## 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 NORMALLY 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:

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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.

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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. <u>Then using the sliding bar/arrows, scroll right</u> 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:

A	#			P. 1	H			S. 1. 2
1 HILLIGHT MURPHY	ITAN	737 Baskins Cir	Winder	GA	30000 \$174.0	0 Student Tutton and Fees	NO	\$0.00 A'l
1 HIRLIGGT MURPHY	WHICEN?	172 William Stream Court	Roswell	164	80076 \$188.0	E Student Turbon and Pees	NO	20.00 47
I WITTING 14 ASTS	10M	5875 Angel Wing Cl	Garrenville	GA.	30500 \$575.0	D. Duderd Tables and Fees	NO	30.00 A
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1 91001296 ABOULAN	400.0	1002 Aserina Lane	Garrenville	ADA .	30507 \$534.0	6 Student Tutter and Fees	50	\$0.05 A
LA HIDL32729 AMOLALAN	4 Mohity	1357 Patteroon Dr	Gamesville	444	30381 \$581.0	t student function and Fees	N0	30.00 #
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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.

412 11015452 ALTHAN	SHOWN	1903 Vineyard Way	GetVervrille	-GA		10104	\$857.00 Diade	nti Tultion and Feiro	NO	- 30.0E		A.	
THE RECEIPTER ACTIVALES	CHARMANNE	12108 Fincher Rd	Carton	GA		30114	SELD.52 Stude	ot Tuittee and Fees	NO.	\$0.08		A	
974 910002638 ALTWRIDE	CHEVESTY	1980 Archen Dinnel	Whoder	GA.		1088	\$247.01 Hude	int Turbies and Poes	NO	\$0.00			
ITE BIOS22949 ACTIVELER	DAWHY	4540 Hamilton Cove Of	Cumming	GA		10828	51,404.08 Stude	int Tuition and Feas	NO.	\$0.08		A	
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417 410223138 AUTWELER	18.	MICHAEL	19506 Ashfarat Parts Bit Svi	Owland	- GA		30034	\$347.00	Stockent Turttern and Fees	NO	\$0.00		
STE RECEIBES ALTTADOMS	SLOP16	1216 Dylan way	Exthisters	66		10620	\$379.08 Stude	nd Tuthen and Reek	60	\$0.08			
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## 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

👰   st	ATE ACCOUNTING	G OFFICE					Q Search	
Y TeamWorks	Statewide Reporting	Y Shared Services	Y Policies and Procedures	Y Training	& Calendars	Internal Controls		
Then click on	the search button.							
Enter write-of	f, then press enter.							
Search	n this site							Close
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It should bring up the certificate template and the request form.

Filter Results	Enter search term:
Type +	
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CLEAR ALL	
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	Showing 16 results.
	Write-Off_Certificate_Template.xlsx
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	write_off_request_form_1-22-2020.xlsx
	580

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)



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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.

Obligar ID	Last Serie	First Name	ADDV25	Otr	Mete	Zig Code	Amount	Sett Seacroston	Previous artis-off	Previous ensount(x) written-off	Total YTD write	Collection Actions Taken	Write Off Austifications	Date of Write-of
930334255	MURPHY	1599	757 Beaking Dr	Witter	<b>弱</b>	30583	\$374.00	Student Tultion	NO.	\$0.08	\$ . STARE	te y concerta		THE CONTRACTOR
930124857	NURPHY	VYMC2NT	172 Willow Stream	Acoive!	64	30076	\$555.00	Sourient Taition	140	\$0.01	\$ 533,00	ζ	· · · · ·	
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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.

	thiger II.	Lost Name	first fame	Address	cay	State	Zip Cade	Anseast	Tetti Description	Previous write off	ersounts) action of	Tutal 173 write	Collection Actions Taken	tivite.001 Justifications	Date at Write-off
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I	910104585	H ASTS	30001	SETS Anger Mong C	OAM MEDITE	38A.2	30406	\$279.00	Student Taicipa	NO	\$0.05	8 379.08	4	1	Fail Semester 2015
E	4101,25042	8434235	THEREACE	106 Deer Work Dr	Wissler	84	SONIC	\$42.00	Student Taician	NO	\$0.05	8 ,71.00	<u>4</u> 1	4	Fall Nemeter 2018
I	810045898	ABRON 2	0614199	MED REMAINS OF	distantus.	18A.7	80617	31,004.00	Student Taitige	ND	\$0.05	8 1,404.00	4		Fail temester 2015
L	-810123623	ANRON	DRIDGRY	4200 bisinequitie i	Butters .	48	80518	\$5.82.00	Student Tumps	NO.	\$0.05	8 103.05	A.	4	Fail betrester 2018
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#### **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:

Microsoft	Excel	MALE MALE PROPERTY AND			X
<b></b>	The cell or chart that y	rou are trying to change is protected and therefore read-only. cell or chart, first remove protection using the Unprotect Sheet command	(Review tab, Changes group). You r	nay be prompted for a passw	vord.

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 <u>compliance@sao.ga.gov</u>.

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).

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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.

RECEIPTON AMARCHIMANT	EARLA	2/4d-rog/triarul Kildge CZ	Careford	- BA	100941	B1,048.08 Made/ Talties and Heet	ND	30.00		1 Pail Generative 31
REELISAIS AMPLOOMED	Elekth.	L2120 Meledenes Larve	Aluharatta	- 6A	00000	\$554.00 Madent Turtion and Fees	ND	94.00	A.	1 fall leventer 31
BLOUI7715 AREKCROMBIE	CHRISTOPHER:	4812 Wran Dr.	Players Branch	GA	50542	\$521.00 Student Tartien and Page	ND	\$5.00		1 full Semantar 21
\$10115412 AMPCROMES	2444	1220 Great Perk Palwin	Generalite	-64	M504	\$1,048.00 Student Taltion and Peer	80	\$0.00	4	1.Fail Seventer 20
PLEISSEL MERCHINEY	PERMIT	ALBS Wondford Court	Barbard	164	SIN18	3870.00 Shadevi Tarition and fees	ND	10.00	- A	1 Pail Sevenier 21
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VIDLOUGH ABERCHOMBE	MARCE	\$255 Double Bratches Drive	Camping	GA	36046	5500.00 Stackent Taition and Page	NO	10.00		1 Tel Servetar 30
FLECTEDES ARENCHOMBY	(CHB	134 Hebry Totl	Carriera	64	30040	\$354.00 Student Tailtion and Pees	80	10.00	4	1 Pall Semantin 34
RECEIPT? ARRENTABLE	105	2845 Lify Davis Tri	dala.rv	454	90011	\$1,581.52 Shaderd Tartion and Pees	AD.	84.40		1 Ital Semesley 30
RECORDER AGENCIANES	M	2913 IndCMark Lane	Figure y Branch	144	30942	\$1,101.00 Student Turbus and Peec	ND	38.00	A	1 Hall Senetty 21
REDUCTORY AREACHOMPT	MK/THEW	2000 Note 20	Commerce	-GA	10530	5401.00: Madent Tail and Feet	ND .	36.00	- A	2 Pail Sementer 24
#10121717 ABERCHOMB-E	EWCHAEL	1705 Stone Creak (2)	Caretona	GA	00041	SLADADE Student Taltion and Pala	ND	10-00		1. Fail Semanter 3
\$100117167 ABENDIOMBE	MONESA	1508 Wellier stream	Conserving	- 64	30500	03/50.00 Student Taition and Pers	10	39.00	A	1 Pall Termin 10
WEELEDTER ARMENDIANE	MUNITA	101 Diante due	Communit	64	30519	\$104.00 bladed fullian and fees	80	10.01	- A	L'Europer beneated
RECORDED ASSOCIATION &	MU	Jak Gardon Road	Calemente	44	30530	\$850.05 Student Turtion and Feet	- 80	10.00		1 Wall temestar .11
RECEDENCE ADDRESSON AND	FALL	61 Myrtre Street Mr	Gainervitte	-6A	38505	\$870.00 Mudent Turbins and Fees	MD .	\$0.00		1 Vall Sementer 31
REELECTS AMERICAGAMET	REMELCA	1955 Rocky Mater Trail	Bafonk	SA.	50518	5347.00 Student Tuition and faes	10	10.00	- A	5 Tall Semanter 24
TUTLIALIS AMSOLOMINE	SADEA	1016 Dreife Chole	Committee	64	50046	0047.00 Study of Tartient and News	ND	34.00	- A	) Pari Semenier 34
						225,887.16				

Then you will need to fill out the bottom section of the spreadsheet:

I have reviewed the above listing and the at	ttending documentation of collection	attempts.			tethority if you use writing a based on seather Georgia of
I approve the request to write off these acc	counts receivable under the statutory;	ggiocasione constatistics in Senate B	ill 73 ( O.C.G.A Section 50-16-11	<li>enacted by the 2003 General Assembly</li>	rection
Code/Provision 1					
Name :					
litle :					
ilgnature :	5				
Date:					

# **\*\*\*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, <u>you will no longer need to use</u> the Write-off\_Certificate\_TCSG Only. You will use the orginal write-off certificate. These certificates are located on the SAO website <u>http://sao.georgia.gov/document/publication/write-offcertificatetemplatexlsx/download</u>

### CERTIFICATE OF WRITE OFF

AGENCY/DEPARTMENT :		
# of Accounts Listed :		
Total \$ Amount :		
I have reviewed the underlying accounts and the at I approve the request to write off these accounts a Senate Bill 73 ( O.C.G.A Section 50-16-18) enac	tending documentation of collection attempts rela receivable under the statutory provisions contained ted by the 2003 General Assembly as amended.	ting to the above. in
Code/Provision :		Please insert the appropriate authority if you are writing off based on another Georgia code section.
Name :		
Title :		
Write-off_Certificate:ertificate	ate_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**