

**Registration Fee Assessment Using Banner 7** 

Job Aid: Create Term-Based Detail Codes

### Term-Based Designator Rules Form (TSATBDS)

The Term-Based Designator Rules Form (TSATBDS)

- is used to establish the relationship between term codes and term-based designators
- can be updated at year-end to re-establish term relationships
- is used to establish designator code rules (must be established here first).

#### **Banner form**

Perm-Based Designator Rules TSATBDS 7.0 20000000000000000000000000000000000							
Code FY Future V CF Current PY Prior Ye	<b>Description</b> /ear Fall ar	Primary Operator	Term 200610	Secondary Operator		Activity Date 27-JUN-2006 27-JUN-2006 27-JUN-2006	
Enter effective date.							900



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# Job Aid: Create Term-Based Detail Codes (Continued)

## Procedure

Follow these steps to create Term-Based Detail codes.

Step	Action			
1	Access the Term-Based Designator Rules Form (TSATBDS).			
	Note: To change the effective date to today's date, click in the Effective Date field and			
	click the Next Record icon.			
2	Enter the <i>CF</i> in the <b>Code</b> field.			
3	Select $\equiv$ from the <b>Primary Operator</b> pull-down menu.			
4	Enter 200610 in the <b>Term</b> field.			
5	Enter <i>PY</i> in the <b>Code</b> field.			
6	Select $\leq$ from the <b>Primary Operator</b> pull-down menu.			
7	Enter 200610 in the <b>Term</b> field.			
8	Enter <i>FY</i> in the <b>Code</b> field.			
9	Select $\geq$ from the <b>Primary Operator</b> pull-down menu.			
10	Enter 200610 in the <b>Term</b> field.			
11	Click the Save icon.			
12	Click the <b>Exit</b> icon.			
13	Access the Detail Code Control Form – Student (TSADETC).			
14	Click the Enter Query icon.			
15	Enter <i>T</i> - <i>GR</i> in the <b>Detail Code</b> field.			
16	Click the <b>Execute Query</b> icon.			
17	Select Create GL Interface from the <b>Options</b> pull-down menu.			
18	Select the <b>Term-based</b> checkbox.			
19	Perform a <b>Next Block</b> function.			
20	Enter CF in the <b>Designator</b> field.			
21	Enter 100 in the <b>Percent</b> field.			
22	Enter <i>B</i> in the Account A: COA field.			
23	Enter 1110 in the <b>Fund</b> field.			
24	Enter 1310 in the Account field.			
25	Enter CHS1 in the Rule Class 1 field.			
26	Enter APS2 in the Rule Class 2 field.			
27	Enter APS1 in the Rule Class 3 field.			



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Job Aid: Create Term-Based Detail Codes (Continued)

### **Procedure, continued**

Step	Action				
28	Enter <i>B</i> in the Account B: COA field.				
29	Enter 1110 in the <b>Fund</b> field.				
30	Enter 09 in the <b>Orgn</b> field.				
31	Enter 5105 in the Account field.				
32	Enter 50 in the <b>Program</b> field.				
33	Enter CHS1 in the Rule Class 1 field.				
34	Enter APS2 in the Rule Class 2 field.				
35	Enter APS1 in the Rule Class 3 field.				
36	Click the Next Record icon.				
37	Enter <i>PY</i> in the <b>Designator</b> field.				
38	Enter 100 in the <b>Percent</b> field.				
39	Enter <i>B</i> in the Account A: COA field.				
40	Enter 1110 in the <b>Fund</b> field.				
41	Enter 1310 in the Account field.				
42	Enter CHS1 in the Rule Class 1 field.				
43	Enter APS2 in the Rule Class 2 field.				
44	Enter APS1 in the Rule Class 3 field.				
45	Enter <i>B</i> in the Account B: COA field.				
46	Enter 1110 in the <b>Fund</b> field.				
47	Enter 09 in the <b>Orgn</b> field.				
48	Enter 5110 in the Account field.				
49	Enter 50 in the <b>Program</b> field.				
50	Enter CHS1 in the Rule Class 1 field.				
51	Enter APS2 in the Rule Class 2 field.				
52	Enter APS1 in the Rule Class 3 field.				
53	Click the Save icon.				
54	Click the main form to access.				
	Note: The <b>Term Based</b> field is now checked.				