

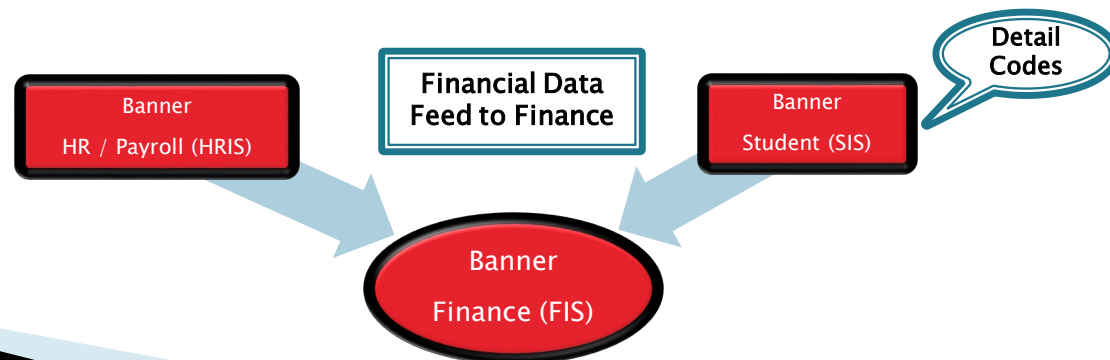


Detail Codes

What are they?
When do I need them?

Detail Codes Defined

- ▶ Used to place charges and payments onto students' accounts, as well as to record other deposits in the Banner–Student system.
- ▶ Required to place a charge or payment onto a student's Banner account.
- ▶ Optional in order to deposit funds through the Miscellaneous Deposit screen within Banner–Student.
- ▶ All financial transactions recorded in HRIS and SIS are fed to FIS daily.



Detail Codes Defined (continued)

- ▶ Detail Codes provide the “bridge” between the Banner–Student and Banner–Finance systems.

- ▶ They direct the system how to:
 - Define a charge vs a payment action (through the use of “Type Codes”)
 - Define the department responsible for the code
 - Identify the accounting to be used to record:
 - Revenues
 - Expenditures
 - Receivables
 - Liabilities

- ▶ All Detail Codes are placed online, and maintained, through Business Services – Accounting

Detail Codes Defined (continued)

- ▶ All Detail Codes are 4-digit codes.
- ▶ The first digit of the detail codes contains some additional meaning. For example:
 - F___ = Student “Fee” related charge (ex: student course fees)
 - H___ = Housing related charge
 - T___ = Tuition related charge
 - A___ = Financial Aid related
 - C___ = Other types of student charges (ex: late fees, application fees, etc)
 -and on
- ▶ They carry “Category” codes that aid in providing additional levels of security (ex: “HOU” is a category code tied to Housing Detail Codes; it can be structured to limit the use of the code to only Housing personnel).

Sample Detail Code

Oracle Developer Forms Runtime - Web: Open > TSADETC

File Edit Options Block Item Record Query Tools Help

Detail Code Control Form - Student TSADETC 8.0 (SOUPRD)

Detail Code: F060 PE 180 Ice Skating Crse Fee

Type: C

Category: FEE

Grant Type: (dropdown)

Priority: 991

Refund Code: (dropdown)

☐ Term Based

☐ Like Term

☐ Like Aid Year

☒ GL Enterable

☒ Active

☐ Direct Deposit

☐ Refundable

☒ Receipt

Pay Type: N

Tax Type: (dropdown)

☐ Title IV

☒ Institutional Charges

☐ Exclude Invoice Print

☐ Payment History

Defaults

Amount: (text box)

Term: (dropdown)

Effective Date: (calendar icon)

- ▶ Type: "C" = Charge to a student's account ("P" = Payment code)
- ▶ Category: "FEE" = General "fee" related item
- ▶ When you hit the "Page Down" key, it will take you to the accounting records associated with the code.

Sample Detail Code – Accounting

▶ Accounting “Bridge” to Banner–Finance:

Oracle Developer Forms Runtime - Web: Open > TSADETC

File Edit Options Block Item Record Query Tools Help

GL BANNER Interface TSADETC 8.0 (SOUPRD)

Detail Code: F060 PE 180 Ice Skating Crse Fee Total Percent: 100


Effective Date: 31-AUG-2006 Next Change Date:

General Ledger Interface to BANNER Finance

Designator:	Percent:	Account A:	Account B:	COA	Index	Fund	Orgn	Account	Program	Activity	Location	Rule Class 1	Rule Class 2	Rule Class 3
	100	F	F			001000		A3001				8CA1	8CA2	8CA3
		F	F		PEDCFH	001000	334529	01710	01002			8CB1	8CB2	8CB3

- ▶ Account “A” = Debit
- ▶ Account “B” = Credit
- ▶ When charged to a student’s account, this detail code will place the revenue in index “PEDCFH”, under the account code “01710” (Authorized Course Fees).
- ▶ A “receivable” will also be established in the General Fund (Account A), under the receivable account code of A3001. As payments are received, the receivable amount will be reduced as cash is increased.

- [illegible]



Oracle Developer Forms Runtime - Web: Open > FWIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status Form FWIBDST 8.0.0.1.B (SOUPRD)

Chart:

F

Fiscal Year:

12

Fiscal Period:

Index:

PEDCFH

☐ Query Specific Account

☒ Include Revenue Accounts

Commit Type:

Both

Organization:

334529

CF PE Skating

Fund:

001000

General Fund Operations

Program:

01002

Course Fee Instruction

Account:

Account Type:

Activity:

Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
01710	R	Authorized Course Fees	832.00	420.00	0.00	412.00
20000	E	Services & Supplies Expens	832.00	0.00	0.00	832.00
24599	E	Other Professional Services	0.00	297.00	0.00	-297.00
Net Total:			0.00	123.00	0.00	-123.00

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List

Record: 1/3

...

<OSC>

Deposits: Using the Miscellaneous Deposit Form

- ▶ Typically, most deposits are posted directly to an established Banner account (whether it's a "student", or "outside agency" banner account). This adds greater transparency for the student and agencies, aids in the timely recognition of revenues, and enhances the ability to track transactions within Banner-SIS.
- ▶ However, occasionally some deposits don't easily flow through established Banner-SIS accounts, and must be deposited using the Miscellaneous Deposit Form (TFAMISC).

Miscellaneous Deposit Form

- ▶ Both “Detail Codes” and “Index Codes” can be used when making a deposit in this form. Since deposits can be made directly to Index codes, there is often no need to establish a detail code to record the deposit to the department.
- ▶ However, deposits to the Miscellaneous Deposit Form should be limited in nature.

▶ Sample →

When an Index code is present, it will drive where the revenue will be placed.

The second line simply denotes the type of payment being received (in this case: a check)

The 1st line will determine where the credit is placed (increase revenue).

The 2nd line records the debit (behind detail code “CHEK”: increase cash).

Oracle Developer Forms Runtime - Web: Open > TFAMISC

File Edit Options Block Item Record Query Tools Help

Miscellaneous Transaction Form - Finance TFAMISC 8.1 (SOUPRD)

Receipt Number: 2090170 Document: User: HAMANNT Transaction Date: 31-OCT-2011

Detail Code: C001 Description: JPR Foundation Debit or Credit: C Amount: 75,000.00 Merchant ID: Currency Code: Payment Number:

COA Index Fund Organization Account Program Activity Location Rule Class

F JPRGOR 057110 236000 06389 20020 8MSC

Detail Code: CHEK Description: Check Pyrm#10084 Debit or Credit: D Amount: 75,000.00 Merchant ID: Currency Code: Payment Number:

COA Index Fund Organization Account Program Activity Location Rule Class

Debit Total: 75,000.00 Credit Total: 75,000.00

Receipt Information

Print Receipt: Y Print Duplicate: N

Detail code; press LIST for valid codes

Record: 1/2 <OSC>

Contacts

For additional Information contact:

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