

	<b>BUR 304</b>
	<b>Detail Codes (Student System)</b>
	Prepared By: Student Accounting
	Approved By: <b>Ken Johnston</b>
	Effective Date: <b>08/02/2016</b>

### Purpose

The Student Accounting department is responsible for the establishment and maintenance of Detail Codes.

### Policy

All Detail Codes require approval by Student Accounting and General Accounting before entry into the Student System.

### Definitions

**FOAP** – Chart of Accounts – Fund, Organization, Account, Program

**Detail Code** – student system functionality that enables the university to map student transactions to the Banner Operating & General Ledgers.

### Procedures

#### 1. New/Updated Detail Codes

- a. Exemption detail codes are approved by Grant and Contract Accounting. The approval is conducted through the DSS system. Please refer to the DSS policies and procedures for details.
- b. Departments are required to submit new/updated Detail Code request form to the Bursar's Office. The form is located using this link (please click to be redirected):  
[Detail Code Request Form](#)
- c. Bursar's Office will review the form and approve or reject the request. Approved forms are submitted to General Accounting for FOAP approval. Approved Detail Codes are entered in the Student System. Rejected forms will be returned to the requester with an explanation detailing the rejection.
- d. Original submissions are retained in the Bursar's Office.

#### 2. Detail Code review

- a. Annual basis Bursar's Office and General Accounting will review Detail Codes to ensure account numbers are valid and codes are still utilized by the University.

<b>Guidelines</b> Intentionally left blank
<b>References</b> Intentionally left blank
<b>Responsibilities</b>  <b>Bursar's Office</b> - Creation and submission of forms <b>General Accounting</b> – approval of detail code FOAP's
<b>Required Forms</b>  <a href="https://docs.google.com/a/iit.edu/forms/d/1VfCX_1peKPO7xw1JN7urgh7eSPwkhIEvHPokauqd-V8/">https://docs.google.com/a/iit.edu/forms/d/1VfCX_1peKPO7xw1JN7urgh7eSPwkhIEvHPokauqd-V8/</a>