**[Disable RTS payment processing in SSB during year-end closing](https://connie.tcsg.edu/display/KB/Disable%2BRTS%2Bpayment%2Bprocessing%2Bin%2BSSB%2Bduring%2Byear-end%2Bclosing)**

**Disable RTS payments temporarily**
Each year, at the end of June, the Business Office at each college does end of year closing. During this time they don't want any new transactions posted to the Banner database. Rather that disable SSB completely you can disable RTS payment processing instead. This way students and faculty can still login to SSB. Once the Business Office finishes balancing the books payment processing can be re-enabled.

To disable the ability to make tuition/fee, transcript, and web application payments do the following:
Login in to RTS Manager: https://*your\_ssb\_server\_name*/pls/ban8/rts.home
Select <Application>, <Rules>.
You want to disable payments for CHECK and CREDIT for ADMISSIONS, STUDENT, and TRANSCRIPT. In the columns "Application" and "Payment Type" use the drop down list to change the application (ADMISSIONS, STUDENT, or TRANSCRIPT) and the payment type (CHECK or CREDIT). Set the column "Code" to ENABLED (all upper case). Then select "Query Rules".

Select the radio button and then select "Edit". Set the Value to 'N' and then select the button "Save Changes". In the lower left select the button "Show Rules". Repeat this procedure for each application, both CHECK and CREDIT.

Banner form SOATERM: Even though RTS is turned off so that payments can't be made in SSB, it is still possible for students' to register for classes in SSB. To prevent this go to Banner form SOATERM and set the Web Registration dates to **not** include the year-end closing dates.

Remember to turn back on RTS payments after year-end closing.

**STOP HERE – Now that Target X has replaced Bannerweb Admissions, you will need to work with your Student Services/IT department to put up any needed informational messages.**

**Add informational message(s) to SSB pages**
You should add message(s) in SSB telling users that payments are turned off and the date they will be turned back on. The following steps will put a message on the Main Menu page (the page the users see first after logging in):

 Login as a WebTailor administrator.
 Click the **WebTailor Administration** tab or link.

Select **Customize a Set of Information Text**
Search by Name: bmenu.P\_MainMnu
Click **Search** button
Before clicking on "bmenu.P\_MainMnu" check that the Source column has an 'L'. If it doesn't, you first need to copy "bmenu.P\_MainMnu" from Baseline to Local.

Next, click **Add a New Information Text Entry**

Select Label:\* DEFAULT
Information Text: <color=red><b>Note</b>: Payment processing is unavailable until MM/DD/YYYY. Until then you will be unable to make any tuition or fee payments. Sorry for the inconvenience.</font>

 Image: Info
 Click **Submit Changes**

 Click the **WebTailor Administration** tab. Then click the link "Return to Main Menu". The message should appear.