

## HOW TO ASSIGN ROOMS AND PROCESS HOUSING ASSESSMENTS IN BANNER SIS Room Assignment Form (SLARASG)

### General:

The *Room Assignment Form* is used to assign rooms to housing applicants and to process housing assessments. Room assignments can be made for students and non-students. All of the room assignments falling within the specified term as well as all of the assignments within the starting and ending terms of the corresponding application are displayed.

In order to assign rooms, an application must have been created on the Dorm Room and Meal Application Form ([SLARMAP](#)) and the status of the application must be active and one which permits room assignments to be made. An entry must exist on the Housing Term Control Form ([SLATERM](#)) for the assignment term and the Permit On-Line Assignment field must be checked off.

### Check List:

Before you proceed, you must have the following information:

- ❖ Term Code
- ❖ Student's Identification number

**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 Assignment Form" (SLARASG)

Type the name of the form **SLARASG** 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.

Text inside \*\* asterisks indicates tasks that we do not currently use.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter term or double click on the flashlight to perform a search.		Term for which the room assignment is to be made.	Form referenced: <a href="#">Term Code Validation table (STVTERM)</a>
	2.	ID	Enter the ID number of the person you wish to assign to a room or click on the search icon to do a	The name and gender will default in as well as the current date.	This is the default status date for the room assignments. Alternatively the date can be user entered.	Form referenced: <a href="#">Person Search (SOAIDEN)</a>
	3.	Gender				
	4.	Date				

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	5.	Name	search icon to do a Person Search on <a href="#">SOAIDEN</a> .		entered.	
	6.	Deposit			The current housing deposit of the person will display but cannot be updated here.	
	7.	From Term			Performing a 'next block' action will load the current housing application FROM and TO Terms and the application status from the Room and Meal Application Form ( <a href="#">SLARMAP</a> ) into the key block fields.	Form referenced: <a href="#">Room and Meal Application Form (SLARMAP)</a>
	8.	To Term				
	9.	Status				
✓			Proceed to the <b>Next Block</b> by clicking the icon or by pressing Ctrl + Page Down on your keyboard.			
<b>Room Assignment(s)</b>						
	10.	Term	Enter a term code or Double click to display the Term Code Validation table (STVTERM) to select a term.		This field must be between the start and end terms displayed in the key block application information area.	Form referenced: <a href="#">Term Code Validation Table (SVTERM)</a>
	11.	Fr	Enter the dates the room assignment starts and ends.		Can be different from the From/To dates indicated in the key block.	
	12.	To				

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	13.	O/R Restrictions			Click in this box to override restriction errors encountered during the assignment of a room. Gender restrictions may not be overridden. Capacity Restrictions are overridden by use of the OVERLOAD field below.	
✓	14.	Status	Enter the status code associated with the room assignment (2 characters) or double click the flashlight to select one from a pick list. (SLAASCD).		All values are validated against the Room Assignment Status Form (SLAASCD). Clicking on the search icon will bring up the Room Assignment Status Query Form (SLQASCD), which shows the room status codes possible for the term.	Forms referenced: <a href="#">Room Assignment Status Form (SLAASCD)</a> <a href="#">Room Assignment Status Query Form (SLQASCD)</a>
	15.	Status Date			The current date will default in.	
	16.	Prevent Roll			Prevent Roll indicator. Clicking in this box will prevent the room assignment from being rolled to a subsequent term during the batch roll process.	
	17.	Over Load			Overload indicator. Clicking in this box will override capacity restrictions (number entered in the capacity field) of the room definition up to the maximum (number entered	

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					in the maximum field in the room definition). If the maximum number has been reached clicking in the overload box will not override the restriction.	
	18.	Src				
	19.	Bldg			*Will default from the Room and Meal Application Form (SLARMAP) if it exists.* Otherwise, enter the code for the building that is being assigned to the person. Clicking on the search icon will display the Available Dorm Room Query Form (SLASGNQ).	Forms referenced: <a href="#">Room and Meal Application Form (SLARMAP)</a> <a href="#">Available Dorm Room Query Form (SLASGNQ)</a>
	20.	Room			*Will default from the Room and Meal Application Form (SLARMAP) if it exists.* Otherwise enter the room that is being assigned to the person. Clicking on the search icon will provide you with the option of doing an Available Room Search via the Available Dorm Room Query Form (SLASGNQ) or to view the Room Definition Form (SLARDEF). Capacity checking is done to ensure that the room capacity is not exceeded.	Forms referenced: <a href="#">Room and Meal Application Form (SLARMAP)</a> <a href="#">Available Dorm Room Query Form (SLASGNQ)</a> <a href="#">Room Definition Form (SLARDEF)</a>

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					If the room is not yet at capacity, the assignment is made. Rooms are defined in <a href="#">SLARDEF</a> with both a capacity and a maximum. If the room is at capacity but has not yet reached the room maximum an error message is given indicating that an overload is required. Click on the Overload indicator to assign the room. If the room maximum specified for the room has already been reached, the assignment will not be allowed even if the Overload indicator is checked. The maximum indicated for the room in <a href="#">SLARDEF</a> would have to be increased to allow for the assignment.	
	21.	Phone			*The phone number is displayed from the Phone Assignment Form ( <a href="#">SLAPASG</a> ) and cannot be updated here.*	Form referenced: <a href="#">Phone Assignment Form (SLAPASG)</a>
	22.	Asmt Req			This field is checked automatically when the assignment is saved and is protected from update.	Form referenced: <a href="#">Room Definition Form (SLARDEF)</a>
	23.	Rate			Will default from the Room Definition Form ( <a href="#">SLARDEF</a> ). Otherwise enter the room	

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					rate code or click on the search icon to bring up the list of available rate codes. The table displays the rate codes that have been assigned a fee detail code associated with housing (they appear as HS##). The selected rate code will automatically calculate the number of days, months and terms to be assessed based on the dates entered in the FROM and TO fields for the room assignment and displays the results in the next three fields.	
	24.	D(ays)			If the rate code is set up to assess charges on a daily basis, this field will contain the number of days to be assessed between the date entered in the FROM field and that entered in the TO field.	
	25.	M(onths)			If the rate code is set up to assess charges based on the total months of the assignment, this field will contain the total months between the FROM and TO dates, otherwise it will default to 0. Partial months will be calculated as decimal figures.	

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	26.	T(erm)			If the rate code is set up to assess charges based on the total months of the assignment, this field will contain the total months between the FROM and TO dates, otherwise it will default to 0. Partial months will be calculated as decimal figures.	
	27.	Change Accepted			This field is protected from update.	
✓			Proceed to the <b>Next Block</b> by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			

## Assessment Information Window

While in any room assignment block a next block function will bring up the Assessment Information Window. You can also access this information by selecting Room Assessments on menu.

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✓	1.	Term	Defaults from term entered in key block			
	2.	Process Assessment			The Process Assessment check box is used to process assessments and <b>post them to the student's account</b> . Clicking in this box will cause all outstanding assessments for the term to be processed. If assessments have already been posted and the assignment dates are changed and recalculated then only the difference between the original assessment and the new	

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					assessment will be posted.	
	3.	Review Assessment			Clicking in this field will enable the user to review housing assessments <b>without posting them to the student's account.</b> The assessments are calculated based on the rate and the number of days, months or terms associated with the FROM and TO dates entered in the room assignment block. If a monthly rate applies, the monthly charge will appear for the number of months calculated.	

### Housing Assessment Information

	4.	Detail			This field displays the fee detail code associated with the rate assigned in <a href="#">SLARASG</a> . All detail codes and associated rates can be viewed and changed in <a href="#">SLALMFE</a> . The field is in view mode and cannot be updated here.	Forms referenced: <a href="#">Room/Meal/Phone Rate Code Rules Form (SLALMFE)</a>
	5.	Description			Describes fee detail code.	
	6.	Day Chgs			If room rate code is daily, this field will contain the total charge for the number of days indicated in <a href="#">SLARASG</a> .	

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	7.	Month Chgs			If room rate code is monthly, this field will contain the total charge for the number of months indicated in <a href="#">SLARASG</a> .	
	8.	Term Chgs			If room rate code is by term, this field will contain the total charge for the number of months in the term indicated in <a href="#">SLARASG</a> .	
	9.	Totals			Indicates the totals for each rate category (day / month / term).	
✓						