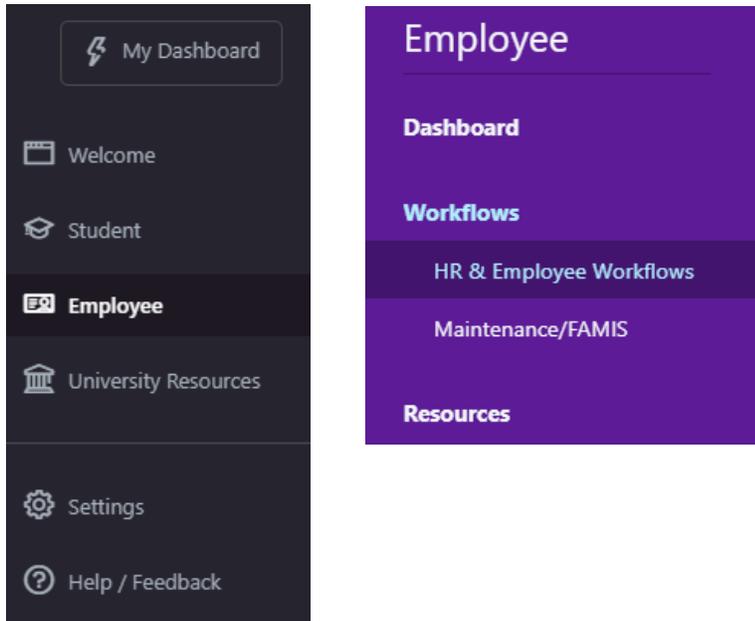
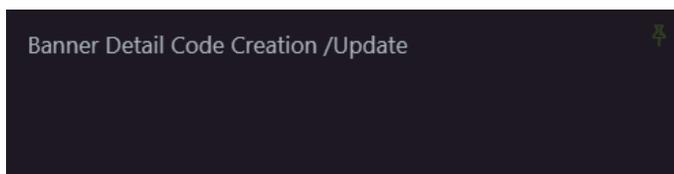


ARO Detail Code Request Instructions

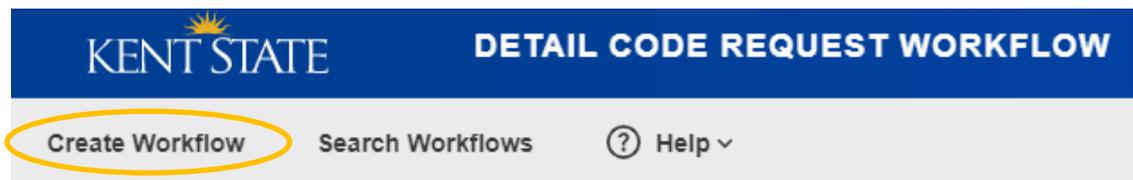
- 1) Log into FLASHLine
- 2) Click on “Employee”, then under “Workflows” click on “HR & Employee Workflows”



- 3) Select “Banner Detail Code Creation/Update”



- 4) Click on “Create Workflow” in the top left-hand corner



5) Select “new ARO Detail Codes” if you are requesting a detail code that is brand new

New Detail Code Request

Detail Code Information

Select Detail Code Type

Detail Code Type *

Please Select One

Please Select One

New SFA Detail Codes

New Dept. Charge/Credit Detail Codes

New Waiver Detail Codes

New ARO Detail Codes

Edit SFA Detail Codes

Edit Dept. Charge/Credit Detail Codes

Edit Waiver Detail Codes

Edit ARO Detail Codes

→ (Select “Edit ARO Detail Codes” if you are modifying an existing detail code)

6) Under “Business Purpose” state this request is for ARO purposes

Detail Code Information

Request Information

Business Purpose *

New ARO detail code

Special Instructions

7) Under “Account Information” Select “Index”. Begin typing your index number in the index number field, descriptions will populate for you to choose from. You must select from the available options within the dropdown menu or the request may fail. Attempting to enter an Index that is not listed corrupts the request.

Account Information

Index or Fund Number *

Index

Index Number

339700

339700: Bookstore

- 8) Select “Account Code” and like the index or fund, the description will populate – Click on the dropdown description

Account Information

Index or Fund Number *

Index

Index Number

339700: Bookstore

Account Code *

77032

77032 - Miscellaneous

- 9) In the “Description” field, fill in what best describes the requested detail code.

Description (maximum 30 characters) *

AUX-Labor & Telephone KC

When the code is sent for approval – It can be sent back to you by the controller’s office for any changes that need to be made.

10) The “Requestor Information” should have all your KSU employee information

Requestor Information

Requestor Name *
Bob Smith

Requestor Title *
Accounting Specialist

Requestor Department *
Bursar's Office

Requestor Email *
bsmith@kent.edu

Requestor Phone Number *
(330) 672-2626

11) Feel free to enter any comments in the available field and click

[Submit Workflow](#)

-You will receive an initial email your request has been submitted and an additional email to notify you when your detail code has been approved and is ready for use.