

**HOW TO CREATE AND MAINTAIN ASSESSMENT RULES FOR DORM, MEAL AND PHONE ASSIGNMENTS  
IN BANNER SIS  
Room/Meal/Phone Rate Code Rules Form (SLALMFE)**

**General**

This form is used to create and maintain assessment rules for dorm, meal and phone assignments.

**Remember:** The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

## Accessing the Room/Meal/ Phone Rate Code Rules Form (SLALMFE)

Type the name of the form **SLALMFE** in the Direct Access field.

The adjacent screen will appear:

**Note:** Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

Fields that have a red check mark (✓) in the **Req'd** column are required fields and need to be filled in with the appropriate data (see **Explanation/Description** column for details).

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter the term code.		If you do not know the term code, double click in the field and select from the list.	Term Validation Table ( <a href="#">STVTERM</a> )
✓			Proceed to the <b>Next Block</b> by clicking the icon or by pressing Ctrl + Page	All room rates are displayed. <b>Note:</b> If you would like to query a		

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
			Down on your keyboard.	specific rate code, go the next block, then click the Enter Query icon or <b>F7</b> . Enter your search criteria and click the Execute Query icon or <b>F8</b> .		
<b>Room Rate Code Rules Block</b>						
<b>Note:</b> If you would like to query a specific rate code, click the Enter Query icon or <b>F7</b> . Enter your search criteria and then click the Execute Query icon or <b>F8</b> .						
	2.	Rate	Enter the room rate code or click on the search icon to bring up the list of available room rate codes.		The table displays the rate codes that have been assigned a fee detail code associated with room assignments (DORM).	
	3.	Type			The <b>Assessment Type</b> and description associated with the rate code will default in when the rate code is entered. Valid types are 'D' for daily, 'M' for monthly or 'T' for term based assessments.	
	4.	Detail Code	Enter the room rate code or click on the search icon to bring up the list of available room rate codes.		The table displays the rate codes that have been assigned a fee detail code associated with housing.	
	5.	Base Rate			This base rate will be: The <i>daily</i> rate if the	

<i>Req'd</i>	<i>#</i>	<i>Field</i>	<i>Action</i>	<i>Reaction</i>	<i>Explanation/Description</i>	<i>Related Documentation</i>
					assessment type is D, The <i>monthly</i> rate if the assessment type is M, or The <i>term</i> rate if the assessment type is T. The base rate will be multiplied by the calculated number of days, months, or terms, for the housing, meal or phone assignment. The base rate and the minimum charge must be less than or equal to the maximum charge.	
	6.	Minimum Charge			A minimum assessment amount can be entered. If the calculated assessment amount is less than the minimum, the minimum amount is assessed.	
	7.	Maximum Charge			A maximum assessment amount can be entered. If the calculated assessment amount is greater than the maximum amount specified, the maximum amount is assessed.	