CALIFORNIA STATE UNIVERSITY
BAKERSFIELD
Student Financial Services

CASHNet Item Code Action Form

☐ New Item Code   ☐ Modify Existing Item Code #_____

Item Code Name (i.e. .transcripts, VTS Deposit) _____

Description/Change Reason _____

_____

☐ **People Soft Account Only**

_____ _____ _____ _____ _____ _____
Account   Fund   Department   Program   Project   Class

☐ **Reference Required**   _____
                              (Reference type—Check # Invoice # etc.)

MPP Requested By: _____   _____
                        Signature   Date

_____

Item Code Assigned   _____

Requested Change Completed   ☐

Approved By: _____   _____
                                Signature (SFS Manager)   Date

Completed By: _____   _____
                                Signature   Date

acp 2/7/22

Cashnet Item Code Action Form Instructions

New Item Code Request

To request a new Item code for use in the Cashnet Cashier system complete the Action Form and submit to Student Financial Services for completion.

Request for a new Item Code must include a suggested name for the item code as well as a description of the code.

For example:

Name	Health Center Deposit
Description	Daily Health Center Receipts

If the accounting is to a People Soft account all applicable fields in the chart field string must be shown

If a reference is required on the transaction please indicate the reference type in the space provided. Examples of references are invoice #; check #, name, ticket # etc.

Sign and Date the form and forward it to Cashiering for processing. Once the programming is completed a copy of the completed form will be returned to the requestor.

NEW ITEM CODE ADDITIONAL INFORMATION

Description and Print Description: (Ex: Summer 2022 Enterprise College)

Chart Fields: (Ex: Account-Fund-Dept-Program-Project-Class)

Long Description: (Ex: The $45 registration fee is non-refundable and should not be paid until you have received confirmation that you have been successfully enrolled in the course.)

Receipt Text: (Ex: Thank you for enrolling with Enterprise College! If you have questions about the program, please contact program instructor at PDirector@csub.edu or 661-654-3333.)