OnBase – Item Type Request – Job Aid (Requestor)

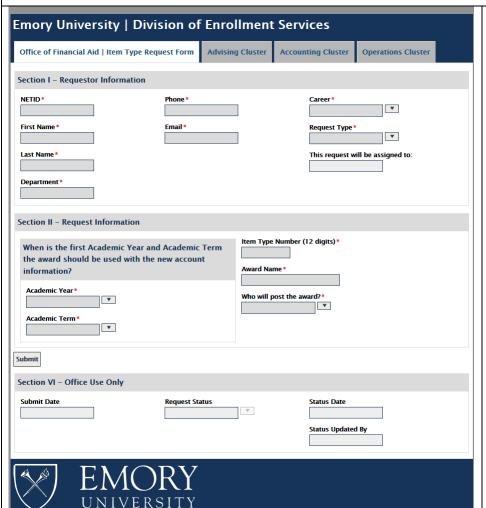
ITEM TYPE REQUEST FORM

The Office of Financial Aid processes all awards through the PeopleSoft student system (OPUS) using award specific item types. Financial Aid award disbursements are processes to student accounts on a nightly basis. The item type maps the financial aid transaction to the appropriate general ledger account during the nightly general ledger post process.

The purpose of the online form is to request new item types or make changes to existing item types. Please ensure all award item type requests contain valid SpeedTypes (smartkeys) with an EMUNV business unit.

Follow the below link to the request form and complete required fields.

Item Type Request Form



All fields in Section I and Section II are required.

Section II questions are presented when the Request Type is chosen.

The request will automatically be assigned to the Associate Director based on the career chosen.

Once the entire form is completed, click the "Submit" button

Section II - Request Information		Request Type A – Speed Type Change (smart key)
When is the first Academic Year and Academic Term the award should be used with the new account information?	Item Type Number (12 digits)* Award Name*	Complete all fields indicated. Use the full award name from PeopleSoft (OPUS).
Academic Year * Academic Term *	Who will post the award?* ▼	Once the entire form is completed, click the "Submit" button. The requestor will receive email notification that the request has been received by the Office of Financial Aid.
Section II A – SpeedType Change Old SpeedType (10 digits)* New SpeedType (10 digits)* Submit		Note: Speed Types are no less than 10 digits. Enter all characters including leading zeros.

Section II - Request Information		Request Type B – Account Change
When is the first Academic Year and Academic Term the award should be used with the new account information?	Item Type Number (12 digits)* Award Name*	Complete all fields indicated. Use the full award name from PeopleSoft (OPUS).
Academic Year* Academic Term*	Who will post the award?* ▼	Once the entire form is completed, click the "Submit" button. The requestor will receive email notification that the request has been received by the Office of Financial Aid.
Section II B – Account Change		Note: Accounts are 6 digits.
Old Account* New Account* Submit		

Section II - Request Information		Request Type C – Award Name Change
Section II - Request Information When is the first Academic Year and Academic Term the award should be used with the new account information? Academic Year* Academic Term* Section II C - Award Name Change Old Award Description* New Award Description*	Item Type Number (12 digits)* Who will post the award?* Tor the "New Award Description", you do not need to add "SUM" for a summer award.	

