

OSU Scholarship System—Link Project ID to Detail Code

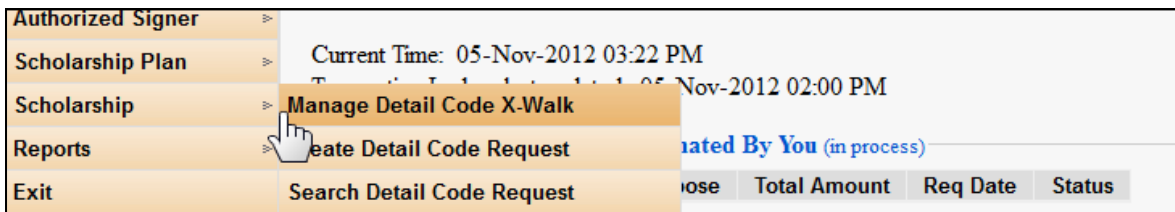
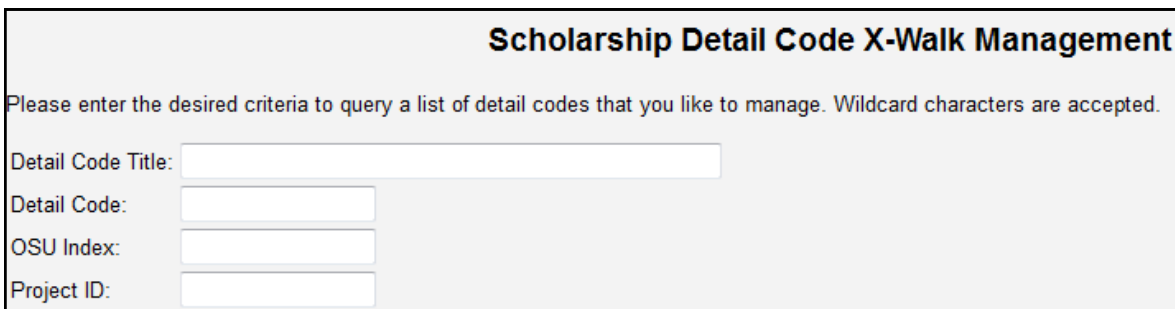
Detail Codes are used to identify Scholarship Awards and the associated accounting detail. Requests for a new Detail Code are processed online through the Scholarship System. Requests are routed to the Financial Aid Office for approval and assignment of the new Detail Code.

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 “Manage Detail Code X-Walk”. The following screen will populate.

3) Next enter the Detail Code. If Detail Code is unknown, enter the first few characters of the Detail Code followed by the percent sign (%) and click . If needed, search for the Detail Code using an OSU Index.

Here is an example of a search in the OSU Index box using FS128H to locate Detail Codes associated with the Project ID.

Index	Detail Code	DETC Title	Project ID
FS128H	01A2		4100-101260
FS128H	01A3		
FS128H	01A4		4100-101320

4) **Enter the Project ID you want to link to the Detail Code.** Note: Detail Code “01A2” has been linked (associated) to Project ID 4100-101260. This Detail Code is in use and cannot be associated with another Project ID until the beginning of the next Fiscal Year.

Index	Detail Code	DETC Title	Project ID
FS128H	01A2		4100-101260
FS128H	01A3		4100-xxxxxx

5) **Click Save. You will be returned to the main menu. No confirmation message will display.**

Additional Information and Helpful Hints:

- 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 the fiscal year.
- Request for a new FS Scholarship Index is approved through the OSU Foundation.
- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.
- Scholarship System generated reimbursement requests cannot be revised or deleted.