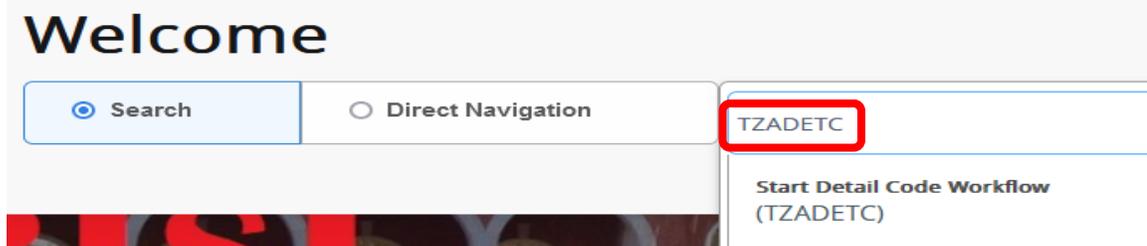


How to Request a Detail Code Banner Admin Pages

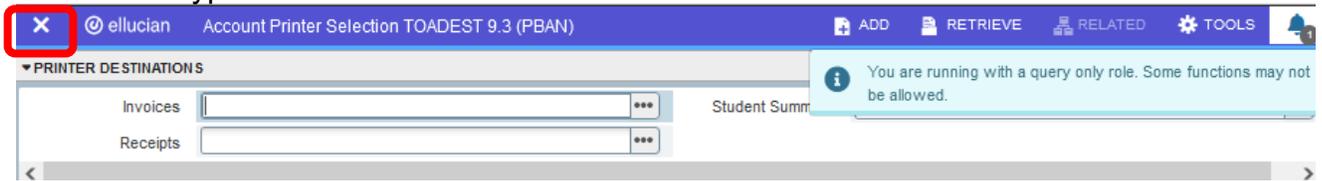
Banner Security is required prior to requesting a detail code. Complete the [BAN FIN AR DETAIL CODE C Banner Security Instructions](#).

- Log into Banner Admin Pages <https://www.ecu.edu/banner>
- Enter “TZADETC” in the search field on the Banner Admin Pages home page.
- Press Enter.



The screenshot shows the Banner Admin Pages 'Welcome' screen. At the top, there are two tabs: 'Search' (selected) and 'Direct Navigation'. A search bar contains the text 'TZADETC', which is highlighted with a red box. Below the search bar, a dropdown menu is open, showing the search results 'Start Detail Code Workflow (TZADETC)'.

- Click 'X' to bypass the Account Printer Selection.



The screenshot shows the 'Account Printer Selection TOADEST 9.3 (PBAN)' screen. A red box highlights the 'X' icon in the top left corner of the window, which is used to bypass the printer selection process. The screen also shows a 'PRINTER DESTINATIONS' section with dropdown menus for 'Invoices' and 'Receipts'. A notification banner at the top right states: 'You are running with a query only role. Some functions may not be allowed.'

- Select Type of Request.



The screenshot shows the 'Type of Request' section. There are three radio button options: 'Create New Detail Code' (selected and highlighted with a red box), 'Update Detail Code Data', and 'Inactive Detail Code'.

- a. Create New Detail Code: This request is for new detail codes that do not exist in Banner.
- b. Update Detail Code Data: This request is to update an existing detail code.
- c. Inactivate Detail Code: This request is to inactivate an existing detail code.

- Enter Reason for Request (optional).



The screenshot shows the 'Reason for Request' field, which is an empty text input box.

- Select Type of Detail Code

Type of Detail Code

Student System
 Non-student Receipts
 Scholarship

a. Student System: Used to post tuition, fees, housing, dining, and student health charges and student and outside scholarship payments (ex. cash, check, pin-based debit, credit card (online), wire to a student’s account. **Financial aid detail codes for Title IV and State Grants are considered Student Detail Codes.

b. Non-student Receipts: Used to post receipts through Banner form TFAMISC. This is also known as a Departmental Deposit or Banner Finance Cash Receipt.

c. ECU Scholarship: When set-up in both Financial Aid and the Accounts Receivable Banner Modules, this code is used to post ECU scholarship funds to student accounts.

- Enter the Detail Code

Detail Code and Description

Detail Code

a. Student System detail code format is three or four alpha and/or numeric characters.

b. Non-student Receipts detail code format is the first two characters are alpha and the last two characters are numeric. If the FOAP can be changed by the user creating the departmental deposit, the last two numeric characters are “01”.

c. ECU Scholarship detail code format is the first character is an alpha character and the last three characters are numbers. Athletic requests can be any combination of four alpha and numeric characters.

- Enter the Detail Code Description.

Detail Code and Description

Detail Code Description

- Enter the Designator Code and FOAPAL for the Departmental Deposit Credit.

Designator Code	<input type="text"/>	...	Account	<input type="text"/>	...
Chart of Accounts	<input type="text"/>	...	Program	<input type="text"/>	...
Fund	<input type="text"/>	...			
Organization	<input type="text"/>	...			

a. Designator is only used for Student System requests related to Federal Title IV and State Grants. Contact Student Financial Aid for more information.

b. Chart of Accounts will automatically populate.

c. Enter Fund, Organization, and Account used as the credit side of the departmental deposit.

- d. Program will automatically populate.
- Closely Review information for accuracy.
 - Activity Code and Description will be populated if the detail type is ECU Scholarship.
 - Click SAVE located in the bottom right corner.
 - An automated email will be sent to the requestor stating the request is in process.
 - An automated email will be sent to the requestor stating the request is complete.
 - If you have questions, please contact STUDENTBILLING@ecu.edu