

Accounts Receivable Invoice Detail Account Code Request

Mail or fax this form to:

General Accounting Office
 Phone: (530) 757-8935
 Fax: (530) 757-8500

Purpose: To add or change the association of a 4-character alphanumeric Detail Code to departmental revenue accounts (the Detail Code may be associated with a departmental expense account if the criteria in Section 330-50 are met).

Note: Care should be taken not to confuse this 4-character alphanumeric Detail Code administered by General Accounting and used in the Banner Accounts Receivable System with the 4-digit DaFIS Billing ID. These are two distinct numbers. When someone adds or changes this 4-character alphanumeric Detail Code, the change will NOT affect the 4-digit DaFIS Billing ID. However, if a department meets the requirements of Section 330-50, and is using an expense account to record the credit associated with the UC Davis Invoice, the department may request that the 4-character Detail Code be the same number as the 4-digit DaFIS Billing ID number.

Detail Code	TA*	COA	Account	Subacct	Object	Project	Reference

*TA (Type Action): A=Add; C=Change

Services your department will provide:

Department name as it should appear on the customer's monthly statement (limit of 31 characters):

Preparer: _____

Department: _____

Phone: _____

Fax: _____