID - Void Check Processing Page : 1

UPDATE ← TCSG Katrina Group -PROD

ID	Name	Term	Date	Amt	Type	ChkNbr	V/R
910256597	Nancy Hale	201914	14-MAR-2019	100.00	4TUI	000003V	N VOIDED
TOTAL VOIDS				100.00			

1 of 1 Per Page

Example of ZFRVOID.lis file. This example shows where the transaction was **VOIDED AND REISSUED**

Process: ZFRVOID Batch Void Process Number: 1412122 File Name: zfrvoid\_1412122.lis Beginning Date Saved: Lines: 8

14-MAR-2019 ZFRVOID - Void Check Processing Page : 1

UPDATE TCSG Katrina Group -PROD

ID	Name	Term	Date	Amt	Type	ChkNbr	V/R
910256597	Nancy Hale	201916	14-MAR-2019	200.00	4TUI	000004V	Y VOIDED AND REISSUED ←
TOTAL VOIDS				200.00			
TOTAL REISSUES				200.00			

1 of 1 Per Page

Example of ZFRVOID.lis file. You will see an error message. The check did not void.

Process: ZFRVOID Batch Void Process Number: 1412089 File Name: zfrvoid\_1412089.lis Beginning Date Saved: Lines: 8

13-MAR-2019 ZFRVOID - Void Check Processing Page : 1

UPDATE TCSG Katrina Group -PROD

ID	Name	Term	Date	Amt	Type	ChkNbr	V/R
910256597	Nancy Hale	201812	13-MAR-2019	300.00			AMT NOT EQUAL TO BANNER AMT ←
TOTAL VOIDS				.00			
TOTAL REJECTS				300.00			

1 of 1 Per Page Record 1 of 8

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 ZFRVOID.

## NOTE:

### ZFRVOID – multiple checks/transactions

When processing multiple voids, the following csv file format must be used. The file must have the Header record. The Student ID, Name, Check/Transaction Number, Term Code, Void Amount, Void/Reissue flag must be present. Each field must be separated by commas. **Only the Name is optional. If the name isn't in the field, there must be a place setter for the field. See the last record in this example.**

```
StudID,StudName,CheckNbr,Term,CheckAmt,V/R
910101495,Joe Doe,611937,201412,125.14,N
910111847,Sally Fields,611899,201412,1021,Y
910107675,Octavius Davis,611901,201412,625.70,N
880113493,Bertha Butt,000010,201412,568.35,Y
770116097,,H000267,201412,574.90,N
```

**When voiding and reissuing checks, a reversing entry will be placed on the students account and the check number will be the original check number followed by V. Then another entry will be placed on the students account with a blank document number. You will then need to run ZFRCHEK to produce the new/reissued check and place the new check number in the document number field.**

ID: 910256597 Nancy Hale Credit Limit: User: TMOORE Holds:

ACCOUNT DETAILS

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year
4TUI	REFUND/TUITION	201916	200.00		200.00	T	03/14/2019	03/14/2019	
4TUI	REFUND/TUITION	201916	-200.00		-200.00	T	03/14/2019	03/14/2019	

### ZFRVOID - Error Messages

**ID NOT LOADED IN BANNER** – Printed when the ID number entered in parameter 3 or an ID found in the csv file is not found in Banner. As long as the record isn't skewed in the csv file, the total dollar amount associated with this student ID is included in the TOTAL REJECTS totals.

**AMT NOT EQUAL TO BANNER AMT** - Printed when the amount of the refund doesn't equal the check amount for the specific student ID. This amount is included in the TOTAL REJECTS totals.

**THIS CHECK IS ALREADY VOIDED** - Printed when Banner finds this check/transaction has already been voided. The amount is included in the TOTAL REJECTS totals.

**INVALID TERM CODE** - Printed when the term entered in parameter 5 or one of the terms is not found in STVTERM table. As long as the record isn't skewed in the csv file, the total dollar amount associated with the transaction is included in the TOTAL REJECTS total.