Using AR Interface Load Process

Georgia Enhanced Banner Student and Financial Aid Systems User Documentation

Version 8.0

Office of Information and Instructional Technology

March 2010
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Using AR Interface Load Process

Introduction to AR Interface Load Process

Purpose
Loading batch financial charges into Banner is often necessary when the charges are generated from an external source. Modeled on the baseline tape load process (SRTLOAD), the AR Interface Load process (ZSRINLD) can load batch charges into the Student Accounts table (TBRACCD). ZSRINLD loads various file formats (fixed and delimited) based on rules set up on the Interface Load Rules form (ZSAINFR).

Target Audience
Accounting and Business Office staff or other institutional staff who are responsible for loading batch financial charges from external sources into TBRACCD.

Purpose and Scope of Document
This document explains how to use the AR Interface Load Process. This chapter includes the following topics:

• Set Up Validation Codes and Rules
• Load the Interface File

Graphics
Graphic cues used in this document assist with labeling of steps and items that are particularly important.

Steps for recovery or support.

For additional information, see references.

Exercise caution.

Warning: an error here is critical.

References
For information about the baseline product, see Using SCT Banner User Manual for Accounts Receivable, Financial Aid, and Student.
For additional OIIT resources and support, contact the OIIT HELPDESK:

Web http://www.usg.edu/customer_services
(self-service ticket submission)

E-mail helpdesk@usg.edu

For urgent or production down situations, call the OIIT HELPDESK:

Local 706-583-2001

Toll free within Georgia 1-888-875-3697
AR Interface Load Process Flow

Description
Create and maintain interface codes, descriptions, and delimiter types for each file format to be loaded into Banner on the Interface Code Validation form (ZTVINFC). A list of field names into which data can be loaded will be maintained on the Interface Load Field Validation form (ZTVINFF). The Interface Load Rules form (ZSAINFO) allows each institution to build rules for the ZTVINFC code. Rules can be built for both fixed and delimited file formats. Based on rules created on the Interface Load Rules form (ZSAINFO), ZSRINLD will load data from the interface file into TBRACCD.

Overview of AR Interface Load Process
Complete the following steps to implement and execute AR Interface Load Process information into Banner Self-Service.

<table>
<thead>
<tr>
<th>I. Setting Up the Codes and Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Create interface codes ZTVINFC</td>
</tr>
<tr>
<td>2. Maintain interface load field codes ZTVINFF</td>
</tr>
<tr>
<td>3. Create interface load rules ZSAINFO</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>II. Load the Interface File</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Place interface file in $DATA_HOME/arsys directory.</td>
</tr>
<tr>
<td>2. Execute AR Interface Load Process ZSRINLD</td>
</tr>
</tbody>
</table>

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Implementing AR Interface Load Process

I. Set Up Validation Codes and Rules

1. Create Interface Codes (ZTVINFC)

Create an Interface Code and Description on the Interface Code Validation form (ZTVINFC) for each file format to be loaded into Banner by ZSRINLD. Enter the type of delimiter (comma, pipe, etc.) used in the file if it is a delimited format. The Delimiter field should remain blank for fixed file formats. This Interface Code will be associated with a specific file format and set of rules. The code will also be entered as a parameter on ZSRINLD to instruct the process to use the associated rules when processing a file. The Description Field is an open format field.

2. Maintain Interface Load Field Codes (ZTVINFF)

Review the OIIT delivered required field codes on the Interface Load Field Validation form (ZTVINFF). These codes are specific to the ZSRINLD process.
3. Create Interface Load Rules (ZSAINFR)

Create rules on the Interface Load Rules form (ZSAINFR) for each interface file format to be loaded using ZSRINLD.

Select an Interface Code from the Interface Code Validation list.

Perform a Next Block function to enter rules for this interface code.

Based on the interface code selected in the KeyBlock of ZSAINFR, the form will display either the Interface Load Field Positions – Delimited panel or the Interface Load Field Positions – Fixed panel.

The Interface Load Field Positions – Delimited panel displays fields for the Interface Load Field Name, Sequence Number, and Occurrence.
Sample delimited interface file:

00117120, 00117120, 200809, 1000, 0033.25, 07-13-2009, Wayland Willie
001175040, 200809, 1000, 0156.09, 07-13-2009, Tilfor Tammy
001192912, 200809, 1000, 0015.02, 07-13-2009, Covington Albert
001198421, 200809, 1000, 0286.72, 07-13-2009, Smith Wylene

The **Interface Load Field Positions – Fixed** panel displays fields for the Interface Load Field Name, Start Position, End Position, and Occurrence.

Sample fixed interface file:

00117120 0033.25 1000 Description goes here Wayland Willie
001175040 0156.09 1000 Description goes here Tilfor Tammy
001192912 0015.02 1000 Description goes here Covington Albert
001198421 0286.72 1000 Description goes here Smith Wylene
4. ADP Set up Information

To establish rules for ADP files the following set up is recommended:

For the Receivables file:

<table>
<thead>
<tr>
<th>Interface Load Field Name</th>
<th>Start Position</th>
<th>End Position</th>
<th>Occurrence</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTSIGN</td>
<td>81</td>
<td>88</td>
<td>1</td>
<td>30-Mar-2009</td>
</tr>
<tr>
<td><strong>CHARGE</strong></td>
<td>71</td>
<td>78</td>
<td>1</td>
<td>30-Jun-2009</td>
</tr>
<tr>
<td>DETAIL_CODE</td>
<td>60</td>
<td>63</td>
<td>1</td>
<td>30-Jun-2009</td>
</tr>
<tr>
<td>CHARGE_DESCRIPTION</td>
<td>94</td>
<td>98</td>
<td>1</td>
<td>30-Jun-2009</td>
</tr>
</tbody>
</table>

For the Payments (Direct Billing) file:

<table>
<thead>
<tr>
<th>Interface Load Field Name</th>
<th>Start Position</th>
<th>End Position</th>
<th>Occurrence</th>
<th>Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTSIGN</td>
<td>11</td>
<td>18</td>
<td>1</td>
<td>22-Jun-2009</td>
</tr>
<tr>
<td>TRANSACTION_DATE</td>
<td>20</td>
<td>27</td>
<td>1</td>
<td>22-Jun-2009</td>
</tr>
<tr>
<td>CHARGE_AMOUNT</td>
<td>28</td>
<td>34</td>
<td>1</td>
<td>22-Jun-2009</td>
</tr>
<tr>
<td>CHARGE_DESCRIPTION</td>
<td>95</td>
<td>100</td>
<td>1</td>
<td>22-Jun-2009</td>
</tr>
</tbody>
</table>

NOTE: Description does not need to be used for the payment file. Using the description from the detail code is sufficient. This is an institutional preference.
II. Load the Interface File

1. **Place interface file in the $DATA_HOME directory**

   Interface files must contain a hard return at the end of the last record in the file. This ensures that the process correctly identifies the last record.

   Use the ASCII file transfer mode when moving the interface file into the Banner directory. Place the interface file in the designated directory for accounts receivable files. The default directory path will be $DATA_HOME/arsys. If the interface file is not located in the default directory, the entire directory path and filename can be entered. The process will search for “/” to determine if data entered in the File Name parameter is a directory path.

   **IMPORTANT**: The interface file must have a name that is at least 6 characters in length excluding the file extension (ex. ABC123.txt). The last six characters of the filename before the file extension (ex. .txt, .doc, etc.) are combined with the interface code to create a unique identifier to be entered in the Pay Num field on TSADETL/TFADETL (TBRACCD_PAYMENT_ID field). This identifier functions to prevent data from being incorrectly deleted from the ZSRACCD table when multiple users are loading charges. It also prevents the same interface code and filename combination from being loaded more than once.

2. **Execute AR Interface Load Process (ZSRINLD)**

   Go to the Process Submission Controls form (GJAPCTL) to execute ZSRINLD. Enter the process parameters.

   The Detail Code parameter is required and must be used even if the detail code is included in the file. If the file contains multiple detail codes, choose one code contained in the file and enter it here.

   The Date Format parameter is used to identify the format of Effective Date and/or Transaction Date when they are included in the interface file. If the interface file contains a date, enter the appropriate format (ex. MMDDYY, DD-MON-YYYY, etc.). If the interface file does not contain a date, enter DD-MON-YYYY.

   The .lis file will contain a list of all individuals processed, the individual charge/payment amount loaded, the detail code, term, and transaction date associated with the charge/payment, total number of records loaded, and total charge/payment amount for all records. The Tran Date will display the transaction date in the date format contained in the interface file and entered in the Date Format parameter.

   **If any record in the file generates an error, no records will be loaded.** An Error/Warning Report will be displayed prior to the control report. The student ID, name, and a description of the error will be included.
If the ID and Name columns are blank in the Error/Warning Report, this typically indicates that an extra space or return exists in your interface file. The space or return must be removed from the interface file to resolve this error.

If ZSRINLD is run with an interface code and file name combination that already exists in the TBRACCD_PAYMENT_ID field, the process will abort.

The last six characters of the filename before the file extension (ex. .txt, .doc, etc.) are combined with the interface code to create a unique identifier to be entered in the Pay Num field on TSADETL/TFADETL (TBRACCD_PAYMENT_ID field). This identifier functions to prevent data from being incorrectly deleted from the ZSRACCD table when multiple users are loading charges. It also prevents the same interface code and filename combination from being loaded more than once.

3. ADP Processing Information

When processing the file for retiree receivables from ADP it should be noted that the process will look for specific detail codes in order to insert the data from the file into TBRACCD. These codes (RETR and SLOA) should be established on ZSADETC using the accounting specified by your institution.

It is also important to note that when loading the Payment or Direct Billing file from ADP which contains payments received from retirees, a payment type detail code should be used. This code should also be established on ZSADETC using the accounting specified by your institution.

Parameters for ZSRINLD

<table>
<thead>
<tr>
<th>No</th>
<th>Name</th>
<th>Required?</th>
<th>Description/Instructions</th>
<th>Default Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Interface Code</td>
<td>Yes</td>
<td>Enter ZTVINFC code to indicate which ZSAINFR rules will be used.</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>File Name</td>
<td>Yes</td>
<td>Enter the filename to be loaded; enter path if file not in default directory.</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Term Code</td>
<td>Yes</td>
<td>Term code to use if no term code in interface file. (ARTERM must be entered for non student receivables)</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Detail Code</td>
<td>Yes</td>
<td>Detail code to be associated with charges.</td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Use ZSADETC description?</td>
<td>Yes</td>
<td>(Y)es to use ZSADETC description; (N)o to use interface file description.</td>
<td>Y</td>
</tr>
<tr>
<td>06</td>
<td>User ID</td>
<td>Yes</td>
<td>Cashier ID for user executing the process.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Parameter Description</td>
<td>Parameter Value(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-----------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>07</td>
<td>Source Code</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter the Charge/Payment Source Code to be associated with interface records</td>
<td>T</td>
<td></td>
<td></td>
</tr>
<tr>
<td>08</td>
<td>Address Selection Date</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter date to be used in address selection. Format: DD-MON-YYYY</td>
<td>SYSDATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09</td>
<td>Address Hierarchy</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter address priority and type(s).</td>
<td>1MA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Run Mode</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(A)udit or (U)pdate Mode</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Date Format</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enter the date format i.e. MM-DD-YYYY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Amount Format</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(W)hole dollar amounts (no cents) with or without decimal point</td>
<td>C</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(C)ents for amounts including cents with or without decimal point</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sample .lis file with no errors:

```
11-16-2009 14:19:00  Database  PAGE:  1
Run No. 789936  AR Interface Load Process  ZSRINLD 8.0.2

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Amount</th>
<th>Detail</th>
<th>Term</th>
<th>Tram Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>000000427</td>
<td>Abi, Danny</td>
<td>341.85</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000013374</td>
<td>Aikens, Rachel</td>
<td>225.34</td>
<td>SLOL</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010014</td>
<td>Angel, Heavenly</td>
<td>106.93</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010014</td>
<td>Angel, Heavenly</td>
<td>33.05</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010014</td>
<td>Angel, Heavenly</td>
<td>332.00</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010229</td>
<td>Bucchiarotti Simoni, Michelangel</td>
<td>341.85</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010229</td>
<td>Bucchiarotti Simoni, Michelangel</td>
<td>166.93</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>000010229</td>
<td>Bucchiarotti Simoni, Michelangel</td>
<td>33.05</td>
<td>RETR</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
<tr>
<td>001863861</td>
<td>Duck, Daffy</td>
<td>225.34</td>
<td>SLOL</td>
<td>ARTERM</td>
<td>16-NOV-2009</td>
</tr>
</tbody>
</table>

Number of Records: 9; Total Amount: $1,908.34

* * * CONTROL REPORT * * *

Input File Record Count 9
Records Loaded into Temporary Table 9
Number of Valid Records 9
Total Amount $1,908.34
Number of Invalid Records 0

ZSRINLD 8.0.2 completed successfully
```
Sample .lis file with Error/Warning Report:

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Amount</th>
<th>Detail</th>
<th>Term</th>
<th>Trn Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>000010227</td>
<td>Arab, Danny</td>
<td>2.35</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010227</td>
<td>Arab, Danny</td>
<td>39.00</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010227</td>
<td>Arab, Danny</td>
<td>54.46</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000013971</td>
<td>Andrews, Rachel</td>
<td>4.05</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000013971</td>
<td>Andrews, Rachel</td>
<td>284.04</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010014</td>
<td>Angel, Heavenly</td>
<td>76.60</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010014</td>
<td>Angel, Heavenly</td>
<td>27.24</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010129</td>
<td>Bucinaiti, Michelle</td>
<td>155.18</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>000010129</td>
<td>Bucinaiti, Michelle</td>
<td>76.60</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>222339444</td>
<td>Doolittle, Donna</td>
<td>39.00</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
<tr>
<td>222339444</td>
<td>Doolittle, Donna</td>
<td>76.60</td>
<td>DCBT</td>
<td>ARTERM</td>
<td>11092009</td>
</tr>
</tbody>
</table>

Number of Records: 14
Total Amount: $1,021.81

ERROR/WARNING REPORT

No records will be loaded in Update Mode until all errors are resolved.

CONTROL REPORT

Parameter Description | Parameter Value(s)
----------------------|---------------------
Interface Code        | ADPAY               
File Name             | Collectionall092009_dedirde.txt 
Term Code             | ARTERM              
Detail Code           | DCBT                
Use EDNET Description | N                    
User ID               | DURAHPUR            
Source Code           | T                   
Address Selection Date| 12-MOV-2009         
Address Hierarchy     | INA                 
Run Mode              | A                   
Date Format           | MDDYYYY             
Amount Format         | C                   

Input File Record Count | 15
Records Loaded into Temporary Table | 15
Number of Valid Records | 14
Total Amount | $1,021.81
Number of Invalid Records | 1

ZSRMHLD 0.0.2 terminated with errors
Sample .lis file with process abort message:

```
* * * ZSRINLD 8.0.2 PROCESS ABORTED * * *

**ERROR - Payment ID used previously and exists in TBRACCD. Aborting Program.

* * * CONTROL REPORT * * *

Parameter Description          Parameter Value(s)

  Interface Code          ADPPAY
  File Name               B08_DBPR_090727.txt
  Term Code               200908
  Detail Code             MRRS
  Use ZSDETC Description  N
  User ID                 DCRAWFOR
  Source Code             T
  Address Selection Date: 13-NOV-2009
  Address Hierarchy:
    Run Mode               A
    Date Format            MDDYYYY
    Amount Format          C

Input File Record Count       0
Records Loaded into Temporary Table  0
Number of Valid Records       0
Total Amount                  0
Number of Invalid Records     0

ZSRINLD 8.0.2 terminated with errors
```
## Appendix A: Document History

This section details the history of the document and updates made for each modification.

<table>
<thead>
<tr>
<th>Release and Date</th>
<th>Form/Process</th>
<th>Page</th>
<th>Update Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Georgia Enhancements 8.0 March 31, 2010</td>
<td></td>
<td></td>
<td>Update screen shots and process flow for V8 release</td>
</tr>
</tbody>
</table>
Appendix B: Process Flows

AR Interface Load

1. ZTVINFC
   - Create interface codes

2. ZTVINFF
   - Maintain interface field codes

3. ZSAINFR
   - Build interface load rules

4. Receive interface file from third party

5. Place file in $DATA_HOME/zarsys directory

6. ZSRINLD
   - Load interface file