Following the Money Trail

GFS User Forum
March 29, 2007
Presented by the Controller’s Office
Allison Baird-James, Student Financial Services
Gary Davis, 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

PeopleSoft GFS
- Eligibility
- Compliance with Policy
- Aid Year Activation
- Creation of Item Type
- Aid Entry
- Approval in Worklist Mgr
- Disbursement

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 (Post Doc/Non-Matric)

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?**

- PeopleSoft Payroll
- PeopleSoft Student Financials
- Oracle Financials

**Summary: Graduate Support Payments**

<table>
<thead>
<tr>
<th>APPROVED GFS Support Type</th>
<th>PeopleSoft System</th>
<th>Interface Frequency*</th>
<th>Payment Method &amp; Timing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantship Salary</td>
<td>Payroll</td>
<td>Monthly</td>
<td>Salary payment on 7th and 22nd of month</td>
</tr>
<tr>
<td>Assistantship Stipend (Monthly)</td>
<td>Payroll</td>
<td>Monthly</td>
<td>2X monthly 10 days before term begins &amp; nightly thereafter*</td>
</tr>
<tr>
<td>Fellowship Stipend (Quarterly)</td>
<td>Student Financials</td>
<td>Quarterly</td>
<td>Applied as credit to student bill</td>
</tr>
<tr>
<td>Fellowship Tuition (Infrastructure)</td>
<td>Student Financials</td>
<td>Quarterly</td>
<td>Applied as credit to student bill</td>
</tr>
<tr>
<td>Tuition Only Payment to Student Account</td>
<td>PeopleSoft Student Financials</td>
<td>Daily</td>
<td>Tuition payment to student account</td>
</tr>
</tbody>
</table>

* GFS support does not disburse to the Student Financials system until 10 days before the term begins & student has enrolled. (e.g., Autumn Quarter support approved in GFS in August will be on September expenditure statements.)

**Reporting Updates:**

<table>
<thead>
<tr>
<th>Interface Updates</th>
<th>PeopleSoft Frequency</th>
<th>Reporting Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Only Payment to Student Account</td>
<td>Daily</td>
<td>Daily</td>
</tr>
<tr>
<td>Quarterly Stipend Check/Fee Payment</td>
<td>Student Financials</td>
<td>Daily</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 (Infrastructure charge NOT applied)
  - In last month of term
    - 51960 is reversed and reflected as 51975 Tuition Allowance (Infrastructure IS applied)

**Note:** Prior term TAL posts directly to 51975 Tuition Allowance
Retroactive Changes or Corrections: Payroll

**Assistantship Salaries:**
- Change in PTA: GFS correction plus Oracle LD Adjustment
- Change in dollar amount: GFS correction plus One-Time Pay form
- Change in dollar amount: HelpSU ticket to Payroll

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

**Change Salary from Stipend:**
- GFS support type change process
- Can only change the student
- Contact Payroll via HelpSU ticket

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 (Quarterly)

Retroactive Changes & Corrections Summary

<table>
<thead>
<tr>
<th>APPROVED BY</th>
<th>GFS Support Type</th>
<th>PeopleSoft System</th>
<th>Changes to Stipend Amounts</th>
<th>Changes to Oracle Account (PTA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistantship Salary</td>
<td>Payroll</td>
<td>GFS and One-Time Pay form (increases only)</td>
<td>GFS and One-Time Pay form (increases only)</td>
<td></td>
</tr>
<tr>
<td>Assistantship Tuition Allowance (TAL)</td>
<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
<td></td>
</tr>
<tr>
<td>Fellowship Tuition (Quarterly)</td>
<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
<td></td>
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<td>Student Financials</td>
<td>GFS</td>
<td>GFS</td>
<td></td>
</tr>
<tr>
<td>PD/NM Monthly Stipend</td>
<td>Payroll</td>
<td>GFS and HelpSU ticket</td>
<td>GFS and Oracle account</td>
<td></td>
</tr>
</tbody>
</table>
Unapplied Aid

- Unapplied Aid is a potential overpayment of aid
  - Your PTA has been charged for the amount
  - Shows as a credit on student’s account
  - Amount cannot be refunded to the student
  - Amount cannot be used to pay other charges
  - Must be corrected in a timely manner and according to policy
    - If charges seem incorrect, contact SFS via HelpSU
    - If student was charged correct tuition/fees, correct in GFS
- Use the PS8 GFS Unapplied Aid Report in ReportMart1 to identify unapplied aid
  - Job Aid available (see References handout)

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 & GFS

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

<table>
<thead>
<tr>
<th>Dept Ref</th>
<th>is Student ID (PeopleSoft Empl ID)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Code Table provides information regarding Source of transaction.</td>
<td></td>
</tr>
</tbody>
</table>

| Two dates: Exp Item Date is when expense happened; Period is when it posted to GL. |

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

This information may be obtained from either the 104 or the 279 report.

Located in the GFS Folder in ReportMart1.
How do I reconcile between GFS and Expenditure Reports?

<table>
<thead>
<tr>
<th>Journal Date</th>
<th>Project</th>
<th>Task</th>
<th>Type</th>
<th>TypeDesc</th>
<th>Manual</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2009</td>
<td></td>
<td>JFRD</td>
<td>T1420</td>
<td>Bug/Technical Tubia</td>
<td>32400</td>
</tr>
<tr>
<td>2/2/2009</td>
<td></td>
<td>JFRD</td>
<td>T1420</td>
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<td>32400</td>
</tr>
<tr>
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<td>JFRD</td>
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<td></td>
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</tbody>
</table>

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

Enter student ID in format "%xxxxxxx" to run for one student.

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

GFS (ReportMart1)
- GFS Aid Sent by Money Source (PS_GFS007)
  - Provides detailed information about aid entries by Pay Organization/PTA
  - Useful for tracking and understanding how aid is sent
- Financial Aid Expense Report (PS_GFS017a)
  - Helps reconcile aid amounts by term in GFS to aid amounts by accounting period in Oracle
- GFS Unapplied Aid Report (PS_GFS015)
  - Identifies unapplied aid

Oracle (ReportMart3)
- Expenditure Detail Reports (FIN_EXP_139/140; FIN_EXP_141/142)
  - Reflects one month’s detail transactions & summary to date
  - Includes actual expenditures & expense control
- Quarterly Review and Certification Report (FIN_EXP_149)
  - Includes salary and non-salary amounts by major unit
  - Used for both sponsored and non-sponsored PTAs
- Transaction Detail Report (FIN_EXP_279)
  - Contains many prompts which allow for precision research of detailed transactions
- Payroll Earnings Distribution by PTA (FIN_LABOR_170)
  - Shows distribution of assistantship salaries
- 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 ReportMart1 and ReportMart3
- Utilize job aids, documentation, and tutorials

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