Banner Fee Approval Training
Current Process:

- **FA (Fees Application)** – An application developed internally by IS specifically for TTU
- Currently designed for function
- Enhancements on-going based on user feedback
Fees Application  General Information
Fees Application Benefits

- FASTER
- Departments review fees and submit changes online
- Electronic approval by Department or College
- Electronic approval by Provost
- Automatic section fee updates after Provost approval
- Automation increases accuracy and efficiency of fee entry
User Setup

• One Submitter per Department
• One Approver per Department  
  (Cannot be the same person as the Submitter)
• Optional: One Approver per College
• One Provost Approval
• Users must have an eRaider ID
• SBS manages access – email access requests to coursefees@ttu.edu
All fees added by departments are FLAT fees.

- FLAT – charged regardless of SCH for course
  
  $2 FLAT fee for a 3 SCH billed course = $2
  
  $2 FLAT fee for a 0 SCH billed course = $2

Only used for Special Instruction Fees (T6xx, TUxx, TYxx, TZxx)
Detail Codes:

- The Banner detail code translates student charges into departmental revenue
- Each detail code is assigned to a FOP
- Detail codes are created and assigned by SBS and AR
- Requests for new detail codes or FOP changes on current detail codes go to SBS (coursefees@ttu.edu)
Translating detail codes:

Detail codes consist of 4 characters (TXxx)

- T identifies the code as TTU
- The second character identifies the type of fee
  - 6 = Special Instruction Fee
  - U = Off-Campus Travel
  - Y = Field Trip – non-refundable
  - Z = Field Trip – refundable
Translating term codes:

20XX YZ

XX = Fiscal Year

Y = Term

Fall = 2

Spring = 5

First Summer/Intercession/Full Summer = 8

Second Summer = 9

Z = School

TTU = 7

Law = 8
FEES APPLICATION GENERAL INFORMATION

Keep in mind:

• Special Instruction Fees do not roll forward to new terms automatically. They must be re-evaluated each term and added back during Fee Application submission

• Zero-hour courses should not have fees attached (exceptions made only with Provost approval)

• New fees added to courses will be closely monitored by the Provost, CFO and Director of Student Business Services

• If you are requesting new fees or increases, please start the process early to allow time for approvals before the Fee Application opens each term
Using Fees Application
Login to the submitter site:

- sectionfees.texastech.edu
- must be authorized to submit fee changes
- use eRaider ID to authenticate
To add a new fee to a single section, search for the specific course and check the “Show No-Fees” box.

```
<table>
<thead>
<tr>
<th>Seq No</th>
<th>Subject</th>
<th>Course</th>
<th>CRN</th>
<th>Amt</th>
<th>(New)</th>
<th>FTYP</th>
<th>(New)</th>
<th>DTEL</th>
<th>(New)</th>
<th>Delete</th>
<th>(New)</th>
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<tbody>
<tr>
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</tbody>
</table>
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“Show No-Fees” checked will retrieve all sections for the selected course.
To add a new fee to a single section, search for the specific course and enter the CRN and fee information. Repeat for each section that requires the fee.
Changing/adding fees for all sections of the same course?

Email SBS to change/add them all at once at course level. This will ensure fees are correct when future sections are added.
To review your changes:

Select Term, College and Department

Check both “Show Changes” and “Show No-Fees” then Search
If your changes are okay, choose “Review Fees” before Submitting. This will show all fees for the selected department.

There will most likely be multiple pages for each department.

Courses/sections that don’t charge fees will not be on the list.
Submit For Approval:

This submits fees for the ENTIRE department!!

By clicking submit, I agree that I have reviewed the entire department's Course Fees and understand that all Course Fees (edited or unedited) will be sent for approval and unavailable for further editing.

Submit for Banner Approval
Once the fees have been submitted for approval, the department is locked.

Need to make more changes? Ask your approver to reject it.
After submission, the Approver receives email notification

The following document(s) have been added to the Approval Tracking System Web Service. Please log in and begin reviewing the documents that have been assigned to you.

http://doblo.tosm.ttu.edu/ITIS/FA_Approval_Tracking_System/Approvers

CF0000940

Note the DOC ID – CF in the first two digits indicates a fee change.
Login to the approver site:

- approvals.texastech.edu
- must be authorized to approve fee changes
- use eRaider ID to authenticate
Using Fees Application

Approval View:

- Documents remain in the approval queue for 10 days (this includes Provost approval), then are automatically rejected.
- Each department will have a separate document ID.
- Allows for approval or rejection of individual department submissions.
- Approvers should review details to confirm accuracy.
- Submission processes all documents selected.
Click on Details to view details for a particular document ID
Verify all fees, mark for approval, rejection or no action

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course Code</th>
<th>CRN</th>
<th>Amt (New Amt)</th>
<th>FTYP (New FTYP)</th>
<th>DETL (New DETL)</th>
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</table>
You may also approve or reject from the first screen

Must have Rejection Code and Comments for rejected documents

Click “Process Selected Documents” to submit
Submitter will receive an email after Approver processes the document

- If rejected, the Submitter must make corrections and resubmit
- If approved, the document goes to Provost for approval
Reports
To access reports go to sectionfees.texastech.edu
Click on User Reports
- Fee Report shows changes made by submitter before approval process is complete

- No Fees Report shows sections with no fee attached
Export to Excel for an easy-to-read/sort report

Changes made by submitter will show as “New”

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## Fee Approvals

### No Fees Report

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Q&A?