

## Banner Committee Meeting Procedure Creating a BankMobile Refund File

### **GENERATE CHECKS:**

After updating ZSRRFND, run TGRAPPL and ZFRCHEK in audit mode.

#### **For schools using automatic check numbers:**

Verify that ZFRCHEK Parameter 6 is set to 000001.

#### **For schools not using automatic check numbers:**

Enter the next available check number in ZFRCHEK Parameter 6. This field must be 6 digits long. (Add ‘0’s in front of check numbers less than 6 digits.)

**All schools:** Set ZFRCHEK Parameter 23 to ‘N’ and Parameter 26 to ‘Y.’

Check “Save Parameter Set As” to save term, check #, and other values.

Verify that ZFRCHEK totals match ZSRRFND totals with the exception of manual entries and refunds on NON-BankMobile accounts.

Review error messages and reverse or modify refunds if necessary. Carefully inspect accounts with an error message indicating credit hours are zero or the student still has a term balance or a hold. Correct application of payment.

Run ZFRCHEK in update mode by changing Parameter 23 to ‘Y’. This will create a check register file with a ‘preg’ prefix listed at the end of the report.

Update the check ledger with the last check # used in this run if necessary and submit all documentation required for draws and bank wires to the appropriate personnel.

## **CREATE AND UPLOAD THE .REF FILE:**

Run ZSPCREF with the ‘preg’ file name located at the end of ZFRCHEK.

Download or transfer the resulting .ref file to your desktop or share drive and verify the contents.

## **Send to BankMobile for processing:**

Log in to **uploads.BankMobileAdminSupport.com** in your secure file transfer application. Copy and paste or drag and drop the .ref file into the financial/from[school] folder. Repeat for each refund file being uploaded.

Within a few minutes, you will receive an email from BankMobile confirming receipt of your file(s). Verify the amount(s) and notify BankMobile Admin Support if you uploaded more than one refund file for a single bank wire to expedite processing.

Once the bank wire transfer is complete, you will receive another email confirming that the funds are now available to students.