

Banner 9

ZFRWRIT – SAO TEXT FILE CREATION INSTRUCTIONS

ZFRWRIT will produce a text file that you will use to create the excel file that SAO is requiring. As of July 1, 2019 SAO has change the way that the colleges will submit their write-offs. Colleges are now required to use an SAO excel template. ZFRWRIT has been updated to produce the data that is needed to be copied and pasted into the new template. This new text file will contain the following student information: Student ID, Last Name, First Name, Street Address, City, State, Zip, the summary Dollar Amount that you are requesting to write-off, Debt Description, Previous Write Off (YES or NO), Previous Amount(s) Written Off, Collection Actions Taken, Write Off Justifications, Date of Write-off and Comments. For students, the Debt Description is ***Student Tuition and Fees***, and for Third Parties, ***Vendor Payment not received***. If the Number of ***GUIMAIL*** Billing Attempts is greater than zero, the Comment Description will be ***No response to last xx attempts***, where xx is the number of ***GUIMAIL*** billing attempts for the ***Banner Letter Codes for Due Diligence*** Parameter(s). Delinquency Code descriptions will also be attached if the student has a Delinquency Code established in ***TSAACCT***. Students with a 95 – Discharged Bankruptcy will have Discharged Bankruptcy (or the description the college enters on TTVDELI for the 95 code) in the comments. *****NOTE: COMMENTS ARE NOT TO BE SUBMITTED TO SAO.THEY ARE THERE FOR THE COLLEGES USE ONLY.**

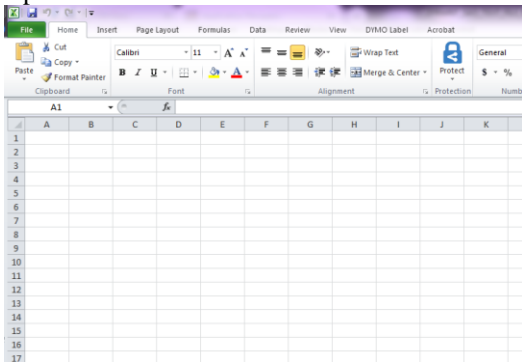
Processing Steps for the Audit Mode:

Run your write-off process as you **NORMALLY** would.

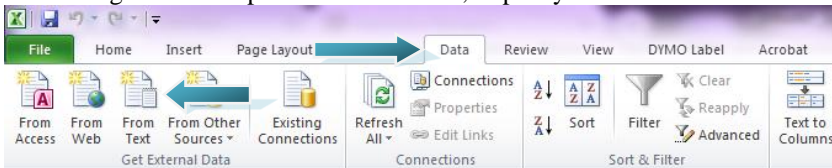
Then download your .txt file to your PC, just as you have in the past.

The new .txt file is a comma-delimited file that will need to be imported into a **BLANK WORKBOOK** in excel. The reason for this is because we will have to copy and pasted data from this workbook to the new SAO excel template. Due to formulas and lock controls that SAO has put on the template, we cannot use the import feature on their template.

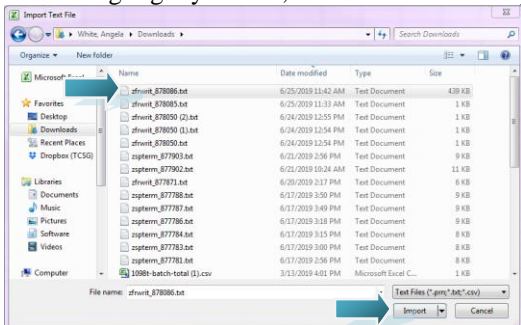
Open a **BLANK WORKBOOK** in excel:

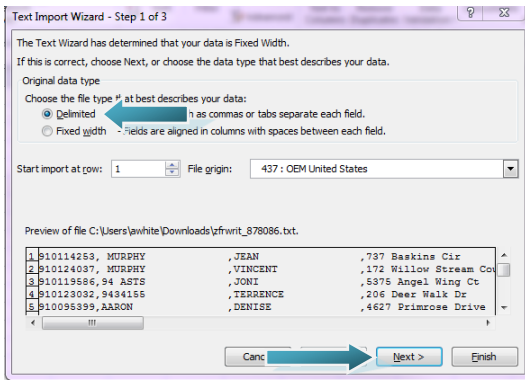


Then using the data import feature in excel, import you .txt file into the blank workbook.



This will open the Import Text File dialog box. Go to where you stored your file when you downloaded your file from the Banner server. Highlight your file, and then click the Import button.





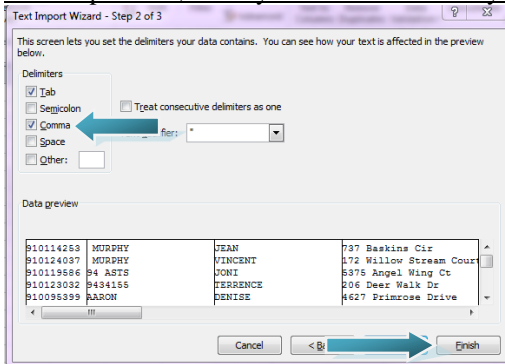
Once you click Import, this will start the Text Import Wizard.

Click Delimited since the .txt file is comma-delimited.

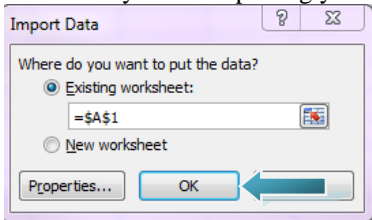
Then click Next.

In Step 2 of the wizard, you will be able to see how the delimiters will affect your data.

Under the delimiters section, make sure that the check box next to Comma is checked. Then using the sliding bar/arrows, scroll right to make sure that they cols have seperated correctly. If you need to remove a separation, double-click the black line, if you need to add a separation, move your mouse to where you want the new separation, and click once. Then click Finish.



Make sure you are importing your data into column A line 1. Then click OK.



Your data should now look something like this:

	A	B	C	D	E	F	G	H	I	J	K	L
1	910114253	MURPHY	JEAN	737 Baskins Cir	Winder	GA	30680	\$374.00	Student Tuition and Fees	NO	\$0.00	A
2	910124037	MURPHY	VINCENT	172 Willow Stream Court	Roswell	GA	30076	\$533.00	Student Tuition and Fees	NO	\$0.00	A
3	910119586	94 ASTS	JONI	5375 Angel Wing Ct	Gainesville	GA	30506	\$379.00	Student Tuition and Fees	NO	\$0.00	A
4	910123032		TERRENCE	206 Deer Walk Dr	Winder	GA	30680	\$33.00	Student Tuition and Fees	NO	\$0.00	A
5	910095399	AARON	DENISE	4627 Primrose Drive	Braselton	GA	30517	\$1,404.00	Student Tuition and Fees	NO	\$0.00	A
6	910123623	AARON	GREGORY	4180 Gainesville Highway	Buford	GA	30518	\$533.00	Student Tuition and Fees	NO	\$0.00	A
7	910119751	AARON	KATIE	3076 Burton Circle	Gainesville	GA	30507	\$1,137.00	Student Tuition and Fees	NO	\$0.00	A
8	910100776	AARON	KIMBERLY	4248 Falcon Crest Drive	Flowers Branch	GA	30542	\$1,137.00	Student Tuition and Fees	NO	\$0.00	A
9	910115143	AARON	LORETTA	1457 Seed Tick Rd	Dawsonville	GA	30534	\$1,048.00	Student Tuition and Fees	NO	\$0.00	A
10	910079676	AARON	MARTHA	574 Hebron Road	Commerce	GA	30530	\$405.00	Student Tuition and Fees	NO	\$0.00	A
11	910116699	AARON	TERESA	2291 Gum Creek Church Road	Loganville	GA	30052	\$739.00	Student Tuition and Fees	NO	\$0.00	A
12	910105310	ABDULLAH	DAMON	2654 Buena Vista Circle	Gainesville	GA	30504	\$247.00	Student Tuition and Fees	NO	\$0.00	A
13	910081266	ABDULLAH	KELLY	1602 Azelea Lane	Gainesville	GA	30507	\$514.00	Student Tuition and Fees	NO	\$0.00	A
14	910122719	ABDULLAH	MARY	1357 Patterson Dr	Gainesville	GA	30501	\$533.00	Student Tuition and Fees	NO	\$0.00	A
15	910075201	ABDULLAH	PAUL	155 Hickory st	Hayesville	NC	28904	\$1,671.00	Student Tuition and Fees	NO	\$0.00	A

From time to time, you could have extra commas in names – like , jr. or extra commas in street address lines and this could cause your file alignment to be off. Make sure you scroll through your file and clean up and alignment issues you may see.

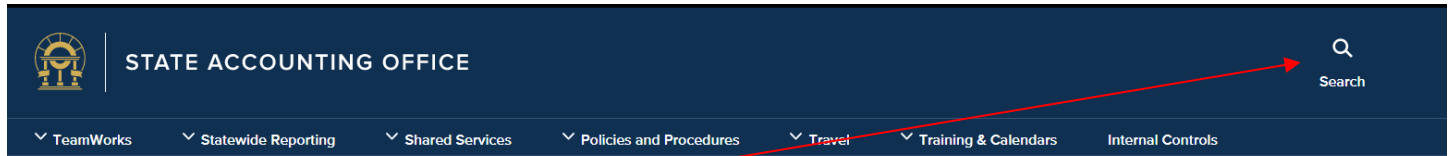
In the example below, see how the alignment is off on the 2 records on line 676 and 677. It appears that this student had a , in the name likely due to the suffix, and that will need to be corrected BEFORE trying to paste your data into the SAO template.

672	910116492	ALTMAN	SHAWN	1901 Vineyard Way	Gainesville	GA	30504	\$357.00	Student Tuition and Fees	NO	\$0.00	A
673	910123421	ALTMILLER	CHARMAYNE	12336 Fincher Rd	Canton	GA	30114	\$610.52	Student Tuition and Fees	NO	\$0.00	A
674	910102638	ALTMILLER	CHRISTY	706 Arden Drive	Winder	GA	30680	\$247.00	Student Tuition and Fees	NO	\$0.00	A
675	910121949	ALTMILLER	DAWN	4140 Hamilton Cove Ct	Cumming	GA	30028	\$1,404.00	Student Tuition and Fees	NO	\$0.00	A
676	910123584	ALTMILLER	JR.	LEANNE	1540 Summit Pond Circle	Loganville	GA	30052	\$586.52	Student Tuition and Fees	NO	\$0.00
677	910121116	ALTMILLER	JR.	MICHAEL	5506 Ashland Farm Rd Sw	Oxford	GA	30054	\$247.00	Student Tuition and Fees	NO	\$0.00
678	910113805	ALTTADDAD	GLORIA	1218 Dylan Way	Bethlehem	GA	30620	\$379.00	Student Tuition and Fees	NO	\$0.00	A
679	910093518	ALU	ANN	61 Chickasaw Trail	Cleveland	GA	30528	\$202.00	Student Tuition and Fees	NO	\$0.00	A
680	910131797	ALUNA	ALYXANDER	3419 Trinkle Creek Bend	Gainesville	GA	30507	\$473.00	Student Tuition and Fees	NO	\$0.00	A

Creating the new SAO file using the Required SAO Template:

To obtain the template, you will need to go to the State Accounting Office Website. You can click on the link below:

<http://sao.georgia.gov>



Then click on the search button.

Enter write-off, then press enter.



It should bring up the certificate template and the request form.

Filter Results

Type +

Date +

CLEAR ALL

Enter search term:

write-off

write-off x

Sort By

Relevance

Showing 16 results.

DOCUMENT

Write-Off_Certificate_Template.xlsx

S&O

Write-Off_Certificate_Template.xlsx (12.21 KB) Write-off_Certificate CERTIFICATE OF W

DOCUMENT

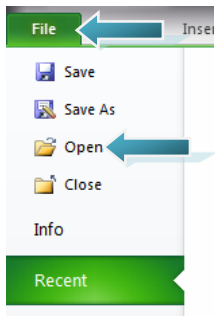
write_off_request_form_1-22-2020.xlsx

S&O

Certificate for VPA to use to submit write-offs

This is the form that you will put all your write off information in.

We recommend opening a separate excel session, then open the template from the new session to make copying and easier. (You will use the write_off_request_form_1-22-2020.xlsx)



This file contains multiple worksheets, you will choose the second one – Write-Off_List (College-Univ).

1	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
2	Entity Name:													Use Legends			Please see instruction tab for appropriate legends to represent collection actions taken by your agency and write
3	Month Ended:																
4	Obligor ID	Last Name	First Name	Address	City	State	Zip Code	Amount	Debt Description	Previous write-off	Previous amount(s) written-off	Total YTD write off	Collection Actions Taken	Write Off Justifications	Date of Write-off		
5												\$ -					
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Page 1

You will fill in your college name(Entity Name).

Then you will need to start copying and pasting from the workbook you created in the previous steps.

Due to the fact that SAO has formula's in the spreadsheet, we cannot copy all the data from the first spreadsheet to this template, it will cause the formulas to be removed. SAO has stated they need those formula's there.

So you will need to copy this data in sections. You will copy columns A-K and paste those into the spreadsheet. Then verify that column L populates with data(this is due to a formula).

You will click ONCE in the Obligor ID column(Column A Row 5) then right click. This will bring up a paste options. Hover over the first paste option and it will show you what your data will look like before you paste it. If all lines up with column A-K. Then click the first Paste option.

See how the Total YTD write-off amount populated? That is what you want to see there.

Obligor ID	Last Name	First Name	Address	City	State	Zip Code	Amount	Debt Description	Previous write-off	Previous amount(s) written-off	Total YTD write off	Collection Actions Taken	Write Off Justifications	Date of Write-off
910114253	MURPHY	JEAN	737 Baskins Cir	Winder	GA	30680	\$374.00	Student Tuition	NO	\$0.00	\$ 374.00			
910124037	MURPHY	VINCENT	172 Willow Stream	Roswell	GA	30076	\$533.00	Student Tuition	NO	\$0.00	\$ 533.00			
910119586	94 ASTS	JONI	5375 Angel Wing C	Gainesville	GA	30506	\$379.00	Student Tuition	NO	\$0.00	\$ 379.00			
910123032		9434155 TERRENCE	206 Deer Walk Dr	Winder	GA	30680	\$33.00	Student Tuition	NO	\$0.00	\$ 33.00			
910095399	AARON	DENISE	4627 Primrose Dr	Braselton	GA	30517	\$1,404.00	Student Tuition	NO	\$0.00	\$ 1,404.00			
910123623	AARON	GREGORY	4180 Gainesville H	Buford	GA	30518	\$533.00	Student Tuition	NO	\$0.00	\$ 533.00			
910119751	AARON	KATIE	3076 Burton Circle	Gainesville	GA	30507	\$1,137.00	Student Tuition	NO	\$0.00	\$ 1,137.00			
910100776	AARON	KIMBERLY	4248 Falcon Crest	Flowery Branch	GA	30542	\$1,137.00	Student Tuition	NO	\$0.00	\$ 1,137.00			
											\$ -			
											\$ -			

Then you will need to fill out the bottom section of the spreadsheet:

76																			
77	I have reviewed the above listing and the attending documentation of collection attempts.																		
78	I approve the request to write off these accounts receivable under the statutory provisions contained in Senate Bill 73 (O.C.G.A Section 50-16-18) enacted by the 2003 General Assembly																		
79	Code/Provision :																		
80	Name :																		
81	Title :																		
82	Signature :																		
83	Date:																		
84																			

Please insert the appropriate authority if you are writing off based on another Georgia code section.

****NOTE: The code/provision should only be filled out if your write-off requests applies to another code than Senate Bill 73 (O.C.G.A Section 50-16-18). However, I don't think this applies to you.**

Then make sure you fill out the Write-off_Certificate. Since we are now using the SAO template, **you will no longer need to use** the Write-off_Certificate_TCSG Only. You will use the original write-off certificate. These certificates are located on the SAO website <http://sao.georgia.gov/document/publication/write-offcertificateplatelx/download>

CERTIFICATE OF WRITE OFF

AGENCY/DEPARTMENT : _____

of Accounts Listed : _____

Total \$ Amount : _____

I have reviewed the underlying accounts and the attending documentation of collection attempts relating to the above.
 I approve the request to write off these accounts receivable under the statutory provisions contained in Senate Bill 73 (O.C.G.A Section 50-16-18) enacted by the 2003 General Assembly as amended.

Code/Provision : _____

Name : _____

Title : _____

Please insert the appropriate authority if you are writing off based on another Georgia code section.

Write-off_Certificate
Certificate_TCSG Only
+
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A video walking you through the steps above is also available on the TCSG website or ctrl+click the link below to view the video.

[Play recording](#)