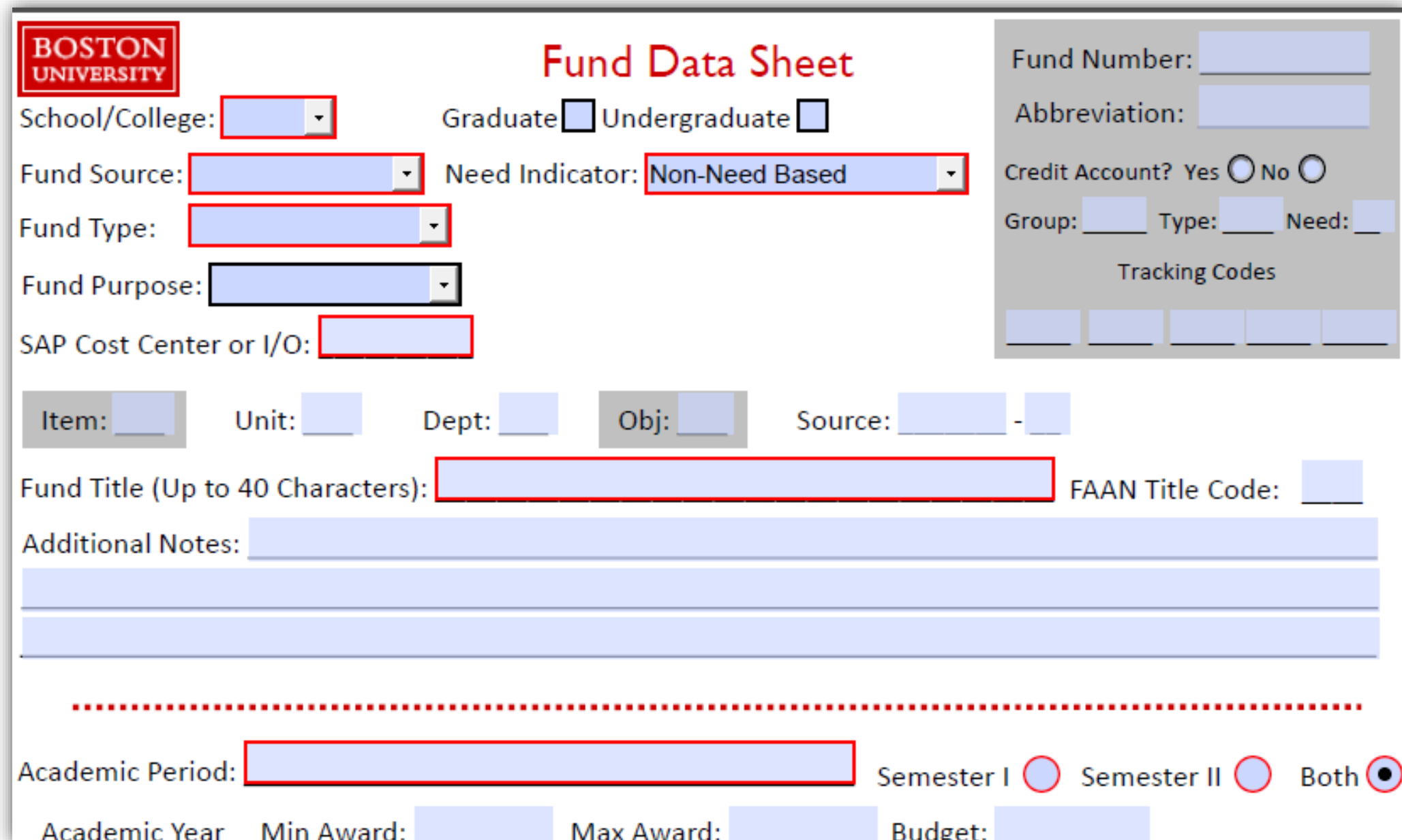


The Electronic Fund Data Sheet (EFDS) is a PDF form used for fund number requests, either for new funds or revisions to existing funds.



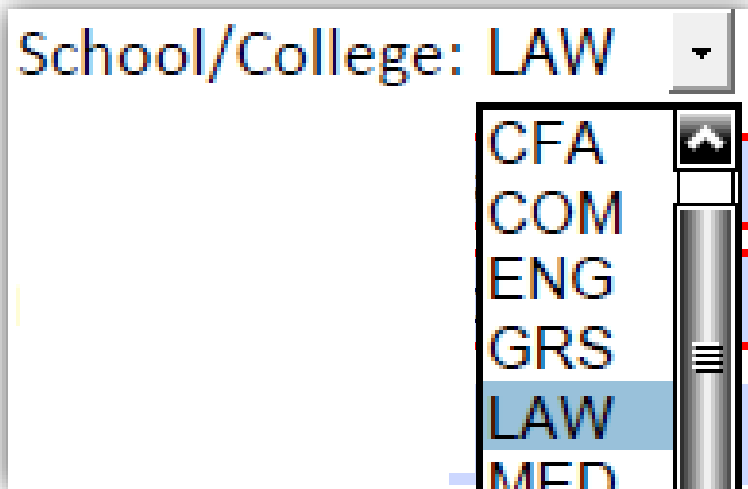
The screenshot shows the 'Fund Data Sheet' form with the following fields and options:

- School/College:** Dropdown menu
- Graduate:**  **Undergraduate:**
- Fund Source:** Dropdown menu
- Need Indicator:** Dropdown menu (set to 'Non-Need Based')
- Fund Type:** Dropdown menu
- Fund Purpose:** Dropdown menu
- SAP Cost Center or I/O:** Text input
- Fund Number:** Text input
- Abbreviation:** Text input
- Credit Account?** Yes  No
- Group:** Text input **Type:** Text input **Need:** Text input
- Tracking Codes:** Five text input fields
- Item:** Text input **Unit:** Text input **Dept:** Text input **Obj:** Text input **Source:** Text input
- Fund Title (Up to 40 Characters):** Text input **FAAN Title Code:** Text input
- Additional Notes:** Three text input fields
- Academic Period:** Text input
- Semester I:**  **Semester II:**  **Both:**
- Academic Year:** Text input **Min Award:** Text input **Max Award:** Text input **Budget:** Text input

The form requires information necessary for SAP and legacy accounting, as well as proper categorization of the funds. Incomplete or conflicting information could result in delays in crediting funds to students.

This manual covers many common questions and scenarios. Additional help can be directed to [ofafds@bu.edu](mailto:ofafds@bu.edu)

## Primary Fields



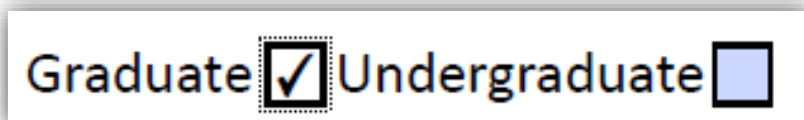
### **School/College:**

#### *Required Field*

College/Office administering the fund. Select "OFA" for undergraduate funds. Restricts which office may use the fund.

### **Examples:**

ENG allows only ENG staff to award the fund. A COM staff person cannot use an ENG fund, even to award a student registered in ENG.



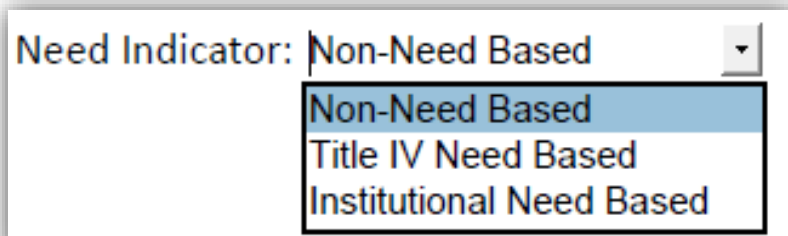
### **Graduate/Undergraduate:**

#### *Required Field*

Student population that can be awarded the fund.

### **Examples:**

Some funds can be awarded to both graduate and undergraduate, in which case check both boxes.



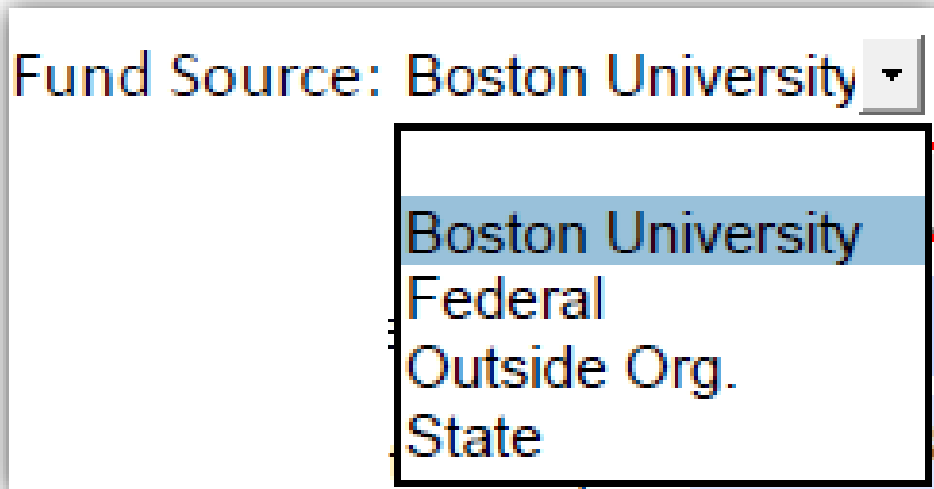
### **Need Indicator:**

#### *Required Field*

### **Examples:**

Most funds are Non-Need Based; no financial information is required from the student. Federal funds are Title IV Need Based; students must complete the FAFSA and meet eligibility limits. BU funds awarded based on student financial need are Institutional Need Based.

## Primary Fields



Fund Source: Boston University ▾

- Boston University
- Federal
- Outside Org.
- State

### Fund Source:

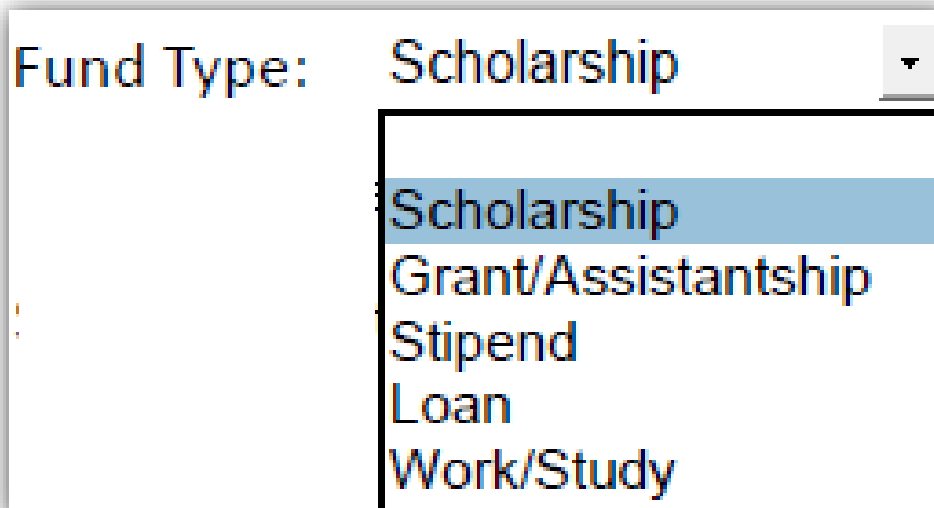
*Required Field*

Source/administration of the money.

### Examples:

Most funds are either BU or Federal.

Restricted funds are often funded by a donor. While this donor is outside of BU, the money is administered by BU and BU is listed as the source.



Fund Type: Scholarship ▾

- Scholarship
- Grant/Assistantship
- Stipend
- Loan
- Work/Study

### Fund Type:

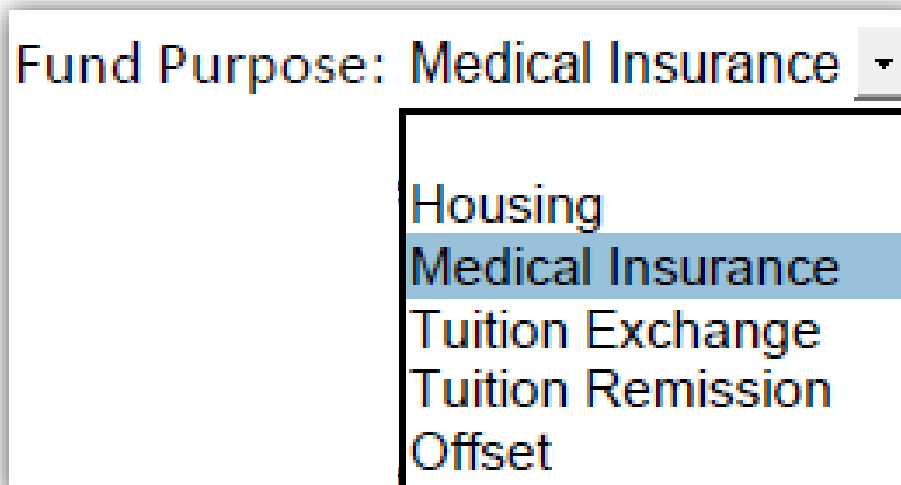
*Required Field*

Type determines how money is credited to the student.

### Examples:

Most funds credit to the student's BU account through Student Accounting Systems.

Stipends and work/study funds are paid directly to the student.



Fund Purpose: Medical Insurance ▾

- Housing
- Medical Insurance
- Tuition Exchange
- Tuition Remission
- Offset

### Fund Purpose:

*Optional Field*

Applies only to scholarships and grants. Field can be left blank if no listed purpose applies.

### Examples:

An award to offset a student's on campus housing charges should be flagged as housing.

An award to cover a student's BU medical insurance charge should be coded Medical Insurance.

Other options are restricted for use by the Office of Financial Assistance.

## Primary Fields

SAP Cost Center or I/O: **9250000000**

### SAP Cost Center or I/O:

#### *Required Field (Mostly)*

Accounting number from General Accounting or Sponsored Programs/PAFO.

#### Examples:

Cost centers begin with a 1 or a 2. (e.g. 116016000) Cost centers do not have a source code (below). Endowed spendable accounts may begin with 93 or 925. Never use an account that begins with 920.

Some types of fund serve as a placeholder and do not credit to the student either directly or indirectly. Most of these funds are for use by the Office of Financial Assistance.

Unit: **40** Dept: **777** Source: **G999** - **9**

### Unit / Dept / / Source:

#### *Required Fields (Mostly)*

Legacy accounting Codes. Look up codes with the XWalk SAP translation.

The screenshot shows the XWalk interface with a 'SAP to Legacy ACK' button highlighted. Below it, a 'Translation from SAP Object Code' window is open, displaying 'SAP Objects' with fields for GL Account, Cost Center, Business Area, Fund, Grant, Internal Order, and WBS Element. The 'Internal Order' field is highlighted with a red box and contains the value '9250010372'. To the right of this field, the text 'COLLATOS FAMILY SCHOLARSHIP FUND' is visible. A red annotation 'This SAP I/O number ...' points to the highlighted field.

... translates to the legacy unit, department, and source codes below.

#### Walker Account Info

Fund Indicator	Walker Unit	Walker Department	Legacy Object Code	Source Prefix	Source Suffix
0	018	010		B053	9



# EFDS User Manual

Send completed forms as an attachment to [ofafds@bu.edu](mailto:ofafds@bu.edu)

## Primary Fields

Fund Title (Up to 40 Characters):

**Fund Title:**  
*Required Field*  
Name of the fund.

Semester I  Semester II  Both

**Semester I/ Semester II / Both:**  
*Required Field*  
Semester(s) for award. If the fund is needed for multiple years/semesters, then describe fully in the ....

Academic Period:

**Academic Period:**  
*Required Field*  
AY/Summer the fund will be used.

**Examples:**  
Funds will be set up for all academic periods requested. Most funds are rolled from one year to the next automatically. Federal/Outside grants are typically for a short time span and must be renewed.

Min Award:  Max Award:

**Min Award / Max Award:**  
*Required Field*  
Min and max award for academic period.

**Examples:**  
Applies to a single award for a student for one academic period (award year or summer). Amounts can be split over two semesters.



# EFDS User Manual

Send completed forms as an attachment to [ofafds@bu.edu](mailto:ofafds@bu.edu)

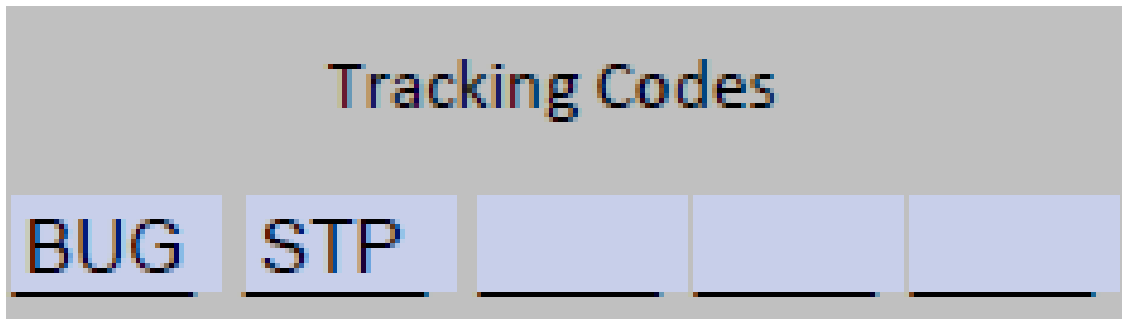
## Tracking Group Codes

Three character codes to group funds into reporting categories.

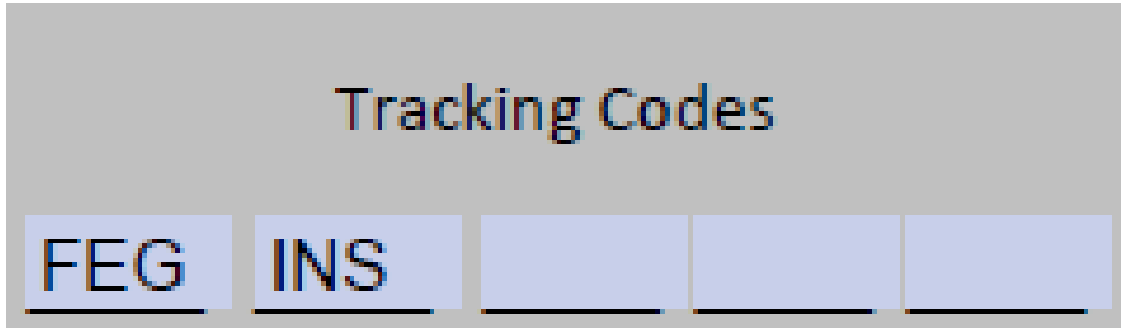
**The following codes are determined automatically:**

BUG – BU Gift	FEG – Federal Gift	STG – State Gift	OPG – Other Org./Private Gift
BUL – BU Loan	FEL – Federal Loan	STL – State Loan	OPL – Other Org./Private Loan
BUW – BU Work/Study	FEW – Federal Work/Study	STW – State Work/Study	OPW – Other Org/Private Work
STP – Stipend	INS – Medical Insurance		
TR1 – Tuition Remission	TX1 – Tuition Exchange	OFF - Offset	

**The above codes will be automatically added to the form in the grey administrative section:**



Auto codes for a BU Stipend



Auto codes for a Federal grant for the purpose of BU charged medical insurance.

**Do not add codes directly in the grey administrative section.**

**Additional codes can be listed in the notes fields as shown in the examples below.**



# EFDS User Manual

Send completed forms as  
an attachment to  
[ofafds@bu.edu](mailto:ofafds@bu.edu)

## Tracking Group Codes

Three character codes to group funds into reporting categories.

### The following codes may be listed in Additional Notes:

DR1 – Donor Restricted – Spendable endowment fund. SAP I/O begins with “925” or “930”.

FLW – Fellowship - Pursuit of study or research that does not have a work requirement.

MT1 – Academic Merit - Award based on prior and continuing academic excellence.

MT2 – Athletic Merit - Award based on prior and continuing athletic excellence.

MT3 – Performance Merit - Award based on prior and continuing artistic performance excellence.

MT4 – Other Merit - Award based on prior and continuing non-need based excellence.

RA1 – Resident Assistantship - Credit for service as a residence assistant.

VET – Military/Veteran's Benefit - Award for current and former military service and their dependents.

### Some codes are for use by OFA only:

BCB – Boston City Benefit - Awarded to student who attended Boston public schools.

BCS – Boston Community Scholarship – BU Community Service Award.

BHS – Menino Scholarship

BUB – BU Employee Benefit – Tuition Remission or Tuition Exchange.

BUS – BU Scholarship Assurance – Funds guaranteed to continuing students.

CB1 – Campus Based - BU has some discretion in awarding federal/state moneys.

CCF – Century Challenge Fund - Donor restricted award; part of Century Challenge campaign.

MAS – Massachusetts - Massachusetts is the source of the State money.

PAR – Parent Loan - Parent borrower for Federal loan.

PEL – Federal Pell Grant Program.

PRK – Federal Perkins Loan Program.

MAS – Massachusetts - Massachusetts is the source of the State money.

TES – Tuition Sharing Exemption

XOF – Operational Offset



# EFDS User Manual

Send completed forms as an attachment to [ofafds@bu.edu](mailto:ofafds@bu.edu)

## Tracking Group Codes

Three character codes to group funds into reporting categories.

### Examples

Additional Notes: This is a donor restricted fund. Please add tracking code DR1.

[Redacted]

Additional Notes: This is a fellowship fund awarded on academic merit.

Please add tracking codes FLW and MT1.

[Redacted]

Codes can be viewed in the FNFD function.

```
Maximum Award Amt : 100000
Tracking Group Code : BUG INS
Amount Amount
```

Codes will be utilized in mainframe batch and IRIS reports, and future Academic Data Warehouse (ADW) reports.



# EFDS User Manual

## Optional Fields

Send completed forms as an attachment to [ofafds@bu.edu](mailto:ofafds@bu.edu)

Financial Aid Award Notification: Legacy code for Undergraduate Funds only.

FAAN Title Code:

Budget:

Budget sets a limit in the mainframe for the total amount of awards for that fund for the academic period.

Additional Notes:

Text field for any additional information about the fund.  
**Ex. To replace existing stipend fund# 31999Z**  
**Ex. Jane Doe, recipient**  
**Ex. Donor restricted fund. Please add tracking code DR1.**

Source of Grant – Contact Info (For dash 5, 6, 7, 8 in legacy source number.)

Source Name:

Street Address:

City:  State:  ZIP:

Province:  Country:

Rep Name:

Rep Phone:

Grant source contact information. Info is recorded in the mainframe record for the fund.

Qualifications - Check all that apply.

Full/Part Time: Full  ¾  ½  ¼

Citizenship: U.S.  Permanent Resident  Student Visa

Gender: Male  Female  Major/Degree Program:

Ethnicity: Hispanic/Latino  American Indian/Alaska Native  Black/African American   
 Asian  Native Hawaiian/Pacific Islander  White

Other (describe):

Qualifications about the student to receive the fund. Qualifications are coded in the mainframe record. To be used as reference for the Financial Aid Administrator. Not all qualifications will generate an override message.

# EFDS User Manual

## Restricted Fields

Do not complete or change the information in these fields.

Fund Number:   
Abbreviation:

Funds are assigned a number in a specific range. The legacy fund ranges are critical for reporting and the correct posting to the Student Accounting System.

Credit to Student's Account?  
Yes  No

Scholarships and grants ***always*** credit to the student's account. Stipends ***never*** credit to the student's account.

Item:  Obj:

These legacy accounting fields will auto-complete when the document is saved. These codes are critical for the correct posting to the Student Accounting System.

Group:  Type:  Need:

These legacy code fields will auto-complete when the document is saved. These codes are critical for the correct posting to the Student Accounting System.

Tracking Codes

Tracking group codes. Some codes will auto-complete when the document is saved. Other codes will be entered by ESO staff. Do not add codes in these spaces. Use the Additional Notes to request other tracking codes.

Fund Coordinator Name:  Date:

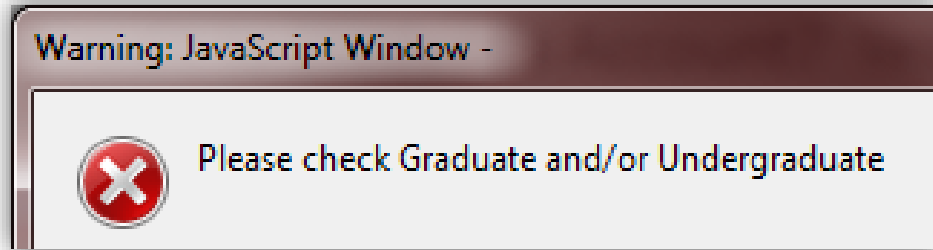
The person setting up the fund will sign and date the form. Any communication about the EFDS and funds must be directed to:  
**ofafds@bu.edu**

# EFDS User Manual

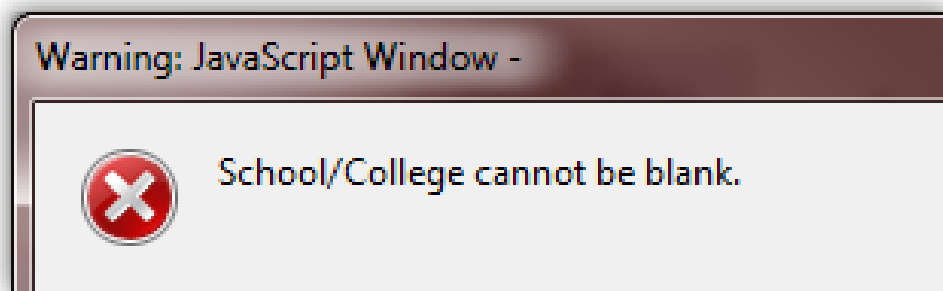
## Error Messages

The EFDS form can be saved as a template with blank fields. Forms submitted with errors will be returned for correction. Questions regarding error messages must be sent to:

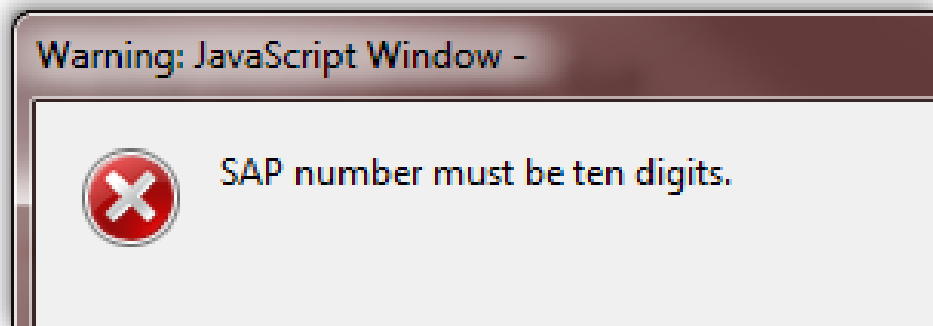
**[ofafds@bu.edu](mailto:ofafds@bu.edu)**



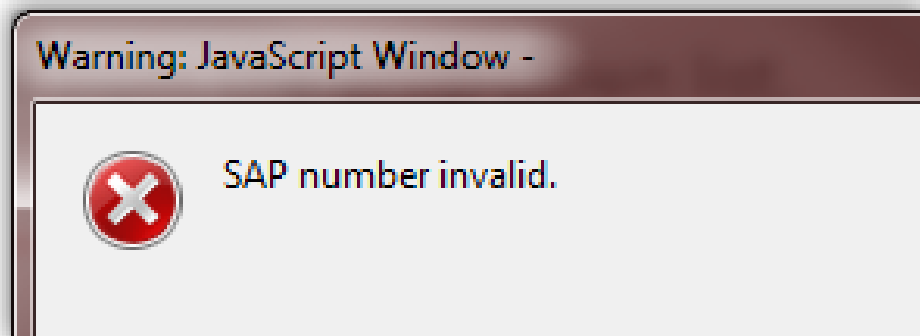
Population helps determine legacy accounting codes. Check the box for Graduate and/or Undergraduate.



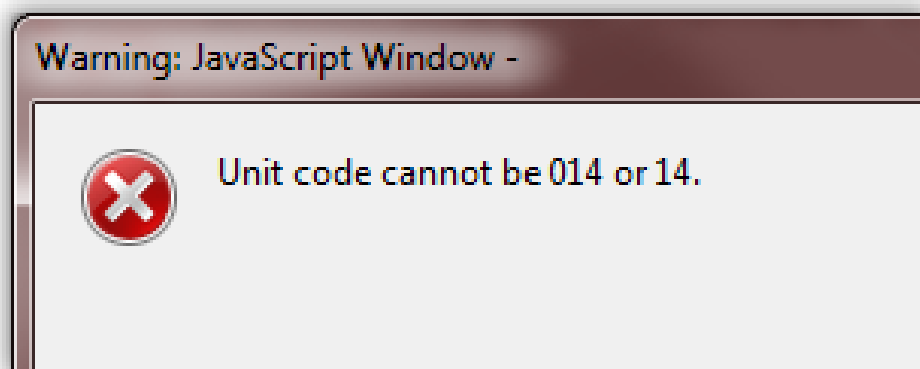
Select a College from the drop-down list.



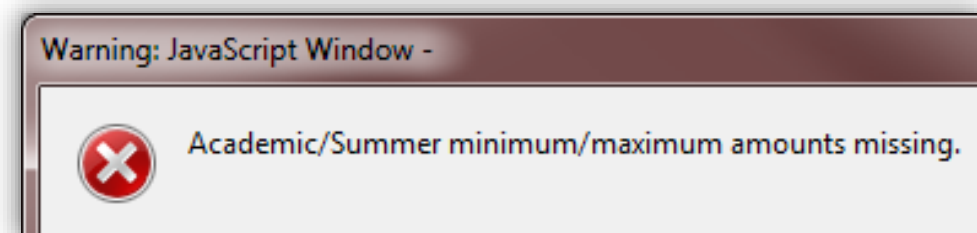
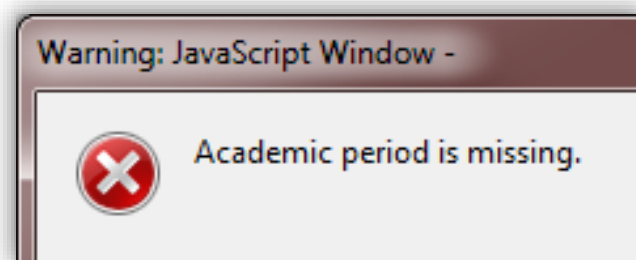
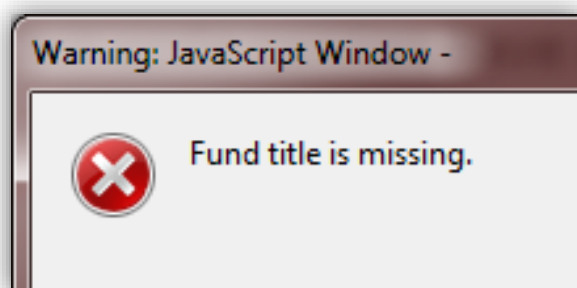
Check the SAP number if it has too few digits.



An SAP Cost Center must begin with '1' or '2'.  
SAP Internal Orders (I/O) must begin with '9'.  
Endowed spendable accounts must begin with '925' not '920'.



The legacy Unit code cannot have a value of 014.



Required fields must be completed. Send all questions about error messages to:  
**[ofafds@bu.edu](mailto:ofafds@bu.edu)**