

Banner 9

ZFRDCLR – A Job Submission Automatic Discharge of Debt (DOD) Process

ZFRDCLR is a job-submission Automatic Discharge of Debt (DOD) Program that runs in both audit and update modes. It will summarize the dollar amount of the data to be discharged so a management decision can be made before the update process is initiated. A listing will be prepared containing TCSG requested information pertinent to the receivables to be discharged such as: name, address, debt information. Totals by term and detail code with dollar amounts will be included. In update mode, the DOD detail code(s) will be placed on TSAAREV as well as an OPTIONAL HOLD entered in SOAHOLD.

This process is designed to generate the TCSG standard detail code for each receivable that needs to be discharged. It is flexible but you must understand the process and have the detail code(s) set up correctly before you run this process. In the Audit mode, the report will show you the DOD detail code that it intends to use when you finally update to **TSAAREV**.

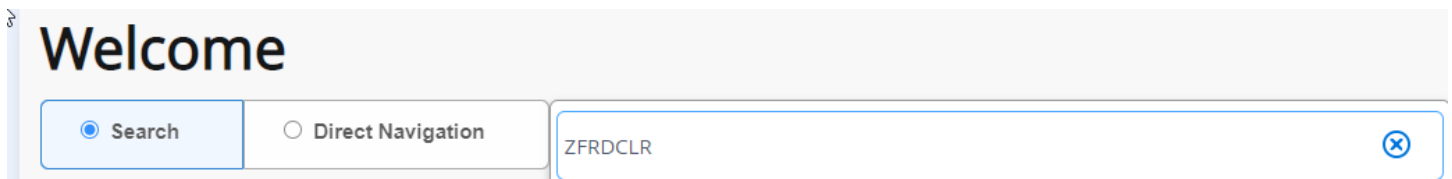
Students selected for Discharge of Debt will be pulled from receivables within the beginning and ending term. If an optional population selection (pop sel) is used only those students will be considered.

For the Technical Support Staff

If Class Updating - Each user must have maintenance access to the object ZFRDCLR. Give BAN_DEFAULT_M on ZFRDCLR to BAN_ARBASIC_C.

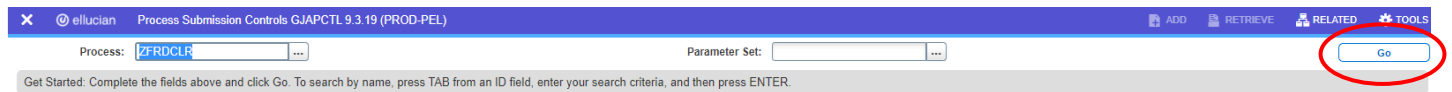
If USER ID Updating - Each user must have maintenance access to the object ZFRDCLR. Give BAN_DEFAULT_M on ZFRDCLR to the Banner user needing access to this report.

On the landing page enter ZFRDCLR, then press enter.



The image shows the Banner 9 landing page search interface. It features a large "Welcome" heading. Below it are two radio buttons: "Search" (selected) and "Direct Navigation". To the right is a search input field containing "ZFRDCLR" and a blue "X" icon to clear the field.

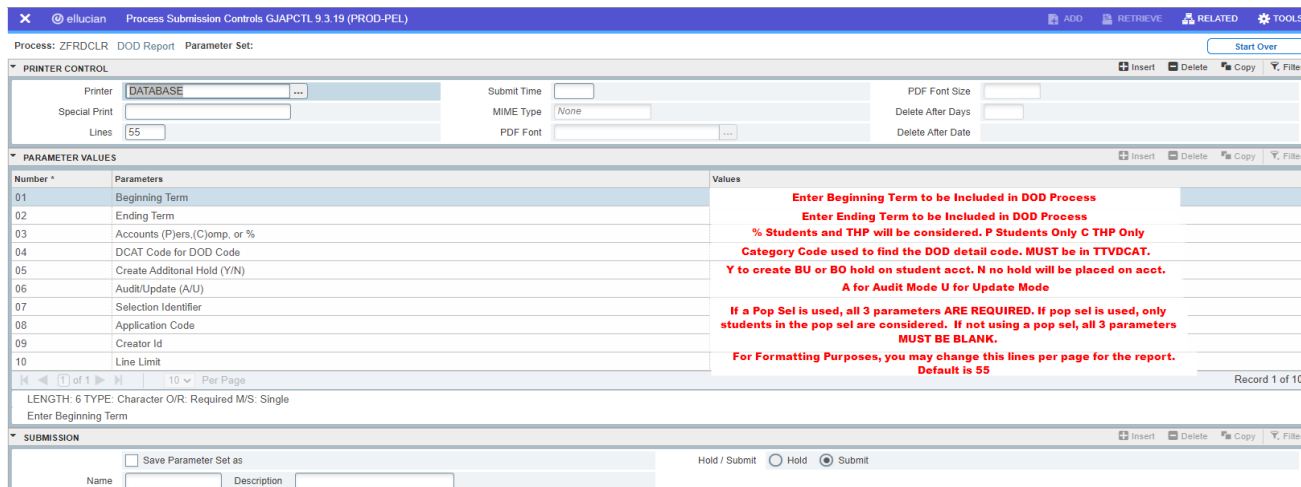
In Process Submission select **Go**



The image shows the header of the "Process Submission Controls" window. It includes a breadcrumb trail "Process Submission Controls GJAPCTL 9.3.19 (PROD-PEL)", a "Process:" field with "ZFRDCLR" entered, a "Parameter Set:" field, and a "Go" button circled in red. A status bar at the bottom reads: "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."

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 "Printer Control" and "Parameter Values" sections of the Banner 9 interface. The "Printer Control" section includes fields for Printer (set to "DATABASE"), Special Print, Lines (55), Submit Time, MIME Type (None), PDF Font, and Delete After Days. The "Parameter Values" section is a table with 10 rows, each with a "Number", "Parameters", and "Values" column. The "Values" column contains red text instructions for each parameter. At the bottom, there is a "SUBMISSION" section with a "Save Parameter Set as" checkbox and "Hold / Submit" options.

Number	Parameters	Values
01	Beginning Term	Enter Beginning Term to be Included in DOD Process
02	Ending Term	Enter Ending Term to be Included in DOD Process
03	Accounts (P)ers.(C)omp. or %	% Students and THP will be considered. P Students Only C THP Only
04	DCAT Code for DOD Code	Category Code used to find the DOD detail code. MUST be in TTVDGAT.
05	Create Additional Hold (Y/N)	Y to create BU or BO hold on student acct. N no hold will be placed on acct.
06	Audit/Update (A/U)	A for Audit Mode U for Update Mode
07	Selection Identifier	
08	Application Code	If a Pop Sel is used, all 3 parameters ARE REQUIRED. If pop sel is used, only students in the pop sel are considered. If not using a pop sel, all 3 parameters MUST BE BLANK.
09	Creator Id	
10	Line Limit	For Formatting Purposes, you may change this lines per page for the report. Default is 55

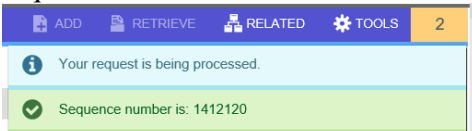
Note:

ZFRDCLR 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.

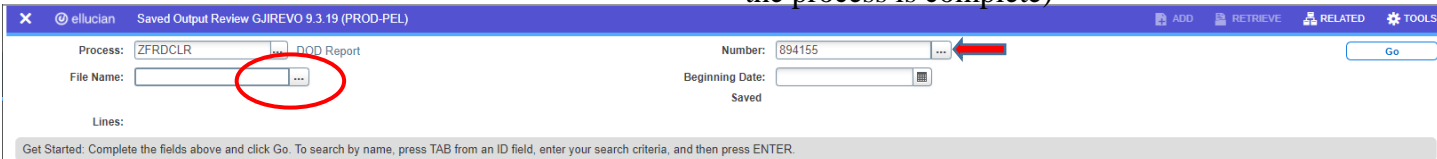


To view your .log and .lis file, click the **RELATED** tab at the top right of the page and then select **Review Output [GJIREVO]**



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

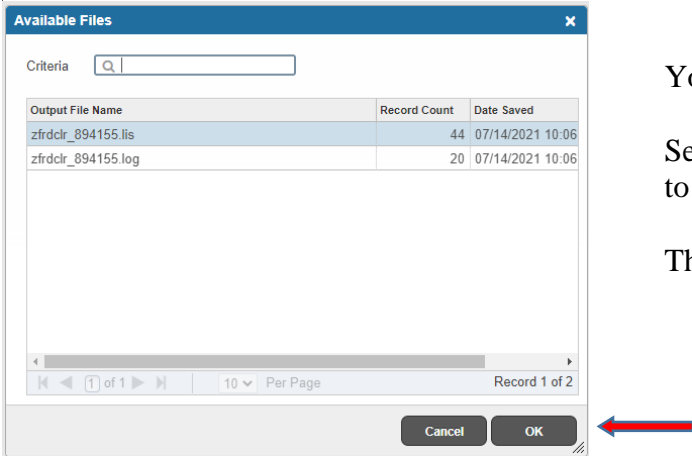
Your sequence number will be showing. (If the process is complete)



You will see your available files.

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

Then click OK



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

Example of ZFRDCLR.log

ellucian Saved Output Review GJIREVO 9.3.19 (PROD-PEL)

Process: ZFRDCLR DOD Report Number: 894155 File Name: zfrdclr_894155.log Beginnir

SAVED OUTPUT REVIEW

```

PARAMETER (1) = [AWHITE]
PARAMETER (2) = XXXXXXXX
PARAMETER (3) = 894155
PARAMETER (4) = ZFRDCLR

Successfully Connected to Oracle in ZFRDCLR
parm user id AWHITE
Successful run of ZFRDCLR
Version 1.0
14-JUL-2021

Beginning Term          202012
Ending Term            202112
(P)ers, (C)ompanies or both %
DCAT Code for W/O Code DOD
Generate extra Hold (Y/N) N
Audit/Update (A/U)    U
Selection Identifier   AW_MANUAL
Application Code       AR
Creator ID            AWHITE
Line Limit            +000000059
  
```

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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 ZFRDCLR.lis file.

Top of file

Process: ZFRDCLR DOD Report Number: 894155 File Name: zfrdclr_894155.lis Beginning Date Saved: Lines: 44

SAVED OUTPUT REVIEW

DATE: 14-JUL-2021

```

UPDATE TCSG Discharge of Debt - (202012-202112)

TERM  RECEIVABLE          AMT      TERM  DOD DESC          DOD AMT

910111750  AMY          BABUSHKIN          WARN - BALANCE OUTSIDE OF TERMS
          152 Sappling Place
          Alto, GA 30510

202016 STUDENT ACTIVITY FEE CHA  38.00  202016 HDOD - ACTIVITY FEE          38.00
202016 ACCIDENT INSURANCE CHARGE  6.00  202016 HDOD - ACCIDENT INSURANCE    6.00
202016 REGISTRATION FEE CHARGE  39.00  202016 HDOD -REGISTRATION FEE      39.00
202016 TECHNOLOGY FEE          55.00  202016 HDOD -TECHNOLOGY FEE        55.00
202016 TUITION FEE            300.00  202016 HDOD -TUITION                300.00
202112 STUDENT ACTIVITY FEE CHA  38.00  202112 HDOD - ACTIVITY FEE          38.00
202112 ACCIDENT INSURANCE CHARGE  6.00  202112 HDOD - ACCIDENT INSURANCE    6.00
202112 REGISTRATION FEE CHARGE  39.00  202112 HDOD -REGISTRATION FEE      39.00
202112 TECHNOLOGY FEE          55.00  202112 HDOD -TECHNOLOGY FEE        55.00
202112 TUITION FEE            300.00  202112 HDOD -TUITION                300.00
          876.00

UPDATE TCSG Discharge of Debt - (202012-202112)

TERM  RECEIVABLE          DOD AMOUNT

202016 STUDENT ACTIVITY FEE CHARGE          38.00
202016 ACCIDENT INSURANCE CHARGE           6.00
202016 REGISTRATION FEE CHARGE             39.00
202016 TECHNOLOGY FEE                      55.00
202016 TUITION FEE                         300.00
  
```

Example of ZFRDCLR.lis – Bottom of file

```
          3000.00
          UPDATE TCSG Discharge of Debt -      (202012-202112)


TERM TOTALS          DOD AMOUNT

202016                438.00
202112                438.00

                        876.00
```

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 ZFRDCLR.

NOTE:

Processing Steps for the Audit Mode

For each student within the starting and ending terms, identify those students who are in a Discharge of Debt position. Do not allow for Debt Discharge under the following Show-stopping conditions (error messages will print):

1. The student has application of payment issues (at least one outstanding payment does not have a zero balance)
2. Banner doesn't have the BU or BO Hold Code loaded in *STVHLDD*. If all codes are loaded and you are creating an OPTIONAL Additional Hold, the student will get the BU Hold Code, otherwise the BO code depending on what code is loaded in Banner. The reason will be 'AUTOMATIC DOD'.
3. Banner doesn't have the correct W/O detail code for the correct charge and the correct DCAT code. In other words, Banner doesn't know what detail code to use.
Note: If the correct write-off detail code for the receivable (priority and DCAT code is either inactive or is not loaded in *TSADETC*) nothing will post to *TSAAREV* when the Update Mode is selected.

Provide an informational message but allow the discharge to take place if the student is enrolled in a term outside of the discharge period (registration is greater than the DOD Ending Term), if the student has an invalid address, or student has a remaining balance outside of the DOD Period (Beginning thru Ending Terms).

Note: It would be a good idea to get invalid addresses corrected, if possible. Also check the balance and enrollment for those that have the WARN message.

For each student having receivables within the DOD period, print the following information: name, address, description of each debt (term, tuition, fees, etc. and dollar amount). The DOD detail code that is associated to the Receivable being discharged will print showing you what payment will be posted. For example: (QTUI). Print error messages as applicable (see above). Further, in the audit mode, if any of the show-stopping errors occur, each receivable line will print but an '*' will appear next to the write-off amount. This dollar amount WILL NOT be included in any of the report totals. In the update mode, these show-stopping errors will not be included on the report.

Most importantly, verify the report and ensure that the correct DOD detail code will be posted for each receivable. You may have the incorrect payment DOD code set up or the priority code for the DOD detail code may be incorrect. Once the process is run in 'Update', you will have to manually reverse out these DOD payment detail codes if you find they are incorrect.

A summary by term and detail code with dollar amounts will be included. Remember that dollar amounts for the show-stopping accounts are not included in the report totals but will print on the totals line in parenthesis.

Processing Steps for the Update Mode

For each student within the specified terms who meet all show-stopping error checks will be considered for a discharge. These students will be the only students who print in on the report in Update Mode.

For each charge to be discharged, the following will occur: The program will use the priority code of the charge, find the matching QXXX or %%% detail code with the designated DCAT code. If there are no codes matching these criteria, an error message will be generated for each receivable.

For each student, the following information will be printed: name, address, description of each debt (term, tuition, fees, etc. and dollar amount) and description of the DOD detail code (term, tuition, fees, etc. and dollar amount). Annotate the report if the student is enrolled outside of the DOD period (registration is greater than the Ending Term).

OPTIONAL Holds can be placed on the student account. If BU code is valid, BU will be used. Otherwise, the BO code will be used. If BU or BO codes are valid within Banner, no discharge will be generated. Holds will be valid through 31-DEC-2099. You will see these holds on screen *SOAHOLD* (see page 6).

The USERID running this process will be used for all Banner updates. A summary by term and detail code with dollar amounts will be provided.

One time Set-up Screen – *TTVDCAT* **DO NOT CHECK SYSTEM REQUIRED**

Code *	Description *	Voice Response Message Number	System Required
DEP	Deposit		<input checked="" type="checkbox"/>
DHR	Department of Human Resources		<input type="checkbox"/>
DIW	Displaced Worker		<input type="checkbox"/>
DLW	Dislocated Workers		<input checked="" type="checkbox"/>
DOD	Discharge of Debt (HEERF Only)		<input type="checkbox"/>
DOL	Department of Labor Charges		<input type="checkbox"/>
DPT	Departmental Charges		<input type="checkbox"/>

This one time set up (*TTVDCAT*) is required.

When the report is produced, only those accounts without the show-stopping errors will add to the report totals.

Hold Type *	Hold Type Description	Reason	Release Indicator	Amount	From *	To *	Origination Code	Origination Code Description	Created User
BU	BUSINESS OFFICE HOLD	AUTOMATIC DOD	<input type="checkbox"/>	332.00	07/14/2021	12/31/2099	AUTO	GENERATED AUTOMATICALLY	AWHITE

This is the OPTIONAL Hold Code (BU) that gets generated when the Update Mode is run if parameter *Create Additional Holds* is set to Y. (If BU is not a valid code in STVHLDD, a BO hold code is generated.) If neither BU or BO are valid codes, this program will not update write offs to TSAAREV If *Additional Holds* are set to N, no hold will not generate.

If active TCSG standard detail codes are not set up for each receivable an error message will be generated for each receivable.

If the standard TCSG detail codes are individually loaded for each receivable, the appropriate DOD detail code will be posted to the student account (Update Mode only).

ID: 910186161 BUDDY AMENDOLAR Credit Limit: User: TMOORE Holds: *** Y

ACCOUNT DETAILS

Receipt

Detail Code *	Description *	Term *	Charge	Payment	Balance	Source *	Effective Date *	Transaction Date	Aid Year
WTUI	W/O AUTO	201814		267.00	-267.00	T	03/14/2019	03/14/2019	
WTCK	W/O AUTO	201814		105.00	-105.00	T	03/14/2019	03/14/2019	
WSUP	W/O AUTO	201814		40.00	-40.00	T	03/14/2019	03/14/2019	
WPAR	W/O AUTO	201814		20.00	-20.00	T	03/14/2019	03/14/2019	
WMIR	W/O AUTO	201814		50.00	-50.00	T	03/14/2019	03/14/2019	
WINS	W/O AUTO	201814		55.00	-55.00	T	03/14/2019	03/14/2019	
WINA	W/O AUTO	201814		4.00	-4.00	T	03/14/2019	03/14/2019	
WCAM	W/O AUTO	201814		25.00	-25.00	T	03/14/2019	03/14/2019	
TUIT	TUITION CHARGE	201814	267.00		267.00	R	11/17/2017	11/17/2017	
TCKK	TECHNOLOGY FEE	201814	105.00		105.00	R	11/17/2017	11/17/2017	

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BALANCE DETAILS

Query Balance	<input type="text" value="0.00"/>	Authorized Aid	<input type="text"/>
Account Balance	<input type="text" value="0.00"/>	Balance	<input type="text"/>
Amount Due	<input type="text" value="0.00"/>	NSF	<input type="text" value="0"/>
Memo Balance	<input type="text" value="0.00"/>	Receipt?	<input type="text" value="N"/>

If a student has a 95 – Discharged Bankruptcy code on TSAACCT, the description for each write-off will be changed to BANKRUPTCY DISCHARGE. This will allow your cashier’s to be able to see that the debt was written off due to a Discharged Bankruptcy and they should not try to collect this debt from the student.