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

Aid Summary / **Student Info**

Ewan McGregor **ID:** 05057251

TA OK Level: **Mail Code:** GFS 2154 **Payroll**

Country: USA **National ID:** 299-82-4875 ❶ **Tax Status:**

Citizenship Status: US Citizen 🔍 **Tuition Residency:** 20.000

Active Academic Plans				View All First ◀ 1 of 1 ▶ Last

Career: GR0 **Program:** CPLIT **Plan:** CPLIT-PHD **Sub-Plan:** **Admit Term:** 1032

Milestones View All First ◀ 1-2 of 5 ▶ Last

Milestone	Milestone Complete	Mile Descr	Date Completed
CAND QUALS	Y	Completed	01/17/2003
CAND FORM	Y	Completed	01/17/2003

Current Student Groups View All First ◀ 1 of 1 ▶ Last

Eff Date	Group	Description

💾 Save 🔍 Return to Search ⬇ Next in List ⬆ Previous in List

Aid Summary | Student Info

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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

History of Changes Aid | History of Changes Distributn

Ewan McGregor   ID: 05057251

Aid Year: 2006   Institution: STANF

GFS Summary Totals

	Total Amt	Autumn Amt	Winter Amt	Spring Amt	Summer Amt
FLSHP Stipend (STP)	14000.00	4000.00	2000.00	4000.00	4000.00
FLSHP Tuition (TUT)	23765.00	6790.00	3395.00	6790.00	6790.00
Assist Salary (AST)					
Assist TAL (TAL)					

Graduate Financial Support   View All   First ◄ 1-2 of 2 ► Last

Aid Line | AST Info/Quarterly | Date-Time Updated/Notes

Aid Seq	Ident	Pay Org Description	Disb Plan	Amt Total	Start Date	End Date	Term Date	Info only	Status	Approval Status	History
STP001	LMNO Stipend	Humanities and Sciences	Qtr AWSS	14000.00	09/26/2005	08/07/2006		N	Pending	Pending	History
TUT001	LMNO Fellow	Humanities and Sciences	Qtr AWSS	23765.00	09/26/2005	08/07/2006		N	Pending	Pending	History

Save   Return to Search

History of Changes Aid | History of Changes Distributn

History of Changes Distribution

History of Changes Aid | History of Changes Distributn

Ewan McGregor   **ID:**   05057251

Aid Year: 2006   **Institution:** STANF

**Graduate Financial Support - Distribution Detail** → View All   First ◀ **1-8 of 8** ▶ Last

Detail | PTAEO | Date-Time Updated/Disbursement

Aid Seq	Term	Seq No	Ident	Start Date	End Date	Fund Src	Amount	Item Type	Item Descr	History
STP001	1062	1	LMNO Stipend	09/26/2005	12/14/2005	DF	4000.00	843200000011	H&S Flshp GR Std Charges	History
STP001	1064	1	LMNO Stipend	01/03/2006	03/22/2006	DF	2000.00	843200000011	H&S Flshp GR Std Charges	History
STP001	1066	1	LMNO Stipend	04/02/2006	06/12/2006	DF	4000.00	843200000011	H&S Flshp GR Std Charges	History
STP001	1068	1	LMNO Stipend	06/25/2006	08/07/2006	DF	4000.00	843200000011	H&S Flshp GR Std Charges	History
TUT001	1062	1	LMNO Fellow	09/26/2005	12/14/2005	DF	6790.00	843200000035	H&S Fellowship Tuition	History
TUT001	1064	1	LMNO Fellow	01/03/2006	03/22/2006	DF	3395.00	843200000035	H&S Fellowship Tuition	History
TUT001	1066	1	LMNO Fellow	04/02/2006	06/12/2006	DF	6790.00	843200000035	H&S Fellowship Tuition	History
TUT001	1068	1	LMNO Fellow	06/25/2006	08/07/2006	DF	6790.00	843200000035	H&S Fellowship Tuition	History

💾 Save   🔍 Return to Search

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)
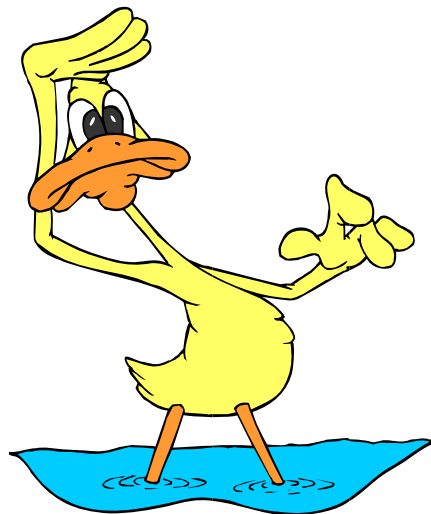
Using the PTAEO/Item Type Page

PTAEO/Item Type Inquiry

Project: 1028946   **Task:** 1   **Award:** AABOK   **Proj Descr:** Grad Aid-Comp Lit

Deptid (Task Org): PPLP   Comparative Literature

View All   First ◀ 1-4 of 4 ▶ Last

Pay Organization	Description	Aid Year	School
PAAA	Humanities and Sciences	2003	Humanities and Sciences
PAAA	Humanities and Sciences	2004	Humanities and Sciences
PAAA	Humanities and Sciences	2005	Humanities and Sciences
PAAA	Humanities and Sciences	2006	Humanities and Sciences

View All   First ◀ 1-6 of 12 ▶ Last

Aid Type	Task Org	Item Type	Item Description	Charge Priority	Exp Type
Assistant	PPLP	843200000012	H&S RA Salary	RA_SAL	51450
Assistant	PPLP	843200000013	H&S TA Salary	TA_SAL	51410
Assistant	PPLP	843200000025	H&S PRA Salary	PRA_SAL	51450
Assistant	PPLP	843200000026	H&S TF Salary	TF_SAL	51410
Stipend	PPLP	843200000008	H&S FIshp Health Ins	HLTHONLY	57630
Stipend	PPLP	843200000009	H&S FIshp Document Fee	DOC_ONLY	57370

🖫 Save   🔍 Return to Search

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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

Approval
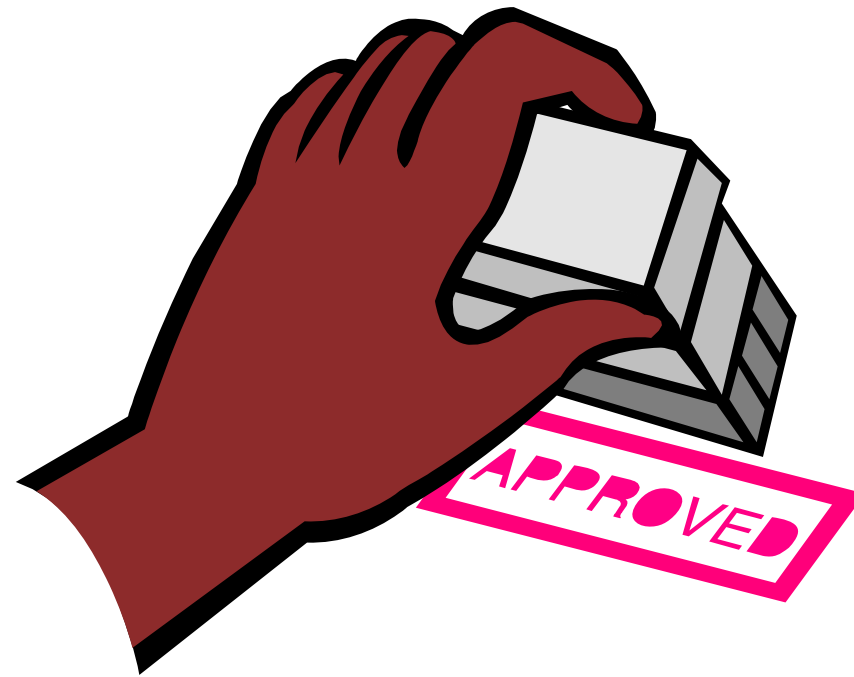
How Does GFS Select Home Department Approvers?

- ◆ 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

AUTHORITY Manager
Sarah Straight

End session

Grant authority

GRANT authority...
If you know what authority you need to grant, start here.

▷ or use FIND a person... to manage an individual's authority.

My authority

Sarah Straight's Authority

Sarah Straight's "Designated Drivers"
People who can act for you, and vice versa. Includes acting approvers and authority-granting proxies.

View authority

By organization
For organizations not listed below, use FIND an org...

Stanford University (AA00)

By business function
Lists people in all University organizations who

Tools

FIND a person...
See what a person is authorized to do. Grant, edit, or revoke authority.

FIND an organization...
See authority scoped to an org.

Acting as... myself
Act as someone's authority-granting proxy, or return to acting as yourself.

Resources

Help page
Instructions for Authority Manager tasks.

About prerequisites
How to complete prereqs; how long prereqs take to process.

About acting approvers
How acting approvers works with Oracle Financials.

Authority Manager service site
News and updates about Authority Manager,

What If the Approver Isn't Here?

- <u>Recall</u> 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 <u>not</u> work with GFS Approvals

Didn't you get my note?

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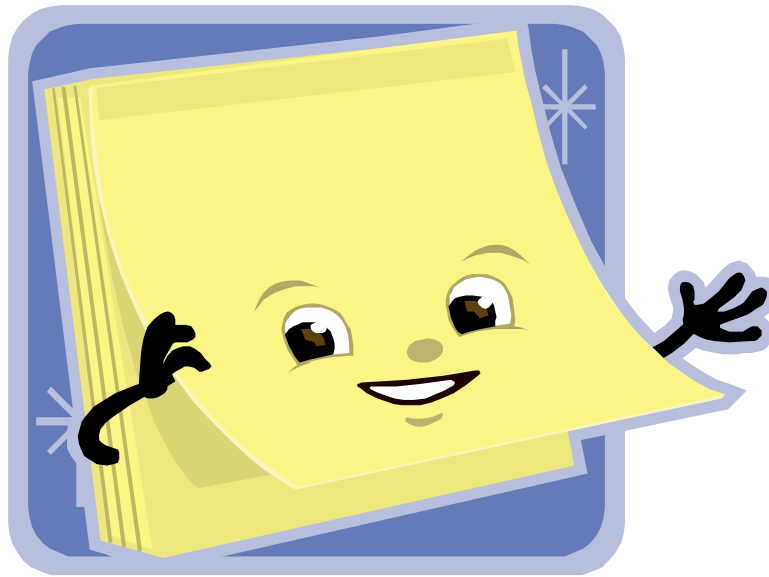
Notes for GFS Users

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

Aid Year: 2006	Institution: STANF											

			Total Amt	Autumn		Winter		Spring		Summer		
	TAL Category			GR		GR		GR		GR		
	All FLSHP Tuition		6790.00	6790.00								

Enter Fellowship Tuition

Entry	Quarterly/Notes	WF Transaction

Aid Seq	Ident	*Pay Org	Autumn Amt	Winter Amt	Spring Amt	Summer Amt	OverrideTerm Amts	Note	User ID	DtTm Updated		
TUT001	XYZ Fellow	PAAA 🔍	6790.00				☐	Note	STRAIGHT	02/14/2006 2:30:51.000000PM	➕	➖

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

Aid Year: 2006		Institution: STANF					
			Total Amt	**Autumn**	**Winter**	**Spring**	**Summer**
	TAL Category			GR	GR	GR	GR
	All FLSHP Tuition		6790.00	6790.00			

Enter Fellowship Tuition

Entry	Quarterly/Notes	WF Transaction

Aid Seq	Ident	*Pay Org	Transaction ID	Transaction Info	Approvers		
TUT001	XYZ Fellow	PAAA 🔍	00000000	Transaction Info	Approvers	+	−

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

Aid Year: 2006 Institution: STANF

	Total Amt	Autumn	Winter	Spring	Summer
TAL Category		GR	GR	GR	GR
All FLSHP Tuition	6790.00	6790.00			

Enter Fellowship Tuition

| Entry | Quarterly/Notes | WF Transaction |

Aid Seq	Ident	*Pay Org	Disb Plan	Total Tuition	Detail	Info only	Status	Description	Approval Status		
TUT001	XYZ Fellow	PAAA 🔍	Qtr Aut	6790.00	Detail	☐	C 🔍	Complete	Pending	+	−

Changing Approvers

Aid Year: 2006   Institution: STANF

		Total Amt	Autumn	Winter	Spring	Summer
	TAL Category		GR	GR	GR	GR
	All FLSHP Tuition	6790.00	6790.00			

Enter Fellowship Tuition

| Entry | Quarterly/Notes | WF Transaction |

Aid Seq	Ident	*Pay Org	Transaction ID	Transaction Info	Approvers		
TUT001	XYZ Fellow	PAAA	00006905	Transaction Info	Approvers	+	−

🖫 Save   🔍 Return to Search   ↓≣ Next in List   ↑≣ Previous in List

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

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Who hasn't approved yet?

◆ As the person who routed the aid line, you can look in the <u>Worklist Manager</u>

◆ 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
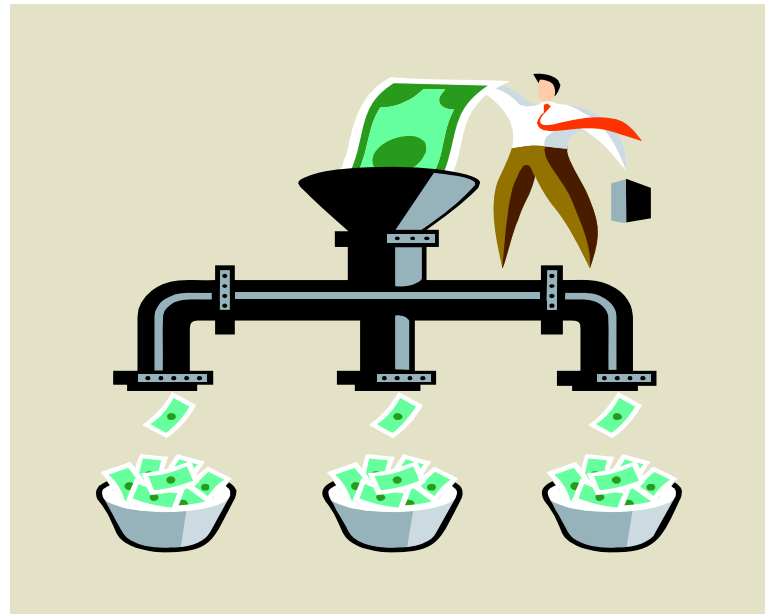
Tracking Down Disbursement

- 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
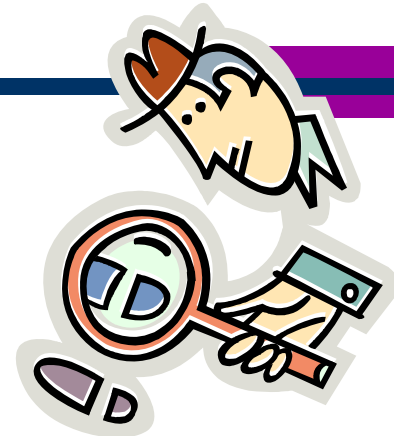
Disbursement Messages

It Left GFS, Now What?

- ◆ <u>Quarterly Stipends and Tuition</u>
  - ▪ STF Account Summary in Student Financials
- ◆ <u>Assistantship Salary</u>
  - ▪ After Payroll has processed, GFS Gross Pay Report
- ◆ <u>Monthly Stipends</u>
  - ▪ 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
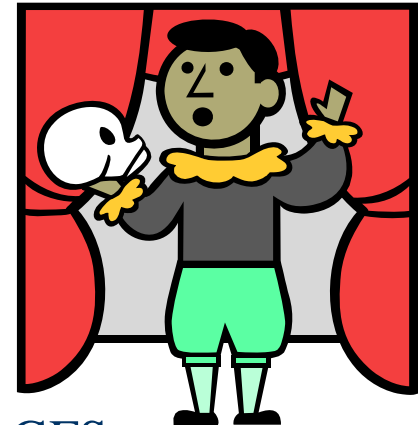
The Elusive Unapplied Aid

◆ 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

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

Sections:

ALL STUDENTS: Health Insurance Subsidy Report   Results

PIVOTS FOR SUBGROUPS:

Students with Waivers   Students Paid by Outside Source   Students with Full Subsidies   Students with Partial Subsidies

NEW

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, Deparment Ids, or Project Ids. Selecting Ignore will include all available values for a limit.

Student Related   **Money Related**

Process by: Acad Dept/Schl (=AcadOrg)	Process by: Pay Org
Process by: Academic Plan	Process by: Award/Project/Task
Process by: Emplid / Name	Process by: Aid Ident

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

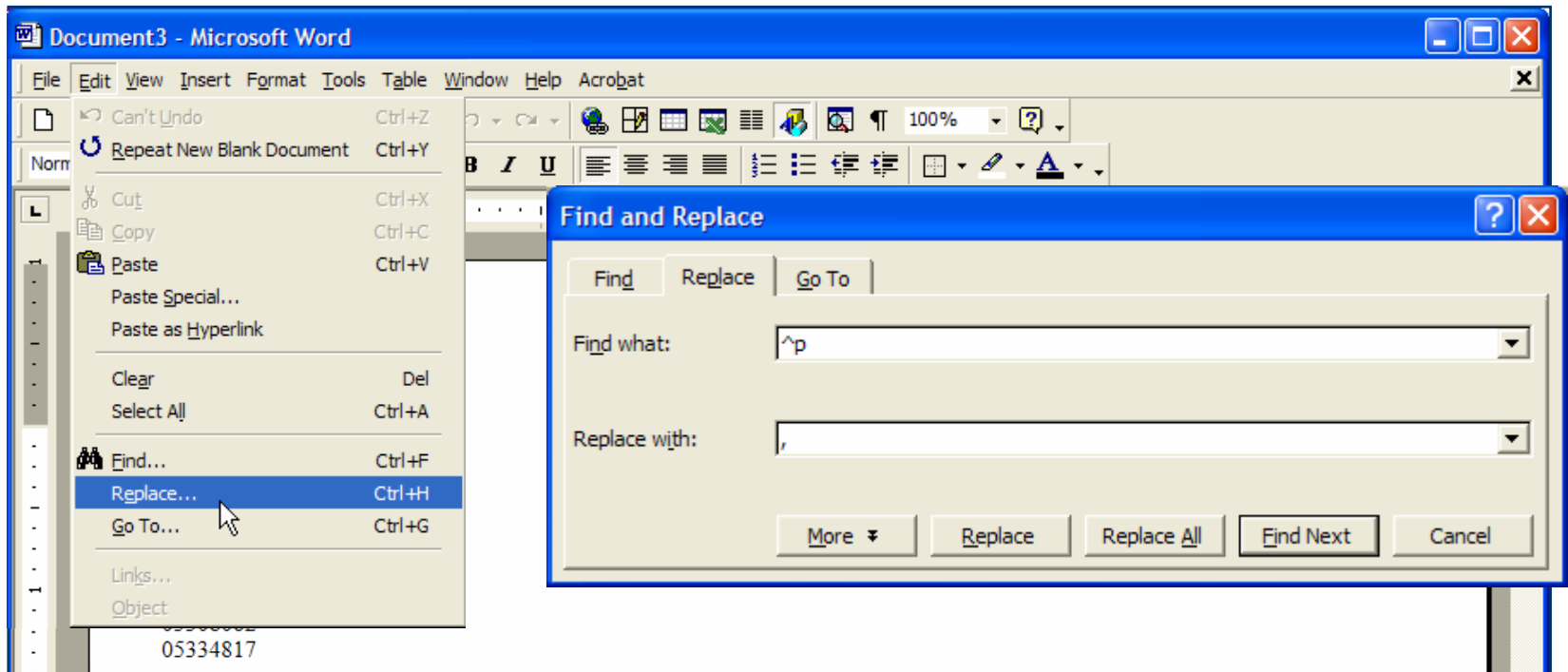# Tips and Tricks – Adding Multiple Emplids

◆ Copy (Ctrl+C) list of Emplids from source

Tips and Tricks – Adding Multiple Emplids

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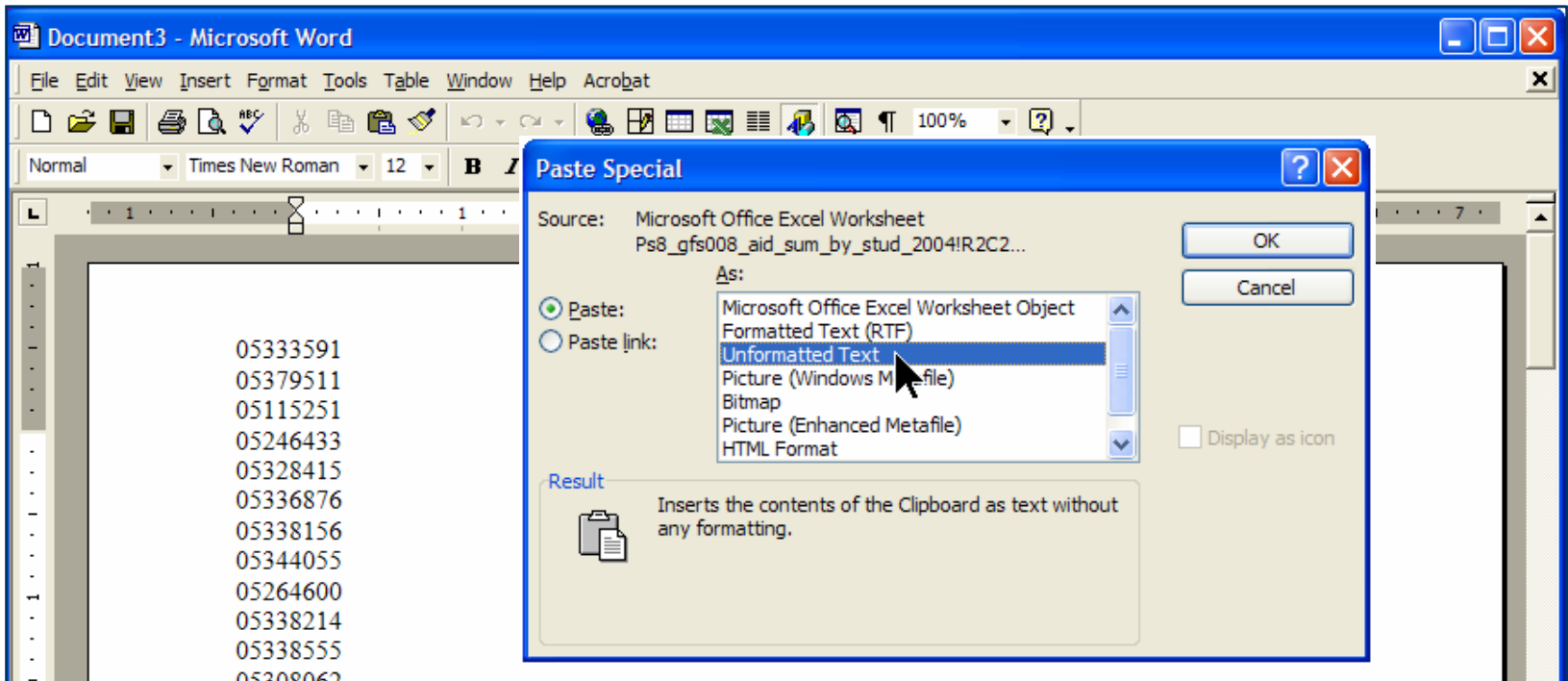
Tips and Tricks – Adding Multiple Emplids

- 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

05333591,05379511,05115251,05246433,05328415,05336876,05338156,05344055,0526
4600,05338214,05338555,05308062,05334817,05332894,05246433,

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

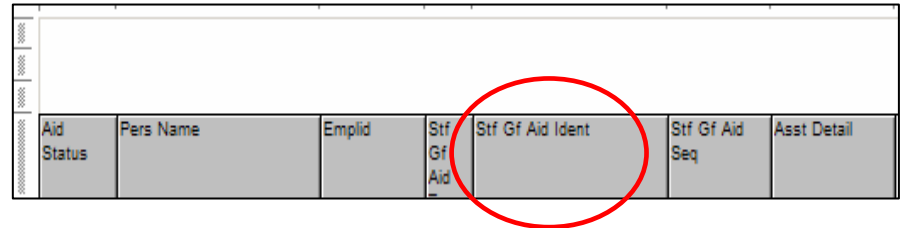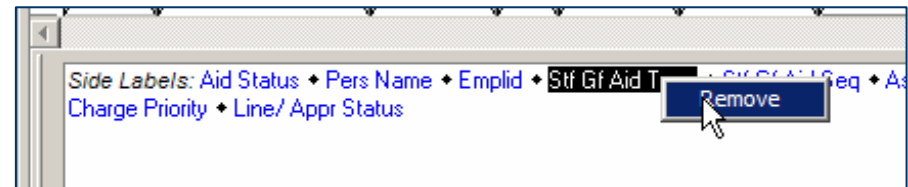3. Select Pivot from Menu Bar

4. Choose "Remove Selected Items"
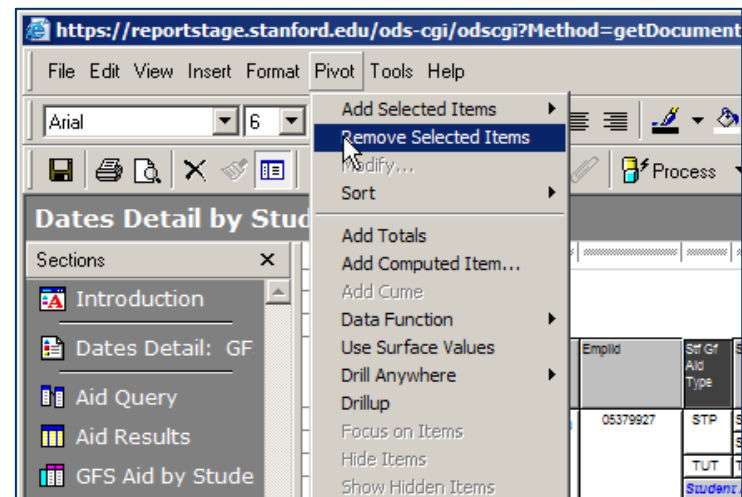
Tips and Tricks - Pivots

◆ 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

ReportMart Reminders

- ◆ Submitting 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