REQUEST FOR NEW DETAIL CODE

Detail Code Type ☐ Charge   ☐ Payment
[See instructions (page 2) for rules and help]

Will items with this code be refundable?   ☐ No   ☐ Yes

Is this specific to one enrollment period or for continuous use?

☐ ___ rollment period *End (specify)* _____
☐ Continuous use

Requested Code *(4 characters):* _____
(See page 2 for applicable rules)

Title Description *(Provide a brief descriptive title)*: _____
(See page 2 for applicable rules)

Describe use of this code *(please be specific)*:

_____

Department Contact: _____   Phone #: _____

Category Code (Mark one below)
(See page 2 for applicable rules)

	Description	Category		Description	Category
☐	Ag Communications	AGC	☐	Loans – Financial Aid	LNS
☐	Adm Appl Charge	APF	☐	Registration Fees	FEE
☐	Billing Charges	BIL	☐	Miscellaneous Fines	FIN
☐	Computing Center	CC	☐	Meal Plan	MEA
☐	Contract Charge/payment	CNT	☐	Physical Plant	PPL
☐	Deposit	DEP	☐	Refund	RFD
☐	Dining Services	DIN	☐	Rental Charges	RNT
☐	Departmental Payments	DPT	☐	Scholarships – Financial Aid	SCH
☐	Exemption Payments	EXM	☐	Transcript Charges	TRN
☐	Financial Aid	FA	☐	Registration Tuition	TUI
☐	Grants-Financial Aid	GRT	☐	Work Study – Financial Aid	WRK
☐	Housing	HOU			
☐	Insurance	INS	☐	her	

(Please Define)

BANNER Accounting Structure:

FUND: _____   ORG: _____   ACCT: _____   PROG: _____   ACT: _____
(If applicable)

DEPARTMENTAL APPROVAL

_____   _____
Print Name   *Department/Unit*

_____   _____   _____
(Approval Signature)   *(Title)*   *(Date)*

When complete, forward form and supporting documents to Account Services, Mail Stop 9701

CONTROLLER & TREASURER USE ONLY

(Code Assigned)

(Date)

(Internal Approval)

Instructions for Completing "Request for New Detail Code" Form

Detail Code Structure Rules:

1. Units originate request for detail code.
2. Character structure may be requested in space provided.
3. Will be subject to approval of Table Administrators.
4. Requested structure will be honored unless it creates conflict with prior numbering structures.
5. Each detail code must be unique.
6. Consider if transactions are revenues or expenditures and provide FOAP accordingly.

Title Description Rules: (Limited to 30 characters)

1. Requesting unit defines.
2. Must be spelled out - no abbreviations unless required by field limits.
3. Leading word should have some meaning for query purposes.
4. Requested title subject to approval of table administrators.
5. Consider customer and/or user interpretation when defining

Category Code Rules:

1. Requesting units may request a grouping category.
2. Some detail codes must be grouped to system required category codes.
3. Consider that category code will be used for reporting purposes.
4. Code controls User Access.
5. Code is subject to approval by Table Administrators.

Note: If the detail code is for enrollment-related charges, please attach Provost approval.

For additional help, contact Sonja Beavers, Account Services at 325-3362.