



Registration Fee Assessment Using Banner 7

Job Aid: Add Fees to All Sections for a Term

Section Level Mass Fee Population Process (SSPMFEE)

The Section Level Mass Fee Population Process (SSPMFEE)

- examines the course/section characteristics defined in SSADFEE
- determines the applicable sections based on those characteristics
- inserts the appropriate records in the SSRFEES table.

Record insertions will only occur if no section level fees have already been defined. In the case where fee entries already exist, no insertion of new or update of existing records will be made.

Banner form

Process Submission Controls: GIAPCTL 7.3

Process: Parameter Set:

Printer Control

Printer: Special Print: Lines: Submit Time:

Parameter Values

Number	Parameters	Values
01	Term	
02	Run Mode	A

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Term code; enter term to be examined for missing section level fees

Submission

☐ 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: Add Fees to All Sections for a Term (Continued)

Procedure

Follow these steps to add fees built on SSADFEE to all sections for this term.

Step	Action
1	Access the Section Level Mass Fee Population Process (SSPMFEE).
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 01.
6	Enter <i>A</i> in the Values field for Parameter 02. <u>Note:</u> "A" has defaulted. Since this is the value we want, we will not change it.
7	Perform a Next Block function.
8	Click the Save icon. <u>Note:</u> Once you save, the process will take place. Review the output for accuracy and, if correct, re-run the process in U(pdate) mode.