Detail Code Request Form - Departments

Office of Student Accounts
100 Sparks Hall
404-413-2144 fax
Email: aroperations@gsu.edu

Detail codes are unique, four digits, 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 and existing detail code.

Detail Code Request Form – Departments

Type of Detail Code Request: Study Abroad ☐ Marketplace ☐ Other ☐

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:

	Account	Fund*	Org	Program	Class	Budget Year	Project/Grant
Line A							

*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: _____ **Type**: Charge/Payment **Category**: _____ **Grant Type**: _____ **Priority**: _____	**Refund Code**: _____ **Direct Deposit**: ☐ **Refundable**: ☐ **Receipt**: ☐ **Active**: ☐	**Term Based**: ☐ **Aid Year Based**: ☐ **Like Term**: ☐ **Like Aid Year**: ☐ **Like Period**: ☐ **GL Enterable**: ☐	**Pay Type**: _____ **Tax Type**: _____ **Title IV**: ☐ **Inst Charges**: ☐ **Exclude Inv Print**: ☐ **Payment History**: ☐	**Defaults** **Amount**: _____ **Term**: NOT USED **Eff Date**: NOT USED **1098T**: Inc ☐ Exc ☐

	Account	Fund*	Org	Program	Class
Line B					

Detail Code Set Up Approval(SA): _____ Date: _____ Forwarded to RRCS: _____

Accounting set up Approval (RRCS): _____ Date: _____