


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


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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...**

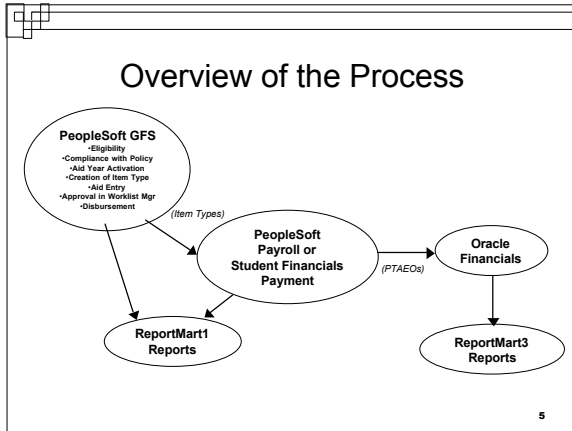
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Part I: Setting the Context

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

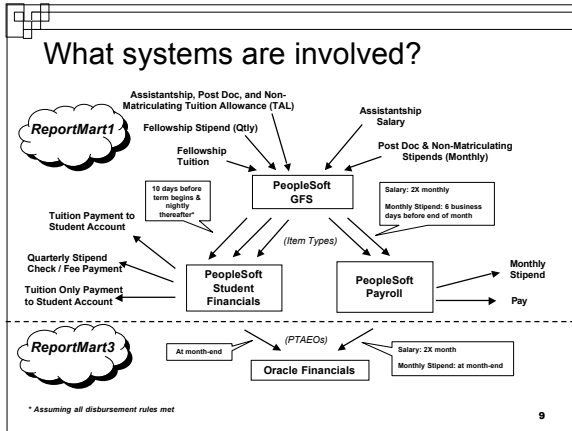
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- ### Primary Types of Support in GFS
- Assistantship (Grad/Post Doc)
 - Salary
 - Tuition Allowance (TAL)
 - Fellowship
 - Tuition
 - Quarterly Stipend
 - Includes Stipend, Standard Charges, ASSU, Health Insurance, Doc Fees, etc.
 - Monthly Stipends (Post Doc/Non-Matric)
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- ### 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?
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- ### Part II
- #### Graduate Financial Support Process: *The Financial Perspective*
- Systems
 - Timing (interfaces, payments, reports, TAL)
 - Retroactive Changes or Corrections
 - Unapplied Aid
 - Suspense Transactions
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Summary: Graduate Support Payments

APPROVED GFS Support Type	PeopleSoft System	Interface Frequency* (GFS to Payroll or Student Financials)	Payment Method & Timing
Assistantship Salary	Payroll	2 X monthly, (5pm on 15 th and last day of month)	Salary payment on 7 th and 22 nd
Assistantship Tuition Allowance (TAL)	Student Financials	Nightly (Prior years weekly)	Applied as credit to student bill
Fellowship Stipend (Quarterly)	Student Financials	Nightly (Prior years weekly)	Stipend checks deposited or mailed to student 2 X / week; or applied to bill nightly (standard charges, etc.)
Fellowship Tuition	Student Financials	Nightly (Prior years weekly)	Applied as credit to student bill
PDNM Monthly Stipend	Payroll	4 business days before end of month	Stipend check deposited or mailed at month-end only

* 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: Timing between PeopleSoft & Oracle Financials

APPROVED GFS Support Type	PeopleSoft System	Interface Frequency (GFS to PeopleSoft)	ReportMart1 UPDATES	Interface Frequency (PeopleSoft to Oracle)	ReportMart3 UPDATES
Assistantship Salary	Payroll	2 X monthly (15 th and last day of month)	Next day (1 st and 16 th)	After payroll run dates	After payroll run dates
Assistantship Tuition Allowance (TAL)	Student Financials	Nightly	Next day	Month end only	After month end close
Fellowship Stipend (Quarterly)	Student Financials	Nightly	Next day	Month end only	After month end close
Fellowship Tuition	Student Financials	Nightly	Next day	Month end only	After month end close
PDNM Monthly Stipend	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 (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

REFERENCE DATA						DMT		EXPENDITURE TYPE		EXPENDITURE	
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE		DESCRIPTION	DMT DESCRIPTION		
APR-2006	PSOFT	0171128	05953160	30-APR-2006	4,690.00	51960		BEG TERM TUITION ALLOW PREPD		Blaine, Rick	

TAL charge appears in 1st month of term (APR-2006)

No infrastructure charge applied

REFERENCE DATA						DMT		EXPENDITURE TYPE		EXPENDITURE	
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE		DESCRIPTION	DMT DESCRIPTION		
JUN-2006	PSOFT	01448125	05953160	30-APR-2006	4,690.00	51960		BEG TERM TUITION ALLOW PREPD		Blaine, Rick	
JUN-2006	PSOFT	01448125	05953160	30-APR-2006	4,690.00	51975		TUITION ALLOWANCE		Blaine, Rick	
JUN-2006	BRCKI	FY06	08	30-APR-2006	174.88	51915		INTERDEPT ISC CHG ON EYP		ISC_TOP_GSS_F6	

Moves from 51960 to 51975 in last month of term (JUN-2006)

Infrastructure charged in last month of term (JUN-2006)

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 or Corrections: Payroll

Assistantship Salaries:

- Change to PTA: GFS correction plus Oracle LD Adjustment
- Increase dollar amount: GFS correction plus One-Time Pay form
- Decrease dollar amount: HelpSU ticket to Payroll

PD/NM Monthly Stipends:

- Change to PTA: GFS correction plus Oracle Journal
- Change to dollar amount: GFS correction plus HelpSU ticket

Change Salary to/from Stipend:

- Complicated process because you will need to collect money from the student
- Contact Payroll via HelpSU ticket

Retroactive Changes & Corrections Summary

APPROVED GFS Support Type	PeopleSoft System	Changes to Dollar Amounts	Changes to Oracle Account (PTA)
Assistantship Salary	Payroll	GFS and One-Time Pay form (increases only)	GFS and Oracle LD Adjustment
Assistantship Tuition Allowance (TAL)	Student Financials	GFS	GFS
Fellowship Stipend (Quarterly)	Student Financials	GFS	GFS
Fellowship Tuition	Student Financials	GFS	GFS
PD/NM Monthly Stipend	Payroll	GFS and HelpSU Ticket	GFS and Oracle Journal

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)

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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

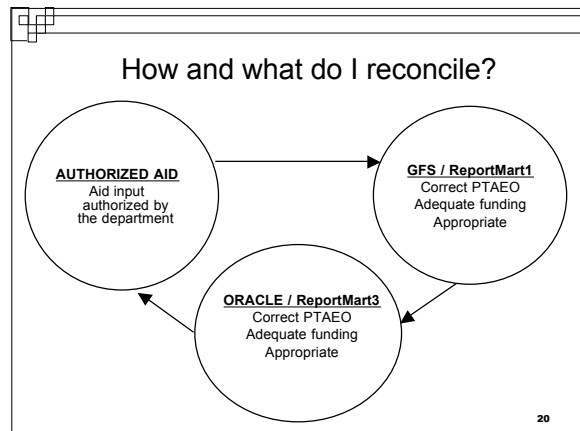
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Part III

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?

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

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

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

Stanford University Reporting: Financial Aid Expenditure 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 understand that the receipt of this agreement can be cause for disciplinary action up to and including termination of employment.

Description: (RFS SF507)

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

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. You process by Empid, you may wish specify individual PFTAs.

Process by Fiscal Period:

Process by Academic Term:

Results Sections:

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

Down: Within a report it's possible to drill down to a lower detail level. To drill down on a column, right-click on the column. Note: choose Drill Attention from the menu. Finally, choose the field to which you would like to drill. See example screenshot.

Subtotal: When a report you can create subtotals for a column. First, take the report click on 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).

Located in the GFS Folder in ReportMart1

How do I reconcile between GFS and Expenditure Reports?

Journal Date	Project	Task	Award	Exp Type	Item Type Descr	Amount
09/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	\$7,620
11/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	\$7,620
01/31/2007	2468135	1	FGHIJ	57402	Engineerin Tuition Fellowship	\$7,620
01/31/2007	2468135	1	FGHIJ	57402	Engineerin Tuition Fellowship	\$7,620
Grand Total						\$15,240

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09/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	\$7,620
11/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	\$7,620
01/31/2007	2468135	1	FGHIJ	57402	Engineerin Tuition Fellowship	\$7,620
01/31/2007	2468135	1	FGHIJ	57402	Engineerin Tuition Fellowship	\$7,620
Grand Total						\$15,240

Category	Project Info	Task Info	Award Info
Number	1234567	1	ABCDE
Name	Project 1	Task 1	Award 1

GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXPIEM DATE	DMT ACTUALS	EXP CODE	EXPENDITURE TYPE DESCRIPTION	EXPENDITURE DMT DESCRIPTION
NOV-2006	PSOFT	0275138	05238163	30-NOV-2006	7,620.00	7402	GRAD FELLOWSHIP TUITION	Blaine, Rick
					(7,620.00)	57402	TOTAL GRAD FELLOWSHIP TUITION	

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How do I reconcile between GFS and Expenditure Reports?

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09/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	\$7,620
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					(7,620.00)	57402	TOTAL GRAD FELLOWSHIP TUITION	

Category	Project Info	Task Info	Award Info
Number	2468135	1	FGHIJ
Name	Project 2	Task 2	Award 2

GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXPIEM DATE	DMT ACTUALS	EXP CODE	EXPENDITURE TYPE DESCRIPTION	EXPENDITURE DMT DESCRIPTION
NOV-2006	PSOFT	0275138	05238163	30-NOV-2006	7,620.00	7402	GRAD FELLOWSHIP TUITION	Blaine, Rick
					(7,620.00)	57402	TOTAL GRAD FELLOWSHIP TUITION	

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Run Date: 10 SEP 2008 3:28 PM
 Log Date: JUL03/2008

STANFORD UNIVERSITY
 TRANSACTION DETAIL REPORT
 Transaction Dates: Report Period: Fiscal Yr Date Through AUG 31, 2005

Enter student ID in format "XXXXXXXXXX" to run for one student.

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?

Category	Project Info	Task Info	Award Info
Number	1234567	1	ABCDE
Name	Project 1	Task 1	Award 1

GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXPIEM DATE	DMT ACTUALS	EXP CODE	EXPENDITURE TYPE DESCRIPTION	EXPENDITURE DMT DESCRIPTION
AUG-2005	PSOFT	0142772	000000	31-JUL-2005	6,000.00	7402	GRAD FELLOWSHIP TUITION	Systema Service
AUG-2005	PSOFT	0142772	000000	31-JUL-2005	6,000.00	57402	TOTAL GRAD FELLOWSHIP TUITION	Systema Service
AUG-2005	PSOFT	0142772	000000	31-JUL-2005	100.00	7402	GRAD FELLOWSHIP TUITION	Systema Service
AUG-2005	PSOFT	0142772	000000	31-JUL-2005	100.00	57402	TOTAL GRAD FELLOWSHIP TUITION	Systema Service
AUG-2005	Other				13,599.00		TOTAL GRAD FELLOWSHIP TUITION	
AUG-2005	Transf				13,599.00		TOTAL GRAD FELLOWSHIP TUITION	
							TOTAL: STANFORD UNIVERSITY	13,599.00

GRAND TOTAL: STANFORD GENERIC NOT BILLED 13,599.00

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Summary of Reports

GFS (ReportMart1)

- **GFS Aid Sum by Money Source** (PS_GFS007)
 - 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** (PS_SFS017b)
 - Use to reconcile aid amounts by term in GFS to aid amounts by accounting period in Oracle
- **GFS Unapplied Aid Report** (PS_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
- **Transaction Detail Report** (FIN_EXP_279)
 - 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

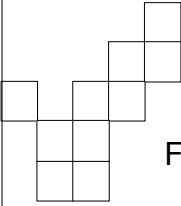
Authority is required to view these reports

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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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Following the Money Trail

Presented by the Controller's Office
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 Gary Davis, Business Operations