

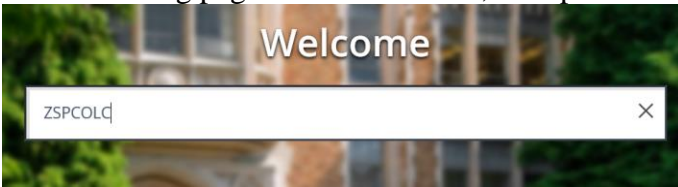
Banner 9

ZSPCOLC – Collection Agency Process

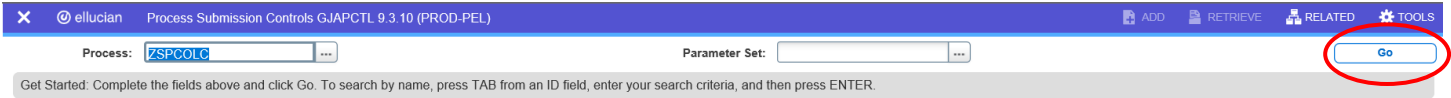
ZSPCOLC (Job Submission) process reads a Population Selection that assists with the Collection Agency functions. ZSPCOLC generates the entries into form TGACOLC, formats the flat file to send to the Collection Agency, and generates the optional hold to form SOAHOLD. A report is printed for all students processed from the Population Selection. An audit/update feature is for updating the Banner forms. Process TGRCOLC should be run after this process.

AIX Version 2.6 and RHEL Version 1.0 changes ---- GTVSDAX, group=RTS, External Code=COL is consulted. If the internal code = Y, this process will read for COL authorizations to determine the “start date” of the student authorization. If debt was incurred both before and after the COL, two entries will appear on the report and in the txt file. Two (optional) holds will be placed on the student account indicating the dollar amount of the debt incurred and the dollar amount of the debt after the COL. When the debt is assessed by the student, the “Assess Collection Fees” field of the text file will indicate ‘Yes’, otherwise it is set to the default ‘No’ value. If the date of the authorization occurs on the same date of the debt, this debt is passed onto the student.

On the landing page enter ZSPCOLC, 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.

Process: ZSPCOLC Collection Agency Process Parameter Set:

Printer: DATABASE

Number *	Parameters	Description
01	Agency ID	Enter the ID Number of the Collection Agency. This ID must previously been set up in form SPAIDEN as a non-person.
02	Default Date	Enter E to use the latest Effective Date. Enter B to use the latest Bill Date. Enter S to use the latest Statement Date. If this field is left blank, SYSDATE will be used. This is the default date used in both TGACOLC form and in the Collection Agency text file. Valid entries are: E, B, S, or NULL. Any other value will default to NULL, or SYSDATE. The date you run ZSPCOLC update mode is the “turn over” date that gets posted in TGACOLC. If you use SYSDATE on this value, it will match the date you turn over the student account for Collections. The Default Date will also be used to calculate the student’s age. If the student incurred the balance before they were 18, an error is placed on the report and the student will not be included in the agency total of the report. The student will be excluded from the text file to Williams and Fudge.
03	Thru Term	Enter the Thru Term for calculating the amount due. If left blank, all terms will be considered. Only the terms less than or equal to this value will be considered with the <u>popse</u> .
04	Phone Type	Enter up to ten Phone Types. These phone types will be considered in the sequence in which they were entered. Only one telephone per student will be extracted.
05	Billing attempts?	This parameter works in accordance with the next two parameters. It defaults to 2 but any numeric value, include 0, can be entered. If 0 is entered, Due Diligence attempts are not considered for this process.

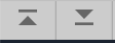
06	Letter code for Due Diligence	Enter up to ten Letter Codes. This parameter works in accordance with the previous & the next parameters. This parameter checks GUIMAIL/SUAMAIL for the existence of a Letter Code. Valid entries can include: BILLED_STUDENTS, BILLED%.
07	Start Date for Letter Code(s)	This parameter works in accordance with the previous two parameters. This parameter checks GUIMAIL/SUAMAIL for the Letter Code values starting with the specified date. The default value is 01-JAN-2000 but can be changed to any date value
08	Hold Code	If a valid Hold Code is entered, this hold code will be placed on the student account during the Update mode. If this field is blank, no hold code will be placed on the student account. However, if no BU or WO code is present and this field is blank, ZSPCOLC will automatically generate a BU hold for this student.
09	Selection Identifier	Selection Identifier, Application Code, Creator ID and User ID
10	Application Code	Optional - All four parameters must be entered. All students in the population selection are considered.
11	Creator Id	
12	User	
13	Update (Y/N)	You may run this process in Audit Mode (N) or Update Mode (Y). When run in the update mode, forms TGACOLC, and optionally SOAHOLD are updated in Banner and the text file is created. Always run the process in audit mode first and work any errors.
14	Enter Lines per Page	This parameter defaults to 55 but can be changed.

Per Page

Note:

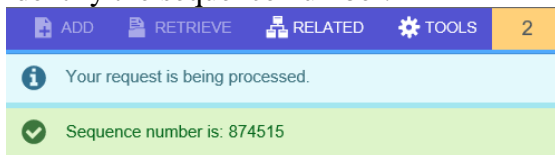
ZSPCOLC Outputs

ZSPCOLC produces a report showing students and error messages. ZSPCOLC produces a flat file to be sent to the collection agency. In update mode, TGACOLC is populated and Holds are produced.


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.

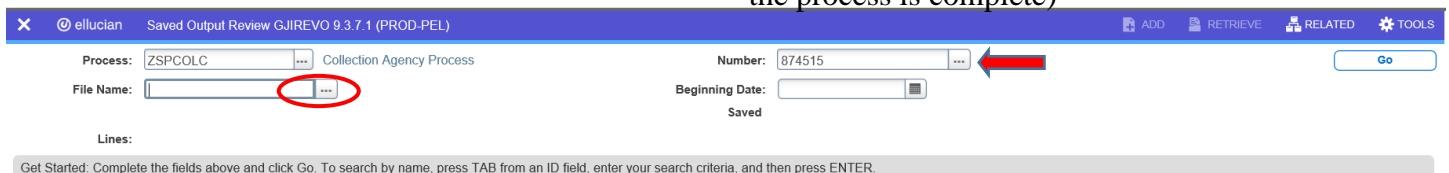


To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]

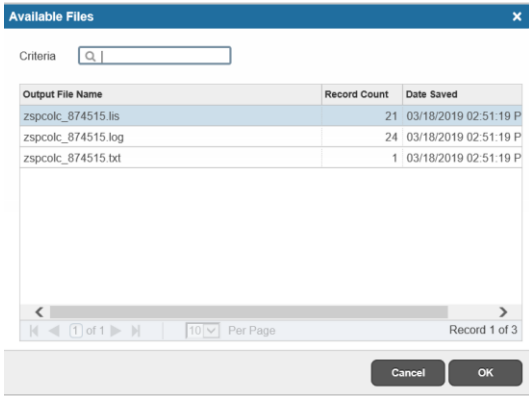


Click on the ... to view your .log or .lis file.

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



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.



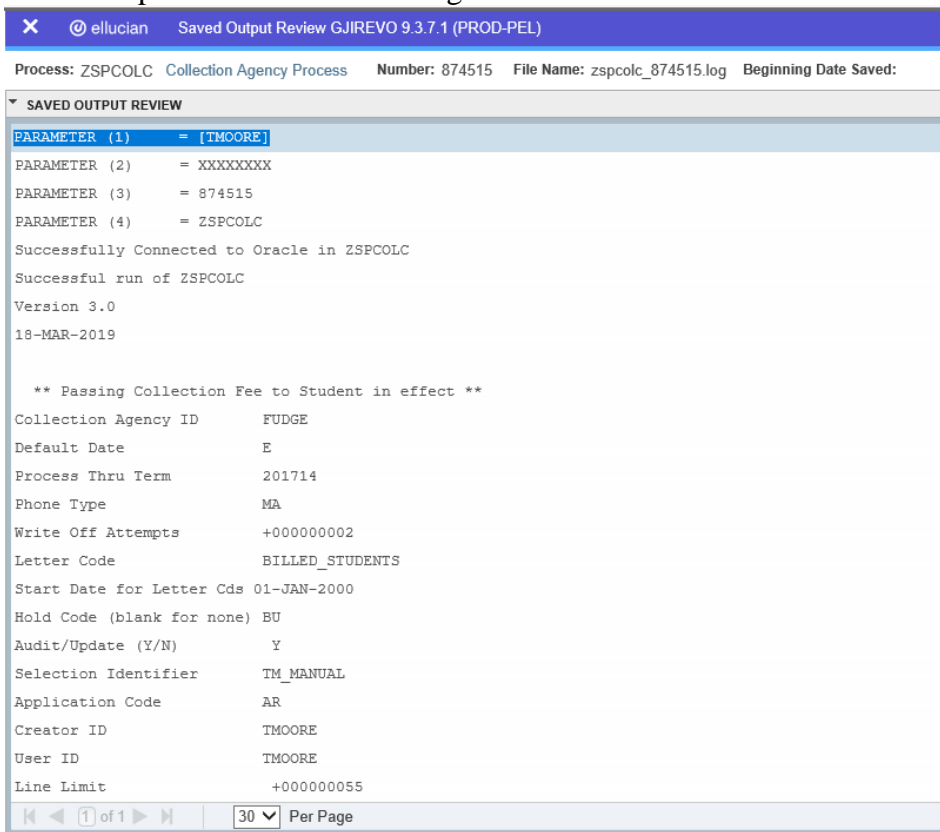
You will see your available files.

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

Then click OK

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

This example shows ZSPCOLC.log file



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




You can select your lis file to review.

This example shows ZSPCOLC.lis file

X @ ellucian Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)						
Process: ZSPCOLC		Collection Agency Process	Number: 874515	File Name: zspcolc_874515.lis	Beginning Date Saved:	Lines: 21
SAVED OUTPUT REVIEW						
DATE: 18-MAR-2019	TCSG Pelican Group - PROD				PAGE: 1	
THRU TERM 201714	UPDATE COLLECTION AGENCY REPORT - Williams and Fudge Collection					
ID	NAME	PHONE NUMBER	ORIGINAL AMT/BALANCE	EFFECTIVE DT		
910046113	Nancy	Hale	1405.00	905.00	05-SEP-18	DEBT B4 COL
910046113	Nancy	Hale	250.00	250.00	05-SEP-18	DEBT AFTER COL
* NOT PROCESSED * APPL OF PAYMENT ERROR						
MISSING ATTEMPTS						
910124501	Ben	Hall (770)212--555	4999107.52-	284.32	09-OCT-18	
* NOT PROCESSED * APPL OF PAYMENT ERROR						
MISSING ATTEMPTS						
INVALID SSN						
910124502	Faye	Mitcham	1934.00	1203.00	05-SEP-18	
* NOT PROCESSED * APPL OF PAYMENT ERROR						
MISSING ATTEMPTS						
INVALID SSN						
910044304	Brenda	Moore	1350.00	1350.00	22-MAY-18	LOADED
INVALID SSN						
NO TELEPHONE						
Amount turned over to the Collection Agency				\$1,350.00		

This example shows ZSPCOLC.txt file

X @ ellucian Saved Output Review GJIREVO 9.3.7.1 (PROD-PEL)						
Process: ZSPCOLC		Collection Agency Process	Number: 874515	File Name: zspcolc_874515.txt	Beginning Date Saved:	Lines: 1
SAVED OUTPUT REVIEW						
1stNo	AR22-MAY-18	910044304Moore			Brenda	
10 Per Page						

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

NOTE:

ZSPCOLC Processing

ZSPCOLC reads the population selection. For each student, edits are performed. The following edits prevent the student from going into the Collections File:

APPL OF PAYMENT ERROR

There is at least one payment on the student account with an outstanding balance

NO BALANCE AS OF DATE USED

There is no calculated balance for the student as of the date ZSPCOLC is run.

DON'T SEND TO COLLECTIONS

The student has a delinquency code of 95 or 96 or 97 loaded in form TSAACCT.

MISSING ATTEMPTS

Based on the letter code, letter code date and the number of attempts you entered on the parameters, the process doesn't find enough attempts for Due Diligence.

DEBT INCURRED BEFORE 18

The student's debt was incurred before 18 years of age, can't send to collections.

BAL LT TEN DOLLARS

Students balance is less than \$10.00. Williams and Fudge will not accept accounts that are less than this amount due to the cost of collecting. Billing will need to be done at the local level following the Due Diligence Accounting Procedure. After this, the student can be written off.

NO BALANCE AS OF TERM

The process can't determine the student's balance. This student must be entered manually, if applicable.

The following edits will show on the report but will not prevent processing:

BU HOLD ADDED-NO WO/BU

The student doesn't have a valid BU or WO code present and the user didn't request that a write off code be posted to Banner during this process.

ALREADY in TSACOLC-ADJUSTMENT MAY BE NEEDED

The student is already loaded into form TGACOLC. This means the student has previously been sent to collections at one time or another. The dollar amount extracted for this student may be inclusive of other receivables, especially if the previous receivable wasn't yet written off. Careful verification of these students is needed.

MISSING MA ADDRESS

The student doesn't have any MA address. ZSPCOLC will load the latest MA address that is on file for the student, whether active or inactive. If there is no MA address, this message will print.

INVALID SSN

The student has a blank Social Security Number loaded in form SPAPERS.

NO TELEPHONE

The student didn't have a valid MA type telephone loaded in Banner. It is recommended to enter a telephone number into the excel spreadsheet once you have uploaded the text file.

Informational Messages

If no authorization is involved, the only messages you will see will be "TO LOAD" or "LOADED".

DEBT B4 COL

An authorization is on file where the debt has incurred before the COL authorization. The collection fee will not be passed to the student. The "Assess Collection Fees" field = No

DEBT AFTER COL

An authorization is on file where the debt has incurred after the COL authorization. The collection fee will be passed to the student. The "Assess Collection Fees" field = Yes.

Version Changes –

V3.1 – Updated logic to create a show-stopping error for amounts less than \$10. W&F no longer take accounts less than that amount due to the cost of collecting; it is no profitable for them to try to collect.