



Job Aid: Establish Minimum/Maximum Charges for a Term

The Registration Fees Min/Max Charge Control Form (SFAFMAX) provides the maximum and minimum amounts, by fee code, that the registration fee assessment algorithm can calculate. If your institution has a maximum on any fee to be assessed for the term, it would be entered here.

Banner form

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Registration Fee Assessment Using Banner 7

Job Aid: Establish Minimum/Maximum Charges for a Term (Continued)

Procedure

Follow these steps to establish the minimum/maximum amounts that can be charged for fees for a term.

Step	Action
1	Access the Registration Fees Minimum/Maximum Charge Control Form (SFAFMAX).
2	Enter <i>200610</i> in the Term field.
3	Perform a Next Block function.
4	Enter <i>COMP</i> in the Code field.
5	Enter <i>0</i> in the Minimum Charge field.
6	Enter <i>75.00</i> in the Maximum Charge field.
7	Click the Save icon.
8	Click the Exit icon.