Stephen F. Austin State University

Request to Establish a New Banner Finance Detail Code

Purpose: Please complete this form to request the creation or modification of a Detail Code.

Requestor:

Name _____ **Date:** _____

Department _____ **Extension:** _____

Request Type: Create New ☐ **Modify** ☐

Effective Date: _____

Name of Code: _____

Category: Fee ☐ **Tuition** ☐ **Financial Aid** ☐

If Financial Aid, is it Category FA (Financial Aid Free) Yes ☐ **No** ☐

Category FAL (Financial Aid Loan) Yes ☐ **No** ☐

Like Aid Year? (Can only apply to specific aid year) - Yes ☐ **No** ☐

Like Term? (Can only pay charges in specific term) - Yes ☐ **No** ☐

Title IV? - Yes ☐ **No** ☐

Type of Code Charge ☐ **Payment** ☐

Refundable? (Student can receive refund) Yes ☐ **No** ☐

GL INTERFACE INFORMATION

Fund	Org	Account	Program	Debit/Credit

FINANCE ONLY:

Approval: _____ _____ _____

Controller's Office (Please Print) **Signature** **Date**

Entered: _____ _____ _____

Bursar's Office (Please Print) **Signature** **Date**