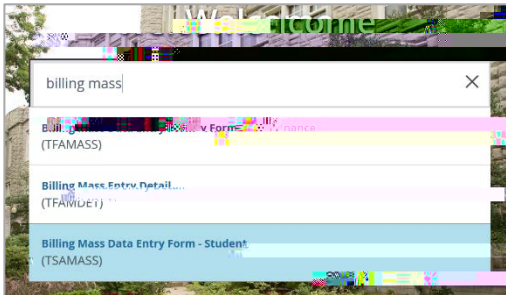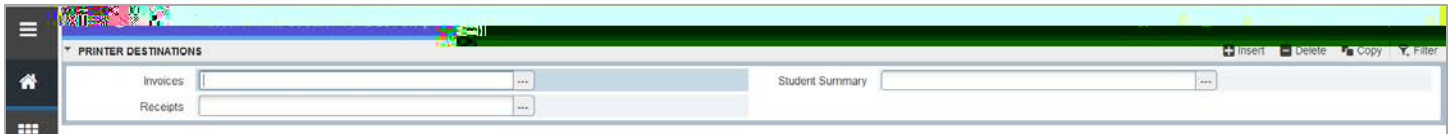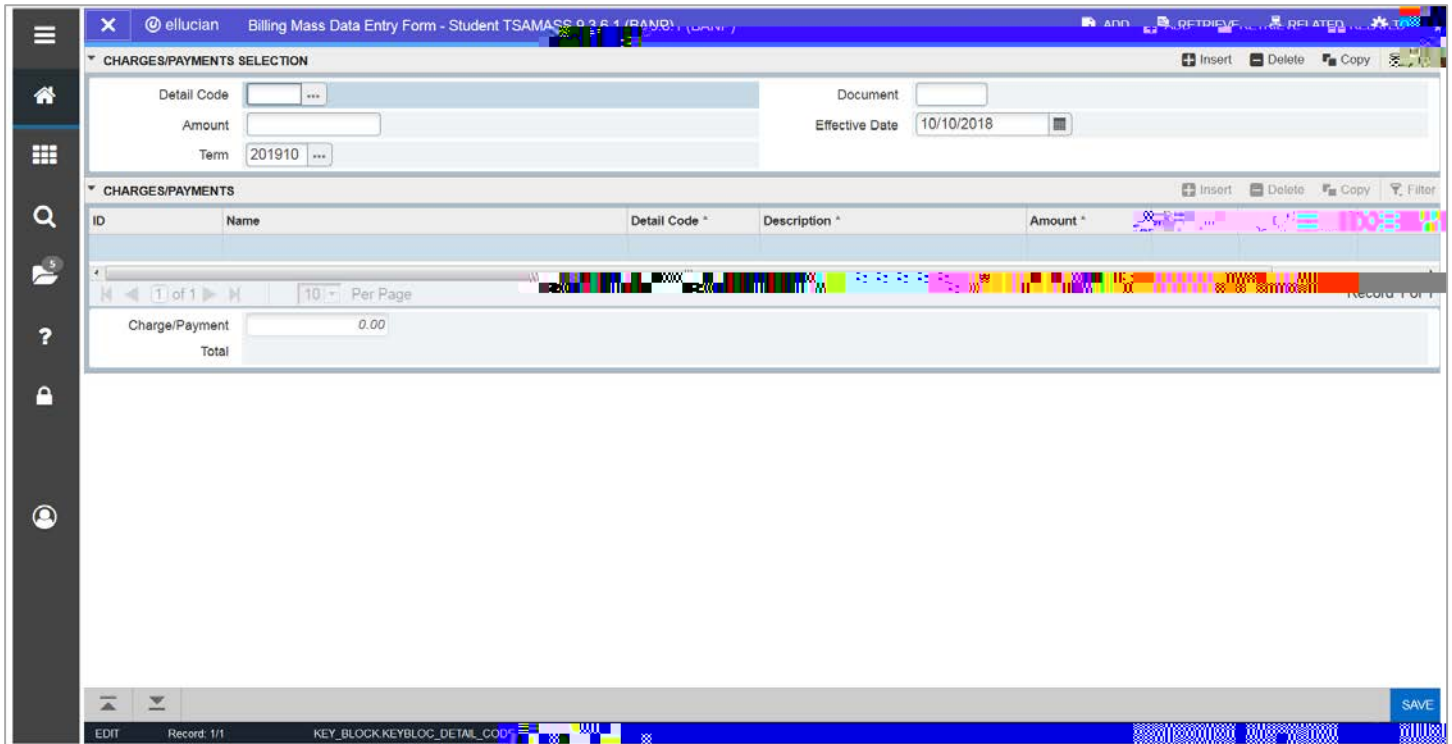# Using Billing Mass Data Entry (TSAMASS)

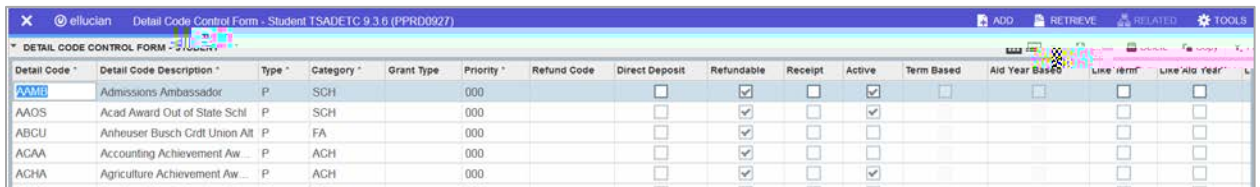1. Login to Banner 9 and locate the TSAMASS page (not TFAMASS)



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



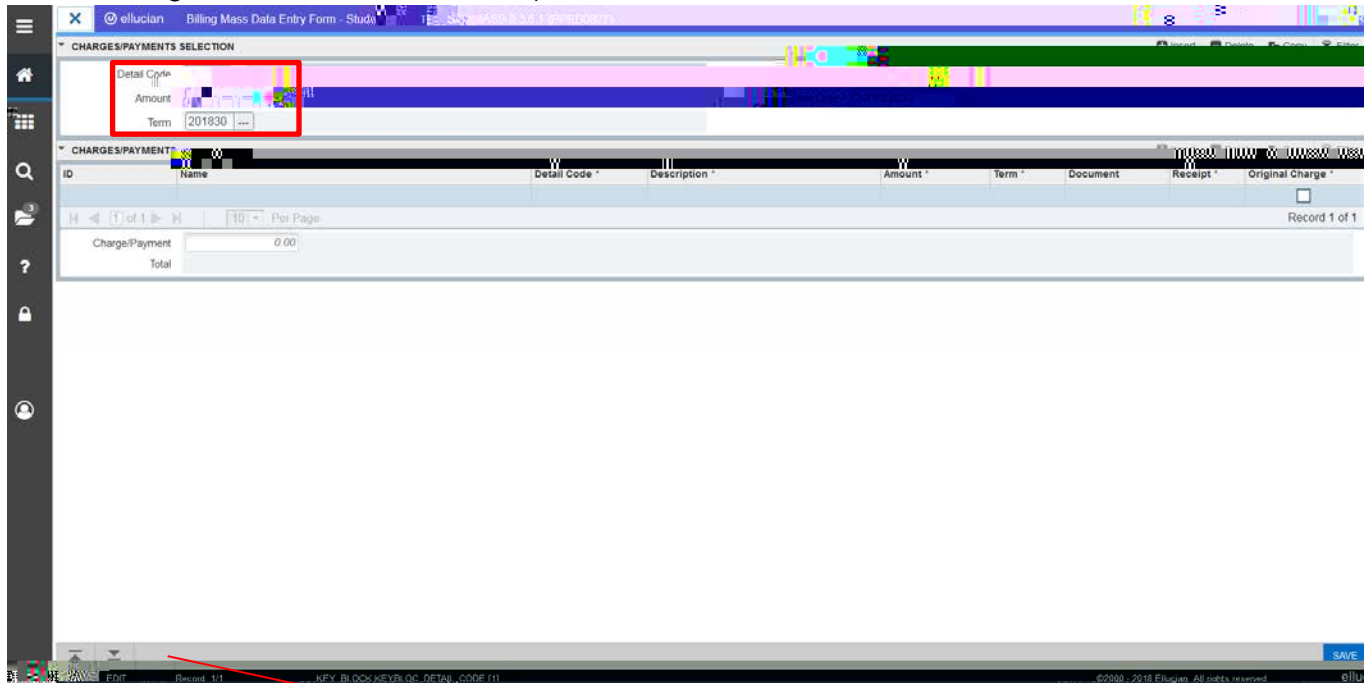3. Enter the detail code if known.



   a. If the detail code is unknown, click **···** to choose from options:



   b. Click **Filter** to find the detail code; the Basic Filter will display at the top of the screen.

1

c. Click on "Advanced Filter"

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



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 populate when 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 ↓ on your keyboard, use insert to add another student to be charged:



Note: This is the description on the student bill.

Do NOT SAVE yet!
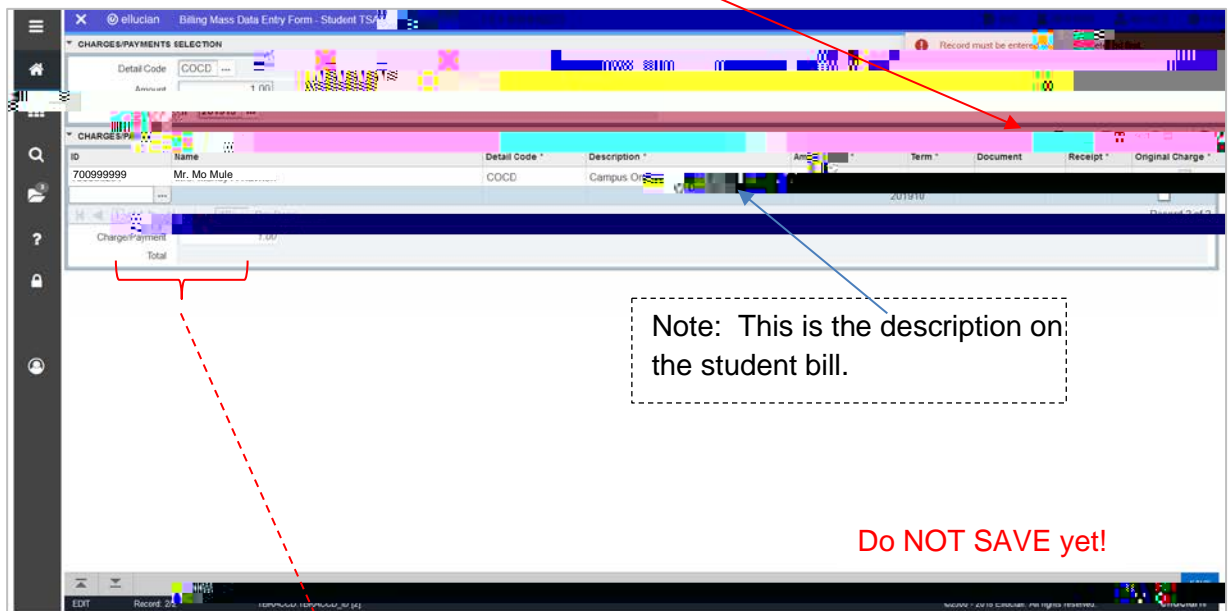
   c. Before you save, double check the math to ensure the correct number of entries have been made:
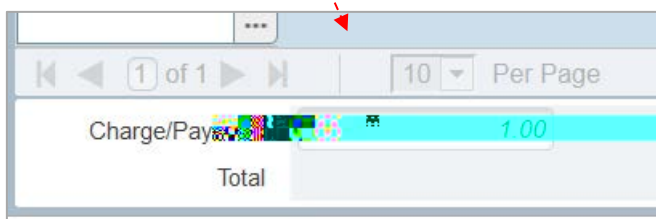


Ex: 15 students should have been entered, each with a $10 charge. The Charge/Payment amount should be $150. If it is not, there is an error.

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