

## PZRAFLD Procedures and Error Handling

This program is run to create a file of deductions taken that we send to Aflac after each payroll. It creates a fixed with file called DEDUCTION.txt. Before the file is sent make sure the totals match the payroll register.

File layout of DEDUCTION.txt.

AFLAC Deduction File Layout		
From	To	Field
1	9	SSN
10	49	First Name MiddleName LastName
50	58	ID
59	64	Institution
65	67	Deduction Code
68	79	Amount
80	80	Term Indicator

To create this file you go into Banner then go to the PZRAFLD process.

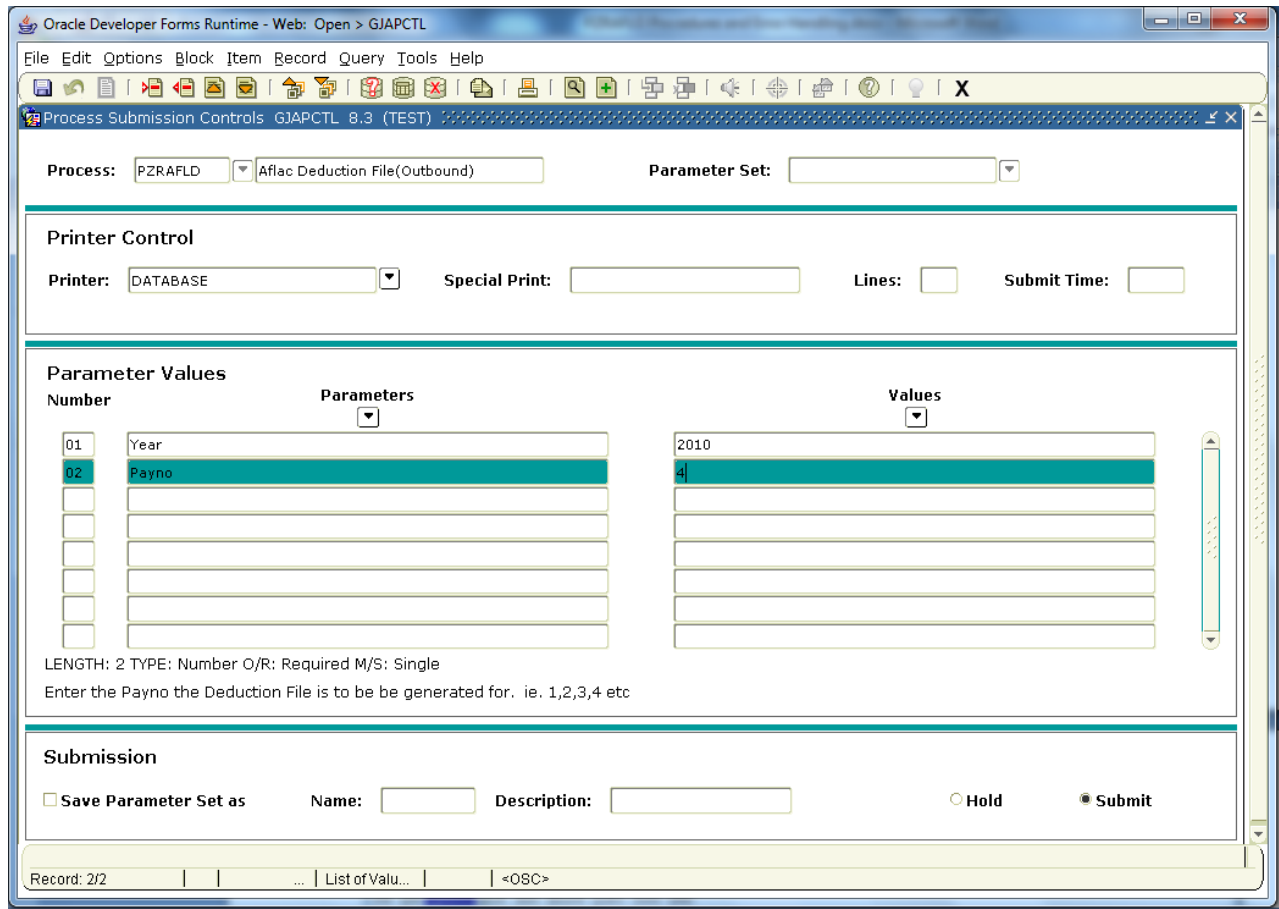
Type in PZRAFLD hit the tab key this will display a description of the process.

Click on NEXT BLOCK to go to the Printer Control section, and fill in the Printer field with appropriate value. If just running to the database use the word "database", "Database", or "DATABASE" makes no difference.

Click on NEXT BLOCK to get to the Parameter Values section.

Click on NEXT BLOCK to move to the Submission section.

Click the SAVE diskette in the upper left corner to submit the process.

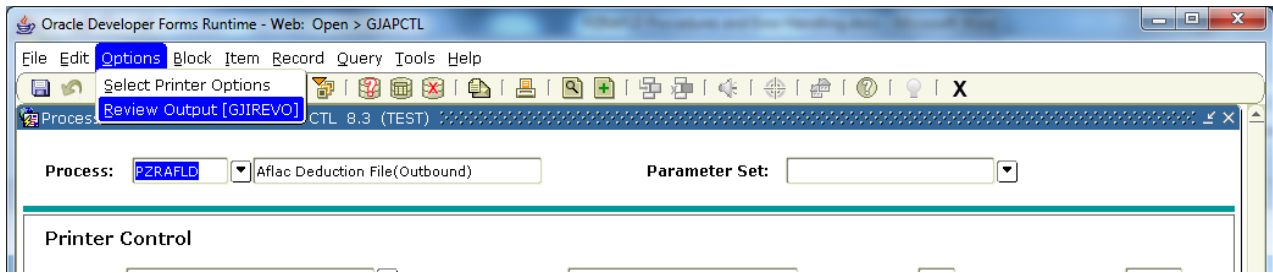


The following are all the possible parameters.

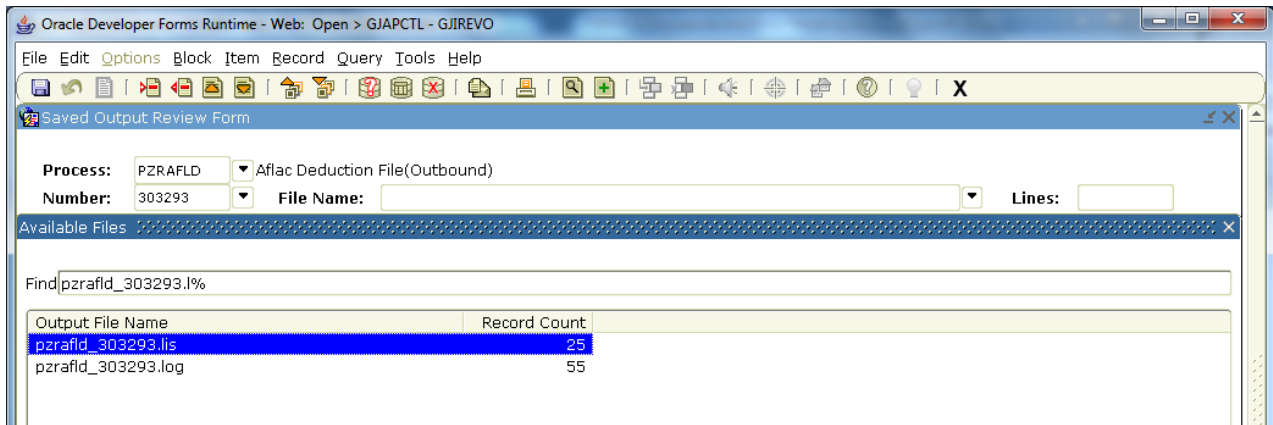
**PARAMETERS:**

Seq	Parameter	Required	Multi/Single	Data Type	Length	Description	Default Value	Validation
1	Year	Required	Single	Number	4		NULL	
2	Pay Period	Required	Single	Number	2		NULL	

To view the .lis and .log files go to the options on the top menu bar click on Review Output(GJIREVO).



To view the .log and .lis files you have to click the dropdown arrow on the File Name field and the files will display in the open space below. To view the files you have to double click on the file or highlight it and hit the OK button at the bottom of the screen. To go back and view a different file you have to hit the Rollback arrow next to the Save/Submit button and then click the dropdown arrow on the File Name field again.



The .lis file show entries similar to the following giving total records on all files and total records that will be updated. It is broken down by file parameter.

SSN	FIRST NAME	MIDDLE NAME	LAST NAME	AID	INST	BDCA	Ded Amt	Termed	Pays
999999999	Troy	M	Test	A99999999	SDSU	453	28.80 A		12

#### .LOG File

The log file gives you information like **what UNIX directories** the files are being placed in if a shell script is running on this file, and in this case a .shl script is being ran to validate against non ASCII characters and converts or removes those characters so the receiving vendor can process the file, sometimes the special characters move the positioning of the file causing it to be off from what is expected.

As you can **see highlighted in yellow below** are the types of items that are converted or removed.

-----LOG FILE -----



