

# GFS Resources

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## GFS POLICY RESOURCES

Rev 10/07

### **Policy Manual**

The GFS Policy Manual is available online at <http://gfs.stanford.edu>

### **Policy Questions**

For assistance with policy questions, contact Nancy Child Aguilar or Ann George:

- Nancy Child Aguilar: [nancy.aguilar@stanford.edu](mailto:nancy.aguilar@stanford.edu) or 725-8272
- Ann George: [Anngeo@stanford.edu](mailto:Anngeo@stanford.edu) or 723-9721

Additional contacts, including school contacts, for information on GFS Policy and Entry

<http://www.stanford.edu/dept/DoR/gfs/contacts.html>

### **Postdocs**

Postdoctoral Affairs

<http://postdocs.stanford.edu>

Monthly Postdoc and Non-Matric Fellowship Stipends

[http://financialgateway.stanford.edu/staff/payadmin/adminPay\\_postdoc.html](http://financialgateway.stanford.edu/staff/payadmin/adminPay_postdoc.html)

Deadlines for Postdoc Monthly Stipend Entry

[http://financialgateway.stanford.edu/staff/payadmin/res\\_jobaid/postdoc\\_deadline.html](http://financialgateway.stanford.edu/staff/payadmin/res_jobaid/postdoc_deadline.html)

### **Graduate Financial Support Mailing Lists**

There are two GFS mailing lists: gradfinsupport which is used to send GFS information to all GFS administrators, and gfsfinancialapprovers which is used to send GFS information to GFS Financial Approvers. To subscribe to either of the mailing lists:

1. Go to <http://mailman.stanford.edu>
2. Scroll to the bottom of the page, and enter the name of the list and press Go To Subscriber Page
3. Follow the instructions

## PEOPLESOFT GFS RESOURCES

### **Manuals and Job Aids**

The GFS View Only and the GFS Entry manuals are available online at the PeopleSoft Learning Center. You can print a single module or the entire manual. Go to

<http://www.stanford.edu/services/peoplesoft/learningcenter.html>, scroll down the page and click the link for “Student Administration Reference Materials.” Alternatively, you can go directly to [http://www.stanford.edu/services/peoplesoft/student\\_admin\\_refmat.html](http://www.stanford.edu/services/peoplesoft/student_admin_refmat.html).

GFS Job Aids are available online at the PeopleSoft Learning Center. Go to

<http://www.stanford.edu/services/peoplesoft/learningcenter.html>, scroll down the page,

# GFS Resources

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and click the link for “Student Administration Job Aids.” Alternatively, you can go directly to [http://www.stanford.edu/services/peoplesoft/student\\_admin\\_jobaids.html](http://www.stanford.edu/services/peoplesoft/student_admin_jobaids.html). Job aids related to GFS reports are located in ReportMart1, at <https://reportmart1.stanford.edu>. Open the Graduate Financial Support category, and then open the GFS Job Aids folder directly underneath it. (You can also link to related job aids from within selected reports.)

## **Online Training**

The GFS Read Only course is available online at the PeopleSoft Learning Center. Go to <http://www.stanford.edu/services/peoplesoft/learningcenter.html>. Learn Graduate Financial Support policy and how to navigate through the PeopleSoft GFS pages. This online tutorial fulfills the training requirement for read only access to PeopleSoft GFS.

Cost Policy and Chart of Accounts training is available online at [http://ora.stanford.edu/cardinal/level\\_1/cost\\_policy/default.asp](http://ora.stanford.edu/cardinal/level_1/cost_policy/default.asp) or via STARS. This tutorial fulfills the training requirement for the role of GFS Financial Approver. This online training is also required in order to be able to request GFS Item Types. The process of requesting GFS Items Types is done in GFS.

## **Classroom Training**

PeopleSoft GFS Policy and Entry (AS-8030) is offered approximately once per month. You can view the schedule and register via STARS (login to <https://axess.stanford.edu> and click the “Training” tab). If you only want to attend part of the class as a refresher, please send the instructors an email with that information. This class fulfills the training requirement for the role of GFS Entry and/or GFS Home Department Approver.

## **HelpSU**

<http://helpsu.stanford.edu>

For GFS, select Administrative Applications, PeopleSoft GFS

For ReportMart1, select Administrative Applications, ReportMart1

For ReportMart3, select Administrative Applications, ReportMart3

For Student Accounts, select Student Services, University Bill/Student Account

For Payroll, select Central Office Issues, Payroll question

# FINANCIAL INFORMATION

## **Payroll Deadlines**

[http://financialgateway.stanford.edu/staff/payemployee/res\\_jobaid/payroll\\_schedule\\_deadline.html](http://financialgateway.stanford.edu/staff/payemployee/res_jobaid/payroll_schedule_deadline.html)

## **Tuition Allowance on Expenditure & Fund Reports**

[https://docushare.stanford.edu/Get/File-35626/Tuition\\_Allowance.doc](https://docushare.stanford.edu/Get/File-35626/Tuition_Allowance.doc)

# GFS Resources

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Includes information about how Tuition Allowance payments are originated in GFS and passed to Oracle.

## **Financial Reports – Expenditure/Revenue/Operating Statements**

<http://ora.stanford.edu/expenditure/default.asp>

Includes tools and materials to assist in understanding and reconciling expenditure reports.

## **Reference Code Table**

[http://ora.stanford.edu/expenditure/supporting\\_files/RefCodeTable.xls](http://ora.stanford.edu/expenditure/supporting_files/RefCodeTable.xls)

Identifies sources of Oracle transactions.

## **Student Account Inquire Access**

Online training on FERPA, GLB, and Student Financial Account Inquiry training is available online at the PeopleSoft Learning Center.

Go to <http://www.stanford.edu/services/peoplesoft/learningcenter.html>. Get the information you need to maintain compliance with FERPA and Gramm-Leach-Bliley (GLB) legislation regarding confidentiality of student educational and financial information. Learn to use the Student Account Summary page to inquire on student charges, financial aid, GFS, refunds, and payment plans. This tutorial fulfills the training requirement for access to student account information.