Pennant Payment Detail Code Request Form

Please provide the following information

Date of request: ☐   **Date needed by:** ☐

Type of request:

☐ Add new detail code:

     If appropriate, start with copy from detail code: ☐

     New detail code will be used starting with term: ☐ Fall ☐ Spring ☐ S1 ☐ S2   Year: 20 ☐

☐ Change detail code: ☐

For new detail codes, complete items 1-6 and 8-9 below. For changes to an existing detail code, complete items 7-9.

1. **Description to appear on student account (30 characters max):**

[ ]

2. **Payment type/source of payment (check one):**

☐ Cash (CSH)

☐ Billable agencies (AGY)

☐ Sponsored scholarship (SPN)

☐ Faculty/Staff benefits (BEN)

☐ Voided refund (VOI)

☐ Uncertain – please describe source of payment: ☐

☐ Financial aid (grants only) (FA); **complete item 3 below

☐ Campus-based student loan (CBL); ACS loan code: ☐
     Title IV loan? ☐ Yes ☐ No

☐ External student loan (EXL)
     Title IV loan? ☐ Yes ☐ No

3. **For financial aid grants, provide the Aid ID and source of funds. Aid ID:** ☐

Source of funds (check one):

☐ State grant (AS)

☐ Federal grant (AF)   Title IV? ☐ Yes ☐ No

☐ Unrestricted university funds (Annn)

☐ Endowed funds, undergrad (E)

☐ Endowed funds, grad (N)

☐ Gift funds (J)

4. **For state grants, federal grants, sponsored scholarships – Is this a term-based detail code?**

☐ Yes ☐ No   If yes, effective for fiscal year beginning July, 20 ☐

5. **GL Account Number (Account A):**

[ ][ ][ ]-[ ][ ][ ]-[ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ]-[ ][ ][ ]

6. **How will this payment get posted to students' accounts? (check all that apply)**

☐ File or excel spreadsheet sent to the Pennant Feeder App; data origin: ☐ (see **Note below)

☐ Manual data entry

     **Note: If this is a new data origin, please also complete and attach the following form:

     http://www.upenn.edu/registrar/pennant/forms/Feeder-New-Data-Origin-Request-Form.pdf

» Please forward/scan/send to penntdnr@exchange.upenn.edu «

7. **If this is a request for a change to an existing detail code, check one of the change types below:**

☐ Inactivate detail code – as of date: _____

☐ Change description. Enter new description below (30 char max):

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

8. **Requester:**

Name: _____   Email: _____

Title: _____   Phone: _____

Signature: _____

9. **Name of Business Administrator (required)**

_____   Signature: _____

For Internal Use Only

Detail code	_____	Title IV	☐ Yes ☐ No
Subcode mapping	_____	1098T Category	☐ QBC – Qualified billable charges
Category	_____		☐ SCH – Scholarships/grants
Priority code	_____		☐ SUPC – Supplemental charges
ACS loan code	_____		☐ SUPP – Supplemental payments
			☐ EXCL – Excluded
Payment history	☐ Yes ☐ No	1042S Eligible	☐ Yes ☐ No
Like term	☐ Yes ☐ No	Netting indicator	☐ N ☐ T ☐ D
Refundable	☐ Yes ☐ No		

N = no netting; T= net by term and detail code;
D (default) = net by term, detail code, and description

Netting primary detail code _____

Approved/Rejected   **Date**   **Signature**

☐ Approved ☐ Rejected   **Student Accounts Management**   _____   _____

☐ Approved ☐ Rejected   **Budget Office**   _____   _____

☐ Approved ☐ Rejected   **Accounting Director**   _____   _____