Objectives

- To better understand the flow of graduate financial support through University systems

- To demonstrate tools, reports, methods to assist in analyzing and reconciling graduate financial support-related expenses
Agenda

I. Setting the Context
   - Overview of the Graduate Financial Support Process
   - Types of Support
   - Managing the Graduate Support Resources

II. Graduate Financial Support Process: The Financial Perspective
   - Systems
   - Timing
   - Retroactive Changes or Corrections
   - Unapplied Aid
   - Suspense Transactions

III. Analyzing, Researching & Answering Questions…
Part I: Setting the Context

- Overview of the Graduate Financial Support Process
- Types of Support
- Managing the Graduate Support Resources
Overview of the Process

PeopleSoft GFS
- Eligibility
- Compliance with Policy
- Aid Year Activation
- Aid Entry
- Term begins within 10 days
- Approval in Worklist Mgr

PeopleSoft Payroll or Student Financials Payment

Oracle Financials

ReportMart Reports

ReportMart3 Reports
Primary Types of Support in GFS

- Assistantship (Grad/Post Doc)
  - Salary
  - Tuition Allowance (TAL)

- Fellowship
  - Tuition
  - Quarterly Stipend
    - Includes Stipend, Standard Charges, ASSU, Health Insurance, Doc Fees, etc.
  - Monthly Stipends (PD/NM)
Managing the Graduate Support Resources

- Were the right students paid the correct amounts?
  - Departmental authorization
  - University / School policies

- Was the support coded correctly?
  - Appropriate account (PTA)
  - Proper type of support (Expenditure Type)

- Does it serve the needs of the student while supporting faculty and departmental goals?
Part II
Graduate Financial Support Process: *The Financial Perspective*

- Systems
- Timing (interfaces, payments, reports, TAL)
- Retroactive Changes or Corrections
- Unapplied Aid
- Suspense Transactions
What systems are involved?

**ReportMart**

- Assistantship Tuition Allowance (TAL)
- Fellowship Stipend (Qtly)
- Fellowship Tuition
- Tuition Payment to Student Account
- Qtly Stipend Check / Fee Payment
- Tuition Only Payment to Student Account

**PeopleSoft GFS**

- 10 days before term begins & nightly thereafter*

**PeopleSoft Student Financials**

- At month-end

**PeopleSoft Payroll**

- Salary: 2 X monthly
- Monthly Stipend: 6 business days before end of month

**Oracle Financials**

- Salary: 2 X month
- Monthly Stipend: at month-end

* Assuming all disbursement rules met
### Summary: Graduate Support Payments

<table>
<thead>
<tr>
<th>Approved GFS Support Type</th>
<th>PeopleSoft System</th>
<th>Interface Frequency* (GFS to Payroll or Student Financials)</th>
<th>Payment Method &amp; Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantship Salary</td>
<td>Payroll</td>
<td>2x Monthly (5pm 15th &amp; last day of month)</td>
<td>Salary Payment (22nd &amp; 7th)</td>
</tr>
<tr>
<td>Assistantship Tuition Allowance (TAL)</td>
<td>Student Financials</td>
<td>Nightly</td>
<td>Applied as credit to student bill</td>
</tr>
<tr>
<td>Fellowship Stipend (Quarterly)</td>
<td>Student Financials</td>
<td>Nightly</td>
<td>Stipend Checks mailed to student 2x/week; or applied to bill nightly (standard charges, etc.)</td>
</tr>
<tr>
<td>Fellowship Tuition</td>
<td>Student Financials</td>
<td>Nightly</td>
<td>Applied as credit to student bill</td>
</tr>
<tr>
<td>PD/NM Monthly Stipend</td>
<td>Payroll</td>
<td>6 business days before end of month</td>
<td>Stipend Check cut at month end only</td>
</tr>
</tbody>
</table>

* *GFS support does not “disburse”, or interface, to the Student Financials system until 10 days before the term begins & student has enrolled. (e.g., Autumn Qtr support approved in GFS in August will be on September expenditure statements)*
Reporting Updates:  
Timing between PeopleSoft & Oracle Financials

<table>
<thead>
<tr>
<th>Approved GFS Support Type</th>
<th>PeopleSoft System</th>
<th>Interface Frequency (GFS to PeopleSoft)</th>
<th>RM UPDATES</th>
<th>Interface Frequency (PeopleSoft to Oracle)</th>
<th>RM3 UPDATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantship Salary</td>
<td>Payroll</td>
<td>2x Monthly (15th &amp; last day of month)</td>
<td>Next Day (16th &amp; 1st)</td>
<td>After payroll run dates</td>
<td>After payroll run dates</td>
</tr>
<tr>
<td>Assistantship Tuition Allowance (TAL)</td>
<td>Student Financials</td>
<td>Nightly</td>
<td>Next Day</td>
<td>Month End only</td>
<td>After month end close</td>
</tr>
<tr>
<td>Fellowship Stipend (Quarterly)</td>
<td>Student Financials</td>
<td>Nightly</td>
<td>Next Day</td>
<td>Month End only</td>
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<td>PD/NM Monthly Stipend</td>
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<td>6 business days before end of month</td>
<td>Next Day</td>
<td>Month End only</td>
<td>After month end close</td>
</tr>
</tbody>
</table>
Tuition Allowance (TAL)

TAL cannot be billed to sponsored projects until services have been provided

How does TAL appear?

Current term TAL
- Initially and throughout the quarter, TAL posts as 51960 Prepaid Tuition Allowance
- In last month of term, it is reversed and reflected as 51975 Tuition Allowance

Note: Prior term TAL posts directly to 51975 Tuition Allowance
<table>
<thead>
<tr>
<th>REFERENCE DATA</th>
<th>EXP-ITEM</th>
<th>SEP-2005</th>
<th>EXPENDITURE CATEGORY</th>
<th>EXPENSE CONTROL</th>
<th>ACTUALS-TO-DATE</th>
<th>SUBTOTAL</th>
<th>COMITS</th>
<th>BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSOFT</td>
<td>05234507</td>
<td>30-SEP-2005</td>
<td>2,610.00</td>
<td>51050</td>
<td>Fir, Fred</td>
<td>2,610</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>05234507</td>
<td></td>
<td>2,610.00</td>
<td>51980</td>
<td>Total: Fir, Fred</td>
<td>2,610</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,610.00</td>
<td>51980</td>
<td>BEG TERM TUITION ALLOW PREPAI</td>
<td>2,610</td>
<td>(2,610)</td>
<td>(2,610)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,610.00</td>
<td>51950</td>
<td>PREPAID OTHER COMPENSATION</td>
<td>2,610</td>
<td>(2,610)</td>
<td>(2,610)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>REFERENCE DATA</th>
<th>EXP-ITEM</th>
<th>DEC-2005</th>
<th>EXPENDITURE CATEGORY</th>
<th>EXPENSE CONTROL</th>
<th>ACTUALS-TO-DATE</th>
<th>SUBTOTAL</th>
<th>COMITS</th>
<th>BALANCE</th>
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<td>05234507</td>
<td>30-SEP-2005</td>
<td>(2,610.00)</td>
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<td>(2,610)</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>05234507</td>
<td></td>
<td>(2,610.00)</td>
<td>51980</td>
<td>Total: Fir, Fred</td>
<td>(2,610)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2,610.00)</td>
<td>51960</td>
<td>BEG TERM TUITION ALLOW PREPAI</td>
<td>(2,610)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(2,610.00)</td>
<td>51950</td>
<td>PREPAID OTHER COMPENSATION</td>
<td>(2,610)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TAL charge appears in 1st month of term
Moves to 51975 in last month of term
Retroactive Changes or Corrections: Student Financials System

Aid disbursed through PS Student Financials requires correction in *GFS only*

- Assistantship Tuition Allowance (TAL)
- Fellowship Tuition
- Fellowship Stipends (Qtrly)
Retroactive Changes or Corrections: Payroll

Assistantship Salaries:
- Change to PTA: GFS correction plus Oracle LD adjustment*
- Increase dollar amount: GFS correction plus One-Time Pay form

PD/NM Monthly Stipends:
- Change to PTA: GFS correction plus an Oracle iJournal**
- Change to dollar amount: GFS correction plus HelpSU ticket

Change Salary to/from Stipend:
- Contact Payroll via HelpSU ticket

*For pay periods prior to 3/31/05 use an Oracle iJournal
**Prior to 9/1/04 require GFS correction only
## Retroactive Changes & Corrections Summary

<table>
<thead>
<tr>
<th>Approved GFS Support Type</th>
<th>PeopleSoft System</th>
<th>Changes to Dollar Amounts</th>
<th>Changes to (PTAEO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantship Salary</td>
<td>Payroll</td>
<td>GFS &amp; One-Time Pay form (Increases only)</td>
<td>GFS &amp; Oracle LD Adjustment</td>
</tr>
<tr>
<td>Assistantship Tuition Allowance (TAL)</td>
<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
</tr>
<tr>
<td>Fellowship Stipend (Quarterly)</td>
<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
</tr>
<tr>
<td>Fellowship Tuition</td>
<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
</tr>
<tr>
<td>PD/NM Monthly Stipend</td>
<td>Payroll</td>
<td>GFS &amp; HelpSU Ticket</td>
<td>GFS &amp; Oracle iJournal</td>
</tr>
</tbody>
</table>
Unapplied Aid

- Unapplied Aid is a potential overpayment of aid
  - Your PTA has been charged for the amount
  - Credit on student’s account
  - Amount *cannot* be refunded to the student
  - Amount *cannot* be used to pay other charges
  - It must be corrected in a timely manner and according to policy
    - *If student was charged incorrect tuition/fees, contact SFS/Registrar*
    - *If student was charged correct tuition/fees, correct in GFS*

- Use the **PS8 GFS Unapplied Aid Report** in ReportMart to identify unapplied aid
Suspense Transactions ("Rejects")

Why do transactions reject in Oracle Financials?
- Not within date range of PTA
- Item type open, but PTA closed
- PTA setup in Oracle not complete

Where do they go and who corrects them?
Payroll Transactions
- Department Org Suspense Account
- Corrected by Department

Student Financials Transactions
- Central Suspense Account
- Monitored monthly by Student Financial Services
- Corrected by Department & SFS
Part III

Analyzing, Researching & Answering Questions…

- How and what do I reconcile?
- What does graduate student aid look like on an expenditure report?
- How do I reconcile between GFS & Expenditure Reports?
- What ReportMart3 report should I use to analyze graduate student aid?
- What are other helpful reports?
How and what do I reconcile?

AUTHORIZED AID
Aid input form
Dept approval form
GFS spreadsheet
Appointment letters

GFS
Correct PTAEO
Adequate Funding
Appropriate

ORACLE
Correct PTAEO
Adequate funding
Appropriate
What does graduate student support look like on an expenditure report?

**Reference Code Table** provides information regarding Source of transaction.

Dept Ref is Emplid.

Check Latest Close Month to ensure you are getting complete results.
How do I reconcile support back to GFS for prior term adjustments?

Beginning JAN-2006, the EID date of prior term adjustments reflects the term end date.

<table>
<thead>
<tr>
<th>Term</th>
<th>Last Mo of Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall- 10X2</td>
<td>DEC</td>
</tr>
<tr>
<td>Winter- 10X4</td>
<td>MAR</td>
</tr>
<tr>
<td>Spring- 10X6</td>
<td>JUN</td>
</tr>
<tr>
<td>Summer- 10X8</td>
<td>AUG</td>
</tr>
</tbody>
</table>
New Report!

Stanford University Reporting: Financial Aid Expense Report

CONFIDENTIALITY NOTICE

I understand and accept responsibility for complying with the Federal law and University policy concerning the privacy rights of students, student applicants, employees, and job applicants; and I understand that a breach of this agreement can be cause for disciplinary action, up to and including termination of employment.

Description: (Rpt SFS017)

This report displays PeopleSoft financial aid expense for the academic term or fiscal period selected. You may also specify individual PTAs or emplids.

Instructions for Processing:

To run this report, select ONE of the process buttons below. First decide if you’d like to run the report by fiscal period or academic term. If you process by EmpId, you may still specify individual PTAs.

Process by Fiscal Period:
- Process by PTA for Fiscal Period
- Process by EmpId for Fiscal Period
- Process for All PTAs (FAIR)

Process by Academic Term:
- Process by PTA for Term
- Process by EmpId for Term

Results Sections:

After processing is complete, click on a results section below. All the expense reports can be printed or exported to Excel. The Financial Aid Expense Results are for looking at individual lines of data or further limiting.

Drill Down: Within a pivot it is possible to drill down to a lower detail level. To drill down on a column, right click on the column. Next choose Drill Anywhere from the menu. Finally, choose the field to which you would like to drill. See example at right.

Subtotals: When in a pivot you can create subtotals for a column. First, take the report out of Print Preview by clicking on the print preview button (see below). Next, click on a column header and click on the sum button (see below).

Sum Button: Σ
Print Preview Button: 

Located in the GFS Folder in ReportMart
How do I reconcile between GFS and Expenditure Reports?

Financial Aid Expense Report  (Expense by Student view)

<table>
<thead>
<tr>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Exp Type</th>
<th>Item Type Descr</th>
<th>Name</th>
<th>Empid</th>
<th>Term</th>
<th>Journal Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1234567</td>
<td>100</td>
<td>PABCD</td>
<td>51975</td>
<td>Med School RA/Tuition Allowance</td>
<td>Oak, Oliver</td>
<td>04888888</td>
<td>1056</td>
<td>12/31/05</td>
<td>1,250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>57402</td>
<td>Med School Fischl Tuition</td>
<td>Oak, Oliver</td>
<td>04888888</td>
<td>1056</td>
<td>12/31/05</td>
<td>-1,250</td>
</tr>
<tr>
<td></td>
<td></td>
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<td>57510</td>
<td>Med School Fischl Stipend</td>
<td>Oak, Oliver</td>
<td>04888888</td>
<td>1056</td>
<td>12/31/05</td>
<td>-3,250</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>-9,750</td>
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<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total: 3,750

Information contained in this report is incomplete if the Reporting Date is after the LATEST CLOSE MONTH.
Enter student id in format "%xxxxxxx%" to run for one student.

What RM3 report can I use to analyze graduate student support?

Report can be used to research just one type of aid at a time by limiting expenditure type.
Summary of Reports

GFS (ReportMart)
- **GFS Aid by Money Source (GFS015)**
  - Provides detailed information about aid entries by Pay Organization/PTA
  - Includes Aid Amount & Type, Pay Status, PTA, When last updated and by whom

- **Financial Aid Expense Report (SFS017)**
  - Use to reconcile aid amounts by term in GFS to aid amounts by accounting period in Oracle

- **GFS Unapplied Aid Report (GFS015)**
  - Use to identify unapplied aid

Oracle (ReportMart3)
- **Expenditure Detail Reports (FIN_EXP_139/140; FIN_EXP_141/142)**
  - Reflects one month’s detail transactions & summary ‘to date’ data
  - Includes actual expenditures & expense control

- **Quarterly Review and Certification Report (FIN_EXP_149)**
  - Includes Salary and Non-Salary detail data for multiple months
  - Used for both sponsored and non-sponsored PTAs

- **Expenditure Detail Monthly Transactions (FIN_EXP_104)**
  - Contains many prompts which allow for precise research of detailed transactions

- **Payroll Earnings Distribution by PTA (FIN_LABOR_170)**
  - Shows distribution of assistantship salary

- **Distribution Adjustment Detail (FIN_LABOR_247)**
  - Provides information and explanation about Labor Distribution Adjustments

Authority is required to view these reports
Next Steps

- Understand roles in your organization: GFS entry and approvals, reporting, reconciling

- Familiarize yourself with reports available in ReportMart & ReportMart3

- Utilize job aids, documentation, and tutorials