End of Day Process --- Cheat Sheet

Review 'Open Sessions' by using **TGACSPV.**
Balance drawer by using **TGACREV,** for those people who have money.

Close Sessions

Use banner screen **TGRCLOS,** selecting the correct parameters for closing with a **C, U**. or manually close if need be, based on your procedures.

01	Close or Finalize Sessions	C
02	Run Mode	U
03	Cashier Exception	STUWEBCREDIT
03	Cashier Exception	STUWEBCHECK
04	Detail Category Code Exception	
05	Close Sessions Containig Depo	N
06	Close Sessions Containing Misc	Y

Print a Cashiers Report(s)

Use Banner screen **TGRCSHR**, selecting the correct parameters. Get listings and balance (acknowledge and balance all sessions with money). Review this entire report for all users looking for things that might look questionable.

01	Session Selection	C
02	Category Code	%
03	Specific Cashier	%
04	Print all Cashier Sessions	Y
05	From Cashier Session Number	
06	To Cashier Session Number	
07	Detail and/or Summary Report	B
08	Update Finalized Sessions to R	N
09	Enter Report Begin Date	
10	Enter Report End Date	

Do I need to RE-CLASS for TGRFEED purposes? – REVOKE FA

If **TGRCSHR** contains Financial Aid reversals, run the REVOKE_FA process.

Using the Population Selection, **REVOKE_FA**, run **GLBDATA**. Review a sample of students in either **GLAEXTR or GIEXTR**.

It is best to un-apply and re-apply each student for the given term manually.   If you have already balanced other terms, you probably don't want to un-apply all terms.

Or, run **TGRUNAP** to un-apply only those students where Financial Aid has been revoked. It is critical that parameter 01 is set to B, parameter 02 is set to a Y, parameter 03 = REVOKE_FA, parameter 04 = AR, parameters 05/06 is your user ID, if you created REVOKE_FA. (See next page for more information on REVOKE_FA).   NOTE: This will un-apply all data for all terms for each student.

Finalize Sessions

Use banner screen **TGRCLOS**, selecting the correct parameters for closing with a **F, U**. or manually finalize, as you need the sessions to go to the TGRFEED.   When possible, use TGRCLOS. If all sessions can be finalized at once, this report is your audit trail. Always know what sessions are finalized.

01	Close or Finalize Sessions	C
02	Run Mode	U
03	Cashier Exception	
04	Detail Category Code Exception	
05	Close Sessions Containing Depo	N

06   SEClose Sessions Containing Misc   Y

Application of Payment

Use banner screen ***TGRAPPL***, selecting the correct parameters. DATABASE is fine. Make sure this process finishes completely before you continue on.

```
01   ID Number
02   Apply Refund to any priority          N
03   Apply Neg Chg to any priority         N
04   Apply Cont/Edpt Credits               D
05   Apply Title IV first                  N
06   Apply Aid to Future Term              N
07   Apply Other to Future Term            N
08   Order by Term                         1
09   Print Application Pending Rost         N  (only if you want to --- Y)
10   Selection Identifier
11   Application Code
12   Creator
13   User
```

Edit Finalize Sessions before TGRFEED

Run ZFPCSHR. This process edits all finalized cashier sessions before running TGRFEED. It allows the verification of all finalized sessions to ensure that sessions haven't been finalized in error. This will allow colleges to effectively control End of Day processing by campus. Finalized Sessions may be flipped back to Closed Sessions when applicable. Only enter values into Parameter 1 if you want to flip a session from F back to C.

```
01   User ID, Session Number          blank
02   Update (Y/N)                     N
```

Accounting Feed

Run ***ZDLFEED*** - this ensures that you have enough space to run TGRFEED and deletes the previous GURFEED. Use DATABASE and check your log file. Report any errors to Technical Support. Do not continue IF the log files says that you do not have enough space to continue. **The only schools using 'Delete the Feed' from the DTAE menu should be Atlanta Tech and Moultrie Tech (testing).

Now run ***TRGFEED.*** Ensure you know all sessions that have been finalized and the sessions that make up this TGRFEED.   Start getting into a habit of this.

```
01   Address Selection Date           31-DEC-2099
02   Address Hierachy                  1MA
02   Address Heirachy                  2CO
02   Address Hierachy                  3BI
03   Records per feed document
```

If you don't balance the GURFEED, run ***ZGRFEED***, using the % sign (all) or the A/B account parameter that is out of balance. If you use the A and/or B account, make sure you spell it perfect (in caps). This will pull all detailed information by student that makes up the feed line item. For example: CASH-TUITION.

Changed Finalized Sessions to Reported

Use banner screen ***TGRCSHR***, and run a Summary Cashiers Report changing all Finalized sessions to Reported sessions. Use DATABASE. There is no need to save this report.   Do not do this step until you have balanced your GURFEED.

Once these steps are done, *TGACSPV* should depict correctly which sessions are opened, closed, finalized and which ones have been reported to General Ledger.

01	Session Selection	F
02	Category Code	%
03	Specific Cashier	%
04	Print all Cashier Sessions	Y
05	From Cashier Session Number	
06	To Cashier Session Number	
07	Detail and/or Summary Report	S
08	Update Finalized Sessions to R	Y
09	Enter Report Begin Date	
10	Enter Report End Date	

Adjusting Financial Aid Application of Payment Issues
Putting the Receivable on the Charge (REVOKE_FA)

Through the application of payment process, student charges get married up to Financial Aid payments. Later some or all of these payments may get revoked. When this happens, the student balance is sitting on the payment reversal. In order to balance and report correct Banner data to PeopleSoft, the receivable owed should actually be on the charge detail code, not the payment detail code. This can occur with many students during the term. For Example: a student gets a HOPE book award for $100 because he/she is taking eight credit hours. The student drops three of those hours, thus, causing the award amount to be reduced to $50. The problem is that he has already charged $100 in the bookstore. Now what is showing in Banner is the negative HOBK. Since there are many of these types of students, it is **less** time consuming to un-apply only those types of situations and re-apply their accounts, letting the system put the receivable on the actual charge(s). In this example, you will actually have an outstanding receivable on a Hope Book charge for a portion of the book charge, when in fact this portion of the book charge isn't Hope. This is another issue in itself and will be addressed later. The following steps address revoking the payment and getting the true balance on the charge portion of the transaction(s).

NOTE: Before running this process, ensure that both *TGRAPPL* (Application of Payments) and *TGRFEED* (the feed) have been run.

NOTE 2: These procedures may need to run several times during the quarter after financial aid starts making adjustments. From time to time, you may also need to re-run these procedures for prior terms since this process is based on TERM.

1. Using the Population Selection, **REVOKE_FA**, run *GLBDATA*. (See an example of REVOKE_FA on the next page.)
2. Review your output in *GLAEXTR* or *GLIEXTR*. Check a few students to make sure you are pulling the correct population.
3. Run *TGRUNAP* to un-apply only those students where Financial Aid has been revoked. It is critical that parameter 01 is set to B, parameter 02 is set to a Y, parameter 03 = REVOKE_FA, parameter 04 = AR, parameters 05/06 is your user ID, if you created REVOKE_FA.

Oracle Developer Forms Runtime - Web

File   Edit   Options   Block   Item   Record   Query   Tools   Help   Window

Population Selection Definition Rules Form GLRSLCT 6.0 (PRD6)

Application: AR   Selection ID: REVOKE_FA
Creator ID: SAISUSR

Description

Description: Revoke FA   ☐ . Manual   ☐ Lock   ☐ . Delete

Definition

Select: TBRACCD_PIDM
From: TBRACCD

Rules

'('	Data Element	Operator	Value	')'	AND/ OR
	TBRACCD_TERM_CODE	=	&TERM		AND
	TBRACCD_SRCE_CODE	=	'F'		AND
	TBRACCD_BALANCE	>	0		

** Enter Delete Option and press SAVE to perform delete. **

Selection Identifier Description

Start   Netsc...   Micros...   REVOK...   IN Ban...   Oracle...   7:14 AM