Detail codes are unique, four digit, alpha/numeric codes used to place and identify charges and credits on accounts in Banner AR. Detail codes link Banner AR to the PeopleSoft General and/or Operating Ledgers. Every Detail code is mapped to two Chart of Account numbers (i.e., speed types) so that when used it always generates the appropriate two-sided accounting distribution that records the transaction in the University’s General and/or Operating Ledgers according to the pertinent finance rules.

Complete and submit the Detail Code Request form when requesting a new or updating an existing detail code.
Detail Code Request Form – Departments

Requesting Department Information:

First Name: _____________________________ Middle Initial: ____ Last Name: _______________________

Title: _____________________________________________ Phone: _____________________________

College: _________________________________ Office/Department: _________________________________

Panther ID: _____________________ Email: ______________________________________________________

Reason for Request: Request a new Detail Code ☐ Change an existing Detail Code description or COA ☐ Request that an existing Detail Code be inactivated ☐

Please describe why a new detail code is needed, an existing detail code needs to be changed, or a detail code should be deactivated:

Please enter the description to be used in Banner (30 characters max). This is the description that will appear on the customer’s bill: ________________________________________________________________

Provide Accounting Distribution for Revenue:

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund*</th>
<th>Org</th>
<th>Program</th>
<th>Class</th>
<th>Budget Year</th>
<th>Project/Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Charge detail codes must map to either a self-supporting [auxiliary] or agency fund.

Requestors Signature: ___________________________________________ Date: ______________________

Approving Official Name: ____________________________ Phone: _____________ Email: ________________

Approving Official Signature: ___________________________________________ Date: ________________

Student Account Office Only Below This Line

Detail Code: _________ Refund Code: ________ Term Based: ☐
Type: Charge/Payment Direct Deposit: ☐ Aid Year Based: ☐
Category: ___________ Refundable: ☐ Like Term: ☐
Grant Type: __________ Receipt: ☐ Like Aid Year: ☐
Priority: ___________ Active: ☐ Like Period: ☐

Pay Type: ________ Inst Charges: ☐
Tax Type: ________ Exclude Inv Print: ☐
Title IV: ☐ Payment History: ☐
Eff Date: NOT USED

1098T: Inc ☐ Exc ☐

Detail Code set up by: ______________________________ Date: ________________ Forwarded to RRS: ____________________________

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund*</th>
<th>Org</th>
<th>Program</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
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