

## Step 1 – Tuition Remission Award (TZATRAW)

### Steps to enter Tuition Remission Awards:

1. Locate the TZATRAW screen, enter your Organization ID, Term and Contract Number. Click Go.
2. Enter the **student's ID** and the name will prepopulate into the Name field.
3. Click the **Maximum Award Amount** field and enter the total tuition.
4. Click the box if you are **rolling** the award from Fall to Spring. Leave it blank if it is 1 semester only award.
5. Click in the **Sponsor Reference Number** field and enter your preferred description. **Authorization Indicator, Priority and Additional Text Indicator** will prepopulate from Banner.
6. Click **Save**. You should see a message indicating records saved.
7. Click on the **green start over** button to return to the main TZATRAW screen.

**TIPS:** On the right, upper side of the screen click on the **Tools drop down menu:**

**Funding Information:** This takes you directly to the funding subform.

**Toggle Sort Order:** Sorts between alphabetical or numeric listing of students.

**Alpha Sort:** Click on Name column sort list A to Z or Z to A.

**F8** saves, **F6** enters new row.

**Down arrow** can be used for next record/down.

## Step 2 – Tuition Remission Award Funding (TZATRAF)

### Steps to enter Tuition Remission Award Funding:

1. Locate the TZATRAF screen. Printer Destination screen will populate first, use the upper left hand X to close that screen out.
2. **Shortcut method:** From TZATRAW screen double click on the student ID# you wish to fund and the Tuition Funding form will open.
3. In the TZATRAF screen enter Organization ID, Term and the Contract ID will prepopulate from Banner. Click Go.
4. To condense list to be funded go to Tools menu on right hand side of screen. Select Show Records that require funding adjustments and only students that require funding will appear. Click Start Over to get back to full list.
5. Double Click on the Student ID. A subform named Student Actual Award Contract will open on the screen.
6. Enter the fund code to pay the award.
7. **Fund Description** field will populate automatically.
8. **Funded Amount** field will populate automatically from entries made in the TZATRAW form.
9. Click in **Revised Amount** field. This column will always show \$0.00 until you enter the funding amount. The funded amount must match the revised amount. There are several rows that can be added to enter more than one fund number. Enter F6 to enter additional rows for more than 1 fund number, if needed. Enter 1 fund number per row. Click **save** on the bottom, right.
10. The total will have to add up to the total amount awarded. To go to **the next record** on the list of students to enter funding, click on the green start over button on the top, right side of the screen.

**TIPS:** On the right, upper side of the screen click on the **Tools drop down menu:**

**Enter New Row:** click on last row of list and enter **F6**. Click save. One new row will populate.

**Toggle Sort Order:** Sorts between alphabetical or numeric listing of students.

**Alpha Sort:** Click on Name column A to Z or Z to A.

**Show Records that require funding adjustments:** This form can be used to check those records that only require funding.

**Note:** Step 2 must be completed on a separate day that entries have been made in Step 1 (TZATRAW). Banner must update overnight before Step 2.

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