

Banner Finance Detail Code Request

Purpose: Please complete this form to request the creation or modification of a detail code

Instructions:

1. Complete this form electronically and in **FULL**.
2. Once the form is completed, please **PRINT** and forward to your supervisor for approval and signature.
3. Upon supervisor approval, please forward to finance for Director/Manager approval and processing.
4. Requestor will be notified upon completion.

Requestor:

Name: _____ / _____
(First) (Last)

Division/Faculty: _____ Extension: _____

Request Type: Create New: Modify: Deactivate: Reactivate:

Detail Code: _____ Effective Date: _____ Request Date: _____

Code Description: _____

Category: Fee Tuition Other (please specify) _____
 Type of Code: Charge Payment GL Enterable: Yes No
 Refundable: Yes No Receipt: Yes No
 T2202A applicable: Yes No Tax Type: _____

GL Interface Information						
Debit/Credit	Percent	Fund	ORG	Account	Program	Activity

Approval: _____
Supervisor (please print name) Signature Date (mm/dd/yyyy)

FINANCE ONLY: :

Approval: _____
Finance Manager (please print name) Signature Date (mm/dd/yyyy)

Entered By: _____
Input by (please print name) Signature Date (mm/dd/yyyy)