AIDID: Request New or Update

> ⚠ **DO NOT Submit Cost Transfers in Oracle**
>
> For graduate student stipend, fee payment and tuition remission, DO NOT submit a cost transfer in Oracle Financial Cloud.
>
> Corrections/changes to PTAF or COA must happen at the source - in this case, the FSRT (see FAQ below for more detail).
>
> We will continue to update this page and work with the Budget & Finance team to update KBAs to include this information.

> ⚠ **This process is ONLY applies to graduate (PhD, MFA, or master's) student support payments.**
>
> For all **undergraduate** financial support **payments**, please contact the Financial Aid & Scholarships Office - scholarships@ucsd.edu
>
> For all **medical (M.D.) or pharmacy (PharmD)** financial support **payments**, please contact the Health Sciences Financial Aid Office - somfinaid@health.ucsd.edu.

> ⚠ **Revenue for Self Supporting Programs**
>
> ISIS AR (Accounts Receivable) uses two different types of detail codes – charge detail codes (billing a student for tuition, fees or other costs) and payment detail codes (stipends, fee payments, remission, etc.)
>
> If you are looking for assistance with **charge detail codes** associated with **revenue from registration fees for a specific program or course number**, you will work with General Accounting, SFS, and the Registrar's office – not the Division of Graduate Education / FSU – via Services & Support (more info in this KBA).
>
> *Note: we are working to update the KBA to reflect this same information and clarify which teams will assist.*

Verify AIDID

If you are a PI or fund manager for sponsored awards or general projects on which graduate student stipends and fees are paid, you should:

- Verify if the AIDID you want to use is available in the "OFC : ISIS : ProSAM Funding Code Map"

- Once the AIDID is available, work with your students' or program Graduate Coordinator to submit retroactive corrections and new payment requests in the FSRT.
    - For more information about FSRT, see Financial Support Request Tool (FSRT)
    - See "How can I see what stipend or fee payments are scheduled or outstanding?" in the FAQ below

Users who have a request for a new AIDID in GSAS will receive an email notice from gradfellowships@ucsd.edu when the new AIDID is ready for use.

Request new AIDID - using the GSAS tool

If the AIDID is not available, submit a request in GSAS.

GSAS - Graduate Support Accounting Setup (Main Campus VPN is required)

- Watch GSAS Launch Webinar
- KBA Article with instructions

Users who have a request for a new AIDID in GSAS will receive an email notice from gradfellowships@ucsd.edu when the new AIDID is ready for use.

FSU Processes for Creating New Funding Codes

Promapp (process map): https://us.promapp.com/ucsd/Process/Minimode/Permalink/Djusi3gWXuRmZ6yhkFnNlI

Note: an "@ucsd.edu" Active Directory login is required for Google Docs/Sheets referenced in this map. Access will not be granted to non "@ucsd.edu" Google Accounts. Make sure you log out of any other Google Account (or change browsers) before viewing.

- *Main campus units: use your campus **Active Directory** account (**not** "@cloud.ucsd.edu" or "@eng.ucsd.edu").*
- *Health Sciences: contact UC San Diego Health Service Desk at http://3help.ucsd.edu/ for assistance.*

FAQ

More coming soon!

Why are detail codes and AIDIDs needed when we have project-tasks or chart strings in OFC?

Each system in the chain used to process graduate student stipend and fee payments requires a unique funding code, with different attributes specific to that system. We cannot enter OFC POETAF or chart strings directly into any of these systems - so each system's unique funding code must be created in the source system, and mapped to the others in the chain.

Can I submit my own detail code directly to General Accounting?

No. While the detail code request is available to all in the support portal, please **do not** submit your own request for a detail code (assuming you intend to use that detail code to pay graduate stipend or fees).

- To create a new detail code, it is necessary to map the OFC funding string to the old IFOPAL format via "faux index", which allows for a translation between ISIS : OFC (ISIS cannot be reconfigured to accept project or chart strings). This process is not available to our campus partners.
- Next, the detail code must then be mapped to ProSAM (aid definition "AIDID") and IAM (commitment definition "COMID") codes and loaded into the ProSAM modules - this process is not available to our campus partners.

FSU creates the faux index, detail code, AIDID and COMID as part of one internal process. Please see the "Request new AIDID" form above - and FSU will be in touch if we have questions regarding your request.

Will I be notified when the requested AIDID is ready?

An email notification will go out to the person who submitted GSAS (as well as anyone you include in the email filed of GSAS) to request a new AIDID. **Please forward this information to any Graduate Coordinator, Fund Manager/Research Administrator or other administrative staff member who helps to support your program or individual student as needed.**

Sample Email Template:
From: gradfellowships@ucsd.edu
Subj: Graduate Stipend/Fee Payments - AIDID (Funding Code) Ready

Hello -

You are receiving this email because you, or someone affiliated with your department/funding, requested a new AIDID (funding code) to pay graduate student stipends or fees (see table below).

Additional information and FAQ related to AIDID can be found here: https://collab.ucsd.edu/x/FRW-Bw.

The above collab link includes a link to a list of all AIDIDs which are currently ready for use. Please note that we have not finished working through all requests for new AIDIDs; we will continue to notify departments as new AIDIDs become available.

Instructions for entering retroactive corrections for stipend or fee payments into the Financial Support Request Tool (FSRT) within the FSRT can be found here: FSRT FAQ - retroactive funding changes.

If you are not the person who will enter the corrections into the FSRT, please forward this information with the Graduate Coordinator or other staff personnel who will process the changes.

If you require further assistance, please respond directly to this email (gradfellowships@ucsd.edu) or submit a ticket at support.ucsd.edu/students (in the *More Specifically field, type "**Graduate Support Accounting Setup**". The *About and *Related to… fields will auto-populate).

Please do not email individual FSU staff members, as this will slow down our ability to track and respond to inquiries.

Thanks for your patience and understanding!

Financial Support Unit

Graduate Division

How can I see what stipend or fee payments are scheduled/pending?

Users with access to the Financial Support Request Tool (FSRT) can download a limited report of stipend and fee payments that have been entered. This report will be limited to students in the department/program the user has access to.

Please see our Financial Support Request Tool Documentation for instructions to gain access to FSRT and run the report (see "Fellowship Status").

Note: to map AIDIDs from the Fellowship Status report to project-task or chart string information, see also:

How will reconverted projects be handled? I have already requested one and haven't heard back, what should I do?

The AIDID project team is working on this, and we'll send you more information ASAP. **In the meantime, please start working on the changes for all other projects, especially sponsored projects, as soon as possible.**

Why does GSAS show function 780 on my project/task?

In short, we do not override the function that is displayed on GSAS since the appropriate function for stipends is 780.

When it comes to posting to the ledger, you will see something slightly different if the project-task itself does not have a 780 function (at the moment we are not mandating that a 780 task be created). When stipends post to the General Ledger, it will post to the appropriate project but will post as a 780 function, regardless of the function that is associated with the project. However, when they post to PPM, they will post with the same function as is associated with the project. Essentially you will have a mismatch on the function code between GL and PPM for the stipends, with GL always displaying 780.

While we agree this is not ideal, it is also not a large risk at this time. We will continue to focus on/prioritize more urgent systemic issues, and hope to revisit this during the ESR-SIS design phases.

Can I submit a cost transfer to correct expenditures in OFC?

No. Users should not submit PPM cost transfer requests to manually move student support costs between projects. These transactions flow through multiple sub-ledgers (including ISIS AR and ProSAM), and must be corrected at the source to keep all sub-ledgers (and the general ledger) in agreement. Requests for funding or other retroactive changes must be submitted via the FSRT.

For additional information, please see FAQ: Financial Support Request Tool - under "How do I change fund sources on a previously entered support request (retroactive funding changes)?"

AY2021 Stipends & Fees / AIDID Cleanup - Instructions

After a new AIDID has been created, Graduate Program staff with access to the Financial Support Request Tool (FSRT) need to submit the requests to retroactively correct the stipend or fee - instructions for doing so can be found here:

Still need help? Attend upcoming office hours with FSU in August - Fridays, 9a-11a:

- Zoom link: https://ucsd.zoom.us/j/92957620255
- Download .ics calendar file - *click here*

What if I've *already* submitted cost transfers, prior to receiving this guidance?

Coming soon!

What ledger date or period will retroactive changes post to?

Coming soon!

Why did graduate tuition payments post with an *undergraduate* account code in FY2021?

Coming soon!

Is a reconciliation report available for graduate stipends and fees?

Check out the **"UCSD-DSH General Ledger Panorama"** at bah.ucsd.edu. One of the tabs within the report in OFC is **"GL Details ISIS Reconciliation"**. The report returned has ISIS detail in the line description/reference fields, including PIDs.

The Graduate Division doesn't own/maintain this report, and the report owners are working on a KBA to post to the Budget & Finance Knowledge Base (Services & Support). In the interim, a draft version has been provided:

How to run GL ...20210708).docx

Any requests for other enhancements/new reports can be submitted at bah.ucsd.edu.

What do I do if an award is ending soon?

Contact your OPAFS award accountant ASAP for individualized award guidance.

For awards which have ended or will end soon (or those which have an upcoming reporting deadline), anticipated costs should be reported on the Final Expense Report (FER). Financial staff and research administrators should work directly with graduate coordinators to identify students for whom corrections will be requested and should therefore be included on a FER.

It is not possible at this time to provide a *complete* report of pending corrections. Limited data will be made available via a shared spreadsheet to the extent possible, however, efforts to create the new funding codes in ISIS and ProSAM systems will take priority ahead of compiling and publishing this information.

Will Graduate FSU verify that stipends or fees are allowable on a requested fund source?

No. It is the responsibility of the department fiscal staff or research administrator (fund manager) to ensure that costs are allowable on any fund source. At this time, there is not a consistently hard-coded data source that can be used to determine allowability of stipends/fee payments. If disallowed costs are submitted and processed in error, the department will need to submit a correction within the Financial Support Request Tool with an appropriate AIDID.

If stipends and/or direct payment of fees are not allowable on a sponsored project, please contact your OPAFS award accountant for assistance in implementing transaction controls.

Note: we recognize there is intersection between this concept and the future-state proportional split of tuition and fees. Additional details on the implementation of proportional split are forthcoming.

How do I get help with this process?

For inquiries or other support, please submit a ticket at support.ucsd.edu/students

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Where can I learn more about OFC, PPM vs GL, chart strings, and other accounting information?

The following resources are available for learning more about UC San Diego's Financial Information Systems (FIS):

- Budget & Finance Training @ UC San Diego (Blink)
- Budget & Finance Knowledge Base (Services & Support)
- Subscribe to the Budget & Finance Weekly Digest (Newsletter)
- Check in with financial SMEs in your department, program, or division