



Registration Fee Assessment Using Banner 7

Job Aid: Review Audit History

Review audit history

The Registration Fee Assessment Audit History Form (SFAESTS) is used to view record fee assessment records by ID and term. The form can be used to explain how each fee was assessed or re-assessed based on the student's registration and/or drop/add. The form also displays the most recent assessment total.

Banner form

Registration Fee Assessment Audit History SFAAUD 7.1

ID: 543521234 Black, James C. Term: 200610 Fall 2005 200610

Term	Activity Day	Time	Sequence Number	Detail Code	Detail Code Category	Account Transaction Number	Amount
200610	28-JUN-2006	03:40:44 PM	28	T101	TUI		1,200.00
200610	28-JUN-2006	03:40:44 PM	27	PARK	BIL		50.00
200610	28-JUN-2006	03:40:44 PM	26	SGSP	FEE		25.00
200610	28-JUN-2006	03:40:44 PM	25	PARK	BIL		50.00
200610	28-JUN-2006	03:40:44 PM	24	SGSP	FEE		25.00
200610	28-JUN-2006	03:40:44 PM	23				.00
200610	28-JUN-2006	03:40:44 PM	22	BKST	BIL		35.00
200610	28-JUN-2006	03:39:47 PM	21	T101	TUI		1,200.00
200610	28-JUN-2006	03:39:47 PM	20	PARK	BIL		50.00
200610	28-JUN-2006	03:39:47 PM	19	SGSP	FEE		25.00
200610	28-JUN-2006	03:39:47 PM	18	PARK	BIL		50.00
200610	28-JUN-2006	03:39:47 PM	17	SGSP	FEE		25.00
200610	28-JUN-2006	03:39:47 PM	16				.00
200610	28-JUN-2006	03:39:47 PM	15	BKST	BIL		35.00
200610	28-JUN-2006	03:30:41 PM	14	T101	TUI		1,200.00
200610	28-JUN-2006	03:30:41 PM	13	PARK	BIL		50.00
200610	28-JUN-2006	03:30:41 PM	12	SGSP	FEE		25.00

Most Recent Assessment Total: 1,385.00

The term code that the charge corresponds to for the student.

Record: 1/28 ... <OSC>



Registration Fee Assessment Using Banner 7

Job Aid: Review Audit History (Continued)

Procedure

Follow these steps to view record fee assessment records by ID and term.

Step	Action
1	Access the Registration Fee Assessment Audit History Form (SFAFAUD).
2	Enter 543521234 in the ID field.
3	Enter 200610 in the Term field. <u>Note:</u> If the Term field is left blank in the Key block, the fee assessments for all terms will be displayed with the most recent being first.
4	Perform a Next Block function.
5	Click in the Term field. <u>Note:</u> SFAFAUD displays all assessments for the student for the term specified. It allows for query of specific items within the form and for review of fee assessment rules for each line item.
6	Select <u>Fee Assessment Audit Detail</u> from the Options pull-down menu.
7	Click the Return button. <u>Notes:</u> This window identifies the Rule Type, Rule Sequence Number, whether or not the fee is assessed by course, CRN indicator, if appropriate, from which form the assessment was created, the SFARGFE rule creating the assessment, and whether it was created by the RSTS code or the ESTS code. When a rule is set to a max assessment, notice the “Note” and the explanation of how the fee was assessed.
8	Click the Exit icon.