



# Following the Money Trail

GFS User Forum

March 29, 2006

*Presented by the Controller's Office*  
**Jeff Winkler, Student Financial Services**  
**Sue Schmitt, Business Operations**

# 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

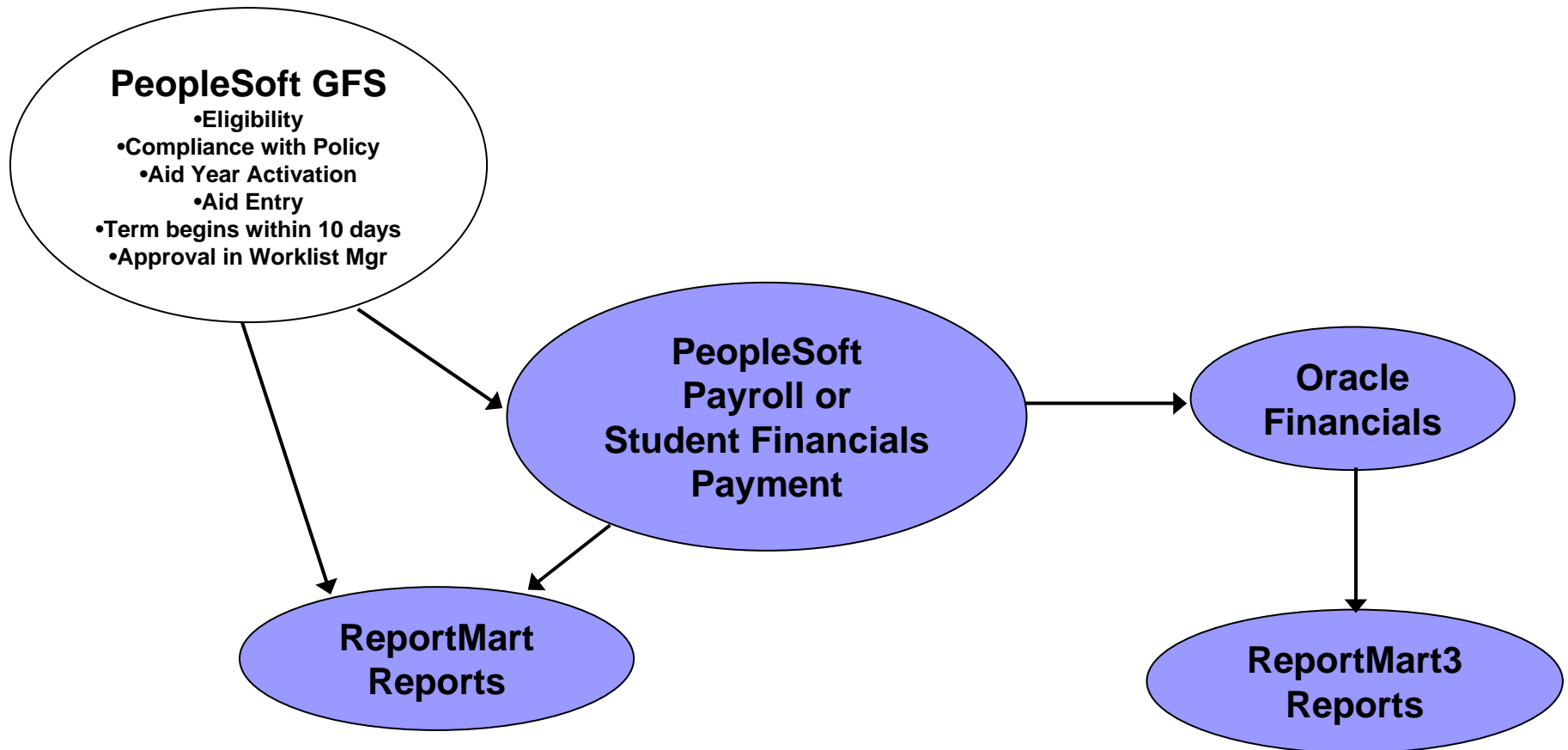
## III. Analyzing, Researching & Answering Questions...



# Part I: Setting the Context

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

# Overview of the Process



# 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?

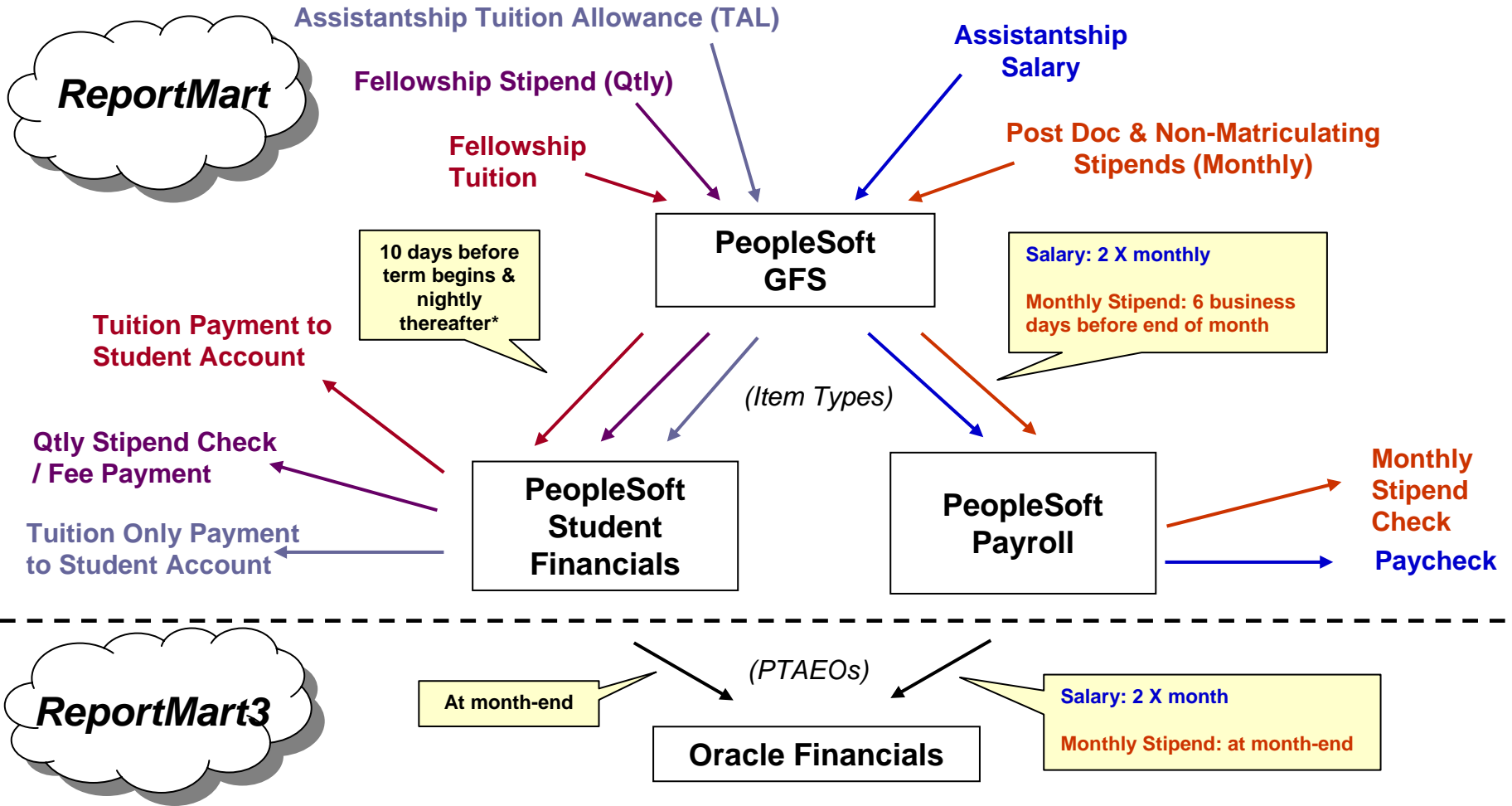
## Part II

# 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?



\* Assuming all disbursement rules met

# Summary: Graduate Support Payments

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

\* 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

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

# 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**

Category:	Project Info	Task Info	Award: Note that this Award may fund other Projects/Tasks - entire balance may not be available
Number:	1987654	1	EABCD
Name:	Graduate Student Support	Student Support	Graduate Student Support

TAL charge appears in 1<sup>st</sup> month of term

REFERENCE DATA			EXP-ITEM	SEP-2005	EXPENDITURE CATEGORY / TYPE		FISCAL YEAR				
SOURCE	ACCT REF	DEPT REF	DATE	ACTUALS	CODE	DESCRIPTION	EXP CONTROL	ACTUALS-TO-DATE	SUBTOTAL	COMMITTS	BALANCE
PSOFT	ij0167055	05234567	30-SEP-2005	2,610.00	51980	Fir, Fred					
		05234567		2,610.00	51960	Total : Fir, Fred		2,610			
				2,610.00	51960	BEG TERM TUITION ALLOW PREPAI		2,610	(2,610)		(2,610)
				2,610.00	51950	PREPAID OTHER COMPENSATION		2,610	(2,610)		(2,610)

REFERENCE DATA			EXP-ITEM	DEC-2005	EXPENDITURE CATEGORY / TYPE		FISCAL YEAR			OUTSTAND'G	REMAINING
SOURCE	ACCT REF	DEPT REF	DATE	ACTUALS	CODE	DESCRIPTION	EXP CONTROL	ACTUALS-TO-DATE	SUBTOTAL	COMMITTS	BALANCE
PSOFT	ij0167805	5234567	30-SEP-2005	(2,610.00)	51980	Fir, Fred					
		5234567		(2,610.00)	51960	Total : Fir, Fred					
				(2,610.00)	51960	BEG TERM TUITION ALLOW PREPAI					
				(2,610.00)	51950	PREPAID OTHER COMPENSATION					
PSOFT	ij0167805	05234567	30-SEP-2005	2,610.00	51975	Fir, Fred					
		05234567		2,610.00	51975	Total : Fir, Fred		2,610			
				2,610.00	51975	TUITION ALLOWANCE		2,610	(2,610)		(2,610)
				2,610.00	51970	TUITION ALLOWANCE		2,610	(2,610)		(2,610)

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

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



# 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

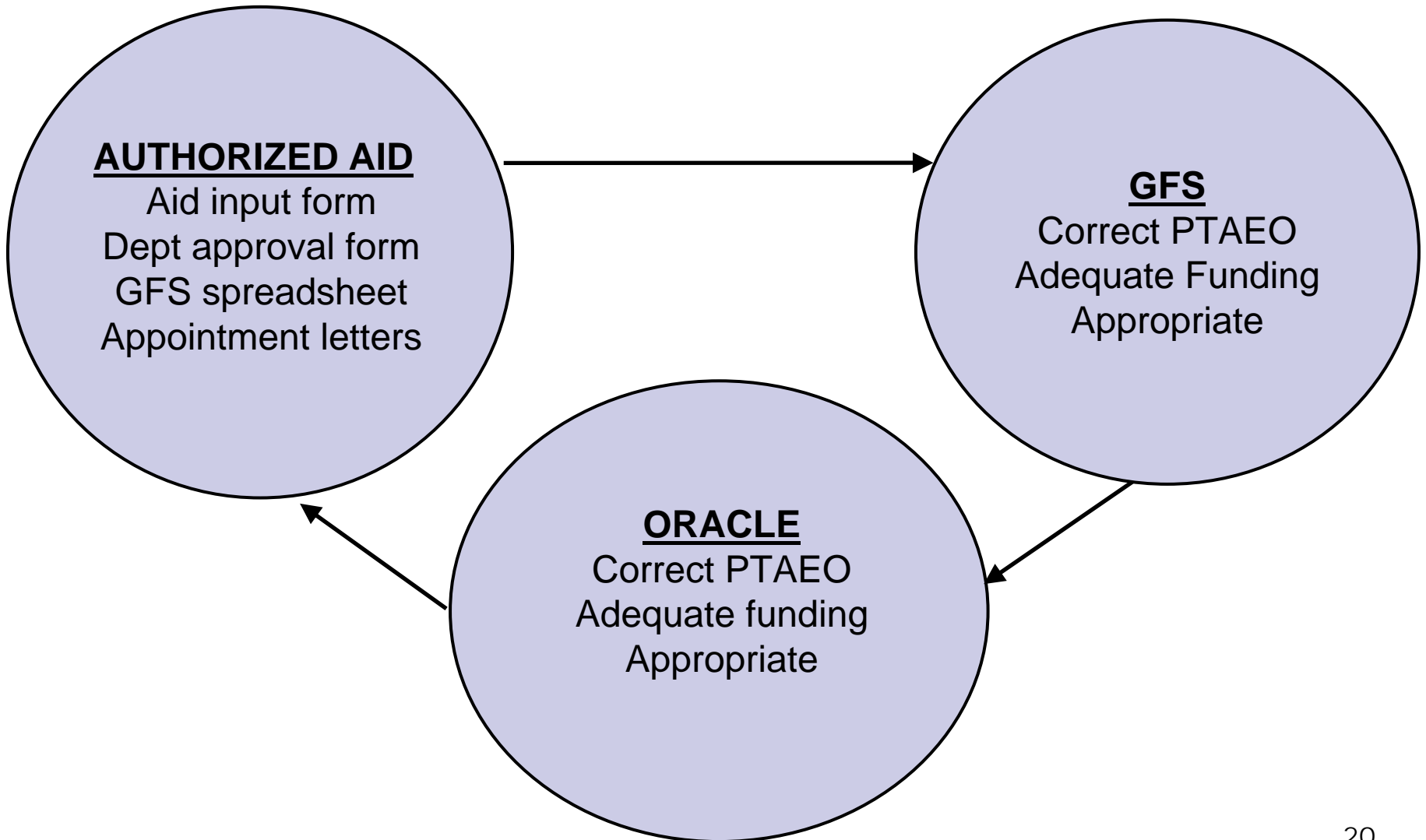
- ❑ Central Suspense Account
- ❑ Monitored monthly by Student Financial Services
- ❑ Corrected by Department & SFS

# 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?



# What does graduate student support look like on an expenditure report?

REPORT RUN DATE: 12/12/2005 17:17:30

STANFORD UNIVERSITY  
EXPENDITURE DETAIL REPORT  
Fiscal Period: Sep 01, 2005 TO Sep 30, 2005

PTA Page 1  
Legacy Account: OSDK123  
Legacy Fund: 111C111  
Database: OF1\_RPT

LATEST CLOSE MONTH: SEP-2005

Information contained in this report is incomplete if the Reporting Date is after the LATEST CLOSE MONTH

**GENERAL INFORMATION:**

CATEGORY	PROJECT	TASK	AWARD: Note that this Award may fund other Projects/Tasks - entire balance may not be available
Number	1000017		AB CDE
Short Name:	Photosynthesis Program		Photosynthesis Program
Start/End Date:	9/1/2001 to		9/1/2001 to 8/31/2007
Type:	NS_NON_SPONSORED		NS_NON_SPONSORED
Owning Org:	ABCD-Plant Biology		AB CD-Biology
Owner:	Sycamore, Sam		Sycamore, Sam
			Beginning Balance future use
			Additions
			Transfers
			Expenditures
			Commitments
			Ending Balance

Check Latest Close Month to ensure you are getting complete results

REFERENCE DATA			EXP ITEM	\$ SEP-2005	EXPENDITURE CATEGORY/TTYPE		FISCAL YEAR			OUTSTAND'G	
SOURCE	ACCT REF	DEPT REF	DATE	ACTUALS	CODE	DESCRIPTION	EXPENSE CONTROL (A)	ACTUALS (B)	SUBTOTAL (A)-(B)	COMMITTS (C)	BALANCE (A)-(B)-(C)
				17,820.98		SALARY	198,707	31,922	166,785		166,785
				3,861.37		FRINGE	43,476	5,035	38,441		38,441
P SOFT	ij0150123	05151234	30-SEP-2005	1,495.00	57340	Lavender, Larry					
P SOFT	ij0150123	04891234	30-SEP-2005	5,193.00	57340	Sunflower, Sara					
				6,688.00	57340	GFS STANDARD CHRGS	20,000	6,688	13,312		13,312
				6,688.00	57302	GRAD GRANTS AND FELLOWSHIPS	20,000	6,688	13,312		13,312
P SOFT	ij0150789	05151234	30-SEP-2005	2,042.00	57402	Lavender, Larry					
P SOFT	ij0150789	04891234	30-SEP-2005	6,790.00	57402	Sunflower, Sara					
				8,832.00	57402	GRAD FELLOWSHIP TUITION	30,000	8,832	21,168		21,168
				8,832.00	57401	GRAD FELLOWSHIP TUITION	30,000	8,832	21,168		21,168
P SOFT	ij0150567	05151234	30-SEP-2005	351.00	57510	Lavender, Larry					
P SOFT	ij0150567	04891234	30-SEP-2005	532.00	57510	Sunflower, Sara					
				883.00	57510	GRADUATE STUDENT STIPEND	4,000	883	3,117		3,117
				883.00	57501	GRADUATE STUDENT STIPENDS	4,000	883	3,117		3,117
P YMON	ij0150555	[-]	30-SEP-2005	950.00	57840	Rose, Randy					
P YMON	ij0150555	[-]	30-SEP-2005	950.00	57840	Tulip, Tina					
				1,900.00	57840	POST DOC STIPEND	8,000	1,900	6,100		6,100
				1,900.00	57801	NON MATRICULATED STU AID	8,000	1,900	6,100		6,100
				18,303.00		OTHER	62,000.00	18,303.00	43,697.00		43,697.00
				<b>39,985.35</b>			<b>304,183.28</b>	<b>55,260.15</b>	<b>248,923.13</b>		<b>248,923.13</b>

Dept Ref is Emplid

Reference Code Table provides information regarding Source of transaction

# How do I reconcile support back to GFS for prior term adjustments?

REPORT RUN DATE: 24-Feb-2006 15:31:00

STANFORD UNIVERSITY

PTA Page 1

MAIL TO: 1111 Walnut, Wally

EXPENDITURE DETAIL REPORT

Legacy Account: [-]

LATEST CLOSE MONTH: JAN-2006

Task Start Date: Jan 01, 2005 Through Reporting Date: Jan 31, 2006

Legacy Fund: [-]

Information contained in this report is incomplete if the Reporting Date is after the LATEST CLOSE MONTH

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**SALARY CONFIDENTIAL**

Database: OF1\_RPT;

Category:	Project Info	Task Info	Award: Note that this Award may fund other Projects/Tasks - entire balance may not be available		
Number:	1987654	100	UABCD		
Name:	INTERDISCIPLINARY	TRAINING	Award Name		
Start/End Date:	01/01/2005 to	01/01/2005 to	01/01/2005 to 03/31/2006	Beginning Balance	Future Use
Type:	SP SPONSORED NON CAP	SP	OVT	Additions	
Owning Org:	WXYZ- Org	WX		Transfers	
Owner:	Flr, Doug	Flr		Expenditures	
Funding Source # :				Commitments	
Funding Source Name:				Ending Balance	

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

REFERENCE DATA			EXP-ITEM	JAN-2006	EXPENDITURE CATEGORY / TYPE		PTA TO DATE			OUTSTAND'G	REMAINING
SOURCE	ACCT REF	DEPT REF	DATE	ACTUALS	CODE	DESCRIPTION	EXP CONTROL	ACTUALS-TO-DATE	SUBTOTAL	COMMITTS	BALANCE
PSOFT	IJ0172329	04777777	08-JUN-2005	2,500.00	51975	Sycamore, Sam					
PSOFT	IJ0172329	04777777	13-AUG-2005	2,500.00	51975	Sycamore, Sam					
PSOFT	IJ0172329	04777777	18-MAR-2005	2,500.00	51975	Sycamore, Sam					
		04777777		7,500.00	51975	Total : Sycamore, Sam					
PSOFT	IJ0172329	04555555	08-JUN-2005	2,500.00	51975	Magnolia, Maggie					
PSOFT	IJ0172329	04555555	13-AUG-2005	2,500.00	51975	Magnolia, Maggie					
PSOFT	IJ0172329	04555555	18-MAR-2005	2,500.00	51975	Magnolia, Maggie					
		04555555		7,500.00	51975	Total : Magnolia, Maggie					
				15,000.00	51975	TUITION ALLOWANCE					(15,000)
				15,000.00	51970	TUITION ALLOWANCE					(15,000)
				15,000.00		SALARY					(15,000)
				15,000.00		TOTAL SALARIES AND FRINGE		15,000	(15,000)		(15,000)

Term	Last Mo of Term
Fall- 10X2	DEC
Winter- 10X4	MAR
Spring- 10X6	JUN
Summer- 10X8	AUG

# 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 Emplid, you may still specify individual PTAs.

Process by Fiscal Period:

Process by PTA for Fiscal Period

Process by Emplid for Fiscal Period

Process for All PTAs (FAIR)

Process by Academic Term:

Process by PTA for Term

Process by Emplid 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



Print Preview Button



Expense by Fiscal Period

Expense Summary Report

Expense by Student

Expense by Academic Period

Financial Aid Expense Results

Located in the GFS Folder in ReportMart

Journal Date	Project	Task	Award	Exp Type	Item Type
12/31/05	1004264	106	EAFMS	57630	Sch of Me
		108	EAFMS	57630	Sch of Me
			Name	57850	Sch of Me
			Emplid	57630	Sch of Me
			Term	57402	Sch of Me
			Item Nbr	57510	Sch of Me
			Item Type	57630	Sch of Me
			Sel Group	57860	School of
			RunDate		
<b>Grand Total</b>					

# How do I reconcile between GFS and Expenditure Reports?

## Financial Aid Expense Report (Expense by Student view)

provides detail by term

Project	Task	Award	Exp Type	Item Type Descr	Name	Emplid	Term	Journal Date	Amount
1234567	100	PABCD	51975	Med School RATA TuitAllow	Oak, Oliver	04888888	1056	12/31/05	1,250
							1058	12/31/05	2,500
						Total		3,750	
			57402	Med School Fishp Tuit	Oak, Oliver	04888888	1056	12/31/05	-1,250
							1058	12/31/05	-2,500
						Total		-3,750	
			57510	Med School Fishp Stipend	Oak, Oliver	04888888	1056	12/31/05	-3,250
							1058	12/31/05	-6,500
						Total		-9,750	

REPORT RUN DATE : 24-Feb-2006 15:36:53  
 MAIL TO : 5555 - Redwood, Randy  
 LATEST CLOSE MONTH: JAN-2006

STANFORD UNIVERSITY  
 EXPENDITURE DETAIL REPORT

Task Start Date : Apr 15, 2005 Through Reporting Date : Dec 31, 2005

PTA Page 2  
 Legacy Account: [-]  
 Legacy Fund: [-]

Information contained in this report is incomplete if the Reporting Date is after the LATEST CLOSE MONTH

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Database: OF1\_RPT;

Category: Number: Name:	Project Info 1234567 NIH	Task Info 100 Task Name	Award: Note that this Award may fund other Projects/Tasks - entire balance may not be available PABCD Award Name
-------------------------------	--------------------------------	-------------------------------	--

REFERENCE DATA			EXP-ITEM	DEC-2005	EXPENDITURE CATEGORY / TYPE		PTA TO DATE		OUTSTAND'G	REMAINING
SOURCE	ACCT REF	DEPT REF	DATE	ACTUALS	CODE	DESCRIPTION	EXP CONTROL	ACTUALS-TO-DATE	COMMITTS	BALANCE
				(3,750.00)	55201	POSTAGE AND SHIPPING		35	(35)	(35)
PSOFT	ij0168145	04888888	29-DEC-2005	(3,750.00)	57402	Oak, Oliver				
				(3,750.00)	57402	GRAD FELLOWSHIP TUITION				
				(3,750.00)	57401	GRAD FELLOWSHIP TUTION				
PSOFT	ij0168145	04888888	29-DEC-2005	(9,750.00)	57510	Oak, Olive				
				(9,750.00)	57510	GRADUATE STUDENT STIPEND				
				(9,750.00)	57501	GRADUATE STUDENT STIPENDS				



STANFORD UNIVERSITY  
 EXPENDITURE DETAILED MONTHLY TRANSACTIONS  
 Project To Date Through JAN 31, 2006

Information contained in this report is incomplete if the Report Period is after the LAST CLOSE

Enter student id in format "%xxxxxxx%" to run for one student

Report Prompts:

001: Project Number	1234567	010: Task Service Type	%	019: Dept Ref	%999999%
002: Task Number	1	011: Award Type	%	020: SPO Number	%
003: Award Number	EABCD	012: Award Purpose	%	021: Task Budget Unit	%
004: Project Owner	%	013: Project Free-form Value	%	100: Project Org or Parent Org	%
005: Task Owner	%	014: Task Free-form Value	%	101: Task Org or Parent Org	%
006: Award Owner	%	015: Expenditure Type	%	102: Award Org or Parent Org	%
007: Project Manager	%	016: Exp Type Grouping	%	200: Fiscal To Date [As Of]	%
008: Task Manager	%	017: Source	%	201: Project To Date [As Of]	JAN-2006
009: Award Manager	%	018: Acct Ref	%	202: Report Period Begin Date	%
				203: Report Period End Date	%

Funding Source Name: STANFORD GENERIC NOT BILLED  
 Funding Source Award Number: EAFMS

Category	Project Info	Task Info	Award Info
Number	1234567	1	EABCD
Name	Graduate Student Support	Task Name	Graduate Student Support

REFERENCE DATA					DMT	EXPENDITURE TYPE		EXPENDITURE
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE	DESCRIPTION	DMT DESCRIPTION
JUL-2005	FSOFT	0142772	999999	31-JUL-2005	5,500.00	57340	GFS STANDARD CHRGS	Sycamore, Semore
					8,600.00	67340	TOTAL GFS STANDARD CHRGS	
JUL-2005	FSOFT	0142772	999999	31-JUL-2005	5,480.00	57402	GRAD FELLOWSHIP TUITION	Sycamore, Semore
					8,480.00	67402	TOTAL GRAD FELLOWSHIP TUITION	
JUL-2005	FSOFT	0142772	999999	31-JUL-2005	100.00	57510	GRADUATE STUDENT STIPEND	Sycamore, Semore
					100.00	67510	TOTAL GRADUATE STUDENT STIPEND	
JUL-2005	FSOFT	0142772	999999	31-JUL-2005	515.00	57630	STU AID STUDENT HEALTH INS	Sycamore, Semore
					618.00	67630	TOTAL STU AID STUDENT HEALTH INS	
	Other				13,596.00			
JUL-2005	Total				13,596.00			
SEP-2005	FSOFT	0157055	999999	30-SEP-2005	1,495.00	57340	GFS STANDARD CHRGS	Sycamore, Semore
					1,495.00	67340	TOTAL GFS STANDARD CHRGS	
	Other				1,495.00			
SEP-2005	Total				1,495.00			
JAN-2006	FSOFT	0172394	999999	31-JAN-2006	1,495.00	57340	GFS STANDARD CHRGS	Sycamore, Semore
					1,495.00	67340	TOTAL GFS STANDARD CHRGS	
	Other				1,495.00			
JAN-2006	Total				1,495.00			
<b>TOTAL: PTA 1234567-1-EABCD</b>					<b>16,586.00</b>			

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

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

# 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

**Authority is  
required to  
view these  
reports**

## 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

# 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