

# GFS User Forum

## Following the Money Trail

### **Additional questions regarding GFS transactions and reports you can use to answer them...**

#### **1. What report can I use to analyze Graduate Financial Support entries in Oracle?**

The ReportMart3 FIN\_EXP\_279\_Transaction\_Detail report can be run with various parameters and can be used to research transactions by PTA, Student, or type of aid (Expenditure Type).

- a. According to Oracle, how much support did a person receive from a particular PTA? Run the report by PTA and Dept. Ref. (Student ID).
- b. According to Oracle, how much total aid did a student receive? Run the report by Dept. Ref. (Student ID); this report is limited by authority.
- c. What students received a particular type of aid (i.e., Fellowship Tuition) from this PTA? Run the report by PTA and the Expenditure Type of the aid you are researching.

#### **2. In what month was aid recorded in Oracle?**

The ReportMart3 FIN\_EXP\_149\_Qtrly\_Exp\_Cert report will provide detail for multiple months on one report.

#### **3. What if support that I expected to see is not appearing on my expenditure reports?**

- a. You may want to run the ReportMart1 GFS Aid Sum by Money Source report and verify the status of the entry.
- b. For salary support, you can run the ReportMart3 FIN\_LABOR\_170\_Earnings\_Dist\_PTA for a student to see if his/her salary posted to an Organization Suspense Account.

#### **4. How does GFS aid appear on the various types of reports?**

Report	Location	Aid Transactions	
		By Term	By GL Month
GFS Aid Sum by Money Source	Reportmart1	X	
Financial Aid Expense Report	Reportmart1	X	X
Oracle Expenditure Reports	Reportmart3		X*

\* Beginning JAN-2006, the Expenditure Item Date (EID) of prior term fellowship adjustments reflects the term end date.

**1a. According to Oracle, how much support did a person receive from a particular PTA?**

Run Date: 15-SEP-2005 3:25 PM  
 Last Date: AUG-2005

**STANFORD UNIVERSITY**  
**TRANSACTION DETAIL REPORT**  
 Transaction Detail

Page: 1/1  
 User: GWD  
 Database: DW2\_PRD

Report Period : Fiscal To Date Through AUG 31, 2005

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

**Report Prompts:**

001: Project Number	1234567	011: Task Service Type	%	021: Dept Ref	%5999999%
002: Task Number	1	012: Award Type	%	100: Project Org or Parent Org	%
003: Award Number	EABCD	013: Award Purpose	%	101: Task Org or Parent Org	%
004: Award Status	%	014: Award Level of Control	%	102: Award Org or Parent Org	%
005: Project Owner	%	015: Award Level of Restriction	%	200: Fiscal-To-Date "as of" Date	AUG-2005
006: Task Owner	%	016: SPO Number	%	201: Project-To-Date "as of" Date	%
007: Award Owner	%	017: Expenditure Type	%	202: Report Period Begin Date	%
008: Project Manager	%	018: Exp Type Grouping	%	203: Report Period End Date	%
009: Task Manager	%	019: Source	%		
010: Award Manager	%	020: Acctg Ref	%		

Enter PTA Information

Enter student's EmplID in format "%NNNNNNN%"

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

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

REFERENCE DATA					ACTUALS	EXPENDITURE TYPE		EXPENDITURE
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE		CODE	DESCRIPTION	
JUL-2005	PSOFT	ij0142772	5999999	31-Jul-2005	6,500.00	57340	GFS STANDARD CHRGS	Sycamore, Semore
					<b>6,500.00</b>	<b>57340</b>	<b>TOTAL GFS STANDARD CHRGS</b>	
JUL-2005	PSOFT	ij0142772	5999999	31-Jul-2005	6,480.00	57402	GRAD FELLOWSHIP TUITION	Sycamore, Semore
					<b>6,480.00</b>	<b>57402</b>	<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
JUL-2005	PSOFT	ij0142772	5999999	31-Jul-2005	100.00	57510	GRADUATE STUDENT STIPEND	Sycamore, Semore
					<b>100.00</b>	<b>57510</b>	<b>TOTAL GRADUATE STUDENT STIPEND</b>	
JUL-2005	PSOFT	ij0142772	5999999	31-Jul-2005	516.00	57630	STU AID STUDENT HEALTH INS	Sycamore, Semore
					<b>516.00</b>	<b>57630</b>	<b>TOTAL STU AID STUDENT HEALTH INS</b>	
<b>JUL-2005</b>	<b>Other</b>				<b>13,596.00</b>			
<b>JUL-2005</b>	<b>Total</b>				<b>13,596.00</b>			

**TOTAL: PTA 1234567-1-EABCD 13,596.00**

**GRAND TOTAL: STANFORD GENERIC NOT BILLED 13,596.00**



1c. What students received a particular type of aid from this PTA?

Run Date: 15-SEP-2005 10:54 AM  
 Last Date: AUG-2005

STANFORD UNIVERSITY  
 TRANSACTION DETAIL REPORT  
 Transaction Detail

Page: 1/2  
 User: GWD  
 Database: DW2\_PRD

Report Period : Fiscal To Date Through AUG 31, 2005

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

Report Prompts:

001: Project Number	1234567	011: Task Service Type	%	021: Dept Ref	%
002: Task Number	1	012: Award Type	%	100: Project Org or Parent Org	%
003: Award Number	EABCD	013: Award Purpose	%		Org %
004: Award Status	%	014: Award Level of Control	%		t Org %
005: Project Owner	%	015: Award Level of Restriction	%		of Date AUG-2005
006: Task Owner	%	016: SPO Number	%		of Date %
007: Award Owner	%	017: Expenditure Type	57402		Date %
008: Project Manager	%	018: Exp Type Grouping	%	203: Report Period End Date	%
009: Task Manager	%	019: Source	%		
010: Award Manager	%	020: Acctg Ref	%		

Report can be used to research just one type of aid by limiting expenditure type

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

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

REFERENCE DATA					ACTUALS	EXPENDITURE TYPE		EXPENDITURE TRANSACTION DESCRIPTION
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE		CODE	DESCRIPTION	
SEP-2004	PSOFT	ij0012345	5989999	30-Sep-2004	6,480.00	57402	GRAD FELLOWSHIP TUITION	Blaine,Rick
<b>SEP-2004 Other</b>					<b>6,480.00</b>	57402	<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>SEP-2004 Total</b>					<b>6,480.00</b>			
OCT-2004	PSOFT	ij0012356	5888888	31-Oct-2004	(6,480.00)	57402	GRAD FELLOWSHIP TUITION	Dinesen,Karen
<b>OCT-2004 Other</b>					<b>(6,480.00)</b>		<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>OCT-2004 Total</b>					<b>(6,480.00)</b>			
DEC-2004	PSOFT	ij0012367	5777777	30-Dec-2004	6,480.00	57402	GRAD FELLOWSHIP TUITION	Sycamore,Semore
<b>DEC-2004 Other</b>					<b>6,480.00</b>	57402	<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>DEC-2004 Total</b>					<b>6,480.00</b>			
FEB-2005	PSOFT	ij0012378	5666666	28-Feb-2005	(1,650.00)	57402	GRAD FELLOWSHIP TUITION	O'Hara,Scarlett
<b>FEB-2005 Other</b>					<b>(1,650.00)</b>		<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>FEB-2005 Total</b>					<b>(1,650.00)</b>			
JUN-2005	PSOFT	ij0012389	5555555	30-Jun-2005	1,944.00	57402	GRAD FELLOWSHIP TUITION	Mitchell,Pete
<b>JUN-2005 Other</b>					<b>1,944.00</b>	57402	<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>JUN-2005 Total</b>					<b>1,944.00</b>			
JUL-2005	PSOFT	ij0012390	5444444	31-Jul-2005	6,480.00	57402	GRAD FELLOWSHIP TUITION	Ward,Vivienl
<b>JUL-2005 Other</b>					<b>6,480.00</b>	57402	<b>TOTAL GRAD FELLOWSHIP TUITION</b>	
<b>JUL-2005 Total</b>					<b>6,480.00</b>			
<b>TOTAL: PTA 1234567-1-EABCD</b>					<b>13,254.00</b>			

## 2. In what month was aid recorded in Oracle?

Run Date: 15-SEP-2005 11:36 AM  
 Last Close: AUG-2005  
 PTA Page 1  
 Task Manager:

**STANFORD UNIVERSITY**  
**QUARTERLY EXPENDITURE REVIEW AND CERTIFICATION**  
 Through the period ending August 31, 2005

Report Page: 1 of 6  
 User: GWD  
 Database: OF1\_RPT  
 Legacy Fund: 111A999  
 Legacy Account: 1AAA111

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

Category	Project Info	Task Info	Award Info
Number: 1234567 Name: Graduate Student Support		1 Task Name	EABCD Graduate Student Support
Start/End Date: 08/28/1996 to 08/31/2013 Type: NS NON SPONSORED Owning Org: Project Owning Org Owner: CHAIR,		08/28/1996 to Task Owning Org CHAIR,	28/1996 to 08/31/2013 S REVENUE ard Owning Org DEAN,

Report provides detail for multiple months

Reference				A	B				C	B+C	A-B-C		
Source	Acctg Ref	Dept Ref	Exp Type	Description	Expense Control as of Aug 31, %	Actuals as of JUN 1, 2005	JUN-2005	JUL-2005	AUG-2005	Intentionally Left Blank	Actuals From JUN-2005 To AUG-2005	Actuals To Date AUG 31, 2005	Remaining Balance (Variance)
LDACT	GFS	05999999-7	51410	Blaine, Rick					2,149		2,149		
LDACT	Multiple	05999999-7	51410	Blaine, Rick				2,148			2,148		
			51410	TEACHING ASST GRAD		0		2,148	2,149		4,297	4,297	(4,297)
			51450	RSRCH ASST GRAD		2,167						2,167	(2,167)
			51402	SLRY WGS STUDENT RA & TA		2,167		2,148	2,149		4,297	6,464	(6,464)
PSOFT	ij0012390	5888888	57510	Dinesen, Karen				100			100		
			57510	GRADUATE STUDENT STIPEND		1,050		100			100	1,150	(1,150)
			57501	GRADUATE STUDENT STIPENDS		1,050		100			100	1,150	(1,150)
PSOFT	ij0012390	5444444	57630	Ward, Vivien				774			774		
PSOFT	ij0012390	5444444	57630	Ward, Vivien				(774)			(774)		
PSOFT	ij0012389	5555555	57630	Mitchell, Pete			258				258		
PSOFT	ij0012390	5444444	57630	Ward, Vivien				258			258		
PSOFT	ij0012389	5555555	57630	Mitchell, Pete			258				258		
PSOFT	ij0012390	5444444	57630	Ward, Vivien				(258)			(258)		
PSOFT	ij0012389	4444444	57630	Jackson, Kendall			258				258		
PSOFT	ij0012389	4444444	57630	Jackson, Kendall			258				258		
PSOFT	ij0012389	5333333	57630	Ptt, Dirk			258				258		
PSOFT	ij0012389	5333333	57630	Ptt, Dirk			258				258		
PSOFT	ij0012389	5222222	57630	Bourne, Jason			258				258		
PSOFT	ij0012389	5222222	57630	Bourne, Jason			258				258		
PSOFT	ij0012389	5111111	57630	Spade, Sam			258				258		
PSOFT	ij0012389	5111111	57630	Spade, Sam			258				258		
PSOFT	ij0012389	5000000	57630	Fincg, Atticus			258				258		
PSOFT	ij0012389	5000000	57630	Fincg, Atticus			258				258		
PSOFT	ij0012390	5444444	57630	Ward, Vivien				516			516		
			57630	STU AID STUDENT HEALTH INS		12,300	3,096	516			3,612	15,912	(15,912)
BRDN	FY05	0.04000	57640	FB_VA_TGP_GSS			538	316	52		907		
			57640	GS HEALTH INS RECOVERY		1,772	538	316	52		907	2,678	(2,678)
			57601	MISCELLANEOUS AID		14,072	3,634	832	52		4,519	18,590	(18,590)

Report includes both salary and non-salary information

Document Name: FIN\_EXP\_149\_Qtrly\_Exp\_Cert.rep

Tab Name: Report with Ref Data

3a. What if support that I expected to see is not appearing on my expenditure reports? Verify the status of the entry on the ReportMart1 GFS Aid Sum by Money Source report.

Stanford University - Graduate Financial Support													Report Legend										
GFS Aid Sum by Money Source - Active Aid																							
LEGEND:																							
P (Passed?): D = passed from GFS to SF/Payroll system; M= modified after data passed, changes still pending; R = reversal passed; blank = not yet passed																							
Line/ Appr Status: C/A = Complete/Approved; C/P = Complete/Pending-Approval; C/R = Complete/Rejected; P/P = Pending/Pending (not yet completed); I = Info only																							
													RunDate 02/28/06 11:33:53										
													Aid Year 2005		2006		Aid Year Tot						
													Term 1058 (04-05 Surr)		1062 (05-06 Aut)								
Aid Status	Task Owning Org	Project	Task	Award	Expenditure Type	Stf Gr Aid Type	Charge Priority	Stf Gr Aid Ident	Pers Name	Emplid	Stf Gr Aid Seq	Asst Detail	Line/ Appr Status	Detl Amt	P	Detl Amt	P	Detl Amt					
Active Aid Items	AAAA	1234567	1	EABCD	51410	AST	TA_SAL	DB 201	Blaine,Rick	5999999	AST001	TA(20hrs)	C/A	6,446	D	6,685	D	13,131					
						PTAE Subtotal													6,446	D	6,685	D	13,131
						51975	TAL	TU_ONLY	DB 201	Blaine, Rick	5999999	TAL001	TA(20hrs)	C/A	6,399	D	6,739	D	13,138				
					PTAE Subtotal													6,399	D	6,739	D	13,138	
					57340	STP	STD_CHRG	DB Flex	Dinesen,Karen	5888888	STP002		C/A						1,495	D	1,495		
									Sycamore,Semore	5777777	STP002		C/A			1,495	D	1,495					
									O'Hara,Scarlett	5666666	STP002		C/A			1,495	D	1,495					
									Mitchell,Pete	5555555	STP002		C/A			1,495	D	1,495					
									Ward,Vivien	5444444	STP002		C/A			1,495	D	1,495					
									Jackson,Kenda		2	C/A				1,495	D	1,495					
											3	C/A	1,307	D			1,307						
									Pitt,Dirk		2	C/A				1,495	D	1,495					
									Bourne,Jason	5222222	STP002		C/A			1,495	D	1,495					
									Spade,Sam	5111111	STP002		C/A			1,495	D	1,495					
									Finch,Atticus	5000000	STP001		C/R			688		688					
Maple,Marla	5151515	STP001		C/A					6,500	D			6,500										
		STP002		C/A				1,495	D	1,495													
Skywalker,Luke	5959595	STP002		C/A				1,495	D	1,495													
Vega,Alejandro	5050505	STP002		C/A				1,495	D	1,495													

**3b. What if support that I expected to see is not appearing on my expenditure reports? Run the ReportMart3 FIN LABOR 170 Earnings Dist PTA report to see if a student's salary was posted to a Suspense Account.**

Run Date: 24-FEB-2006

**STANFORD UNIVERSITY**  
**Payroll Earnings Distribution Report**  
**By Employee, By PTA**

Page: 1 of 1

The Payroll Earnings Distribution report can be used to determine where GFS salary aid was posted (stipends do not appear on this report).

Include % following the student's EmplID to include all assignments

*Reporting Prompts :-*

Start Date:	12/01/05	Project Number:	%	Employee Number:	04777777%
End Date:	12/31/05	Project-Task Number:	%	Employee First Name:	%
PTA:	%	Award Number:	%	Employee Last Name:	%

Assgmt Org Code	Employee Name	Assgmt Number	Payroll Date	PTAE	Distrib Amount	Earning Code Amount	Earning Code	Src Type
ABCD	Palm, Patti	04777777-70	12/15/05	1222222-1-AABAA-51610	1,114.17	1,114.17	Salaried NRA Students GFS	PG
<b>Total For 12/15/05</b>						<b>1,114.17</b>		
ABCD	Palm, Patti	04777777-70	12/31/05	1222222-1-AABAA-51610	1,114.17	1,114.17	Salaried NRA Students GFS	PG
<b>Total For 12/31/05</b>						<b>1,114.17</b>		
<b>Total For Palm, Patti</b>						<b>2,228.34</b>		
<b>Total For 1222222-1-AABAA-51610</b>						<b>2,228.34</b>		

**LEGEND:**

LS - Payroll earnings were distributed per Oracle Labor Schedule.  
 PG - Payroll earnings were distributed per pregenerated PTA provided by PeopleSoft/Kronos.

**Note:** If a pregenerated PTA or a PTA per Labor Schedule was invalid, the payroll earnings were posted to the Organization Suspense Account (PTA) with the expenditure type 51610.

When earnings are posted to an organization suspense account expenditure type is 51610