New Banner Detail Code Request Form

Use this form to request a new detail code from the Office of Student Accounts.

Name: _____

Department: _____

Office Requesting Detail Code: _____

List the Names or Email Addresses of all employees who need notified of the new code:

Name	Email Address

Use:

- o Departmental Deposit (Z)
- o Non-Student Invoicing (N)
- o Financial Aid (A)
- o Student Fee (O)
- o Other: _____

In the box below, please enter the full SAP accounting string. If your accounting string does not include one of these elements, please type 'N/A.' If you are unsure of your accounting string, please contact Accounting.Budget@millersville.edu.

GL	Cost Center/WBS	Fund

If you require the code by a certain date, please provide it below. Please allow at least 3-business dates for processing new requests.

Required Date: _____

Notes for OSA:

Send completed form to osa@millersville.edu for processing.