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 **<u>NORMALLY</u>** would.

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

The new .txt file is a comma-delimted 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.
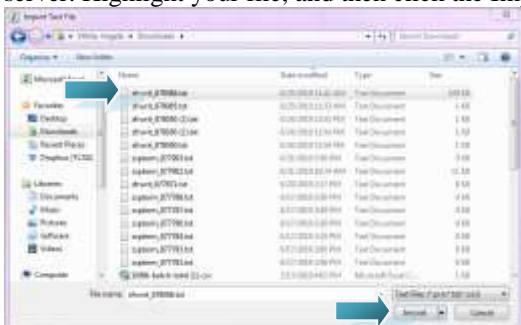
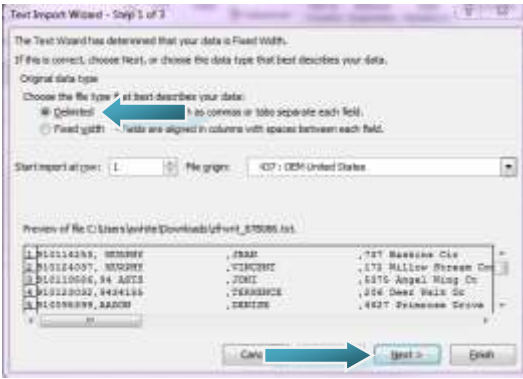Open a BLANK WORKBOOK in excel:
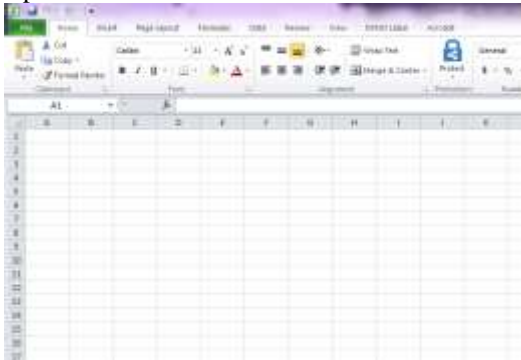
Then using the data import feature in excel, import you .txt file into the blank workbook.
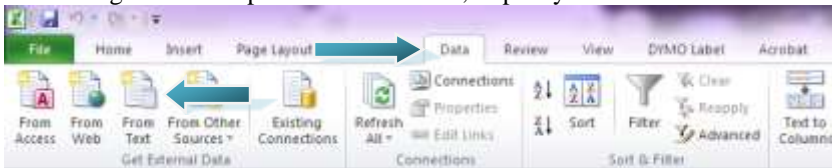
This will open the Import Text File dialog box. Go to where you stored your file when you downloaded your file from the Banner server. Highlight your file, and then click the Import button.

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

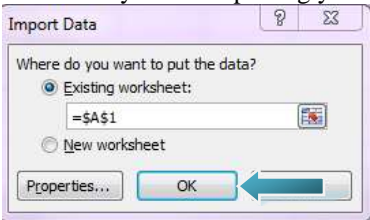Click Delimited since the .txt file is comma-delimited.

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 colums have seperated correctly. If you need to remove a seperation, double-click the black line, if you need to add a seperation, move your mouse to where you want the new seperation, and click once. Then click Finish.
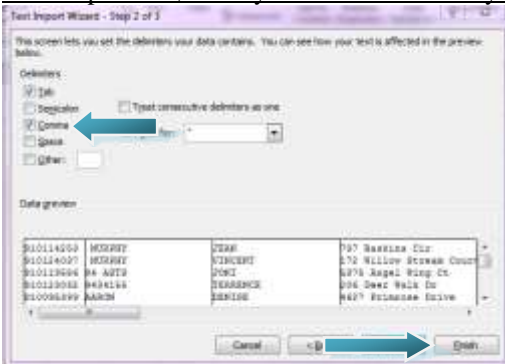
Make sure you are importing your data into column A line 1. Then click OK.

Your data should now look something like this:

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 paster your data into the SAO template.

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
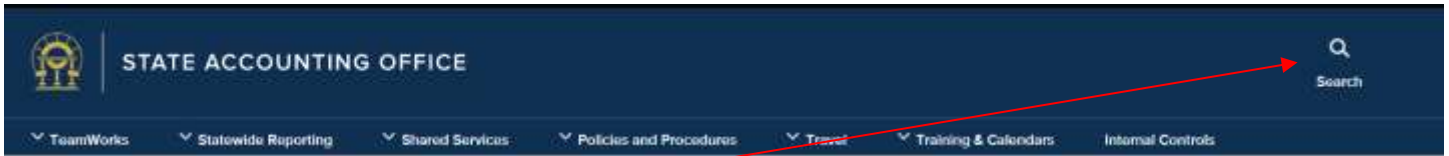
Then click on the search button.

Enter write-off, then press enter.
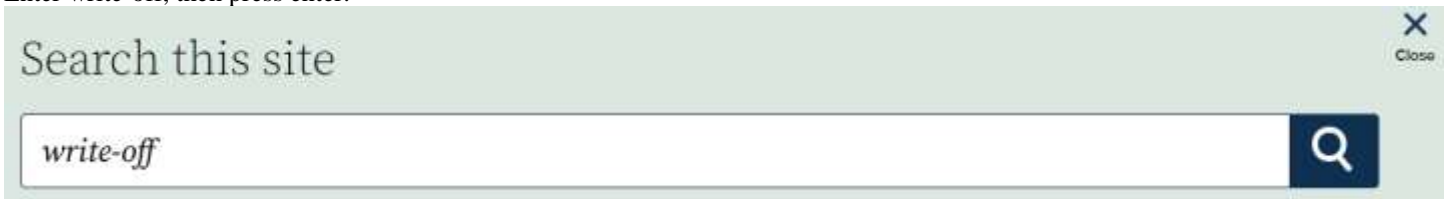
It should bring up the certificate template and the request form.
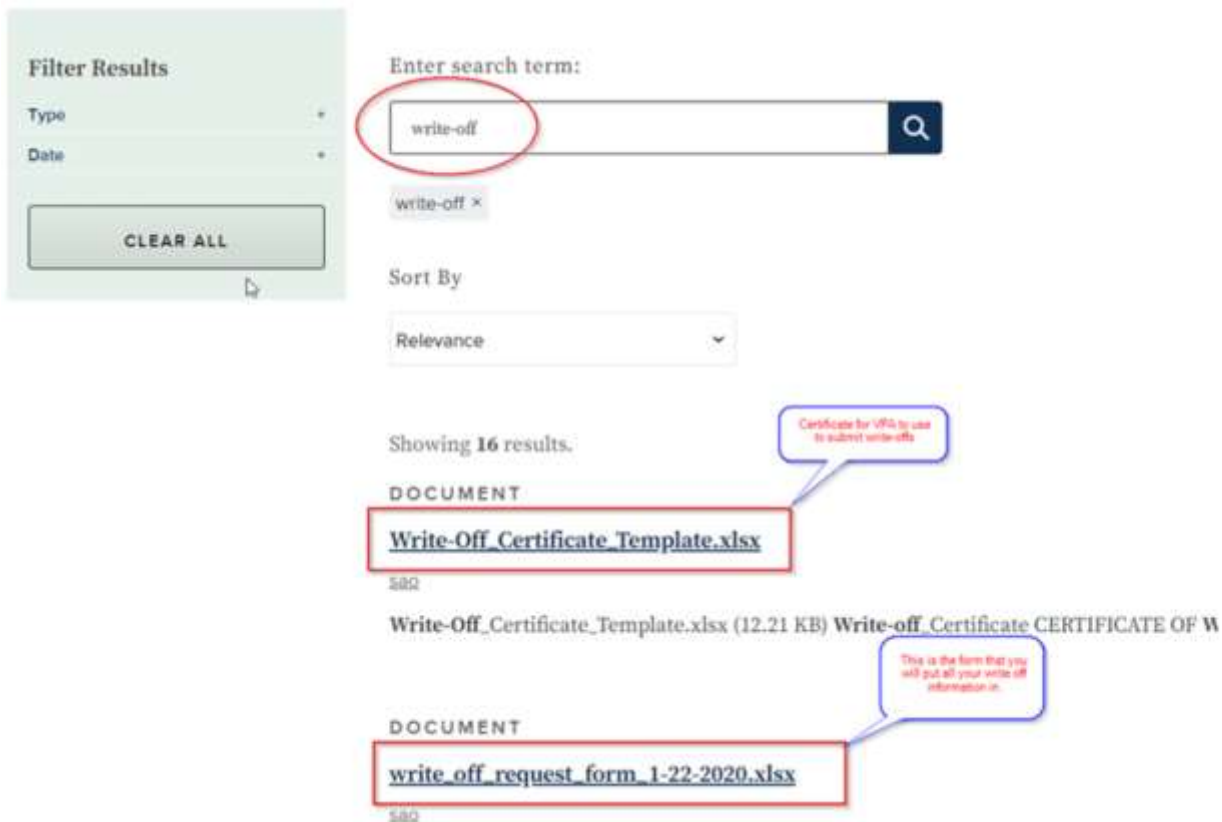
We recommend opening a separate excel session, then open the template from the new session to make copying and easier.
(You will use the write_off_request_form_1-22-2020.xlse)
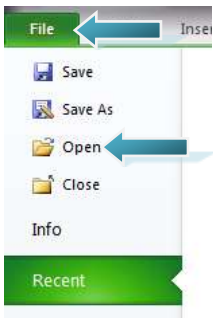
This file contains multiple worksheets, you will choose the second one – Write-Off_List (College-Univ).
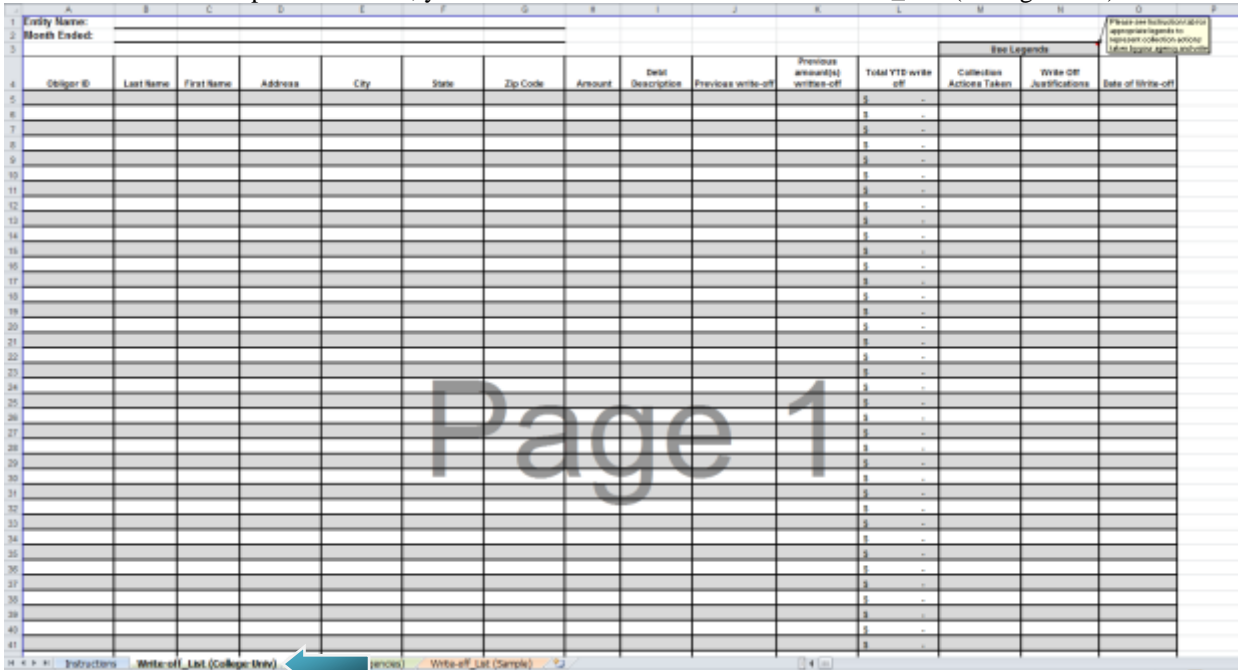
You will fill in your college name(Entity Name).

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.

Then you will want to paste the data in columns M-O. So making sure to keep the alignment correct on your students so that the correct data is pasted on the correct line, copy the data in columns M-O from the first spreadsheet and in the same manner as your did above, paste the data into the template.

SAO has said it was okay for us not to have the description in the box for Collection Actions Taken and Write Off Justifications. Date of write-off will be the Description of the term you have in the file. The description is pulled from STVTERM.

IMPORTANT INFORMATION:
You will continue this process until you have pasted all your write-offs into the template OR until you reach 70 students. Currently this form only handles 70 students. SAO has said that we can insert more lines and continue to add students, but we have only been able to insert 70 lines successfully.

After 70 lines, we get the following error:

This was reported to SAO and they stated that if you have any issues, to email them with your issue letting them know how many lines you need, and they can edit the template and send you a new template. We cannot edit the template. It is a password protected template, so only SAO can edit this for you. The email contact for SAO is compliance@sao.ga.gov.

If your pasting is correct, then the totals at the bottom will populate for Amount(column H), Previous Amount(s) Written-off(column K) and Total YTD write off(column L).

Then you will need to verify that your amounts match back to your orignal spreadsheet just to make sure you did not make any errors when copying and pasting.
We just did a sum of column H and made sure it match column H on the template.

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 orginal write-off certificate. These certificates are located on the SAO website http://sao.georgia.gov/document/publication/write-offcertificatetemplatexlsx/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 : _____

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

Name : _____

Title : _____

Write-off_Certificate	Certificate_TCSG Only	⊕	

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