

## Banner 9

### ZFRCHEK – CHECK Writing Program

**ZFRCHEK** is a job-submission process that generates registers, checks, and ACH files for student refunds. If the college uses BankMobile, the check register is read after the update to create the BankMobile refund file. **ZFRCHEK** is run from Banner screen **GJAPCTL**. **ZFRCHEK** can generate checks for both persons and non-persons. This process produces a check register, optional check lists, optional ACH transaction lists, optional debit card lists, and updates the check date and the check number on **TSAAREV**. **ZFRCHEK** doesn't actually print checks but generates the formatted check files for input into the Capella Pressure-Seal software. **ZFRCHEK** includes selections to print an audit (proof), an audit (proof) with errors only, and an update (a live check run) features.

**It is CRITICAL that when you perform a check run that it is run twice – one for BankMobile recipients and one for non-BankMobile recipients (parameter 26 = Y, then run later with N).**

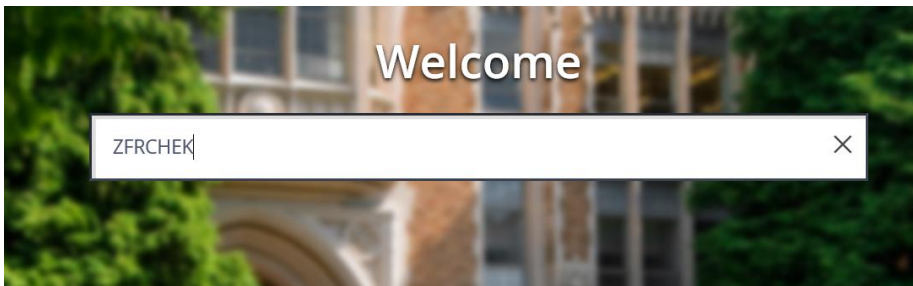
Students may obtain refunds from a check, a BankMobile file, or an ACH to their bank. Once ACH files have been processed, make sure you remove the PACH\* files from the Banner system.

**ZFRCHEK** processes refund checks for the following check types: Cash refunds, SWIG, GED, PELL, SEOG, SALP, GSAL, Hero, ACCG, REAC, CARE, CMSI, CSSI, COVD, CVMI, CVSI, Federal Loans, Private Loans, Law Enforcement, COGP, IASG and ARRA. The refund detail codes associated to these check types include 4%, SWIR, HOGR, PLRF, SEOR, HERR, ACCR, LEPR, LOUR, LOSR, COGR, IASR, ARRA, REAR, GSAR, GSLR, CARR, CMSR, CSSR, COVR, CVMR, and CVSR.

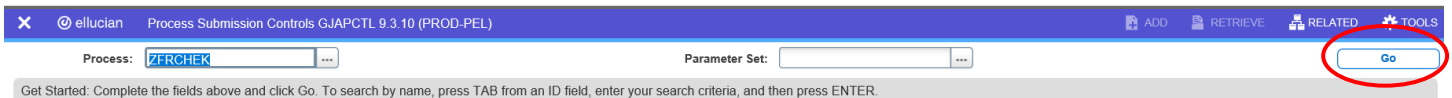
Currently, the maximum check dollar amount that can be generated is \$9999.00.

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On the landing page enter ZFRCHEK, then press enter.



In Process Submission select **Go**



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.

Process: ZFRCHK DTAE Check Writing Process Parameter Set:

PRINTER CONTROL

Printer	DATABASE	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

PARAMETER VALUES

Number *	Parameters	Values
01	Term <b>Enter term to process. If you enter Term Code, leave parameter 2 blank.</b>	
02	Start Year <b>Enter start year to process. Valid entries are 2017, 2018, etc. Do not enter both a Term and a Year. The program will default to Term if this occurs. If you enter a year, leave parameter 1 blank.</b>	
03	End Year <b>Enter end year to process. Valid entries are 2017, 2018, etc. Do not enter both a Term and a Year. The program will default to Term if this occurs. If you enter a year, leave parameter 1 blank. **End Year Must Be Within 3 Years of Start Year.</b>	
04	Check Date <b>Enter the date of the check. This date must be of format DD-MON-YY. If the month (MON) is entered in lower case, it is converted to upper case. This is the date that prints on the check and in the Effective Date field on TSAAREV. The check date must be in the range of +/- 16 days from current date. A log file message 'ZFRCHK CHECK DATA ERROR' occurs on dates outside of this range.</b>	
05	Alpha/Campus <b>Enter a value of A for Alpha and C for Campus. If the report is run alphabetically, both the check register and checks will be sequences in that manner. Likewise, if the report is run by Campus, the report sequence is alpha within campus.</b>	A
06	Include Non-Persons? <b>If the value is Y, both Person and Non-Person accounts are considered. If the value is N, only student accounts are considered.</b>	N
07	Check Number <b>Enter the starting six-character check number. This entry MUST be 6 characters and it is not validated to ensure it is six characters. If you are processing ACH activity only, this parameter is ignored. For example: 000123. If you are processing BankMobile activity and you have the BankMobile Check Transaction Number activated, this parameter is ignored. It can be set to 000001.</b>	000001
08	Cash Refund Checks? <b>Enter Y to consider Cash Refunds. All detail codes starting with a 4XXX without a check number are considered.</b>	N
09	SWIG Refund Chks? <b>Enter Y to consider SWIG Refunds. Detail codes SWIR without a check number are considered.</b>	N
10	Ged Refund Checks? <b>Enter Y to consider GED Refunds. Detail codes HOGH without a check number are considered.</b>	N
11	Pell Checks? <b>Enter Y to consider PELL Refunds. Detail codes PLRF without a check number are considered.</b>	N
12	SEOG Checks? <b>Enter Y to consider SEOG Refunds. Detail codes SEOR without a check number are considered.</b>	N
13	GSAP Checks? <b>Enter Y to consider GSFC Loan Refunds. Detail codes GSAR without a check number are considered.</b>	N
14	GSL1 (SALT) Checks? <b>Enter Y to consider GSFC 1% Loan Refunds. Detail codes GLSR without a check number are considered.</b>	N
15	Hero Checks? <b>Enter Y to consider Hero Refunds. Detail codes HERR without a check number are considered.</b>	N
16	ACCG Checks? <b>Enter Y to consider ACG Refunds. Detail codes ACCR without a check number are considered.</b>	N
17	Federal Loan Checks? <b>Enter Y to consider Loan Refunds. Detail codes LOUR without a check number are considered.</b>	N
18	Private Loan Checks? <b>Enter Y to consider Private Loan Refund. Detail codes LOSR without a check number are considered.</b>	N
19	Public Safety Checks? <b>Enter Y to consider LEPR Refunds. Detail codes LEPR without a check number are considered.</b>	N
20	COGP Checks? <b>Enter Y to consider COGP Refunds. Detail codes COGP without a check number are considered.</b>	N
21	IASG Checks? <b>Enter Y to consider IASR Refunds. Detail codes IASR without a check number are considered.</b>	N
22	ARRA Checks? <b>Enter Y to consider ARRR Refunds. Detail codes ARRR without a check number are considered.</b>	N
23	REAC Checks? <b>Enter Y to consider REAR Refunds. Detail codes REAR without a check number are considered.</b>	N
24	CARE Checks? <b>Enter Y to consider CARE Refunds. Detail codes CARE without a check number are considered.</b>	Y
25	CMSI Checks? <b>Enter Y to consider CMSI Refunds. Detail codes CMSI without a check number are considered.</b>	N
26	CSSI Checks? <b>Enter Y to consider CSSI Refunds. Detail codes CSSI without a check number are considered.</b>	N
27	COVD Checks? <b>Enter Y to consider COVD Refunds. Detail codes COVD without a check number are considered.</b>	Y
28	CVMI Checks? <b>Enter Y to consider CVMI Refunds. Detail codes CVMI without a check number are considered.</b>	Y
29	CVSI Checks? <b>Enter Y to consider CVSI Refunds. Detail codes CVSI without a check number are considered.</b>	Y
30	Update,Proof or Errors(Y/N/E) <b>You may run this process in Audit Mode (N or E) or Update Mode (Y). If you enter Y, check number and effective date updates to TSAAREV. N – an AUDIT or Proof, E- Audit or Proof and only informational and error messages, Y – an UPDATE, a live check run</b>	

31	Check/BankMobile info(Y/N)	Behind the "all inclusive" sequence check register, you may get an optional report of Checks only. If you enter Y a list of students will print in check number sequence.  NOTE: Check numbers are assigned and incremented by 1 starting with the value entered from parameter 6 - Check Number. It is up to the user to enter the correct check number for the check type being generated. At this time, a different series of check numbers should be used to designate BankMobile refunds.	N
32	Print ACH info (Y/N)	Behind the "all inclusive" sequential check register, you may get an optional report of ACH transactions only. If you enter Y a list of students will print in ACH transaction number sequence.  NOTE: ACH transaction numbers are assigned based on the value of parameter 25 (Bank Code, + the two digit check month + a four digit sequential number starting with 0001. These are assigned during each separate check run.	N
33	BankMobile Check Run (Y/N)	If this value equals Y, only checks for students with entries in SEAASGN will be selected. If N is selected, students without entries in SEAASGN are selected. <b>If your college does not use BankMobile, this value must always equal N.</b> NOTE: If the college uses BankMobile, process ZSPCREF must be run immediately after ZFRCHEK has run in update. This process will read the pregxxxx (register file) and generate the BankMobile refund file.	N
34	Bank Code	For ACH processing, this parameter must be the Bank Code set up in GXR BANK. When possible, set up Bank Code 01 for Operating and Bank Code 02 for PELL. The parameter defaults value is 01. NOTE: The second character of Bank Code becomes the first character of the ACH 'Company ID' value. For the specified Bank Code, the respective Bank Account number is placed in the ACH file for transmission.	01
35	Sequence Number	For ACH processing, you have to specify the Sequence Number. If this is your first check run for the day, enter A. If this is your second run for the day, enter B, etc. The default is A. If ACH processing is not applicable, this parameter is ignored. It is important to manually increment this value if multiple ACH files are generated in a given day.	A
36	Selection Identifier	Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be entered. If this parameter is entered, parameters 28 – 31 must also be entered.	
37	Application Code	Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be entered	
38	Creator Id	Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be the USER that created the Population Selection.	
39	User	Leave this parameter blank if not using Population Selection. If Population Selection is used, this parameter must be the USER identifier running this process. If this value is entered, values must also be in parameters 19, 20, and 21.	
40	Enter Lines per Page	For formatting purposes, you may change the lines per page for the report. The default is 55.	55

#### Note:

#### ZFRCHEK Functionality

ZFRCHEK produces checks for both persons and non-persons. Student checks should have valid MA addresses while non-student checks should have valid BI or CO addresses. For non-student checks, all student-related errors message are not applicable. ZFRCHEK should first be run in AUDIT mode to generate a Proof Register; then run in UPDATE mode.

**Never run ZFRCHEK in UPDATE mode without first running a Proof Register (AUDIT mode).**

ZFRCHEK reads activity based on Term or Year and prepares a check register for the selected student refund type (i.e. Hope, PELL, etc.). You may run the check register as many times as you wish until you say Y (parameter 23) to Print Checks (Y/N). During UPDATE mode, check numbers are updated in Banner. ZFRCHEK writes the check number in the Document Number field in TSAAREV. The Check Date becomes the Banner Effective Date. The Check Date can only be future-dated up to one month from TODAY. Note: if the GTVSDAX entry (group=ZFRCHEK) external value is set to Y, the H00000x transactions numbers will automatically be assigned for the BankMobile recipients (see page 8 at the bottom).

You can run checks for a specific term or for up to 3 fiscal years. If you select fiscal year, ZFRCHEK looks to see if the activity date is within a certain STVTERM date. It produces checks up to the active TERM within the range of the user entered fiscal years. If you select 'alpha sequence' and 'fiscal year', the sequence prints alpha by the first term, alpha by the second term, etc. If you select 'campus' and 'fiscal year', the sequence prints all campuses for term 1, all campuses for term 2, etc. Note: When a Term Code and a Fiscal Year is entered, ZFRCHEK process by Term Code only.


During the update, ZFRCHEK verifies the starting and ending check numbers for the process. If any duplicate check numbers are found in Banner for any type of refund check, the following message prints:


\*\*\* Check for Duplicate Check Numbers \*\*\* (This feature currently doesn't work.)

## ZFRCHEK Outputs

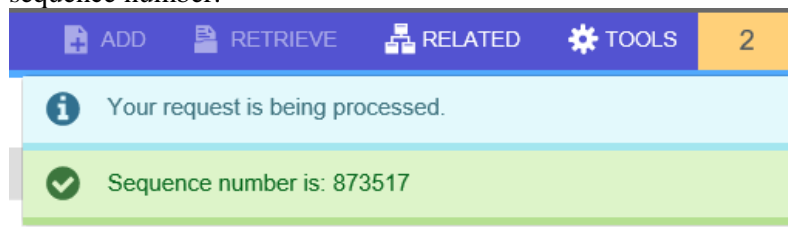
ZFRCHEK generates a .lis file and a .log file. The .lis file represents the check registers and the .log file displays the report parameters used and also gives error messages that may occur during processing. If you run in DATABASE you can see both the .lis file and .log file, a benefit of Job Submission. If an error occurs, only a .log file prints.

Unless errors occur, both in the AUDIT and UPDATE modes, a check register prints. The register shows the check date, student name, student ID, term code, dollar amount of the refund, check number, check type and message. Check types include: RFND, SWIG, GED, PELL, SEOG, SSIG, HERO, ACCG, LOAN, LON2, LEPD, COGP, IASG, ARRA and REAR.

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.

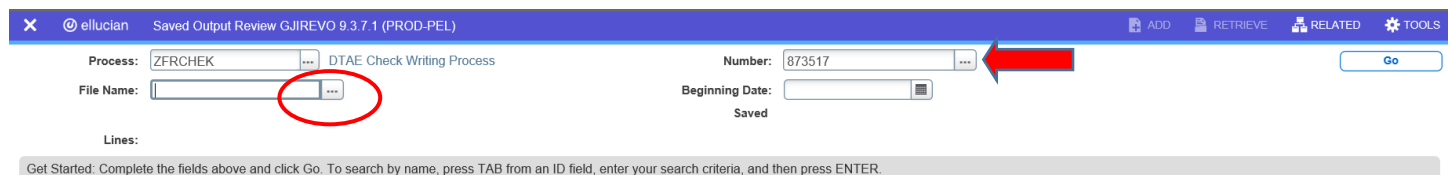


To view your .log and .lis file, click the RELATED tab at the top right of the page and then select Review Output [GJIREVO]



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

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



Available Files

Criteria

Output File Name	Record Count	Date Saved
zfrchek_873517.lis	34	02/27/2019 03:34:57 P
zfrchek_873517.log	46	02/27/2019 03:34:57 P

Record 1 of 2

Cancel OK

You will see your available files.

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

Then click OK

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

This example below shows ZFRCHKEK .lis file run in **Audit Mode**. You will find “AUDIT” marked at the top of the page.

Process: ZFRCHKEK DTAE Check Writing Process Number: 873518 File Name: zfrchek\_873518.lis Beginning Date Saved: Lines: 38

SAVED OUTPUT REVIEW

03:42:12 ALPHA FINANCIAL AID CHECK REGISTER - AUDIT Page 1

27-FEB-2019

Date	Student Name	I D	Term	Chk-Amt	Chk-No	Type/Message
02/27/19	TERRY ALLAN	910098107	201814	500.00	01	PELL

This student has a current term balance.  
R Credit Hours for this student is zero.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Checks Used - 000001 Thru 000001  
Total Checks Generated- 1

Total	SWIG Awards	HOPE Awards	PELL Awards	HOPG Awards	SEOG Awards	GEAP Awards	Total Refund Checks	Total SWIG Disbursements	Total PELL Disbursements	Total HOPG Disbursements	Total SEOG Disbursements	Total GEAP Disbursements
-	.00	.00	.00	.00	.00	.00	-	.00	500.00	.00	.00	.00

Total	GSLI Awards	HERO Awards	ACOG Awards	LOAN Awards	GFSM Awards	PLON Awards	COGP Awards	IAGS Awards	ASRA Awards	REAC Awards	Total Check Amounts Written-
-	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	500.00

Total students receiving refunds - 1

Refunds: 201814 PELL - 500.00

\* \* \* Check for Duplicate Check Numbers \* \* \*

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 log file to review.

This example below shows ZFRCHKEK .log file run in **Audit Mode**.

Process: ZFRCHKEK DTAE Check Writing Process Number: 873518 File Name: zfrchek\_873518.log Beginning Date Saved: Lines: 46

SAVED OUTPUT REVIEW

03:42:12 ALPHA FINANCIAL AID CHECK REGISTER - AUDIT Page 1

27-FEB-2019

Successfully Connected to Oracle in ZFRCHKEK

\*\*\* Using ACH Bank Account 01

Bank Name REGIONAL OPERATING BANK ACCOUNT

Successful run of ZFRCHKEK

Version 5.2

27-FEB-2019

Process Term 201814

Start Process Year

End Process Year

Check Date 27-FEB-2019

Sort Sequence (A/C) A

Include Non-Refunds N

Starting Check Number 000001

Check Refunds (Y/N) N

20 Per Page

This example below shows ZFRCHK .lis file run in **Update Mode**. You will find “UPDATE” marked at the top of the page.

Process: ZFRCHK DTAE Check Writing Process Number: 873519 File Name: zfrchk\_873519.lis Beginning Date Saved: Lines: 41

SAVED OUTPUT REVIEW

03:48:39 ALPHA FINANCIAL AID CHECK REGISTER - UPDATE Page 1

27-FEB-2019 -

Date	Student Name	I D	Term	Chk-Amt	Chk-No	Type/Message
02/27/19	TERRY ALLAN	910098107	201814	500.00	01	PELL
This student has a current term balance.						
R Credit Hours for this student is zero.						

Signature \_\_\_\_\_ Date \_\_\_\_\_

Total Checks Used - 000001 Thru 000001

Total Checks Generated- 1

			Total Refund Checks	-	.00
Total SWIG Awards	-	.00	Total SWIG Disbursements	-	.00
Total HOPE Awards	-	.00			
Total PELL Awards	-	.00	Total PELL Disbursements	-	500.00
Total ARRA Awards	-	.00	Total ARRA Disbursements	-	.00
Total REAC Awards	-	.00	Total REAC Disbursements	-	.00
Total Awards Given	-		Total Check Amounts Written-		500.00

Total students receiving refunds - 1

Refunds: 201814 PELL - 500.00

\* \* \* Check for Duplicate Check Numbers \* \* \*

Register File Name /u01/app/banner/dataload/general/preg20190227154839

Check File Name /u01/app/banner/dataload/general/pchk20190227154839

This example below shows ZFRCHK .log file run in **Update Mode**. You will find “UPDATE” marked at the top of the page.

Process: ZFRCHK DTAE Check Writing Process Number: 873519 File Name: zfrchk\_873519.log Beginning Date Saved: Lines: 48

SAVED OUTPUT REVIEW

PARAMETER (1) = [MODE]

PARAMETER (2) = XXXXXXXX

PARAMETER (3) = 873519

PARAMETER (4) = ZFRCHK

Successfully Connected to Oracle in ZFRCHK

\*\*\* Using ACH Bank Account 01

Bank Name REGIONS OPERATING BANK ACCOUNT

Successful run of ZFRCHK

Version 5.2

27-FEB-2019

Register File Name /u01/app/banner/dataload/general/preg20190227154839

Check File Name /u01/app/banner/dataload/general/pchk20190227154839

Process Term 201814

Start Process Year

End Process Year

Check Date 27-FEB-2019


Sort Sequence (A/C) A

Include Non-Persons N

Starting Check Number 000001

Cash Refunds (Y/N) N

SWIG Refunds (Y/N) N

If you click the X at the top left,  you will go back to Process Submission Control GJAPCTL – Process ZFRCHK.



### Informational Messages

**This Student has a current term balance** – displayed if the student has any type of “charge” balance (TBRACCD\_BALANCE) for the given term. For cash refunds and Hope refunds, this may be a normal message. This may be a reason to change payment priority codes or an application of payment issue.

**This Student has a previous term balance** – displayed if the student has any type of balance for any previous term. This is a flag saying the student owes money or may have an application of payment problem. Research may be needed to apply payments to applicable outstanding receivables. If you have financial aid payments that fall under the Title IV rules, you may be able to pay institutional charges and educational expenses with a TIV authorization within the aid year to these current year payments.

**This student’s Address is Incorrect** – displayed when the student doesn’t have a valid MA address. This may be the student has two active addresses, no active addresses, other active address other than the Data Center standard of MA, or no address loaded in Banner. This is an issue if the technical college mails the check; these errors should be reported to Student Affairs. Students can’t be debit card recipients unless an active MA address is made available.

**Credit Hours for this student are Zero** – displayed along with the Student Type (from SGASTDN) if the student’s credit hours (on SFAREGS) are zero. This may not be a problem for cash refunds but needs to be verified for other types of refund checks. This may also indicate a fee assessment problem. This may be OK for PELL checks if the student is transient.

**Third Party** - Third Party Vendors associated with this student are displayed when *ZFRCHEK* finds third party detail codes for the student such as: SC%, E1%, VA%, VR%, D1%, J1%, P1%, IF%, and X1% detail codes. This is only informational and verification of this check type may be necessary.

**This student has holds - verify.** – displayed when the student has an active hold (on SOAHOLD) with the AR HOLD IND checked on *STVHLDD*, other than BU or OK. There may be holds defined on *STVHLDD* that are not applicable to holding checks. If a hold is not considered ‘show-stopping’, you may want to un-check the AR HOLD IND for that hold code. You may also need to consult with Student Affairs or Financial Aid before making a change to *STVHLDD*. NOTE: Any hold having the AR Hold indicator checked on form *STVHLDD* will be indicated on the report.

**This student has a BU hold. Check created.** – displayed (for non-federal checks) when the student has a BU hold but the AR HOLD IND is un-checked in *STVHLDD*. NOTE: Un-checking this indicator allows all student refunds checks to be updated and generated. If BU checks are held and not generated, it is more difficult to perform Bank Reconciliations. When the user un-checks this indicator to process checks, remember to re-check this indicator for BU Holds once the *ZFRCHEK* update is done.

**This student has a BU hold. No check.** – displayed when the student has a BU hold and the AR HOLD IND is checked (in *STVHLDD*). This check is ignored for federal check types because federal checks should not be held for any reason. Federal refunds must be generated and mailed no later than fourteen days from the effective date of the PELL disbursement.

**BankMobile Recipient for more than two years** – displayed when the student has a SEAASGN “CARD” record and that record is more than two years old. This record should be checked by the college to ensure that the student that is returning is still active on the Bank Mobile side before sending the refund. The refund will be rejected if the student is not active on the Bank Mobile side.

**More than one SEAASGN record. Correct.** – displayed when the student has more than one SEAASGN “CARD” record found. Only one “CARD” record should exist; any duplicate entries should be removed. Note: First enter student ID with term 999999. It will show any CARD entries other than term 000000. Also enter student ID with term 000000. You should record remove the term 000000 entry.

### Error Messages

Error messages are located in the log file. If an error occurs only a log file is produced.

**END YEAR MUST BE ENTERED** – displayed when the user enters a Start Year in Parameter 02 but does not enter an End Year in Parameter 03.

To correct error, have your BPL run the script below:

Delete from gjbprun

Where gjbprun\_job = ‘ZFRCHEK’;

Then re-run the process making sure to enter an End Year in Parameter 03.

**START YEAR MUST BE LESS THAN END YEAR** – displayed when the user enters a Start Year that is greater than the value they entered in the End Year.

To correct error, have your BPL run the script below:

Delete from gjbprun

Where gjbprun\_job = 'ZFRCHK';

Then re-run the process making sure that your Start Year is less than your End Year.

**END YEAR MORE THAN 3 YEARS FROM START YEAR** – displayed when the End Year is greater than 3 years from the Start Year. For example, if you enter 2017 for the Start Year, then the greatest year that you can enter in the End Year is 2020.

To correct error, have your BPL run the script below:

Delete from gjbprun

Where gjbprun\_job = 'ZFRCHK';

Then re-run the process making sure that your End Year is 3 years or less from the Start Year.

### Check Register info (Example)

In this example of the check register, Rachel shows a student refund check with a check number of 678889. The ACH transaction doesn't have a check number but a combination of the Sequence Number of 'A', Check Month of 08, and sequential number 0032.

08/08/16	Rachel Andrews	91111111	201712	46.93	678889	SWIG	This student has holds – verify.
08/08/16	Sandra Andrews	91111113	201712	50.00	A080032	SWIG	

### Check Register Report Totals (Example)

Total Checks Used - 678888 Thru 679184

Total Checks Printed - 297

Total SWIG Awards	-	23,633.00	Total SWIG Disbursements	-	144.46
Total HOPE Awards	-	.00			
Total PELL Awards	-	.00	Total PELL Disbursements	-	.00
Total HOPG Awards	-	.00	Total HOPG Disbursements	-	.00
Total SEOG Awards	-	.00	Total SEOG Disbursements	-	.00
Total GSAP Awards	-	.00	Total GSAP Disbursements	-	.00
Total GSL1 Awards	-	.00	Total GSL1 Disbursements	-	.00
Total HERO Awards	-	.00	Total HERO Disbursements	-	.00
Total ACCG Awards	-	.00	Total ACCG Disbursements	-	.00
Total LOAN Awards	-	.00	Total LOAN Disbursements	-	.00
Total LEPD Awards	-	.00	Total LEPD Disbursements	-	.00
Total GPSM Awards	-	.00	Total GPSM Disbursements	-	.00
Total COGP Awards	-	.00	Total COGP Disbursements	-	.00
Total IASG Awards	-	.00	Total IASG Disbursements	-	.00
Total ARRA Awards	-	.00	Total ARRA Disbursements	-	.00
<hr/>			<hr/>		
Total Awards Given	-	23,633.00	Total Check Amounts Written-		144.46
			Total ACH Amounts Written-		50.00

Total students receiving refunds 301

### ACH Check Register info (Example)

If ACH activity occurs during the check run, an ACH check register prints after the Check Register. The trace number is assigned during the ACH processing. It is made up of Student's routing ID, Sequence Number, Check Date Month (08) and a sequential processing number.

08/10/16	April Bradford	911123849	201712	60.61	A081001	06010012A080001
08/10/16	Latasha Young	911123699	201712	50.00	A081002	07054442A080002

Grand Total ACH to Bank --	110.61
Total ACH Recipients	2



## End of Report File Names

In UPDATE mode, *ZFRCHEK* displays all files names at the end of the report. The register file is used for Positive Pay processes. The check file (pchk) is used as input into the Capella Pressure-Seal software. The ACH file name is used for submitting ACH data to your bank.

Register File Name /u01/app/banner/dataload/general/preg20160810100609  
Check File Name /u01/app/banner/dataload/general/pchk20160810100609  
ACH File Name /u01/app/banner/dataload/general/pach20160810100609

## Example *ZFRCHEK* .log file

PARAMETER (1) = saiusr  
PARAMETER (2) = XXXXXXXX  
PARAMETER (3) = 69906  
PARAMETER (4) = ZFRCHEK  
Successfully Connected to Oracle in ZFRCHEK  
\*\*\* Using ACH Bank Account 01  
Bank Name Sun Trust Bank  
Successful run of ZFRCHEK  
Version 5.0  
09-AUG-2016

Register File Name /u01/app/banner/dataload/general/preg20070810100609  
Check File Name /u01/app/banner/dataload/general/pchk20070810100609  
ACH File Name /u01/app/banner/dataload/general/pach20070810100609

Process Term 201512  
Process Year  
Check Date 12-AUG-2016  
Sort Sequence (A/C) A  
Include Non-Persons N  
Starting Check Number 000001  
Cash Refunds (Y/N) N  
SWIG Refunds (Y/N) Y  
GED Refunds (Y/N) N  
PELL Refunds (Y/N) N  
SEOG Refunds (Y/N) N  
SALP Refunds (Y/N) N  
GSG1 Refunds (Y/N)----N  
HERO Refunds (Y/N) N  
ACCG Refunds (Y/N) N  
LOAN Refunds (Y/N) N  
PLON Refunds (Y/N) N  
LEPD Refunds (Y/N) N  
COGP Refunds (Y/N) N  
IASG Refunds (Y/N) N  
ARRA Refunds (Y/N) N  
REAR Refunds (Y/N) N  
Print Checks (Y/N/E) Y  
Print Check Info(Y/N) N  
Print ACH Info(Y/N) N  
H One Check Run(Y/N) N  
Bank Code (ACH) 01  
Check Run Number (ACH) A  
Selection Identifier  
Application Code  
Creator ID  
User ID  
Lines Per Page 00055

## Files Generated (UPDATE mode only)

In UPDATE, the following is generated in the /u01/app/banner/dataload/general directory (RHEL box).

### The check register

The check register is named /u01/app/banner/dataload/general/pregdddddttttt where dddddd is the date, ttttt is the time, with an example of this file being /u01/app/banner/dataload/general/preg20110809132000. Check registers should be saved off for audit purposes. Note: If your college runs Postive Pay processes, this file is read to generate a positive pay file. See programs ZSPARPx.

### The check file

The check format is named /u01/app/banner/dataload/general/pchkdddddttttt where dddddd is the date, ttttt is the time, with an example of this file being /u01/app/banner/dataload/general/pchk20110809132002. After some time period, formatted check files can be deleted.

### The ACH file (optional)

If ACH activity occurs, an ACH file is created. The ACH format is name /u01/app/banner/dataload/general/pachdddddttttt where dddddd is the date and ttttt is the time, with an example of this file being /u01/app/banner/dataload/general/ach20110809132005. ACH registers may be saved off for audit purposes.

**NOTE: ALWAYS REMOVE THIS ACH FILE FROM THE BANNER BOX AFTER YOU UPLOAD THIS FILE FOR PROCESSING. This is mandatory.**

**NOTE: Procedures on saving and deleting these files should be discussed with your Technical Support staff. Once you are finished with these files, it is wise to remove all of them or back them up and then remove them from /u01/app/banner/dataload/general.**

## Updates to program:

### *July 2015*

Changes to check writing are as followed:

- An option has been added to generate a sequentially assigned BankMobile check transaction number (H00001, H00002, etc.). When implemented, the process **automatically assigns** transaction numbers.
- The BankMobile inception date will be printed if the student has been a recipient > 2 years

To turn on this feature, set the external value = Y. The translation code will always be the next one-up transaction number. NEVER change this value. If you use this feature, parameter 06 can have the next check number set to 000001 (the process ignores check number).

The screenshot shows a web-based form titled "CROSSWALK VALIDATION". At the top, there's a section for "Active filters:" with a dropdown menu set to "Code: HIGHER\_ONE" and a "Clear All" button. Below this, the form is divided into two main sections: "Internal" and "Details".

The "Internal" section contains several input fields: "Code \*" (set to "HIGHER\_ON"), "Sequence" (set to "1"), "Group \*" (set to "ZFRCEK"), "External Code \*" (set to "Y"), and "Description \*" (set to "Auto Assign trans number"). To the right of these fields, there are more options: "Concept" (empty), "Translation Code" (set to "H000029"), "Reporting Date" (with a calendar icon), "Sys \*" (with a dropdown menu showing "..."), and a checkbox for "Sys Required" which is currently unchecked.

The "Details" section contains a "Comments" field with a text area. The text in the comments reads: "Set External Code to Y if you want to automatically assign Higher One transaction numbers. The next Higher One transaction number to be used will be placed in the translation code. The format of this number is H000001 (the alpha character H and six numbers). NOTE: DO NOT change the translation code unless told to do so." There is a small icon of a person in the bottom right corner of the comments text area.

At the bottom of the form, there's a navigation bar with "1 of 1" and "Per Page" options.

September 2017

September 2017

Update was made to the program to make the BankMobile/Higher One check number range mandatory for those colleges that are a BankMobile college. Colleges must now use the automatic assign check number if they are BankMobile.

May 2018

Updates were made to the program to allow multiple year processing. Colleges can now process refunds for up to 3 years in one file instead of having to create a file for each year.