Welcome to GFS Tips & Tricks And ReportMart Smarts
Session Information

- Instructors: Sarah Straight & Anh Hoang
- Questions
  - Hold questions until end of each section
  - Use the note cards to record questions
- Handouts
Agenda

- Entry
- Approval
- Disbursement
- Reporting
Entry
Aid Year Activation

- What does TAL Category Do?
  - Drives the amount of TAL for assistantships
  - Determines disbursement rules

- Common Problem 1: Cannot select the Career or Home Org
  - The student is not yet term activated

- Common Problem 2: Wrong Career or Home Org
  - Has the department/career change been entered by Reg Office
View Career, Program, Plan

Home > STF Grad Financial Support > STF Graduate Financial Support > Inquire > Student Info

Active Academic Plans
- Career: GR0
- Program: CPLIT
- Plan: CPLIT-PHD
- Admit Term: 1032

Current Student Groups
- Eff Date
- Group
- Description

Save | Return to Search | Next in List | Previous in List
History

- History of Changes Aid
  - Every aid line in its current state
  - Click history to see previous information
- History of Changes Distribution
  - Every detail line - Every PTA for every term for every aid line
  - Page shows current information
  - Click history to see previous information
History of Changes Aid

Home > STF Grad Financial Support > STF Graduate Financial Support > Inquire > History of Changes

History of Changes Aid

Ewan McGregor
ID: 05057251

Aid Year: 2006
Institution: STANF

GFS Summary Totals

<table>
<thead>
<tr>
<th>Description</th>
<th>Total Amt</th>
<th>Autumn Amt</th>
<th>Winter Amt</th>
<th>Spring Amt</th>
<th>Summer Amt</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSHP Stipend (STP)</td>
<td>14000.00</td>
<td>4000.00</td>
<td>2000.00</td>
<td>4000.00</td>
<td>4000.00</td>
</tr>
<tr>
<td>FLSHP Tuition (TUT)</td>
<td>23765.00</td>
<td>6790.00</td>
<td>3395.00</td>
<td>6790.00</td>
<td>6790.00</td>
</tr>
<tr>
<td>Assist Salary (AST)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assist TAL (TAL)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduate Financial Support

<table>
<thead>
<tr>
<th>Aid Seq</th>
<th>Ident</th>
<th>Pay Org Description</th>
<th>Disb Plan</th>
<th>Amt Total</th>
<th>Start Date</th>
<th>End Date</th>
<th>Term Date</th>
<th>Info only</th>
<th>Status</th>
<th>Approval Status</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>STP001</td>
<td>LMNO</td>
<td>Humanities and Sciences</td>
<td>Qtr AWSS</td>
<td>14000.00</td>
<td>09/26/2005</td>
<td>08/07/2006</td>
<td></td>
<td>N</td>
<td>Pending</td>
<td>Pending</td>
<td>History</td>
</tr>
<tr>
<td>TUT001</td>
<td>LMNO</td>
<td>Humanities and Sciences</td>
<td>Qtr AWSS</td>
<td>23765.00</td>
<td>09/26/2005</td>
<td>08/07/2006</td>
<td></td>
<td>N</td>
<td>Pending</td>
<td>Pending</td>
<td>History</td>
</tr>
</tbody>
</table>
# History of Changes Distribution

## Graduate Financial Support - Distribution Detail

<table>
<thead>
<tr>
<th>Aid Seq</th>
<th>Term</th>
<th>Seq No</th>
<th>Ident</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fund Src</th>
<th>Amount</th>
<th>Item Type</th>
<th>Item Descr</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>STF001</td>
<td>1062</td>
<td>1</td>
<td>LMNO Stipend</td>
<td>09/26/2005</td>
<td>12/14/2005</td>
<td>DF</td>
<td>4000.00</td>
<td>843200000011</td>
<td>H&amp;S Fship GR Std Charges</td>
<td>History</td>
</tr>
<tr>
<td>STF001</td>
<td>1064</td>
<td>1</td>
<td>LMNO Stipend</td>
<td>01/03/2006</td>
<td>03/22/2006</td>
<td>DF</td>
<td>2000.00</td>
<td>843200000011</td>
<td>H&amp;S Fship GR Std Charges</td>
<td>History</td>
</tr>
<tr>
<td>STF001</td>
<td>1066</td>
<td>1</td>
<td>LMNO Stipend</td>
<td>04/02/2006</td>
<td>06/12/2006</td>
<td>DF</td>
<td>4000.00</td>
<td>843200000011</td>
<td>H&amp;S Fship GR Std Charges</td>
<td>History</td>
</tr>
<tr>
<td>STF001</td>
<td>1068</td>
<td>1</td>
<td>LMNO Stipend</td>
<td>06/25/2006</td>
<td>08/07/2006</td>
<td>DF</td>
<td>4000.00</td>
<td>843200000011</td>
<td>H&amp;S Fship GR Std Charges</td>
<td>History</td>
</tr>
<tr>
<td>TUT001</td>
<td>1062</td>
<td>1</td>
<td>LMNO Fellow</td>
<td>09/26/2005</td>
<td>12/14/2005</td>
<td>DF</td>
<td>6790.00</td>
<td>843200000035</td>
<td>H&amp;S Fellowship Tuition</td>
<td>History</td>
</tr>
<tr>
<td>TUT001</td>
<td>1064</td>
<td>1</td>
<td>LMNO Fellow</td>
<td>01/03/2006</td>
<td>03/22/2006</td>
<td>DF</td>
<td>3395.00</td>
<td>843200000035</td>
<td>H&amp;S Fellowship Tuition</td>
<td>History</td>
</tr>
<tr>
<td>TUT001</td>
<td>1066</td>
<td>1</td>
<td>LMNO Fellow</td>
<td>04/02/2006</td>
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<td>DF</td>
<td>6790.00</td>
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<td>H&amp;S Fellowship Tuition</td>
<td>History</td>
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<tr>
<td>TUT001</td>
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<td>1</td>
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<td>06/25/2006</td>
<td>08/07/2006</td>
<td>DF</td>
<td>6790.00</td>
<td>843200000035</td>
<td>H&amp;S Fellowship Tuition</td>
<td>History</td>
</tr>
</tbody>
</table>
Finding Item Types

- Use the lookup - on the aid line to search
- Use the PTAEO/Item Type Inquiry to verify an item type is setup
- Remember, only request item types you really need (and are allowed)
Using the PTAEO/Item Type Page

PTAE0/Item Type Inquiry

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Proj Descri.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1028946</td>
<td>1</td>
<td>AABOK</td>
<td>Grad Aid-Comp Lit</td>
</tr>
</tbody>
</table>

| Deptid (Task Org): | PPLP 

Comparative Literature

<table>
<thead>
<tr>
<th>Pay Organization</th>
<th>Description</th>
<th>Aid Year</th>
<th>School</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAAA</td>
<td>Humanities and Sciences</td>
<td>2003</td>
<td>Humanities and Sciences</td>
</tr>
<tr>
<td>PAAA</td>
<td>Humanities and Sciences</td>
<td>2004</td>
<td>Humanities and Sciences</td>
</tr>
<tr>
<td>PAAA</td>
<td>Humanities and Sciences</td>
<td>2005</td>
<td>Humanities and Sciences</td>
</tr>
<tr>
<td>PAAA</td>
<td>Humanities and Sciences</td>
<td>2006</td>
<td>Humanities and Sciences</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aid Type</th>
<th>Task Org</th>
<th>Item Type</th>
<th>Item Description</th>
<th>Charge Priority</th>
<th>Exp Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant</td>
<td>PPLP</td>
<td>843200000012</td>
<td>H&amp;S RA Salary</td>
<td>RA_SAL</td>
<td>51450</td>
</tr>
<tr>
<td>Assistant</td>
<td>PPLP</td>
<td>843200000013</td>
<td>H&amp;S TA Salary</td>
<td>TA_SAL</td>
<td>51410</td>
</tr>
<tr>
<td>Assistant</td>
<td>PPLP</td>
<td>843200000025</td>
<td>H&amp;S PRA Salary</td>
<td>PRA_SAL</td>
<td>51450</td>
</tr>
<tr>
<td>Assistant</td>
<td>PPLP</td>
<td>843200000026</td>
<td>H&amp;S TF Salary</td>
<td>TF_SAL</td>
<td>51410</td>
</tr>
<tr>
<td>Stipend</td>
<td>PPLP</td>
<td>843200000008</td>
<td>H&amp;S Fslhp Health Ins</td>
<td>HLTHONLY</td>
<td>57030</td>
</tr>
<tr>
<td>Stipend</td>
<td>PPLP</td>
<td>843200000009</td>
<td>H&amp;S Fslhp Document Fee</td>
<td>DOC_ONLY</td>
<td>57370</td>
</tr>
</tbody>
</table>
Have You Tried?

- Batch Aid Year Activation
  - Allows you to aid year activate many students at once
  - Module 2: Aid Year Activation

- Copy Student Aid
  - Allows you to copy aid lines from one student to others
  - Module 11: Copy Student Aid

- Health Insurance Inquiry
  - View the subsidy status and the reason
  - Module 13: Summary, History, and Inquiry Pages
How Does GFS Select Home Department Approvers?

- Determined by the Home Org of the student
- Home Org is entered on Aid Year Activation page
- Setup for approvers is done within PeopleSoft
- Verify using PS8 GFS Academic Approvr Setup report in ReportMart
How Does GFS Select Financial Approvers?

- Determined by the PTA used on the aid line
- Setup is done via Authority Manager
- You can use Authority Manager to look up a person or an organization
https://authority.stanford.edu
What If the Approver Isn’t Here?

- **Recall** the transaction from the Worklist Manager
- **Home Department Approvers**
  - What you see is what you get
  - Talk to the authority grantor for your school if you think someone else needs to be added as an approver
- **Financial Approvers**
  - Use the hierarchy to find another approver
- **Important Note:** Designated Drivers do **not** work with GFS Approvals
Didn’t you get my note?

- There are two types of “notes” in GFS
Notes for GFS Users

- Notes regarding the aid line visible in GFS
- Located on the Quarterly/Notes tab, click the Note button
Notes for Approvers

- Comments to the approvers visible in the e-mail and Worklist Manager
- Located on the WF Transaction tab, click the Transaction Info button
How To: Change Approvers & Add Comments

- Change the status to C (Complete)
  - Do NOT save
- Click the WF Transaction tab
- Click the Approvers button
  - Change the appropriate approver(s) click OK
- Click the Transaction Info button
  - Type your note for the approvers and click OK
- Click Save to route the line
Changing Approvers

<table>
<thead>
<tr>
<th>Aid Year</th>
<th>Institution</th>
<th>TAL Category</th>
<th>Total Amt</th>
<th>Autumn</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006</td>
<td>STANF</td>
<td>All FLSHP Tuition</td>
<td>6790.00</td>
<td>6790.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter Fellowship Tuition

<table>
<thead>
<tr>
<th>Aid Seq</th>
<th>Idents</th>
<th>*Pay Org</th>
<th>Disb Plan</th>
<th>Total Tuition</th>
<th>Detail</th>
<th>Info only</th>
<th>Status</th>
<th>Description</th>
<th>Approval Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUT001</td>
<td>XYZ Fellow</td>
<td>PAAA Qtr Aut</td>
<td>6790.00</td>
<td>Detail</td>
<td>C</td>
<td>Complete</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Image of a table or form related to fellowship tuition]
Changing Approvers
Who hasn’t approved yet?

- As the person who routed the aid line, you can look in the **Worklist Manager**
- Only one person per role needs to approve
- Only aid lines waiting for approval are on the list
  - This goes for approvers as well
When was it approved?

- On the **WF Transaction** tab, click the **Transaction Info** button
  - Displays the date and time that the line was totally approved/returned

- **Aid Sum by Student**
  - The **Approver Detail** section shows which approvers approved
  - You can add the date/time information
Disbursement
Tracking Down Disbursement

- Go to the Aid Entry component
  - Check the status & approval status
- Click the Detail button
  - Be sure you are looking at the correct quarter (Use the arrows if necessary)
  - Click the Disbursement tab
- If the status is Error, check Disbursement Messages
  - Term-based stipends and tuition only
  - Shows error reason
Disbursement Messages

Branough, Kenneth
ID: 05057250

Aid Year: 2006
Institution: STANF

Term: 1064 2005-2006 Winter

Aid Seq: TUT001 No: 1
Message: Student Not Enrolled

03/28/2006 8:27 PM
It Left GFS, Now What?

- **Quarterly Stipends and Tuition**
  - STF Account Summary in Student Financials

- **Assistantship Salary**
  - After Payroll has processed, GFS Gross Pay Report

- **Monthly Stipends**
  - After Payroll has processed, GFS Monthly Post-Doc Stip
I’m late, I’m late…

- Quarterly Stipends (Grad Students)
  - Enter in GFS, disbursement happens nightly*
- Monthly Stipends (Postdocs)
  - Enter in GFS and submit a HelpSU to Payroll
- Assistantship Salary (Grad & Postdoc)
  - Enter in GFS and submit a One-Time Pay form to Payroll
- Fellowship Tuition (Grad & Postdoc)
  - Enter in GFS, disbursement happens nightly*
- Tuition Allowance (Grad & Postdoc)
  - Enter in GFS, disbursement happens nightly*

* Dependent upon disbursement rules (enrollment)
To Journal or Not to Journal

- Quarterly Stipends (Grad Students)
  - No journals – Only change GFS
- Monthly Stipends (Postdocs)
  - iJournal AND change GFS
- Assistantship Salary (Grad & Postdoc)
  - Labor Distribution adjustment AND change GFS
- Fellowship Tuition (Grad & Postdoc)
  - No journals – Only change GFS
- Tuition Allowance (Grad & Postdoc)
  - No journals – Only change GFS
The Elusive Unapplied Aid

- What is it?
  - Overpayment of a charge
  - Your PTA has been charged
  - The money cannot be refunded to the student

- How do I know?
  - GFS Unapplied Aid Report

- What do I do?
  - Student charged incorrectly: contact SFS
  - Student charged correctly: reduce the aid line in GFS
Reporting
Reporting Agenda

- Popular GFS Reports
- Historical Reports (Prior to GFS)
- Health Insurance Waiver Information
- Multiple Processing Options
- Tips and Tricks
GFS Reports - ReportMart

Stanford ReportMart > Graduate Financial Support

- GFS Account Translation
  Click here for the online tool that translates a legacy account and GL code to its new PTAEO Oracle value.
  Sep 4 2004  4:49 PM

- PS8 Display Department Tree
  Rpt PS001(b): This report displays the University department tree as implemented in PS HR and used in GFS. It has multiple selection options.
  Aug 2 2002  10:57 AM

- PS8 GS Academic Approv. Setup
  Rpt GS002: Provides a list of approvers by school. Includes academic organization, PeopleSoft operator ID, name, email, and work phone info.
  Aug 7 2004  5:16 PM

- PS8 GS Aid by Stu (1990-2002)
  Rpt GS004: Provides Graduate Aid info on historical data from NSI (1990-1991 through 2001-2002)
  Aug 7 2004  5:19 PM
Popular GFS Reports

- Aid Disbursement Status (Rpt GFS006)
- Aid Sum by Money Source (Rpt GFS007)
- Aid Sum for ALL Student (Rpt GFS009)  
  - Includes student w/o aid
Popular GFS Reports

- Print a GFS Student (Rpt GFS021)
  - Run report with small populations (SLOW)

- Unapplied Aid Report (Rpt GFS015)
  - UPDATED - Prompt on Academic Program Status if processing by Academic Plan or Acad Dept
  - Processing by Money will include everyone

- GFS Gross Pay Report (Rpt GFS024)
Historical Reports

- **GFS Information from 1990 – 2002 (NSI data)**
  - Located in RM1 category “Graduate Financial Support”
    - Aid by Year (1990-2002)  (Rpt GFS005)
    - Aid by Student (1990-2002)  (Rpt GFS004)

- **GFS Information from 2003 (Legacy Data)**
  - Located in RM1 category “GFS 2003 Reports”
    - Aid Summary - All Students  (Rpt GFS027)
    - Aid Summary By Money  (Rpt GFS028)
    - Aid Summary by Student  (Rpt GFS029)
    - Unapplied Aid  (Rpt GFS030)
Health Insurance Waivers

- Health Insurance Subsidy Report (Rpt GFS031)
  - Data beginning Aid Year 2006 (1062 onwards)
  - Excludes Postdocs and Non-Matrics
  - Includes different subgroup sections that can be exported
Multiple Processing Options

- Example: Aid Summary by Student (Rpt GFS008)

Instructions for Processing:

Click the Process button below to run the GFS Aid Sum by Student report. To limit the data included in the output, you may select high-level limits such as one or more Academic Plans, Department IDs, or Project IDs. Selecting Ignore will include all available values for a limit.

<table>
<thead>
<tr>
<th>Student Related</th>
<th>Money Related</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process by: Acad Dept/Schl (=AcadOrg)</td>
<td>Process by: Pay Org</td>
</tr>
<tr>
<td>Process by: Academic Plan</td>
<td>Process by: Award/Project/Task</td>
</tr>
<tr>
<td>Process by: EmpId / Name</td>
<td>Process by: Aid Idnt</td>
</tr>
</tbody>
</table>

After Processing, click on a Section button below or go to a Results Section for additional limiting, sorting and exporting options.

To limit the GFS Aid Sum by Student report further you may set Result section limits or utilize the Hide/Show option in the Pivot section on fields such as aid type (Stf Gf Aid Type) or name (Pers Name, or Formatted Name).
Tips and Tricks – Adding Multiple Emplids

- Select list of Emplids from source (e.g., Excel)
- Use Microsoft Word to format Emplid list
- Copy (Ctrl+C) string of Emplids from Word
- Paste (Ctrl+V) string of Emplids into ReportMart Limit box
Tips and Tricks – Adding Multiple Emplids

- Copy (Ctrl+C) list of Emplids from source
Tips and Tricks – Adding Multiple Emplids

- Edit > Paste Special into Word as Unformatted Text
Tips and Tricks – Adding Multiple Emplids

- Edit > Replace to Replace “^p” with a “,” (comma)
- Click the Replace All button
Tips and Tricks – Adding Multiple Emplids

- List of Emplids should be formatted with a comma separating each value
- Note: This is the required format

05333591,05379511,05115251,05246433,05328415,05336876,05338156,05344055,05264600,05338214,05338555,05308062,05334817,05332894,052464331
Tips and Tricks – Adding Multiple Emplids

- Paste Emplids into custom values Limit: Emplid box
- Select green check box to display values
Tips and Tricks – Pivots

- Removing columns to print on letter size paper (must not be in Print Preview)
- There are two ways to delete a column from a pivot
  - Using the Pivot Menu Item
  - Using the Pivot Outliner
Tips and Tricks - Pivots

- Deleting Column Using the Pivot Menu Item

1. Take out of Print Preview Mode
2. Highlight Column
3. Select Pivot from Menu Bar
4. Choose “Remove Selected Items”
Tips and Tricks - Pivots

- Deleting Column Using the Pivot Outliner

1. Take out of Print Preview Mode
2. Highlight pivot label in Outliner (*Side Labels* or *Top Labels*) section
3. Right-click label to get “Remove” option or use Delete on keyboard
Submit Tickets
- Request Category = Administrative Applications
- Request Type = ReportMart
- Include Report Title and Report Number in ticket
- Include Macintosh or PC user

ReportMart1/Brio GFS Security
- ReportMart1/Brio access for StuAdmin (incl. GFS) and HR is based on PeopleSoft security access (RM1/Brio access is updated hourly)
GFS Reminders

- Submitting HelpSU Tickets
  - Request Category = Administrative Applications
  - Request Type = PeopleSoft GFS
  - Include Name and Emplid in the ticket

- PeopleSoft Learning Center
  - http://peoplesoft.stanford.edu/learningcenter
Thanks for Coming!

- Refer to the online resources for documentation
- Turn in note cards to the front of the room
- Next sessions begin at 10:30am
  - Following the Money Trail – Room 201
  - Processing Summer Quarter – Room 120