February 17, 2023

FINANCIAL AID DIRECTORS
IT LEADERSHIP COUNCIL

Re: Changes to Input Specifications for CSS Financial Support Files

Dear Colleagues:

Beginning with the October 2023 financial support submission, UCOP is requesting two new fields in the CSS Financial Support input files and clarifying the definition of an existing field.

The Legal Name-Student (G010) in the demographic portion of the CSS Financial Support file clarifies and replaces the former Name-Student and will now be limited to the applicant's legal name per the UC Presidential Policy on Lived Name.

The Lived Name - Student (R350) is a new field in the demographic portion of the CSS Financial Support file required to support the UC Presidential Policy on Lived Name. This should reflect the preferred or lived name of a student if different from the legal name. This may be blank if the lived and legal name are the same.

The CCOA Entity Code (S120) is a new field in the award portion of the CSS Financial Support file required to support the migration to the new Common Chart of Accounts financial coding system. Entity code is a fundamental part of the key to distinguish fund and account source under the new Common Chart of Accounts. This field must be provided when campus is converted to the new financial system, else a value of spaces must be supplied.

The New CCOA Account ID (S130) is a new field in the award portion of the CSS Financial Support file required to support the migration to the new Common Chart of Accounts financial coding system. This is the account ID that is used by the new chart of accounts and is at level E. This field must be provided when campus has converted to the new financial system, else a value of spaces must be supplied.

The New CCOA Fund ID (S140) is a new field in the award portion of the CSS Financial Support file required to support the migration to the new Common Chart of Accounts financial coding system. This is the fund ID that is used by the new chart of accounts and is at level D. This field must be provided when campus has converted to the new financial system, else a value of spaces must be supplied.

When a campus has converted to the new financial system, Entity Code (S120), New CCOA Account ID (S130), and New CCOA Fund ID (S140) will need to have valid values from the new financial system. Existing old CCOA fields -, Account Number(S010), Fund Number(S020) and Subaccount Number (S030) will eventually be discontinued when all campuses are converted over and will all have a value of spaces.

Technical Specifications for Additional Data Elements in the demographic portion of the CSS Financial Support filespecifications:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
G010	Legal Name - Student	79	35	Char	E	Contains at least one comma and character is not a comma or blank; must consist of following char 'A' - 'Z', ' ', ',' '-' "'"
H1006	Lived Name - Student	193	50	Char	E	Contains at least one comma and character is not a comma or blank; must consist of following char 'A' - 'Z', ' ', ',' '-' "'"

Technical Specifications for Additional Data Elements in the award portion of the CSS Financial Support filespecifications:

REF NO	Element Name	Loc	Length	Format	Error Level	Valid Values
S120	CCOA Entity Code	53	4	Char	S	All spaces or digits
S130	New CCOA Account ID	57	6	Char	S	All spaces or Level E from CCOA
S140	New CCOA Fund ID	63	5	Char	S	All spaces or Level D from CCOA

Files Affected: **Effective date:**
CSSFAI   October 2023 submission

New Record Length: The addition of the new fields will require an increase in the record length. **The new record length will be 242 bytes.**

The complete set of up-to-date Corporate Student System specifications may be downloaded from our web site at https://data.ucop.edu/files/documents/file-specs/fai-file-layout-jan2023.pdf. If you have any questions about these specifications, please email irap@ucop.edu.

Sincerely,

Vandonelio Williams

Van Williams
Vice President and Chief Information Officer
Information Technology Services

cc: Vice President Brown, Institutional Research and Academic Planning
        Executive Director Brick, Graduate, Undergraduate and Equity Affairs
        Director Furgiuele, Institutional Research and Academic Planning Director
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