Initially, you will need to set-up the following detail code.

Notice the deposit detail code has a category of DEP and LIKE TERM is not set. This deposit may be created in one term with payments being released during several terms. These terms may include crossing fiscal years. This example shows the priority code set to 900, but you could set this to 000. Which means it can pay anything.

Establishing the Deposit Relationship

You must set up the relationship between the deposit detail code that will be posted to the student’s account and the check payment detail code received in from the scholarship. This is a one-time task. The Deposit type is TUI for tuition. Other Deposit types can be set up in TTVDTYP and used if applicable.

Other Detail Codes

Set up the detail code 2SCC. This ‘Deposit Correction’ detail code will be used if you need to reverse a deposit.

Set up the 4SCR for refunding the student.

Set up the SC%C and SC%P detail codes (tailor to your college) if you ever need to refund the money back to the company (vendor). When refunding the company (vendor), the 4SCR detail code will also be used.
Receipting the Scholarship Money into Banner (TSADETL > Deposits Tab)

Now, you are ready to receipt in the total deposit. This will not post to the student account but will identify this money going to TGRFEED process and your cash drawer.

Open TSADETL in Banner. Pull up the student receiving the Scholarship. In TSADETL, you can either click on TOOLS from the tab in the upper right corner or click on the Deposit tab and enter the Deposit Code.

You must enter the deposit (check) in the term that it was received. In the Document area, you can enter the check number.

When you have deposited the scholarships into banner and have closed your session, you will enter the scholarship in RPAARSC for the aid year that the check was received. Once you add the funds to the RPAARSC, the student will be able to view the Deposit made to their account through their Banner Web account. Any and all Scholarships must be recorded in RPAARSC.
Realizing the Scholarship Money in Banner/PeopleSoft

Close the cashier session for the Deposit.

The session will then be finalized and fed to TGRFEED. (Note: If you use TGRCLOS, answer “Y” to close/finalize sessions with Deposits.) If you do not book from TGRFEED, your totals will be included in your cashier session.
Posting the Scholarship money for the selected term

Release the money that will be used for this term. The Student owes $2,171.00 for tuition and mandatory fees for the current term. B and G Trucking will pay $5,000.00 toward the students’ tuition and fees. Enter $2171.00 for the released amount and press F10 to save.

The deposit would be released and the balance is reduced by $2171.00 leaving a balance of $2829.00.

You refund the student for the term they are attending regardless of the term the scholarship was deposited.
Processing the Student’s Deposit in Banner/PeopleSoft

Close the session where the deposit was released.

After finalizing and feeding the session, here is the output from TGRFEED.

**STEP 1**

Create your population selection. This will be a one time setup.

**STEP 2**

Go to GLBDATA and run the population selection.

Parameter 01 – DEPOSIT_STUDENTS
Parameter 06 – AR
Parameter 07 – (Your Creator ID)

Review your output for accuracy.
STEP 3
Go to GLAEXTR, enter the following information and then select Go.

Application: AR
Selection ID: DEPOSIT_STUDENTS
Creator ID: (Your Creator ID)

STEP 4
ZSRDEPO

ZSRDEPO (V1.0) is a job-submission process that provides an alphabetic detailed listing of all students who have Scholarship Deposits. You optionally can print those students who have completed Deposits. This process also runs using a Population Selection.

This report shows the Student Name, ID, the Entry Term Code, Deposit Amount, Released Amount, Deposit Balance, Amt to be Released and Release Date (if applicable), the student account balance, if the student is registered for the term and the student’s Cleared Flag. A second line will be printed if the Sponsor’s short name has been entered in the Deposit tab screen, the Document Num field.

The Entry term is very important. All automatic releasing of deposit information will be done by this term code. The DREL transaction that posts will post using the entry term code. Application of payments must handle the payment from the early term code marrying up with charges for a future term.
Report Totals are provided. The Deposit Balance will be the amount of Revenue on the TGRRCON report. Pre-existing Deposits (pre-Banner) must be handled manually. The deposit balance is not stored in Banner tables but in the banner view BANINST1.AT_DEPOSITS.

01 Process Term - Enter the Process Term.
02 Beginning Entry Start Date (Y/N) - Enter the Deposit Entry date you want to use. All other deposits established before this date will not be included on this report.
03 Create Deposit Text File (Y/N) - Enter Y to create a flat text file of all deposits printed. Data in the text file includes: Student name, ID, deposit entry date, deposit amount, released amount, deposit balance, amount to be released, released date, registered for the term, accept flag.
04 Show Completed Deposits (Y/N) - Enter Y to show all deposits which have been satisfied, or N to show only those deposits who has a remaining deposit balance to be released.

Get your sequence Number
Review your output.
In the below example, ZSRDEPO was run with a population selection.

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>ID</th>
<th>ENTRY</th>
<th>DEPOSIT</th>
<th>RELEASE</th>
<th>AMT TO</th>
<th>RELEASE</th>
<th>DOC NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARLES</td>
<td>ADAMS</td>
<td>910104618</td>
<td>201712</td>
<td>2000.00</td>
<td>500.00</td>
<td>1500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

*** Shows all students on Deposits
(Top Sel Used
(SELECT STUDENT_NAME, DOC NO)
)

The example below was run for 201712, without a population selection. It includes all open scholarships in banner. Parameter 04 = N

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>ID</th>
<th>ENTRY</th>
<th>DEPOSIT</th>
<th>RELEASE</th>
<th>AMT TO</th>
<th>RELEASE</th>
<th>DOC NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHARLES</td>
<td>ADAMS</td>
<td>910104618</td>
<td>201712</td>
<td>2000.00</td>
<td>500.00</td>
<td>1500.00</td>
<td>500.00</td>
</tr>
</tbody>
</table>

Notice the Report Term. If ZSRDEPO is run for 201002, the INFO will show you if the student is registered for that term and will show the student’s Acceptance flag.

Notice the Entry Term. This term code must be used when posting Deposits to the student account.

If the Release Date is null, the Expiration Date will be entered in this field.
Run Application of Payments using your DEPOSIT_STUDENTS population selection that you created and ran above. Change Parameter 07 (Apply Other to Future Term) to a value of Y.

TGRAPPL – Parameter Examples

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>ID Number</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Apply Refund to any priority</td>
<td>N</td>
</tr>
<tr>
<td>03</td>
<td>Apply Neg Chg to any priority</td>
<td>N</td>
</tr>
<tr>
<td>04</td>
<td>Apply Cont/Expt Credits</td>
<td>D</td>
</tr>
<tr>
<td>05</td>
<td>Apply Title IV first</td>
<td>N</td>
</tr>
<tr>
<td>06</td>
<td>Apply Aid to Future Term</td>
<td>N</td>
</tr>
<tr>
<td>07</td>
<td>Apply Other to Future Term</td>
<td>Y</td>
</tr>
<tr>
<td>08</td>
<td>Order by Term</td>
<td>1</td>
</tr>
<tr>
<td>09</td>
<td>Print Application Pending Rst</td>
<td>N</td>
</tr>
<tr>
<td>10</td>
<td>Selection Identifier</td>
<td>DEPOSIT_STUDENTS</td>
</tr>
<tr>
<td>11</td>
<td>Application Code</td>
<td>AR</td>
</tr>
<tr>
<td>12</td>
<td>Creator Id</td>
<td>TMOORE</td>
</tr>
<tr>
<td>13</td>
<td>User</td>
<td>TMOORE</td>
</tr>
<tr>
<td>14</td>
<td>Special Handle Account ID</td>
<td></td>
</tr>
</tbody>
</table>

TGRRRCON –

<table>
<thead>
<tr>
<th>Number</th>
<th>Parameters</th>
<th>Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Account Detail Reconciliation</td>
<td>N</td>
</tr>
<tr>
<td>02</td>
<td>Starting Fed Date for Detail</td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Ending Fed Date for Detail</td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Miscellaneous Reconciliation</td>
<td>N</td>
</tr>
<tr>
<td>05</td>
<td>Starting Fed Date for Misc</td>
<td>06/01/2019</td>
</tr>
<tr>
<td>06</td>
<td>Ending Fed Date for Misc</td>
<td>07/01/2022</td>
</tr>
<tr>
<td>07</td>
<td>Deposit Reconciliation</td>
<td>Y</td>
</tr>
<tr>
<td>08</td>
<td>Not Used at this time</td>
<td></td>
</tr>
</tbody>
</table>
The total amount of liability remaining on all scholarships should be reflected in this total. The ZSRDEPO detailed report totals should match the TGRRCON summary totals, which in turn should match the remaining scholarship balance in PeopleSoft. ZSRDEPO report should be included with the End of Year Reports.

When balancing the scholarship account, you will also run a ZSRJV01. You want to make sure that the scholarship funds are being applied correctly to tuition, fees, and books. The report will let you know if any scholarship funds are married to PELL, HOPE, or SEOG. If the scholarship funds are married to any FA awards then you will need to manually T-pay the account. Below are the parameters for the JV.

ZSRJV01

Printer: Database

1 Blank
2 Blank
3 Enter the Month Ex: 01-01-2016
4 Enter the Month Ex 01-31-2016
5 %
6 A
7 N
8 Y
9 DREL
10 %
11 %
12 N
13 N

Once you have reviewed the data, save and extract into Excel.

Balancing the scholarship account on a monthly basis is more effective and less stressful at the end of the year.
DEPOSIT ADJUSTMENT PROCEDURES

Clearing a deposit entered on a wrong account or correcting an account released in error
In the Deposit window of TSADETL, release the full amount of the deposit that was entered on the wrong account to the account and save. Take note of the amount that should really be on the Deposit.

On TSAAREV, note the Deposit (Release) detail code and the released amount.

Insert a line and enter the 2SCC (Deposit Correction) detail code with a reversed amount in the payment column. Be sure to enter the same term code.

Unapply and reapply making sure the DREL marries to the 2SCC.

Save.

If the deposit was released in error, establish a new Deposit using the amount of the correction released plus the initial deposit amount that was released in error.

Releasing the unused amount of the deposit to an account
In the Deposit window of TSADETL, release the unused amount of the deposit to the student account.

Review on TSAAREV that the correct amount was released.

At this time a decision will be made to refund the remaining portion to the student or back to the company or sponsor who paid the initial deposit.

Refunding the student account
Post the 4SCR manually to the student account. This should complete the Deposit.

Check writing will process the check.

Refunding the company account
Post the SC%C charge manually to the student account.

Release the funds from TSADETL and apply the SC%C to the DREL.

Post the SC%P and the 4SCR manually to the company (vendor) account. This should complete the deposit.

Check writing will process the check.

NOTE: The Company (vendor) must be set up in SPAIDEN before this can occur.
1. Tuition Deposit (DREL) entered on Deposits Window (The deposit has not yet been released on the account). The check payment deposit (2SCH) is the payment fed to the general ledger.

   DR  CSH-SCHOLARSHIP
   2SCH
   CR  REV-SCHOLARSHIP

2. Tuition Charge on Student

   DR  REC-TUITION
   TUIT
   CR  REV-TUITION

3. Deposit if Released onto Student Account (This is the pay detail code from the Deposits Window)

   DR  EXP-SCHOLARSHIP
   DREL
   CR  CLR-SCHOLARSHIP

4. Application of Payments to apply the Tuition Deposit to the Student’s Tuition Charge

   DR  CLR-SCHOLARSHIP
   CR  REC-TUITION

5. Deposit Correction entered on TSAAREV in the event that the deposit has been released in error or if the dollar amount needs to be reversed for the term. The 2SCC will marry to the DREL released. Always enter the 2SCC with a minus dollar amount.

   DR  CSH-SCHOLARSHIP
   2SCC
   CR  CLR-SCHOLARSHIP

6. Refunds paid out of Remaining Scholarship monies

   DR  CLR-SCHOLARSHIP
   4SCR
   CR  REFUND CK-CSH SCHOLARSHIP

7. Transfer of monies from the student account to the Company (vendor) Account when the Company (vendor) must be refunded. The SC%C must post to the student account while the SC%P must post to the Company account so that the refund can be generated on the Company (vendor) Account.

   DR  CLR-SCHOLARSHIP
   SC%C
   CR  EXP-SCHOLARSHIP

   DR  EXP-SCHOLARSHIP
   SC%P
   CR  CLR-SCHOLARSHIP