





## Registration Fee Assessment Using Banner 7

### Job Aid: Build Optional Fees for a Term (Continued)

#### Procedure

Follow these steps to build the additional optional fees for a term.

Step	Action
1	Access the Registration Additional Fees Control Form (SFAAFEE).
2	Enter <i>200610</i> in the <b>Term</b> field.
3	Perform a <b>Next Block</b> function.
4	Enter <i>PARK</i> in the <b>Detail</b> field.
5	Enter <i>-50</i> in the <b>Amount</b> field.
6	Click the <b>Save</b> icon.
7	Click the <b>Exit</b> icon.