## Using Billing Mass Data Entry (SAMASS)

1. Login to Banner 9 and locate the ATMASS page ot TFAMASS)



2. Click the X to close the Printer Destinations screen if it displays.

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*	Invoices		Student Summary				
2.02	Receipts	· · · · · · · · · · · · · · · · · · ·					

## 3. Enter the detail codef known.

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	EDIT Record: 1/1		*						

a. If the detail code isunknown, clicker to choose from options

<ul> <li>DETAIL CODE</li> </ul>	CONTROL FORM	i - Studer	nt TSADETC 9.	3.6 (PPRD0927	)								eve Arc	LATED 🔆 TOOL
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b. Click Filter to find the detail code; the Basic Filter will display at the top of the screen.

c. Click on "Advanced Filter"

4. Enter the Amountand Term code for the semester the charge should be effective the default Effective Date of charge, which is the current date)

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- 5. Use the "Next Section" button or shortcut keys Alt + Page Down.
  - a. Enter the 700 number of the first student, the Name, Detail Code, Amount, and Term fields will automatically populatewhen you tab Ensure the correct student 700# was chosen or typed in by matching the student name to the list of names being entered
  - b. Use the arrow key Yon your keyboard, use insert to add another student to be charged:

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c. Before you savedouble check the math to ensure the correct number of entries have been made:

		Ex: 15 students should have been
k ◀ ① of 1 ► ►	10 V Per Page	entered, each with a \$10 charge.
Charge/Pay		ChargePayment amounshould be
Total		\$150. If it is not, there is an error.

You should only click or F10 when you are certain there are no errors.