

Banner Detail Code New Request or Edit Form

New or Edit Detail Code: New Request Edit Existing

Date _____

Requesting Department & Department Number _____

Person Requesting _____

Type of Detail Code: Charge Type Payment Type

Requested Detail Code Description _____

Please list in detail the justifications and proposed use of the detail code, or the reason for editing the existing detail code:

KFS Account Number _____ KFS Sub-Account Number (if applicable) _____

KFS Object Code _____ KFS Sub-Object Code (if applicable) _____

Requestor Signature

Department Head/Dean/Director/or Business Officer Signature

Return completed form to:

Financial System Services
Attn: Banner AR Administrator
6003 Campus Delivery

OR via email to Debbie.Owens@Colostate.edu

For internal BFS use only

Recommended by _____ Date _____ Feeds to 1098-T
Banner Accountant Signature

Reviewed by _____ Date _____
Accounts Receivable Manager Signature

Reviewed by _____ Date _____
Campus Services Signature