



Registration Fee Assessment Using Banner 7

Job Aid: Run Batch Processing of Registration Fee Assessments

Batch Fee Assessment Process (SFRFASC)

Batch Fee Assessment Processing (SFRFASC) is used to run batch processing of registration fee assessments. It provides the most recent assessment data for the audit history table.

Batch Fee Assessment Processing (SFRFASC) allows you to

- use a population selection
- process assessments for a single ID or a list of IDs
- use an enrollment status (E) or collector mode (C)
- print audit records (A), student accounting records (T), or both (B)
- use separate date parameters for refunding by total versus effective dating of assessments
- run the process in audit or update mode.

Banner form

The screenshot shows the 'Process Submission Controls' window for the SFRFASC process. The window title is 'Process Submission Controls GJAPCTL 7.3'. The 'Process' dropdown is set to 'SFRFASC' and the 'Batch Fee Assessment' is selected. The 'Parameter Set' dropdown is empty. Below this is the 'Printer Control' section with 'Printer' set to 'DATABASE', 'Special Print' empty, 'Lines' set to '55', and 'Submit Time' empty. The 'Parameter Values' section has a table with 8 rows and 2 columns: 'Parameters' and 'Values'. The parameters listed are Term, Assessment date, Student ID, Application code, Selection ID, Creator ID, User ID, and Batch type. The 'Values' column is empty. Below the table, it says 'LENGTH: 6 TYPE: Character O/R: Required M/S: Single Registration term.' The 'Submission' section has a 'Save Parameter Set as' checkbox, 'Name' and 'Description' fields, and 'Hold' and 'Submit' radio buttons. The 'Submit' radio button is selected. At the bottom, there is a status bar with the text 'Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.' and 'Record: 1/1'.

Number	Parameters	Values
01	Term	
02	Assessment date	
03	Student ID	
04	Application code	
05	Selection ID	
06	Creator ID	
07	User ID	
08	Batch type	

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Registration term.

☐ Save Parameter Set as Name: Description: ☐ Hold ☒ Submit

Destination Printer: DOUBLE-CLICK for available printers, NOPRINT for no printout, DATABASE to review on-line.
Record: 1/1 ... List of Valu... <OSC>



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Job Aid: Run Batch Processing of Registration Fee Assessments (Continued)

Procedure

Follow these steps to run the batch process for a student.

Step	Action
1	Access the Batch Fee Assessment Process (SFRFASC).
2	Perform a Next Block function.
3	Enter <i>DATABASE</i> in the Printer field.
4	Perform a Next Block function.
5	Enter <i>200610</i> in the Values field for Parameter 1.
6	Leave Parameter 2 blank.
7	Enter <i>543521234</i> in the Values field for Parameter 3.
8	Leave Parameters 4-7 blank.
9	Enter <i>C</i> in the Values field for Parameter 8.
10	Leave Parameter 9 blank.
11	Enter <i>%</i> in the Values field for Parameter 10.
12	Enter <i>R</i> in the Values field for Parameter 11.
13	Enter <i>C</i> in the Values field for Parameter 12.
14	Enter <i>B</i> in the Values field for Parameter 13.
15	Enter <i>N</i> in the Values field for Parameter 14.
16	Enter <i>Y</i> in the Values field for Parameter 15.
17	Leave Parameter 16 blank.
18	Enter <i>Y</i> in the Values field for Parameter 17.
19	Leave Parameter 18 blank.
20	Enter <i>A</i> in the Values field for Parameter 19. Note: Output should be reviewed for accuracy, and then re-run in U(pdate) mode.
21	Perform a Next Block function.
22	Click the Save icon.
23	Select <u>Review Output</u> from the Options pull-down menu.
24	Double-click in the File Name field.
25	Select the <u>sfrfasc_19803.lis</u> file. Note: Select the file with the .lis extension to display report information.
26	Click the OK button.
27	Click the Exit icon to exit GJIREVO.
28	Click the Exit icon to exit GJAPCTL.