

# Batch Load GFS Aid Entries

---

This process has been developed to allow expert users to enter multiple Fellowship Stipend (STP), Fellowship Tuition (TUT) and Assistantship Salary (AST) aid lines by uploading an excel spreadsheet rather than enter aid lines manually in GFS one by one. After loading, aid lines will be visible on the GFS Aid Entry page in Pending status.

As with manual entry of aid lines, students must be correctly aid year activated in GFS and all item types must be set up in GFS to successfully complete this process. If you intend to use the Alt Quarter disbursement schedule that flag must be checked in GFS before loading aid lines.

## Step 1: Access the data entry Template

*STF Grad Financial Support>STF Graduate Financial Support>Process>STF Batch Load GFS Aid Entries*

The screenshot shows the 'Batch Load GFS Aid Entries' search interface. At the top, there are two tabs: 'Find an Existing Value' (selected) and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with a dropdown menu set to 'begins with' and an empty text input field. A 'Case Sensitive' checkbox is also present. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Either click SEARCH to select an existing value or click the Add a New Value tab, enter a new Run Control ID and click ADD. (Suggest using your SUNet ID as your Run Control ID.) This is called the Run Control page: It's where the user sets the parameters for the process to be run.

The screenshot shows the 'Run Control ID' page. At the top, there is a 'Run Control ID' field containing 'Your SUNetID', a 'Report Manager' link, a 'Process Monitor' link, and a 'Run' button. Below this is a section for 'Aid Year' and 'Input File'. The 'Aid Year' field has a search icon. The 'Input File' field has a search icon and a red arrow pointing to a 'Sample Template' link. An 'Attach' button is next to the 'Input File' field. At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'.

Click the Sample Template link to download the GFSWorksheet.xlsx file. Note: Although you may save a copy of the template locally for future use if you wish, recommend downloading a new copy with each use in case any changes have been made.

## Step 2: Fill out the Template

The Template has 3 tabs: GFS Worksheet, Values and Field Format lengths. The Values tab shows the acceptable values and descriptions for many of the fields on the worksheet. The Field Format lengths tab shows the format (Character, number, date) and length for each field on the worksheet.

The GFS Worksheet Tab is where data entry is required for each aid line to be added to GFS. Only Fellowship Stipend (STP), Fellowship Tuition (TUT), and Assistantship Salary (SAL) aid lines can be entered via the worksheet. Assistantship Tuition Allowance (TAL) aid lines must be calculated within GFS after the salary is uploaded. It is acceptable to create your own worksheet as long as you use the same columns and formats. Below are tips for using the worksheet:

1. See the Appendix (page 9 of this document) for screen shots of the GFS Aid Entry pages and the relationship of those data fields to the columns on the GFSWorksheet.xlsx file.
2. Comments (hover over red triangle in upper right corner of the cell) in the headings of most columns will provide guidance.
3. **There must be data entered in every cell. If you would like to leave a cell blank, enter the “#” symbol (shift-3).** If you enter an emplid in column A, every cell in that row through Column U must have a value. Most columns have a drop down list of valid values to choose from (if you’re using Excel 2010 or later).
4. Name is optional and will not be verified, so the formatting of the name is not critical. Lines will be matched to students in GFS using the Emplid field so it is critical that the Emplid be correct, including the leading zero. Be sure to keep this column in Text format if copying and pasting from another source.
5. You may enter either item type or PTA/Charge priority. It is not necessary to enter both. (Enter ‘#’ in the columns you’re not using.)
6. If you’re using standard amounts per quarter and a single PTA it’s not necessary to add lines for each quarter of the disbursement plan. The process will populate the detail per quarter.
7. For aid to appear on separate aid lines in GFS you must use a unique Aid Type, Identifier, and Disbursement Plan combination.

### *Custom Splits and Multiple PTA's*

To use other than standard splits between quarters for dollar amounts or different funding sources each quarter:

1. Enter Y in the Custom Split column.
2. Enter the first quarter of the disbursement plan, e.g., 1182, in the Quarter column.
3. Enter the amount for that quarter in the Quarterly Split Amount column.
4. Add another row to the worksheet. Copy the values for Emplid, Name, Aid Type, Identifier, Pay Org, Disbursement Plan, Amount, Info Only, Assistantship Type, Hours/Week, Start Date and end date from the previous row.
5. If using another funding source for the next quarter, enter the new funding information. If not, copy and paste from the previous row.
6. Enter Y in the Custom Split column and the next quarter of the disbursement plan, e.g., 1184 in the Quarter column. The amount for that quarter is entered in the Quarterly split amount column.

**Sample Simple worksheet (names replaced with descriptions of the aid line):**

	A	B	C	D	E	F	G	H	I	J	K	L	
	Emplid	Name (Optional)	Aid Type	Identifier	Pay Org	Disbursement Plan	Amount	Info Only	Assistantship Type	Hours/Week	Start Date	End Date	Fu
1	06123456	Standard Stipend	STP	Health	AAAA	3Q-Qtr AWS	2148	N	#	#	#	#	SC
2	06234567	Standard flshp tuit	TUT	ANTHRO	AAAA	3Q-Qtr AWS	8613	N	#	#	#	#	DF
3	06345678	Standard CA	AST	testing	RAAA	3Q-Qtr AWS	1476.50	N	CA	20	#	#	#
4	06456789	PD AST	AST	testing	AAAA	MO-NM Payroll	1500	N	RAF	30	10-01-2017	12-31-2017	SC

	M	N	O	P	Q	R	S	T	U	V
	Fund Source	Item Type	Project	Task	Award	Charge priority	Custom Split	Quarter	Quarterly Split Amount	Termination Date
	SCH-School	#	1028882	1	AABOL	HLTHONLY	N	#	#	#
	DF-Dept Fellw	840100000004	1028882	1	AABOL	TU_ONLY	N	#	#	#
	#	#	1029158	1	AABEE	CA_SAL	N	#	#	#
	SCH-School	#	1159806	100	UBORC	RAF_SAL	N	#	#	#

**Sample worksheet with non-standard disbursements (override term amounts):**

- This spreadsheet will result in a single Fellowship Stipend aid line with the “Override term amounts” box checked on the Quarterly/Notes Tab and \$8,000 in fall quarter and \$2,000 in winter.

	A	B	C	D	E	F	G	H	I	J	K	L	
	Emplid	Name (Optional)	Aid Type	Identifier	Pay Org	Disbursement Plan	Amount	Info Only	Assistantship Type	Hours/Week	Start Date	End Date	Fu
1	06111111	Custom Split Stipend	STP	Sample Stipend	RAAA	AW-Qtr AW	10000	N	#	#	#	#	S
2	06111111	Custom Split Stipend	STP	Sample Stipend	RAAA	AW-Qtr AW	10000	N	#	#	#	#	S

	M	N	O	P	Q	R	S	T	U	V
	Fund Source	Item Type	Project	Task	Award	Charge priority	Custom Split	Quarter	Quarterly Split Amount	Termination Date
	SCH-School	#	1025883	1	AABNM	STD_CHRG	Y	1182	8000	#
	SCH-School	#	1025883	1	AABNM	STD_CHRG	Y	1184	2000	#

**Sample worksheet with split funding for an assistantship:**

- This spreadsheet will result in a single Assistantship Salary aid line with two lines on the detail page with funding for the salary coming from two different PTA’s. Notice the amount entered in the “Amount” field is the per pay period amount, but the Quarterly Split Amount is the amount from that PTA for the quarter (total quarter amount is 6X per pay period amount).

	A	B	C	D	E	F	G	H	I	J	K	L	
	Emplid	Name (Optional)	Aid Type	Identifier	Pay Org	Disbursement Plan	Amount	Info Only	Assistantship Type	Hours/Week	Start Date	End Date	Fu
1	06222222	Split funding	AST	Split CA	RAAA	3Q-Qtr AWS	1450	N	CA	20	#	#	SC
2	06222222	Split funding	AST	Split CA	RAAA	3Q-Qtr AWS	1450	N	CA	20	#	#	SC

	M	N	O	P	Q	R	S	T	U	V
	Fund Source	Item Type	Project	Task	Award	Charge priority	Custom Split	Quarter	Quarterly Split Amount	Termination Date
	SCH-School	#	1029232	1	AABEH	CA_SAL	Y	#	725	#
	SCH-School	#	1030198	1	AABEC	CA_SAL	Y	#	725	#

**Sample worksheet with a termination date for a summer assistantship:**

- This spreadsheet will result in a single Assistantship Salary aid line for summer quarter with a termination date of July 31<sup>st</sup>. Note that you cannot use the batch upload process to change an existing aid line. When you know you need a termination date when the aid line is entered this feature is useful.

	A	B	C	D	E	F	G	H	I	J	K	L	
1	Emplid	Name (Optional)	Aid Type	Identifier	Pay Org	Disbursement Plan	Amount	Info Only	Assistantship Type	Hours/Week	Start Date	End Date	Fu
2	06333333	Summer	AST	Summer	RAAA	SU-Qtr Smr	1450	N	CA	20	#	#	SC
3													
	M	N	O	P	Q	R	S	T	U	V			
	Fund Source	Item Type	Project	Task	Award	Charge priority	Custom Split	Quarter	Quarterly Split Amount	Termination Date			
	SCH-School	#	1029232	1	AABEH	CA_SAL	N	#	#	07-31-2017			

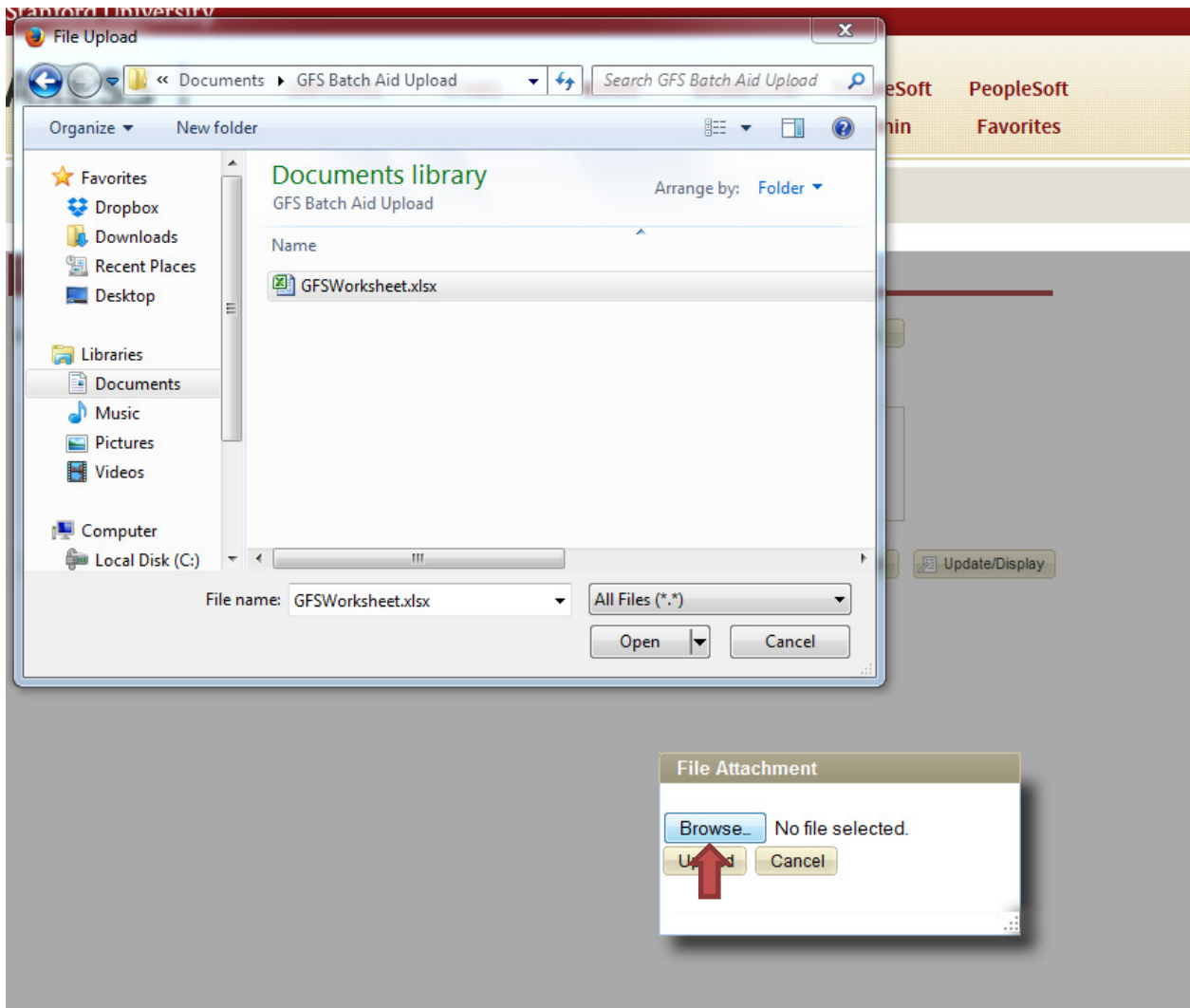
Once the worksheet is complete, save it on your computer as an .xlsx worksheet. The file name can be anything you want, but the format must be .xlsx.

**Step 3: Upload the Completed Template**

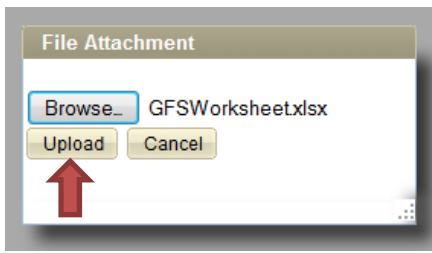
STF Grad Financial Support>STF Graduate Financial Support>Process>STF Batch Load GFS Aid Entries

The screenshot shows a web interface titled "Batch Load GFS Aid Entries". At the top, there is a "Run Control ID:" field containing "Your SUNetID" and a "Run" button. Below this, there is a "Sample Template" link. The "Aid Year:" field is circled in red, and a red arrow points to the "Attach" button. At the bottom, there are "Save", "Notify", "Add", and "Update/Display" buttons.

1. Enter the appropriate Aid Year, e.g., 2017.
2. Click Attach.
3. Click Browse and navigate to the .xlsx file you've saved, then click Open.



4. Click Upload:



5. You'll get an "Upload Successful" message. The Input File field should now be populated.

## Step 4: Run the GFS Batch Load Aid Entries Process

STF Grad Financial Support>STF Graduate Financial Support>Process>STF Batch Load GFS Aid Entries

Batch Load GFS Aid Entries

Run Control ID: Your SUNetID [Report Manager](#) [Process Monitor](#) **Run**

Aid Year: 2015  Financial Aid Year 2014-2015 [Sample Template](#)

Input File: /psoft/pscsuat2/data/input/SU ID/GFSWorksheet.xlsx **Attach**

1. Click Run which will bring up the Process Scheduler Request page.

Process Scheduler Request

User ID: Your SUNetID Run Control ID: Your SUNetID

Server Name:  Run Date: 07/11/2014

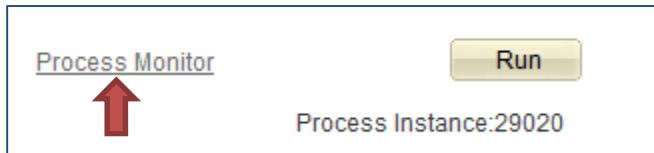
Recurrence:  Run Time: 10:28:32AM **Reset to Current Date/Time**

Time Zone:

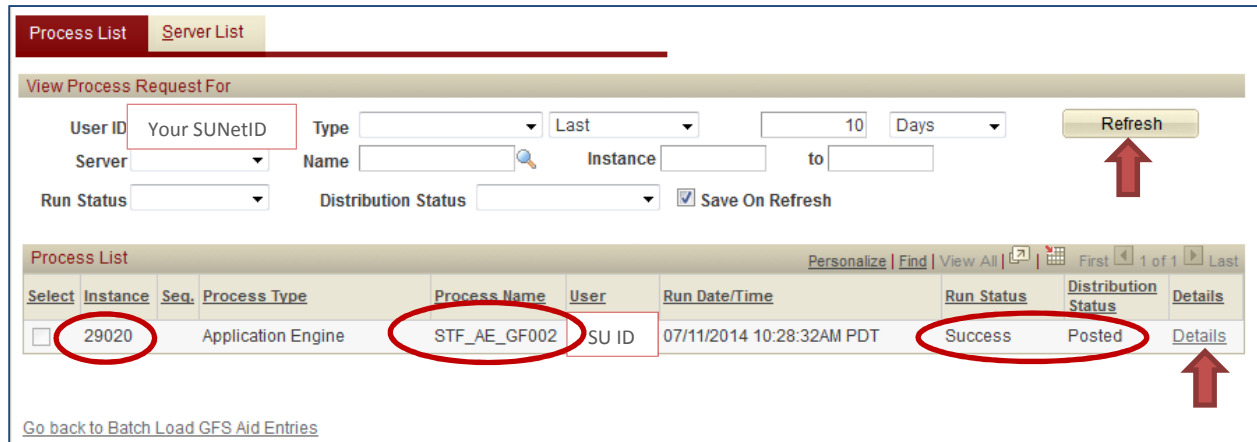
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	GFS Batch Load Process	STF_AE_GF002	Application Engine	Web	TXT	Distribution

**OK** Cancel

2. The name of this process is STF\_AE\_GF002. You shouldn't have to enter anything here. Click OK.
3. You'll be returned to the Run Control page where you'll now see a Process Instance number and link to the Process Monitor.

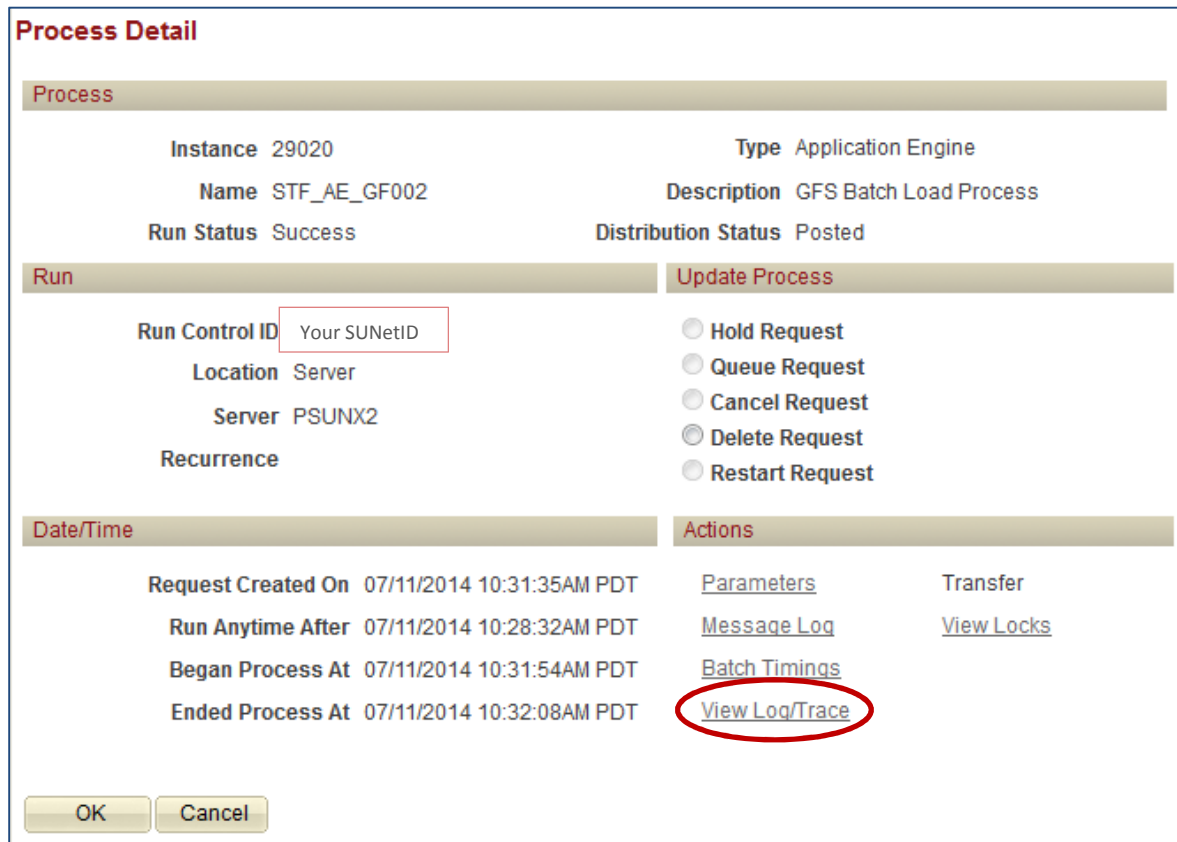


4. On the Process Monitor page you should see your process listed



5. You may have to click Refresh several times before you see the status update to Success (depending on the number of transactions being loaded).

6. Once the distribution status says "Posted" (even if the process didn't complete successfully) click on Details.



7. Click on View Log/Trace.

**View Log/Trace**

**Report**

Report ID: 3698072      Process Instance: 30215      [Message Log](#)  
Name: STF\_AE\_GF002      Process Type: Application Engine  
Run Status: Success

GFS Batch Load Process

**Distribution Details**

Distribution Node: HTTPS      Expiration Date: 08/12/2014

**File List**

Name	File Size (bytes)	Datetime Created
<a href="#">AE_STF_AE_GF002_30215.log</a>	1,628	07/13/2014 10:15:58.924831PM PDT

**Distribute To**

Distribution ID Type	*Distribution ID
User	Your SUNetID

[Return](#)

8. Click on the log file, which will open in a new window.

### ***Interpreting the Log File***

If there are any errors, the file will not load (even rows that are ok). This allows you to fix the problem and run the process again with the same file. If you successfully load a file more than once it will load the records multiple times so be careful about file management!

The first set of messages has to do with the formatting of the file that was uploaded. You'll either see a message that says "File Read successfully" or something related to a formatting problem with the file. The most common issue is blank cells (be sure to use '#' if you want to leave a cell blank) and the message will be "Spreadsheet Contained Blank Cells - Unable to read file."

The next section contains messages about any data errors. You'll see the same error messages as you would when entering data in GFS if, for example, none of the item types/PTA's listed belong to the Pay Org selected. The data errors refer to the rows from the spreadsheet that was loaded in hopes that you can correct the errors easily and reload the entire file.

If the records are loaded successfully, the last section contains a "Template ID" and a list of successfully processed rows. The Template ID is useful for reviewing the transactions reported and changing them from Pending to Complete. (Hint: you can copy the Template ID to your clipboard and paste it in the next step.)



## Step 5: Review Entries and Change to Complete

STF Grad Financial Support>STF Graduate Financial Support>Use>Copied Aid by Template ID

1. Enter the Template ID from the log file and click Search to bring up a list of students for whom transactions were entered.

**Copied Aid by Template Id**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Search Criteria

Academic Institution: STANF

Aid Year: begins with

Empl ID: begins with

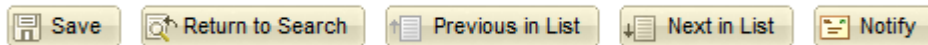
**Template ID: begins with GFS\_30215**

User ID: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

2. Once on the Aid Entry page for the first student in the list, you can navigate through all of the students by using the “Next in List” and “Previous in List” buttons.



3. The “Select All” and “Complete” buttons allow you to select all Pending aid lines at once and change them to complete. You can also select individual lines by checking the “Select” column.

Select All Complete

Enter Fellowship Stipend

Entry Quarterly/Notes WF Tra

Select	Aid Seq	Ident	*Pay C
<input type="checkbox"/>	STP001		

4. As with manual entry, changing an aid line to complete routes the aid line to workflow for approval. The User ID on the Quarterly/Notes tab will be the person who ran the Batch Load process. The User who completes the aid line will show as the originator under Transaction info and in workflow after the record is saved.
5. Don't forget to save!

# Appendix – Screen Shots of GFS Aid Entry Page

## Regular Graduate Student - Stipend

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel

Aid Year: 2015    Institution: STANF

TAL Category: **Aid Type**    Autumn ENGR    Winter ENGR    Spring ENGR    Summer ENGR

All FLSHP Stipend

Select All    Complete    **Identifier**    **Disbursement Plan**    **Amount**

Enter Fellowship Stipend

Entry    Quarterly/Notes    WF Transaction

Select	Aid Seq	Ident	*Pay Org	Disb Plan	Monthly Amount	Start Date	End Date	Termination Date	Stipend Total	Detail	<b>Info only</b>	Status	Description	Approval Status
<input type="checkbox"/>	STP001									Detail	<input type="checkbox"/>	P	Pending	Pending

**Stipend Detail**

Aid Year: 2015    Aid Seq: STP001

Amt Total	Autumn	Winter	Spring	Summer
6000.00	2000.00	2000.00	2000.00	
Line Totals	2000.00	2000.00	2000.00	

Term Distribution    Find | View All    First 1 of 3    Last

Term: 1152    14-15 Aut    Copy to all terms

Item Type Charging Detail

Detail    Disbursement

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	itm
1	09/22/2014	12/12/2014	2000.00									itm

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel

Aid Year: 2015    Institution: STANF

TAL Category: **Total Amt**    Autumn ENGR    Winter ENGR    Spring ENGR    Summer ENGR

All FLSHP Stipend

Select All    Complete

Enter Fellowship Stipend

Entry    Quarterly/Notes    WF Transaction

Select	Aid Seq	Ident	*Pay Org	Autumn Amt	Winter Amt	Spring Amt	Summer Amt	Override Term Amts	Note	User ID	DtTm Updated
<input type="checkbox"/>	STP001							<input type="checkbox"/>	Note		

**Custom Split Y/N**

When custom split = Y, Enter Quarter and Quarterly amount on additional line for each term in the disbursement plan.

# Appendix – Screen Shots of GFS Aid Entry Page

## Non-Matric/Post Doc Stipend

FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | **Work Panel**

Aid Year: 2015    Institution: STANF

TAL Category: Autumn NM-VSR | Winter NM-VSR | Spring NM-VSR | Summer NM-VSR

All FLSHP Stipend

Select All | Complete

Enter Fellowship Stipend

Entry | Quarterly/Notes | WF Transaction

Select	Aid Seq	Ident	*Pay Org	Disb Plan	Monthly Amount	Start Date	End Date	Termination Date	Stipend Total	Detail	Info only	Status	Description	Approval Status
<input type="checkbox"/>	STP001			NM-Payroll						Detail	<input type="checkbox"/>	P	Pending	Pending

**Stipend Detail**

Aid Year: 2015    Aid Seq: STP001

Amt Total	Autumn	Winter	Spring	Summer
3000.00	3000.00			
Line Totals	3000.00			

Term Distribution    Find | View All | First | 1 of 1

Term: 1152    14-15 Aut    Copy to all terms

Item Type Charging Detail

Detail | Disbursement

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	Itm
1	10/01/2014	12/31/2014	3000.00									itm

# Appendix – Screen Shots of GFS Aid Entry Page

## Fellowship Tuition

FLSHP Stipend | **FLSHP Tuition** | Assist Salary | Assist TAL | Work Panel

Aid Year: 2015 Institution: STANF

TAL Category	Total Amt	Autumn ENGR	Winter ENGR	Spring ENGR	Summer ENGR
All FLSHP Tuition					

Select All | Aid Type | Complete

Disbursement Plan | Amount

Enter Fellowship Tuition

Entry | Quarterly/Notes | Identifier

Select	Aid Seq	Ident	*Pay Org	Disb Plan	Total Tuition	Detail	Info only	Status	Description	Approval Status
<input type="checkbox"/>	TUT001					Detail	<input type="checkbox"/>	P	Pending	Pending

**Tuition Detail**

Aid Year: 2015 Aid Seq: TUT001

Amt Total	Autumn	Winter	Spring	Summer
30600.00	10200.00	10200.00	10200.00	
Line Totals	10200.00	10200.00	10200.00	

Term Distribution

Term: 1152 14-15 Aut Copy to all terms

Item Type Charging Detail

Fund Source

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority
1	09/22/2014	12/12/2014	10200.00								

FLSHP Stipend | **FLSHP Tuition** | Assist Salary | Assist TAL | Work Panel

Aid Year: 2015 Institution: STANF

TAL Category	Total Amt	Autumn ENGR	Winter ENGR	Spring ENGR	Summer ENGR
All FLSHP Tuition					

Select All | Complete

Enter Fellowship Tuition

Entry | Quarterly/Notes | WF Transaction

Select	Aid Seq	Ident	*Pay Org	Autumn Amt	Winter Amt	Spring Amt	Summer Amt	Override Term Amts	Note	User ID	DtTm Updated
<input type="checkbox"/>	TUT001							<input type="checkbox"/>	Note		

Custom Split Y/N

When custom split = Y, Enter Quarter and Quarterly amount on additional line for each term in the disbursement plan.

# Appendix – Screen Shots of GFS Aid Entry Page

## Assistantships

FLSHP Stipend   FLSHP Tuition   **Assist Salary**   Assist TAL   Work Panel

Aid Year: 2015   Institution: STANF   Mail Code: 4026   Alt Calendar

TAL	Total Amt	Autumn	Spring	Summer
All As	Aid Type	Assistantship Type	Amount	Termination Date
AST01				

Enter Assistantship Entry   **Identifier**   **Assistantship Type**   **Amount**   **Termination Date**

Aid Seq	Ident	*Pay Org	Assist Type	Disb Plan	Hours/week	Min Pay Period Amt	Pay Period Amt	Start Date	End Date	Termination Date	Assist Total	Detail	Calc TAL	Info only	Status	Description	Approval Status	
AST01												Detail	Calc TAL		P	Pending	Pending	+ -

Only for PD Assist Types

### Assistantship Detail

Aid Year: 2015   Aid Seq: AST001

Amt Total	Autumn	Winter	Spring	Summer
6930.00	2310.00	2310.00	2310.00	
Line Totals	2310.00	2310.00	2310.00	

Term Distribution   Find | View All   First 1 of 3 Last

Term: 1152 14-15 Aut 10/01/2014 12/31/2014   Allocate Charge By:  Amount  Date   Copy to all terms

Item Type Charging Detail   **Fund Source**

Seq No	Start Date	End Date	Amount	Fund Src	Item Type	Project	Task	Award	Expend Type	Deptid (Task Org)	Charge Priority	itm
1	10/01/2014	12/31/2014	2310.00									itm + -