FAQ#: CMS-1849

Question: How Do I Reverse Deposits?

Answer: I entered a Tuition Deposit on the wrong student. How do I reverse it? TSADETL will not allow me to put in a negative deposit amount...

In this example, the following Detail Codes are used:

TDEP - Tuition Deposit
DCHK - Deposit Payment Detail Code

...and let's say I incorrectly entered a $100.00 Tuition Deposit for the student in the Deposit Block of TSADETL. I now need to "back out" or "reverse" that deposit entry.

1. Release the Deposit [TDEP] onto the student's account [ie.1st page of TSADETL].

2. Using the same Detail Code, make the reversing entry. It may also be a good idea to use the TransPay [Transaction Paid] field to be sure that Application of Payments [TGRAPPL] will apply the reversed entry to the released deposit. For example:

TDEP 100.00 PAYMENT Balance -100.00 Trans 5 TransPay
TDEP -100.00 PAYMENT Balance 100.00 Trans 6 TransPay 5

2. When this is then fed to Finance [TGRFEED] the accounting entries on TDEP with net to -0-.

3. This now leaves us with the $100.00 Deposit Payment [DCHK]. At this point, there is no method is Accounts Receivable to reverse [ie. credit cash] this entry. RPE 4657 addresses this issue, that we should be able to make a Deposit Reversing Entry directly in the Deposit Block of TSADETL. So for now, we need to feed the $100.00 DCHK accounting entries to Finance via TGRFEED. Then, in BANNER Finance, make the reversing entries for the accounting distributions on the TDEP Detail Code [For example, Credit/Cash and Debit/Deposit Suspense].

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