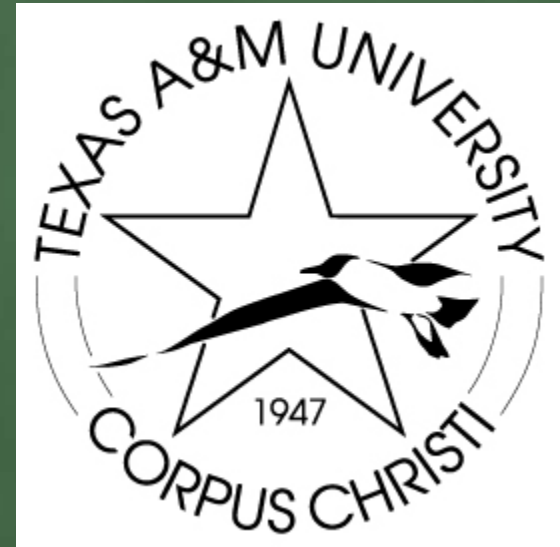


# Bursar's Office Tuition and Fees

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Financial Services Certification

# Tuition and Fees Agenda

1. Types of Fees
2. New, Increased and Decreased Fees
3. Course Fee Revenues
4. Tuition Plans
5. Departmental Payments
6. Banner Posting to FAMIS



# 1. TYPE OF FEES



# TUITION

- ❑ Statutory (Resident/Non-Resident) – Charged to all students and amount is determined by the Texas Legislature (Resident) and the Texas Higher Education Coordinating Board (Non-Resident)
- ❑ Designated – Charged to all students
- ❑ Graduate – Charged to all graduate level (G and GD) students
- ❑ Differential – Charged to all students in a Business, Nursing or Health Science majors

# MANDATORY FEES

A fee authorized by statute or the governing board of an institution that is charged to a student upon enrollment.

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- ❑ Student Service Fee
- ❑ Athletic Fee
- ❑ Student Center
- ❑ Health Services
- ❑ Recreational Sports
- ❑ International Processing (Int'l students only)
- ❑ Course Specific Fees
- ❑ Excess Credit Hours
- ❑ University Services Fee (Consolidated 10 Fees in Fall 2014)
  - ❑ Computer Use
  - ❑ Library Use
  - ❑ ID Maintenance
  - ❑ Energy Fee
  - ❑ Record Maintenance
  - ❑ International Education
  - ❑ Scholarship Endowment
  - ❑ Environmental Service Fee
  - ❑ Advising Fee
  - ❑ Instructional Enhancement Fee

# COURSE SPECIFIC FEES

- ❑ A mandatory fee required of all students enrolled in a given course
  - ❑ Lab
  - ❑ Distance Education
  - ❑ Field Trip
  - ❑ Study Abroad
  - ❑ E-Line Fee
  - ❑ Three Peat Fee



# OPTIONAL FEES

- ❑ A fee that the institution is permitted, but not required by statute, to charge to students
- ❑ These fees are charged based upon student requests or actions
  - ❑ Parking Permit Fee
  - ❑ Late Fees
  - ❑ Orientation Fee
  - ❑ Application Fee
  - ❑ Graduation Application Fee
  - ❑ Installment Plan Processing Fee
  - ❑ Etc...



## 2. New, Increased and Decreased



- ✓ Who has Approval Authority?
- ✓ How do fee changes occur?
- ✓ What information is needed to consider changes?



# Tuition and Fee Changes Overview

- ❑ All changes to fees must go through an approval process before they can be implemented, including decreasing of a fee (System Policy 26.01 Tuition and Fees and University Policy 26.01.01.C1.01 Tuition and Fees Procedure).
- ❑ All fee changes must be approved by the Board of Regents with a few exceptions. *The President must approve all fee changes.*
- ❑ Course Specific Fees must go through the approval process prior to the creation of the schedule for the term in which they become effective. Typically this process is completed once a year.
- ❑ Approvals of new, increased, or decreased fees are typically granted once a year for the ensuing academic year, and the process for submission and review typically takes place around November of each year for the next academic year.

# Overview Continued....

- ❑ All fees must be in compliance with the Texas Education Code that supports charging the fee to the students.
- ❑ Most fees are supported by Chapter 54 of the Education Code.
- ❑ Designated Tuition requires that a public hearing be held prior to the fee increasing.
- ❑ Some fees require majority vote by the student body or student government before they can be increased.
- ❑ Some fees only require a student vote when the fee is increased more than a legislatively specified percent since the last voter approved increase.

# Who has final approval on fee changes?

## BOARD OF REGENTS APPROVAL

- Tuition
- Mandatory Fees
- Course Specific Fees
- Optional Fees

## PRESIDENT APPROVAL ONLY

- Field Trip Fees
- Study Abroad Fees
- Lab Fees (legislative max \$30, minimum \$2)
  - Currently only NURS are approved to have lab fees
- Parking Fees

# Board Approval Fee Request Process

## New, Increased and Decreased Fees

1. System will send information to the University that informs us of whether or not we will be able to request fee changes for the next fiscal year and if we are approved they will give us the deadlines for the requests to be submitted to them
2. If new, increased and decreased fees are going to be submitted then the President's Cabinet will determine what the plan will be on who will be able to submit requests
3. VP and President must approve the fee requests prior to submission to System Office
4. Budget and Bursar's Office work together on reviewing the requests and then they are submitted to System
5. System reviews the requests and submits all of the universities requests to the Board of Regents
6. Board of Regents vote on the fee requests
7. The Bursar's Office when building the new fiscal year tables will include any of the approved changes

# BASICS OF REQUEST FORMS

## □ Justification Form

- Justification and proposed use of the increased, new or decreased fee
- Public hearing and/or student referendum requirements
- Budget impact if fee request is not approved
- Justification for ending balance (fund balance)

## □ Budget Sheet

- Calculate estimated revenue
- Calculate estimated exemptions
- List the expenditures that will be covered by fee (salaries, wages, equipment, etc..)
- Increased and Decreased fees are compared to current budgeted revenues and expenditures

# • Course Fee Requests Approval Process

## Field Trip Fees and Lab Fees and Study

1. Department completes the request forms that the Bursar's Office provides to them
2. The department submits them to the Provost's Office
3. Provost's Office sends approved requests to the Bursar's Office
4. Bursar's Office compiles the requests into a summary for the VP of F&A and President
5. The President's Office will send the approved request to the Bursar's Office
6. Bursar's Office updated tables in Banner with the approved
7. Registrar's Office rolls schedule for Fall forward
8. Bursar rolls calculation tables to Fall and updates course fee rules
9. Departments check that their class fees are showing up correctly prior to registration beginning

# BASICS OF REQUEST FORMS

- ❑ Request Form
  - ❑ Subject, Course # and Course Name
  - ❑ Type of Fee (Field Trip or Lab Fee)
  - ❑ Current Amount of Fee
  - ❑ Proposed Amount of Fee
  - ❑ Number of Students Affected
  - ❑ Justification and Proposed Use of Fee
  - ❑ Budget Impact if not approved
- ❑ Summary of Requested Fees
  - ❑ List all courses that the department is requesting a change
  - ❑ Signature of Dean of the College and Provost
- ❑ No Budget Sheet Required for Lab or Field Trip Fees

# Study Abroad Fees

- ❑ Approval process is the same as Field Trips and Lab Fees with a few exceptions
  - ❑ Study Abroad fees can be requested at different times during the year
    - ❑ Study Abroad fees must be approved by the President prior to advertising the cost.
    - ❑ Ideally the fee should be through the entire approval process at least three to four months prior to registration.
  - ❑ Once the Office of International Education has been informed that a department is interested in creating a Study Abroad Trip they contact the Bursar's Office to get the appropriate fiscal years forms.
  - ❑ Study Abroad fees are also set up so that some or all of the fee is collected prior to registration in the form of deposits to pay for expenses (i.e. airplane tickets, deposits for hotel, etc...) that must be made prior to normal semester payment due dates.



# What the Budget & Bursar's Offices looks for

- Reviews all requests
  - Makes sure they are in compliance with the Education Code
  - Reviews for grammatical and spelling errors
  - Makes sure all requests are formatted consistently before submission to the System Office
  - Verifies that the budget sheets are calculated correctly

### 3. What do course fee revenues cover?

- ✓ Distance Education Fees
- ✓ Lab Fees
- ✓ Field Trip Fees
- ✓ Study Abroad Fees

# Distance Education Fees

These funds can be used for the following types of expenditures if they directly support distance education:

- ❑ Salaries-instructional & support staff
- ❑ Wages
- ❑ Material/Supplies
- ❑ Services/Training
- ❑ Marketing
- ❑ Software Purchases
- ❑ Software Purchases
- ❑ Food & Meals
- ❑ Maintenance & Repair
- ❑ Furnishings & Equipment
- ❑ Travel (with prior authorization from the Assoc. VP for Academic Affairs)



# Other Course Fees

- ❑ Lab Fees cover the cost of laboratory materials and supplies used by a student enrolled in the course.
- ❑ Field Trip Fees are assessed to cover the cost of providing trips and vary depending on the course taken and expected expenses.
- ❑ Study Abroad Fees are assessed to cover the cost of providing trips and vary depending on the destination and expected expenses.

# 4. Tuition Plans

- ✓ Guaranteed Tuition Plan
- ✓ Annual Tuition Plan

# What is a Guaranteed Tuition Plan?

A Guaranteed Tuition Plan is a plan where a student is guaranteed to pay tuition at the same rate for a set number of semesters.



# Why offer Guaranteed Tuition Plans?

- ❑ Legislation (HB29) required universities to begin offering a Guaranteed Tuition Plan in Fall 2014
- ❑ Board of Regents (BOR) mandated that the Guaranteed Tuition Plan include not just tuition but also most fees for Undergraduate Resident students
- ❑ The plan is intended:
  - ❑ To help families plan for tuition costs
  - ❑ To incentivize timely degree completion



# What is included/excluded in the plans?

## ❑ Included:

- ❑ Tuition (Statutory, Designated and Differential)
- ❑ Mandatory Fees (e.g. Student Services, University Service, Athletic, etc.)

## ❑ Excluded:

- ❑ Lab Fees
- ❑ Field Trip Fees
- ❑ Distance Education Fees
- ❑ Three Peat Fees
- ❑ Excess Credit Hours Fees
- ❑ Non-Mandatory Fee (e.g. Parking Permit, etc...)
- ❑ Room and Board
- ❑ Books and Supplies
- ❑ Etc...



# Who is eligible for the plans?

## □ Eligible:

- Resident Undergraduate Students
- Rates have been established for the following
  - FY 2015 Plans – 1, 2, 3 & 4 Year Plans (Primarily based on students classification)
  - FY 2016 forward – 4 Year Plans only (Main Campus)
  - FY 2019 forward – 2 Year Plans only (Rellis Campus)

## □ Not Eligible (Rates will change each year):

- Resident Transient Student (Pay Annual Plan Rates)
- Resident High School Dual Credit (Pay Annual Plan rates)
- Non-resident Undergraduate Students
- Resident Graduate Students
- Non-Resident Graduate Students



# How long are tuition rates Guaranteed?

- ❑ Main Campus – 4 Years (12 consecutive semesters)
- ❑ Rellis Campus – 2 Years (6 consecutive semesters)
- ❑ When a 4 year cohort expires the student will be placed into which plan?
  - ❑ Example:
    - ❑ 4 Year Plan for students beginning Fall 2018
      - ❑ Will expire Summer 2022
      - ❑ Fall 2022 will be placed into the Annual Tuition Plan
- ❑ When the 2 year cohort expires the student will be placed into the newest 2 year plan unless TAMUS informs TAMUCC otherwise.



# What is an Annual Tuition Plan?

An Annual Tuition Plan is a plan that does not guarantee tuition and fee rates from year to year. Tuition and fees may increase each Fall semester.



## ➤ Why offer Annual Tuition Plan?

- To give students an option

## ➤ What is included/excluded in the plan?

- Same as the Guaranteed Tuition Plan except that any new and increased fees will apply to students who elect this plan

## ➤ Who is eligible to select this plan?

- Resident Undergraduate students who begin Fall 2016 or later (First Time in College and Transfer Students)

## ➤ Who would elect the Annual Tuition Plan?

- This plan may be something that a transferring Senior might be interested in.



- How do students opt-out of the Guaranteed Tuition Plan for the Annual Tuition Plan?
  - If the student is eligible to opt-out of the Guaranteed Tuition Plan they would make this choice through SAIL under Student Account and they would select View Tuition Rate Cohort. The student must make the choice by the census date of each term.

Personal Information **Student** Financial Aid

Search  Go

Student Business Office Account

---

BILL/PAYMENT SUITE

View Financial Responsibility Stmt

View Your 1098-T **2015 tax form is now available.**

View Tuition Rate Cohort

Guaranteed Tuition Rate

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**Tuition Rate Cohort**

Cohort Code	Description	Start Term	End Term	Opt-Out Link	View Tuition and Fees Chart
2016_9_FR	Fall 2016 Cohort	Fall 2016	Summer II 2020	Last Day to Opt-Out is 09-SEP-2016	Tuition Rate Chart

[Return to Menu](#)

- If a student is not eligible to opt-out they will not see the Opt-Out Link

Guaranteed Tuition Rate A0000004 Case4 Test4  
Jun 07, 2016 10:36 am

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**Tuition Rate Cohort**

Cohort Code	Description	Start Term	End Term	View Tuition and Fees Chart
2016_6_FR	Summer 2016 Cohort	Sum I 2016	Spring 2020	Tuition Rate Chart

[Return to Menu](#)

# 5. Departmental Payments

- ✓ Can a department pay for Tuition & Fees?
- ✓ What is the Submission Process?
- ✓ When should requests be submitted?
- ✓ What should I be aware of?
- ✓ How do you calculate the payment amount?

# Can I Pay Tuition and Fees?

- ❑ Tuition and Fees can be paid by a Grant account provided that it was included in the proposal and approved by the granting agency.
- ❑ Accounts other than grants are only approved on rare occasions under special circumstances.
- ❑ If there is a sub department list on the account the approval must go through that office also
  - ❑ Example: All Grant Accounts (S-Dept = RES1) must be approved by the Research Office prior to submission to the Bursar's Office.

	CC	Dept	S-Dept	Exec	Div	Coll	Mail	Cd	Stmt
Primary:		PENS_	RES1_	AA	SE		_____		-
Secondary:		_____	_____				_____		-
Admin For:	__	_____	_____						
Center:	__	_____	_____						

- ❑ A department cannot reimburse a student through Accounts Payable for Tuition and Fees

# Tuition and Fees Payment Submission Process

Department  
Completes  
Request  
Form

Submits to  
Research Office  
(Grant  
Accounts Only)

Submit  
Approved  
Forms to FAO &  
Bursar's Office

Bursar's Office  
Posts to  
Student's  
Account

Financial Aid  
Office Adjusts  
Student's Aid  
(if necessary)



# When should requests be submitted?

- ❑ Requests should be submitted to the Bursar's Office at least three days prior to payment due date for the term
- ❑ Grants Office normally likes to have at least a week to process the requests so that they can send them to the Bursar's Office by the deadline
- ❑ Requests can be taken after the payment due date but the student may be assessed late fees and be dropped for non-payment if they have not made any other payment arrangements

## What should I be aware of?

- ❑ Payments for Tuition and Fees will affect a student's financial aid
- ❑ Payment for Tuition and Fees will be posted to the fiscal year based on the term the payment is for

# Request Forms

- ❑ The request forms and instructions can be found at:  
<http://businessoffice.tamucc.edu/forms.html>
- ❑ Banner Code Set up Request Form
  - ❑ Account number changed since previously used
  - ❑ First time the account is being used to pay Tuition and Fees
  - ❑ This form is used to create the FA Fund Code (Stipends and Scholarships only) and the Detail Code –Tuition/Fee Payments (3###), Stipends (G###) and Scholarships (S###)
- ❑ Scholarship, Stipend, Tuition Payment Request Form
  - ❑ Complete the form each semester
  - ❑ This form is used for stipends and scholarships also

# Banner Code Set Up Form

1. Choose Tuition/Fee Payment
2. Enter in the Account Number, Support Account and Account Name
3. Enter the proposed name of the code
4. Choose who will be receiving the payments
5. Enter departmental contact information
6. Enter any special notes

## Texas A&M University-Corpus Christi Banner Code Set Up Request Form

To: Business Office and Financial Aid

From: \_\_\_\_\_  
Department

Date: \_\_\_\_\_

Please set up a banner code with the following criteria:

1. Type of Code/Award:

Stipends     Scholarships     Tuition/Fee Payment  
*(Check all that apply, codes will be set up for each one checked)*

2. FAMIS account: \_\_\_\_\_  
Account Number                      Support Account

FAMIS account name: \_\_\_\_\_

3. Proposed Name of Stipend/Scholarship/Tuition Code:

\_\_\_\_\_  
*(max. 24 characters; to be used in setting up and identifying stipend/scholarship in Banner)*

4. Recipients of Funds/Award:

Undergraduate Students     Graduate Students     Both

5. Departmental Contact: \_\_\_\_\_  
Name    Ext.

6. Special Notes (Tuition only; Fees only; etc.):  
\_\_\_\_\_  
\_\_\_\_\_

---

For Office Use Only (Financial Aid Office and Bursar's Office):

\_\_\_\_\_ FA Fund Code

\_\_\_\_\_ Detail Code

# Scholarship/Fellowship/Stipend Request Form

## Page 1

- Section 1 – enter in the Acct #, Support Acct, Acct Name and Detail Code (FA Fund Code is for Stipends & Scholarships Only)
- Section 2 – choose the term the payment is to be applied to
- Section 3 – is for Stipends and Scholarships Only
- Section 4 – complete if there are special instructions
- Section 5 – Departmental Contact

Form must have the appropriate signatures, otherwise it will not be processed.

**Scholarship/Stipend/Tuition Payment Request Form**

---

To: \_\_\_\_\_ Date: \_\_\_\_\_  
DEPARTMENT

From: \_\_\_\_\_  
DEPARTMENT

1. Account Information:

FAMIS Account Number: \_\_\_\_\_ - \_\_\_\_\_  
ACCOUNT NUMBER SUPPORT ACCOUNT

FAMIS Account Title: \_\_\_\_\_

FA Fund Code: \_\_\_\_\_ Detail Code: \_\_\_\_\_

2. Semester:  Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer I \_\_\_\_\_  Summer II \_\_\_\_\_

3. Type of Disbursement:

One-Time Disbursement Date of Issuance: \_\_\_\_\_

Multiple Disbursements (If multiple disbursements indicate issuance dates and total amount to be issued for each disbursement in section #4)

4. Special Notes:

5. Department Contact: \_\_\_\_\_ Ext. \_\_\_\_\_

6. List of Students to be Awarded – See Attached List.

Approved By (Grants - Research Office / Non-Grants – Account Responsible Person):  
\_\_\_\_\_  
Date: \_\_\_\_\_

Processed By (Financial Aid or Bursar's Office):  
\_\_\_\_\_  
Date: \_\_\_\_\_

# Request Form Page 2

- Enter name and student ID for each student
- Enter in the dollar amount that is to be credited to the student's account
- Award Amount will total at the bottom of the page

<b>Scholarship/Stipend/Tuition Payment Request Form</b>			
<b>6. List of Students to be Awarded:</b>		Fund Code -	Detail Code -
	Name	Student ID (ex. Axxxxxxx)	Award Amount
1			
2			
3			
4			
5			
26			
27			
28			
29			
30			
Total Amount Awarded:			0.00

# How do I estimated Tuition and Fees?

- ❑ Tuition and Fees are broken into different categories
  - ❑ Graduate vs. Undergraduate
  - ❑ Resident vs. Non-Resident
  - ❑ Cohort
  - ❑ College
- ❑ Other factors that affect Tuition and Fees paid by students
  - ❑ Number of Credit Hours
  - ❑ Tuition Rate Cohort
  - ❑ Enrolled courses
  - ❑ Instructional Method
  - ❑ Citizenship (International vs US Citizen)
- ❑ Tuition and Fee tables can be found on the Business Office website:

## How to look up your Tuition Rate Cohort

1. Log in to SAIL
2. Click on Student
3. Click on Student Acct
4. Click on View Tuition Rate Cohort

[http://businessoffice.tamucc.edu/tuition and fees%20/Tuition and Fee Chart.html](http://businessoffice.tamucc.edu/tuition%20and%20fees%20/Tuition%20and%20Fee%20Chart.html)

# Looking up Tuition and Fees Example: Fall 2014 First Time in College with a College of Business Major and a Resident of Texas

## Tuition and Fees Charts

- o Undergraduate Students
- o Graduate Students

## Undergraduate

- o Residents
- o Nonresident

- Fall/Spring
  - College of Business
  - College of Nursing and Health Sciences
  - All other Colleges

Academic Year 2014-2015 (Tuition Rate Cohorts are 2014\_9\_FR, 2015\_1\_FR, 2015\_6\_FR, 2014\_9\_SO, 2015\_1\_SO, 2015\_6\_SO, 2014\_9\_JR, 2015\_1\_JR, or 2015\_6\_JR)

Academic Year 2015-2016 (Tuition Rate Cohorts are 2015\_9\_FR, 2016\_1\_FR or 2016\_6\_FR)

- Academic Year 2014-2015
  - 4 year plan
    - Fall/Spring
    - Summer

## Academic year 2014 - 2015

- 4 year Plan (Tuition Rate Cohorts are 2014\_9\_FR, 2015\_1\_FR, or 2015\_6\_FR)
  - Assigned to continuing students who had 0-29 hours earned at the end of June 2014
  - Assigned to Transfer Students who had 0-29 hours
  - Assigned to student who are considered First Time in College

# • Non-Guaranteed Tuition and Fee Charts

- Undergraduate Resident (ATP)
- Undergraduate Nonresident

## Annual Tuition Plan

- Academic Year 2016-2017
  - College of Business
  - College of Nursing and Health Sciences
  - All other Colleges

## Undergraduate

### Nonresident

- Fall 2015 / Spring 2016
- Summer 2016
- Fall 2016 / Spring 2017

- Graduate Resident

## Graduate

### Resident

- Fall 2015 / Spring 2016
- Summer 2016
- Fall 2016 / Spring 2017

- Graduate Nonresident

## Graduate

### Nonresident

- Fall 2015 / Spring 2016
- Summer 2016
- Fall 2016 / Spring 2017

- After the term is chosen then the students must choose the college
- Nonresident students receiving a waiver or students classified under HB1403 for FY 2018 will receive a credit of \$415 per sch



# TUITION AND FEE TABLES

- ❑ Use the Estimated Tuition & Fees Total column and look up the course fees on the online course schedule to add to the total.
- ❑ Not Included in the tables
  - ❑ International Processing Fee (\$75 – Fall/Spring, \$37.50 – Summer terms)
  - ❑ International Health Insurance (varies – FY 2017 – \$947 for Fall 16)
  - ❑ Course Specific Fees

## PAYING FOR TUITION ONLY

## PAYING FOR TUITION AND FEES

Hrs	Statutory Tuition	Graduate Tuition	Differential Tuition	Designated Tuition	Tuition Subtotal	Student Service	Athletic Fee	Stu Cntr Complex	Health Services	Rec Sports	University Services Fee	Fees Subtotal	Estimated Tuition & Fees* TOTAL
1	50.00	28.00	90.00	120.24	288.24	22.14	24.31	100.00	50.00	10.00	142.79	349.24	637.48
2	100.00	56.00	90.00	240.48	486.48	44.28	48.62	100.00	50.00	20.00	188.77	451.67	938.15
3	150.00	84.00	90.00	360.72	684.72	66.42	72.93	100.00	50.00	30.00	234.76	554.11	1,238.83
4	200.00	112.00	90.00	480.96	882.96	88.56	97.24	100.00	50.00	40.00	280.59	656.39	1,539.35
5	250.00	140.00	90.00	601.20	1,081.20	110.70	121.55	100.00	50.00	50.00	326.41	758.66	1,839.86
6	300.00	168.00	90.00	721.44	1,279.44	132.84	145.86	100.00	50.00	60.00	372.22	860.92	2,140.36
7	350.00	196.00	90.00	841.68	1,477.68	154.98	170.17	100.00	50.00	70.00	418.04	963.19	2,440.87
8	400.00	224.00	90.00	961.92	1,675.92	177.12	194.48	100.00	50.00	80.00	463.85	1,065.45	2,741.37
9	450.00	252.00	90.00	1,082.16	1,874.16	199.26	218.79	100.00	50.00	90.00	509.66	1,167.71	3,041.87

# ONLINE SEMESTER COURSE SCHEDULE

<http://banner.tamucc.edu/schedule/>

Select term:

Select course subject:

Select course type:



Call Num (CRN)	Course	Type	Title	Notes	Avail (MAX) Seats	Date	Instructor	Time	Bldg	Hrs	Fees
89245	ACCT-5312.001	LEC	FOUNDATIONS OF ACCOUNTING	1. Requires Department Approval; 2. ONLY Graduate;	10 (20)	06/03-07/05	S. Hall	MW 06:00-09:45 PM	OCNR-255	3	\$36

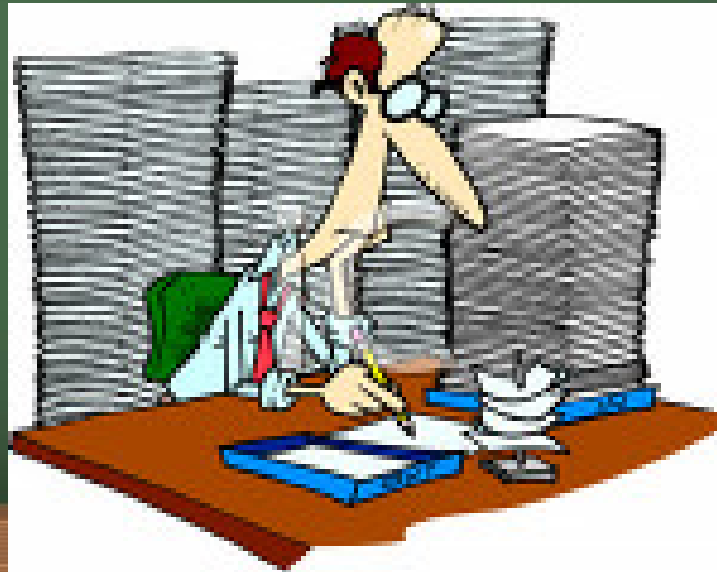
- ACCT 5312.001 – 3 hours graduate rate
  - Tuition Only - \$684.72
  - Tuition and Fees -  $\$1,238.83 + \$36 = \$1,486.74$

Amounts based on previous slide's table and course fee listed above.

Fees
\$36

## 6. Banner Posting to FAMIS

- ✓ How often does Banner post to FAMIS?
- ✓ What will I see in FAMIS?
- ✓ How can I get the transaction details?



# Banner Transactions and FAMIS

- ❑ Transactions are fed to FAMIS
  - ❑ Weekly (Monday through Sunday transactions)
  - ❑ Month End
- ❑ Banner transactions show up in FAMIS as BANNER LOAD
- ❑ BANNER LOAD is a summary of the activity from Banner

```

0199 063      01/06 BANNER LOAD      1,400.00- N BNR001 000200 1615
0199 063      01/13 BANNER LOAD      3,075.00- N BNR001 000200 1615
0199 063      01/20 BANNER LOAD      8,275.00- N BNR001 000200 1615
0199 063      01/27 BANNER LOAD      4,100.00- N BNR001 000200 1615
0199 063      01/27 BANNER LOAD        100.00  N BNR001 000200 1615
0199 063      01/31 BANNER LOAD      1,400.00- N BNR001 000200 1615
0199 063      01/31 BANNER LOAD         25.00  N BNR001 000200 1615
    
```

Subcode	TC	Ref1	Ref2	Ref4	Description	Amount	Batch Date ▲	Batch Ref
0199	063				BANNER LOAD	(\$1,400.00)	01/06/2013	BNR001
0199	063				BANNER LOAD	(\$3,075.00)	01/13/2013	BNR001
0199	063				BANNER LOAD	(\$8,275.00)	01/20/2013	BNR001
0199	063				BANNER LOAD	\$100.00	01/27/2013	BNR001
0199	063				BANNER LOAD	(\$4,100.00)	01/27/2013	BNR001
0199	063				BANNER LOAD	\$25.00	01/31/2013	BNR001
0199	063				BANNER LOAD	(\$1,400.00)	01/31/2013	BNR001
					Grand Total:	(\$18,125.00)		

# ARGOS Report – New Tool for You!

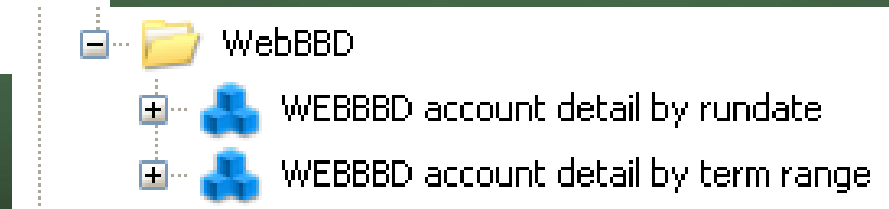
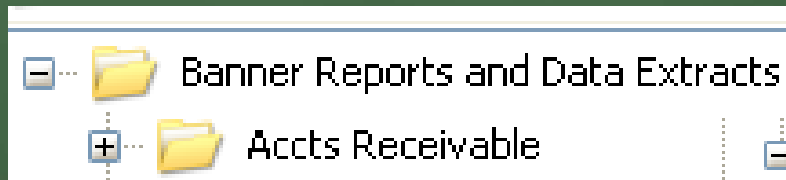
## PDF Version

### WEBBBD Account Detail By Rundate

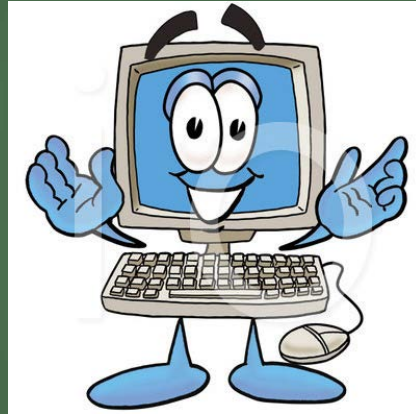
Account	Detail Code	Description	Name	ID	Amount	TR	Term	Eff Date
<b>Run Date: 1/31/2013</b>								
245191000000199	EFEE	Emergency Loan Fee			(25.00)	CR	201301	1/30/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	3/26/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	3/26/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	3/26/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	3/26/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	1/31/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	1/31/2013
	EFEE	Emergency Loan Fee			(25.00)	CR	201301	1/31/2013
<b>Run Date 1/31/2013 Totals:</b>					<b>Credits: \$1,400.00</b>	<b>Debits: \$25.00</b>	<b>Difference: -\$1,375.00</b>	
<b>Grand Totals:</b>					<b>Credits: \$1,400.00</b>	<b>Debits: \$25.00</b>	<b>Difference: -\$1,375.00</b>	

# Banner Transactions Details

- ❑ WebBBD is a database of the detailed transactions from Banner.
- ❑ A department can get the details of a BANNER LOAD through ARGOS.
- ❑ There are two reports available
  - ❑ By Run Date(s) and Account Number(s)
  - ❑ By Term(s) and Account Number(s)
  - ❑ They are both available to run in PDF or CSV formats



# Want Access to WebBBD in ARGOS



The **Argos Request** form is found on the web (<http://it.tamucc.edu/it-forms/index.html>) under Argos Account Request Form. Complete the form and submit it to the Bursar's Office.

# Questions?

