



TEXAS TECH UNIVERSITY™



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



FEES APPLICATION GENERAL INFORMATION

All fees added by departments are FLAT fees.

- FLAT – charged regardless of SCH for course

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)

FEES APPLICATION GENERAL INFORMATION



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

FEES APPLICATION GENERAL INFORMATION



Translating term codes:

20XX YZ

XX = Fiscal Year

Y = Term

Fall = 2

Spring = 5

Summer/Intercession/Full Summer = 7

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

USING FEES APPLICATION



Login to the submitter site:

- sectionfees.texastech.edu
- must be authorized to submit fee changes
- use eRaider ID to authenticate

A screenshot of the eRaider Sign-in interface. The form has a red header with "eRaider Sign-in" and "Help". It contains fields for "Username" and "Password". Below the password field are links for "Forgot password?" and "Forgot username?". A "Sign In" button is present. To the left of the button is a VeriSign Trusted logo. At the bottom, there are links for "Don't have an eRaider Account? Sign Up" and "Activate Account".

eRaider Sign-in Help

Username

Password

Forgot password?
Forgot username?

VeriSign Trusted
VERIFY

Sign In

Don't have an eRaider Account? [Sign Up](#)

[Activate Account](#)



DEPARTMENT HAS NO FEES

- Enter the Term, College, Department, and the “Dept Has No-Fees” box should appear for you.
- Check the box if you have no fees and then click the Ok.
- Once this has been done you do not need to do anything else, SBS will be notified that you do not have fees.

Texas Tech University System

Fee Approvals

Section Fees

Term: *	College: *	Department: *	Subject: *	CRSE#:
202257	AS	MATH	--Select--	

Dept Has No-Fees



USING FEES APPLICATION

To add a new fee to a single section, search for the specific course and check the “Show No-Fees” box

Texas Tech University System Dev -----

Fee Approvals

Section Fees

Term: * College: * Department: * Subject: CRSE#: Show Changes Show No-Fees Records per page: 15 Search

201727 AG AAEC AAEC 2401

*Required field.

Need Fee Request Forms?
Fill in necessary edits and click 'Save' to commit changes. Changed column (A = 'Add', E = 'Edit', X = 'Duplicate DETL on CRN').

Note: A new fee may be (added) at the bottom of the grid. T6X7 = WRIT

Seq No	Subject	Course	CRN	Amt	{New}	FTYP	{New}	DETL	{New}	Delete	{New}	Changed	Justification
	AAEC	2401-001	33132					--Select--		<input type="checkbox"/> Delete			
	AAEC	2401-002	33133					--Select--		<input type="checkbox"/> Delete			
	AAEC	2401-501	33134					--Select--		<input type="checkbox"/> Delete			
	AAEC	2401-502	33135					--Select--		<input type="checkbox"/> Delete			

{CRN:} {Amt:} {FTYP:}

(To add a fee to a section without fees, you may enter the information manually in these boxes. To get the correct information please run the cognos report.)

Save Worksheet Review Fees before Submitting

Texas Tech University System
Copyright 2016 © Texas Tech University System

“Show No-Fees” checked will retrieve all sections for the selected course

USING FEES APPLICATION



To add a new fee to a single section, search for the specific course

~Section Fees

Section Fees

Term: * 201157 College: * MC Department: * MCOM Subject: MCOM CRSE#: 1300 Show Changes Show All Search

*Required field.

Need Fee Request Forms?
Fill in necessary edits and click 'Save' to commit changes. Changed column (A = 'Add', E = 'Edit', X = 'Duplicate DETL on CRN').
Note: A new fee may be (added) at the bottom of the grid (at course level only). T6X7 = WRIT

Subject	Course	CRN	Amt	{New}	FTYP	{New}	DETL	{New}	Delete	{New}	Changed	Justification
MCOM	1300-001	30247	12.50	<input type="checkbox"/>	BILL	<input type="checkbox"/>	T4D0	--Select--	<input type="checkbox"/>	Delete	<input type="checkbox"/>	
MCOM	1300-002	30249	12.50	<input type="checkbox"/>	BILL	<input type="checkbox"/>	T4D0	--Select--	<input type="checkbox"/>	Delete	<input type="checkbox"/>	
MCOM	1300-003	30250	12.50	<input type="checkbox"/>	BILL	<input type="checkbox"/>	T4D0	--Select--	<input type="checkbox"/>	Delete	<input type="checkbox"/>	
MCOM	1300-COR	38003	12.50	<input type="checkbox"/>	BILL	<input type="checkbox"/>	T4D0	--Select--	<input type="checkbox"/>	Delete	<input type="checkbox"/>	
	{CRN:}	<input type="text"/>	{Amt:}	<input type="text"/>	{FTYP:}	<input type="text"/>	{DETL:}	--Select--	<input type="text"/>		<input type="text"/>	

Save Worksheet View Fees before Submitting

Contact SBS

Texas Tech University System
Copyright 2010 © Texas Tech University System

Enter the CRN and fee information. Repeat for each section that requires the fee.

USING FEES APPLICATION



To review your changes:

Select Term, College and Department

Check both “Show Changes” and “Show No-Fees” then Search

The screenshot shows the 'Fee Approvals' interface for the Texas Tech University System. At the top, it displays the user's name 'Shelley D Johnson' and the device 'MUA395'. The main section is titled 'Section Fees' and contains several dropdown menus for 'Term:', 'College:', 'Department:', 'Subject:', and 'CRSE:'. The 'Term:' dropdown is set to '201727', 'College:' to 'AG', and 'Department:' to 'AAEC'. There are checkboxes for 'Show Changes' and 'Show No-Fees', both of which are checked. A 'Records per page:' dropdown is set to '15', and a 'Search' button is present. Below this, there is a table with the following columns: 'Seq No', 'Subject', 'Course', 'CRN', 'Amt', '{New}', 'FTYP', '{New}', 'DETL', '{New}', 'Delete', '{New}', 'Changed', and 'Justification'. The first row of the table contains the following data: '1', 'AAEC', '2305-004', '11441', '21', '21', 'BILL', 'BILL', 'T604', 'T604-Special Inst Fee PSS [F=16D046 O=B51007 P=100]', 'Delete', 'A', and 'just'. Below the table, there are input fields for '{CRN:}', '{Amt:}', '{FTYP:}', and '{DETL:}', along with a note: '(To add a fee to a section without fees, you may enter the information manually in these boxes. To get the report of sections please run the cognos report.)'. At the bottom, there are buttons for 'Save Worksheet' and 'Review Fees before Submitting'. The footer of the page includes the Texas Tech University System logo and the text 'Copyright 2016 © Texas Tech University System'.



USING FEES APPLICATION



Texas Tech University System

Test MUA395 Shelley D Johnson

Fee Approvals

-Section Fees

Section Fees

Term: * 201157 College: * MC Department: * JOUR Subject: --Select-- CRSE#: [] Records per page: 20 Show Changes

*Required field.

Need Fee Request Forms?

Fill in necessary edits and click 'Save' to commit changes. Changed column (A = 'Add', E = 'Edit', X = 'Duplicate DETL on CRN').

Note: A new fee may be {added} at the bottom of the grid (at course level only). T6X7 = WRIT

Subject	Course	CRN	Amt	{New}	FTYP	{New}	DETL	{New}	Delete	{New}	Changed	Justification
JOUR	2300-001	29829	12.50	<input type="text" value="14"/>	BILL	<input type="checkbox"/>	T4B9	--Select--	<input type="checkbox"/>	Delete	E	new equipment <input type="button" value="Reset"/>
JOUR	2410-001	42603	20	<input type="text"/>	BILL	<input type="checkbox"/>	T4B9	T4D2-Course Fee (s) - MFT [F=16C094 O=B59001 P=100]	<input type="checkbox"/>	Delete	E	different FOP <input type="button" value="Reset"/>
JOUR	2410-501	42607	20	<input type="text"/>	BILL	<input type="checkbox"/>	T4B9	T4D2-Course Fee (s) - MFT [F=16C094 O=B59001 P=100]	<input type="checkbox"/>	Delete	E	different FOP <input type="button" value="Reset"/>
JOUR	2410-585	42614	20	<input type="text"/>	BILL	<input type="checkbox"/>	T4B9	--Select--	Y	Delete	E	<input type="text"/> <input type="button" value="Reset"/>
JOUR	3380-001	30179	50	<input type="text" value="50"/>	FLAT	<input checked="" type="checkbox"/>	T414	T414-Course Fee (s) ARCH T4[F=16C104 O=B52000 P=100]	<input type="checkbox"/>	Delete	A	supplies <input type="text"/>

Contact SBS

Texas Tech University System
Copyright 2010 © Texas Tech University System

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.



USING FEES APPLICATION

Submit For Approval:

This submits fees for the ENTIRE department!!

JOUR	3310-001	30133	12.50	<input type="text"/>	BILL	<input type="text"/>	T4B9	--Select--	<input type="text"/>
JOUR	3310-002	30146	12.50	<input type="text"/>	BILL	<input type="text"/>	T4B9	--Select--	<input type="text"/>
JOUR	3310-501	30141	5	<input type="text"/>	BILL	<input type="text"/>	T4B9	--Select--	<input type="text"/>
JOUR	3310-501	30141	25	<input type="text"/>	FLAT	<input type="text"/>	T390	--Select--	<input type="text"/>
JOUR	3310-502	30152	5	<input type="text"/>	BILL	<input type="text"/>	T4B9	--Select--	<input type="text"/>
JOUR	3310-502	30152	25	<input type="text"/>	FLAT	<input type="text"/>	T390	--Select--	<input type="text"/>
JOUR	3312-001	30159	12.50	<input type="text"/>	BILL	<input type="text"/>	T4B9	--Select--	<input type="text"/>

1 2 3 4

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



USING FEES APPLICATION

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

Need to make more changes? Ask your approver to reject it.

 **Texas Tech University System** Test MUA395 Shelley D Johnson
eRaider
[Sign Out](#)

Fee Approvals

Section Fees

~Section Fees

Term: * 201157 College: * MC Department: * JOUR Subject: CRSE#: Show Changes Records per page: 15

*Required field. **The term fees for this College & Department have already been submitted for approval by 'SHJOHN' and are closed. TransID = '1543'**

[Need Fee Request Forms?](#)

Texas Tech University System
Copyright 2010 © Texas Tech University System

USING FEES APPLICATION



After submission, the Approver receives email notification

Approval Tracking System Web Service Setup

Banner Finance Programmer On-Call

Sent: Monday, February 08, 2010 4:09 PM

To: Gilman, Christy

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

USING FEES APPLICATION



Login to the approver site:

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

A screenshot of the eRaider Sign-in form. The form has a red header with "eRaider Sign-in" and "Help". It contains fields for "Username" and "Password". Below the password field are links for "Forgot password?" and "Forgot username?". A "Sign In" button is located below these links. To the left of the "Sign In" button is a VeriSign Trusted logo. At the bottom of the form, there is a link for "Don't have an eRaider Account? Sign Up" and a red "Activate Account" button.



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



USING FEES APPLICATION

Click on Details to view details for a particular document ID



Texas Tech University System

UDEV MUA395

Shelley Johnson

Approval Tracking System

Sign Out

- Home
- *
- Approval Review
- *
- Document Maintenance and Review
- *
- User Maintenance

Documents to Approve

View the documents that you are the Approver for View the documents that you are a Proxy for

You are viewing documents that you are the **APPROVER** for

Process Selected Documents

Unselect ALL

Routing Begin Time - RED means it expires in ONE day
 Routing Begin Time - PURPLE means it expires in TWO days
 Routing Begin Time - GREEN means it expires in THREE or more days

Document ID	Routing Begin Time	Routing Expire Date		Review Details	Review/Add Approver	Rejection Code	Rejection Comments	User Values
Document ID	Routing Begin Time	Routing Expire Date			Review/Add Approver	Rejection Code	Rejection Comments	User Values
CF0001644	9/28/2010 4:54:09 PM	10/08/2010	<input type="radio"/> Approve <input type="radio"/> Reject	Details	Add	Rejection Code		Section Fee Change Approval -- 1644 -- 201157 -- EN -- CHEN



USING FEES APPLICATION



Verify all fees, mark for approval, rejection or no action



- Home
- Approval Review
- Document Maintenance and Review
- User Maintenance

Texas Tech University System

UDEV MUA395

Shelley Johnson

Approval Tracking System

Sign Out

After you click on your intended action you must click on the button labeled 'Process Selected Documents' on the next page

Mark for Approve
 Mark for Reject
 Take no action

Coll:EN >> Dept:CHEN >> Term:201157

Subject	Course	CRN	Amt	{New Amt}	FTYP	{New FTYP}	DETL	{New DETL}	{Delete}	Justification
CHE	1305-001	26509	45	45	FLAT	FLAT	T690	T690		Adding Fee Approved by Dr. Stewart
CHE	1305-004	26509	45		BILL		T434		Delete	Removed Course Fee
CHE	1305-501	26769	15	20	BILL	FLAT	T434			Course Fee Increase
CHE	1305-502	38242	15		BILL		T434			
CHE	2306-001	27025	3		BILL		T6X7			
CHE	2306-001	27025	45		BILL		T434			
CHE	2306-501	27143	15		BILL		T434			
CHE	2306-502	27182	15		BILL		T434			
CHE	2306-503	27273	15		BILL		T434			
CHE	2306-504	37708	15		BILL		T434			
CHE	2306-505	37709	15		BILL		T434			



USING FEES APPLICATION

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

Home
*
Approval Review
*
Document Maintenance and Review
*
User Maintenance

You are viewing documents that you are the **APPROVER** for

Process Selected Documents ←

Unselect ALL

Routing Begin Time - RED means it expires in ONE day
Routing Begin Time - PURPLE means it expires in TWO days
Routing Begin Time - GREEN means it expires in THREE or more days

Document ID	Routing Begin Time	Routing Expire Date		Review Details	Review/Add Approver	Rejection Code	Rejection Comments	User Values
Document ID	Routing Begin Time	Routing Expire Date			Review/Add Approver	Rejection Code	Rejection Comments	User Values
CF0001703	9/29/2010 2:54:08 PM	10/09/2010	<input type="radio"/> Approve <input checked="" type="radio"/> Reject	Details	Add	CF000000 TEST REJECTION	Fee increase not approved	Section Fee Change Approval -- 1703 -- 201157 -- EN -- CS

↙ ↘



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



Texas Tech University System

MUA395 Shelley D Johnson [Sign Out](#)

Fee Approvals

Section Fees

Term: * College: * Department: * Subject: CRSE#

--Select-- --Select-- --Select-- --Select-- --Select--

Show Changes 15 Search

*Required field.

[Need Fee Request Forms?](#)

Texas Tech University System
Copyright 2011 © Texas Tech University System

~Section Fees
~User Reports
~Go to TTS

Contact SBS

To access reports go to sectionfees.texastech.edu
Click on User Reports

REPORTS



The screenshot shows the 'Fee Approvals' page of the Texas Tech University System. The page header includes the university logo, the name 'Texas Tech University System', the user ID 'MUA395', and the name 'Shelley D Johnson'. A 'Sign Out' button is located in the top right corner. The main content area is titled 'Course Fee Reports' and contains three dropdown menus for 'Term:', 'College:', and 'Department:'. The 'Term:' dropdown is set to '201187', 'College:' to 'BA', and 'Department:' to 'BA'. Below these dropdowns are three buttons: 'CourseFee Report', 'No Fees Report / Section Fees Zero', and 'Course Fee Status Report'. A small asterisk and the text '*Required field.' are located below the buttons. The footer of the page includes the text 'Texas Tech University System Copyright 2011 © Texas Tech University System'. A vertical sidebar on the left side of the page contains the text 'Contact SBS'.

- Fee Report shows changes made by submitter before approval process is complete
- No Fees Report shows sections with no fee attached

REPORTS



Texas Tech University System

MUA395 Shelley D Johnson

Fee Approvals

1 of 11 100% Find | Next

Excel Select a format Excel Acrobat (PDF) file Export

~Section Fees
~User Reports
~Go to ATS

Contact SBS

Old/New	CRN	SUBJ	CRSE	SECT	ATTR	SCHD CODE	DETL CODE	DETL
old	26043	ACCT	2300	001		LEC	T406	Cour
old	26044	ACCT	2301	001		LEC	T406	Cour
old	26045	ACCT	3304	001		LEC	T406	Cour
old	33036	ACCT	3305	001		LEC	T406	Cour
old	26046	ACCT	3307	001		LEC	T406	Cour
old	27276	ACCT	3307	260	WRIT	LEC	T6X7	Spec
old	27276	ACCT	3307	260	WRIT	LEC	T406	Cour
old	30430	ACCT	3315	001		LEC	T406	Cour
old	33037	ACCT	4301	001		LEC	T406	Cour
old	27659	ACCT	4314	260		LEC	T406	Cour
old	31435	ACCT	4381	001		IND	T406	Cour
old	31436	ACCT	4381	002		IND	T406	Cour

- Export to Excel for an easy-to-read/sort report
- Changes made by submitter will show as “New”

REPORTS





Texas Tech University System

Fee Approvals

MUA395 Shelley D Johnson [Sign Out](#)

1 of 1 100% Find | Next

Select a format Export

No Fees Report

SUBJ	CRSE	CRN	FEE AMT	NEW FEE AMT	FTYP CODE	NEW FTYP CO
BA	4382-005	31447	0		BILL	

~Section Fees
~User Reports
~Go to ATS

Contact SBS

Texas Tech University System
Copyright 2011 © Texas Tech University System

Done Internet 100%



Q&A?



TEXAS TECH UNIVERSITY™