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

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

Summer/Intercession/Full Summer = 7

Z = School

TTU = 7

Law = 8
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
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.

![Fee Approvals](image-url)
To add a new fee to a single section, search for the specific course and check the “Show No-Fees” box.
To add a new fee to a single section, search for the specific course.

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

<table>
<thead>
<tr>
<th>JOUR</th>
<th>BILL</th>
<th>T4B9</th>
<th>FLAT</th>
<th>T390</th>
<th>T4B9</th>
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<tbody>
<tr>
<td>3310-001 30133 12:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3310-002 30146 12:50</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3310-501 30141 5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3310-501 30141 25</td>
<td>FLAT</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td>3310-502 30152 5</td>
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<td>3312-001 30159 12:50</td>
<td></td>
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</tr>
</tbody>
</table>

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

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
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

<table>
<thead>
<tr>
<th>Document ID</th>
<th>Routing Begin Time</th>
<th>Routing Expire Date</th>
<th>Review Details</th>
<th>Review/Add Approver</th>
<th>Rejection Code</th>
<th>Rejection Comments</th>
<th>User Values</th>
</tr>
</thead>
</table>
Verify all fees, mark for approval, rejection or no action
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”
### Fee Approvals

#### No Fees Report

<table>
<thead>
<tr>
<th>SUBJ</th>
<th>CRSE</th>
<th>CRN</th>
<th>FEE AMT</th>
<th>NEW FEE AMT</th>
<th>FTYP CODE</th>
<th>NEW FTYP CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA</td>
<td>4802</td>
<td>4605</td>
<td>0</td>
<td>0</td>
<td>BILL</td>
<td></td>
</tr>
</tbody>
</table>
Q&A?