

OSU Scholarship System—Create a Detail Code Request

Detail Codes are used to identify Scholarship Awards and the associated accounting detail. Requests for a new Detail Code are processed online through the Scholarship System. Requests are routed to the Financial Aid Office for approval and assignment of the new Detail Code.

NOTE: Detail Codes, once used within a Project ID, cannot be changed until the beginning of the next fiscal year (after July 1 of the following year).

1) Login and locate the OSU Scholarship System.

2) On the left side of the page, locate “Scholarship” and a list will populate. Select “Create Detail Code Request”. The following screen will populate.

3) Begin by selecting the Request Type—New.

Request Type: New Change

4) Next enter the proposed Detail Code Title

Detail Code Title:

5) Enter a description for the intended use/reason for the request. The title must be unique.

Description of Intended Use/Reason for Request:

6) Enter a valid FS Index to which the expense will post. The Index entered must have a Program Code of 82001. Typically Scholarship Indexes end in 0 (zero).

If you enter an FS Index and receive the following error message, you will need to determine the Index is valid before moving forward. Only valid Indexes with the Program Code of 82001 are allowable in the Scholarship System. If you do not have a Scholarship FS Index, you will need to request one through the OSU Foundation.

A valid scholarship Index requires the 82001 scholarship program code.

Index:
Fund:
Org:
Program:
Account: 51101
Activity:

7) Enter the Project ID that will fund the Scholarship (optional but will be required when an Award is submitted for approval). Click the Save button and the request is automatically routed to the Financial Aid Office for approval. No system confirmation is provided.

Note: Requests for a new Detail Code can take up to two (2) days to process.

Optional entry for OSUF Project ID X-Walk:
Project ID: Project Title:

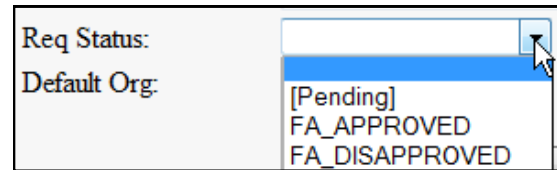
8) How to check the status of your Detail Code Request—Use Search Detail Code Request. From the Reimbursement and Scholarship System home page, locate Scholarship on the left hand side, and from the menu, select Search Detail Code Request.

Scholarship	▼	Manage Detail Code X-Walk
Reports	▼	Create Detail Code Request
Exit		Search Detail Code Request

Scholarship Detail Code Request Search
Please enter the search criteria. Accepted wildcard characters

Request Type:
Detail Code:
Detail Code Title:
Index:
User Name (last, first):
Req Status:
Default Org: %

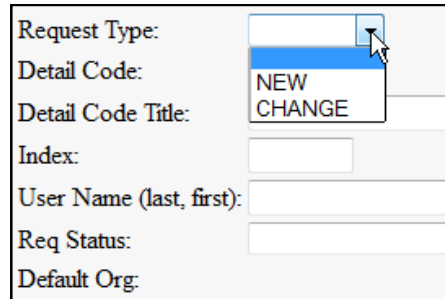
9) From the Req Status drop down list, select from the options provided. Your current list of Pending, FA_Aproved or FA_Disapproved will display under Search Results.



Req Status: [Dropdown menu]
Default Org: [Text field]

The dropdown menu for 'Req Status' is open, showing three options: [Pending], FA_APPROVED, and FA_DISAPPROVED. A mouse cursor is pointing at the top of the dropdown.

10) Select from the Request Type drop down list NEW or CHANGE. Choosing one of these will sort your requests accordingly.



Request Type: [Dropdown menu]
Detail Code: [Text field]
Detail Code Title: [Text field]
Index: [Text field]
User Name (last, first): [Text field]
Req Status: [Text field]
Default Org: [Text field]

The dropdown menu for 'Request Type' is open, showing two options: NEW and CHANGE. A mouse cursor is pointing at the top of the dropdown.

Additional Information and Helpful Hints:

- A Detail Code Request with a status of PENDING can be revised and resubmitted prior to approval.
- Can a Project ID be changed for an existing Detail Code? Yes, as long as the Detail Code has not been used for the applicable award during the current fiscal year.
- Detail Code descriptions and accounting detail can be changed at the beginning of a fiscal year.
- Request for a new FS Scholarship Index is approved through the OSU Foundation.
- Scholarship System generated reimbursement requests cannot be revised or deleted.