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:** _____

Description of Detail Code _____

Banner Fund Org Acct Prog (FOAP) _____

Request Type: Create New ☐ **Modify** ☐ **If modify, current detail code** _____

Effective Date: _____

Type of Code Charge ☐ **Payment** ☐

Category: Tuition ☐ **Fee** ☐ **Departmental Charge** ☐ **Departmental Payment** ☐

Financial Aid ☐ **Other** ☐ **If Other, Explain:** _____

Term Based? Yes ☐ **No** ☐

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

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** ☐

FINANCE ONLY: GL INTERFACE INFORMATION (if Term Based, complete for C1-C5, FY, PY if applicable)

Designator	Fund	Org	Account	Program	Debit/Credit

Approval: _____ _____ _____

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

Entered: _____ _____ _____

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