Determining the Source and Target of STIP at UCSF

This job aid will explain:

- How to find STIP entries in the general ledger
- Verifying if the Target and Source DeptIDs are the same
- How to find the Fund and DeptID where STIP was earned (Source)
- What the STIP Attribute on DeptID does
- How to look up the STIP Attribute on DeptID
- How to Change the STIP Attribute on DeptID

Finding STIP Entries

▸ STIP is distributed by a monthly allocation process in PeopleSoft that produces a journal (Journal ID in the format "D97000000x") to allocate the STIP earned in the prior month.

▸ STIP entries can be seen in the "Transaction Detail" report in MyReports.
  o Limit the report to your DeptID and Journal IDs beginning with "D97".
  o Alternatively, limit the report to your DeptID and Accounts 49140 through 49144 and 59140 through 59144.
  o If you have transferred any STIP earnings previously, include Account 78005 in the report. See the "STIP Analysis and Management" job aid.

▸ STIP is posted to Fund 5018, with the exception of Agency Funds and Sponsor STIP Restricted Awards, which are distributed to the original Fund.

Finding the Source of STIP

▸ The first step in analyzing STIP is to identify the Fund-DeptID where the STIP was earned (the source).

▸ STIP from one DeptID can be directed to a different DeptID (the target), at the discretion of the DeptID owner.
  o Departments are encouraged to aggregate all their STIP to a single DeptID for simpler management of this unrestricted fund source.

The line description in the monthly STIP journal names the Fund and DeptID that earned the STIP. (Prior to November 2014, only the Fund was shown.) This is illustrated by this selection from the "Transaction Detail" report in MyReports:

Target Fund/DeptID **Source Fund/DeptID**

Acct ▲▼	Acct Descr ▲▼	Fund ▲▼	Dept ID ▲▼	Project ▲▼	Atvy Pd ▲▼	Funct ▲▼	Flex ▲▼	Description ▲▼
49140	STIP invest income-current	5018	118047	1111111		43		STIP Jul-16 From 4300-118049
49140	STIP invest income-current	5018	118047	1111111		43		STIP Jul-16 From 4301-118049
49140	STIP invest income-current	5018	118047	1111111		43		STIP Jul-16 From 4400-118049
49140	STIP invest income-current	5018	118047	1111111		43		STIP Jul-16 From 5018-118047
49140	STIP invest income-current	5018	118047	1111111		43		STIP Jul-16 From 5018-118048

Verifying if the Target and Source DeptIDs are the Same

▸ The Fund-DeptID where STIP will be posted (the target) is determined by the STIP Fund Rules. See the "STIP Calculation and Distribution" job aid.

▸ If the STIP Fund Rules send STIP to the department, the STIP Attribute on DeptID will direct the STIP to the DeptID chosen by the department. If no value has been chosen by the department, the default value is the same DeptID.

1) Run the "Transaction Detail" report in MyReports for your DeptID and Fund 5018. (If you have an Agency Fund or a Sponsor STIP Restricted Award, use that Fund instead of Fund 5018.)
   a) If the DeptID is the target for its own STIP, there will be STIP entries and the DeptID will appear in the line descriptions (see the example in "Finding the Source of STIP" in this document).

2) If there are no STIP entries or the DeptID did not appear in the line description, check the "Net Position" report for that DeptID for the month in question. STIP is not earned by any Fund-DeptID that has between $1,000 and -$1,000.

3) If the Net Position is more than $1,000 or less than -$1,000 but you see no STIP, see "How to Look Up the STIP Attribute on DeptID (Find the Target of STIP)" below.
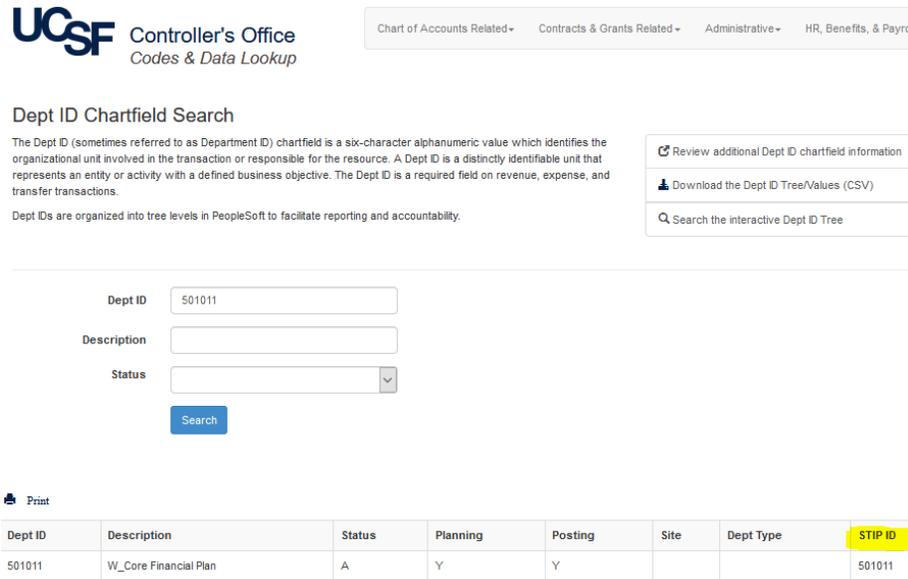
STIP Attribute on DeptID

▸ The STIP Attribute on DeptID tells the STIP allocation process where to post the STIP income and expense that are allocated to the department.

▸ The value of the STIP Attribute on DeptID is simply a DeptID, and the default value is the DeptID itself.

▸ The owner of a DeptID can change the value of the STIP Attribute on DeptID to another DeptID that they own.

▸ The STIP Attribute on DeptID is not used with Agency Funds. Because Agency Funds do not belong to the University, it may not always be appropriate to aggregate STIP, so STIP income and expense goes to the original DeptID.

▸ Similarly, STIP on Sponsor STIP Restricted Awards goes to the original DeptID to avoid journal line errors with bad combinations of DeptIDs and Projects. Contact Contract and Grants Accounting with any questions.

▸ For most DeptIDs as of this writing, the value of the STIP Attribute on DeptID is still the default, so STIP that is due to the department will go back to the DeptID that earned it.

▸ The source DeptID appears in the line descriptions of STIP journals; see above. For guidance on STIP Attribute values prior to November 2014, please see the "Historical STIP Information" job aid.

How to Look Up the STIP Attribute on DeptID (Find the Target of STIP)

> **Shortcut for Finding the Target of STIP:**
> The line descriptions in the STIP journals since November 2014 should give you all the information you need to find both the source and target of STIP.

1) To review the current value of the STIP Attribute on DeptID, use the DeptID Inquiry Report on the Controller's website.

2) If you need to know historical STIP information, e.g., the value of the STIP Attribute on DeptID at a point in the past, or the effective date of a change in value), please refer to the "Historical STIP Information" job aid.

How to Change the STIP Attribute on DeptID

▸ To change the STIP Attribute on a DeptID, visit the Controller's Office website at: https://controller.ucsf.edu/forms/accounting-reporting/campus-dept-id-request-form to download the DeptID request form for Control Point approval.