

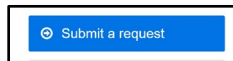
OIT Ticket Request: Create a New Detail Code Request

How to create an OIT ticket for a new Detail Code:

1. Visit the OIT Help Desk Website at:
<https://helpdesk.fau.edu/TDClient/2061/Portal/Home/>
2. Type **Detail Code Request** in the search bar and click the Search icon.



3. Click on **Submit a request**.



4. Fill out the information according to specific needs.

5. The options will differ based on if the new Detail Code **will be** or **will not** be used in the Marketplace.

6. Select **Type of Detail Code** and if the Detail Code will be **Refundable** or **Non-refundable**.

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7. Be sure to use the correct **Workday SmartTag, Revenue or Spend Category, and Ledger Account**. **TIP:** Not providing correct information in these fields will result in the request being returned to the Requestor.

The image shows two overlapping form boxes. The left box is titled 'Account A (Expense)' and contains three fields: 'Workday Smart Tag *', 'Spend Category *', and 'Ledger Account *'. The right box is titled 'Account B (Revenue)' and contains three fields: 'Workday Smart Tag *', 'Revenue Category *', and 'Ledger Account *'. Each field has a corresponding input box below it.

8. Using a few brief sentences, explain the purpose of the detail code.

The image is a screenshot of a web form titled 'Purpose of the detail code *'. It features a rich text editor with a toolbar containing options for Format, Font, Size, Bold, Italic, Underline, Strikethrough, and Link. Below the editor is an 'Attachment' section with a 'Browse...' button and the text 'No file chosen'. At the bottom left of the form is a blue 'Submit' button. A red curved arrow points from the bottom of the text editor area down to the 'Submit' button.

9. When finished, click on **Submit**.