

Request to Establish a Banner Finance Detail Code

Instructions for Completing the Form

Purpose: A Banner Finance Detail Code is used by the Banner Student Module to record a payment or charge to a student's account and record that item to the Finance Module during the nightly process.

Requestor Name, Date, Department and Extension: Indicate the name, date, department and extension number of the person making the request in case there are questions regarding the form.

Description of Detail Code: Indicate the specific description of the detail code that will appear on the student's bill. The description field is 30 characters in length.

Banner FOAP: A fund-org-program account combination is required for validation purposes and, if applicable, to determine if sufficient funds are available. If this is a modification, indicate the new account code in this field.

Request Type: Indicate whether the detail code is a new code or a modification of an existing code. If it is a modification, please provide the detail code to be modified.

Effective Date: Usually this will be ASAP, but if this is a code that begins in a future term, then indicate the start date of that term.

Type of Code: Indicate whether the code is a charge to the student's account or a payment applied to their account.

Category: Indicate whether this is a tuition or fee charge or a payment or charge by a department.

Financial Aid: Check this box if the code is for a scholarship or some other financial aid to be posted to the student's account.

Term Based: Answer 'yes' to this if the activity will be posted to a different fund-org account depending on the term.

Refundable: Indicates whether this payment can cause a refund to be issued to the student.

Financial Aid: This section is to be answered only by the Financial Aid Office.

Finance Only: This section is to be completed by the Controller's Office personnel, usually the Assistant Controller.

Once the Assistant Controller signs and dates the form, it will be sent to the Business Office for review and processing.