Following the Money Trail

Part II, Commitments

A Guide to Understanding Graduate Financial Aid Expenditures

GFS User Forum

November 1, 2007

Presented by the Controller's Office
Allison Baird-James, Student Financial Services
Gary Davis, Business Operations

Agenda

- Setting the Context
- Student Aid Commitments
- The 285 Expenditure Statement and Commitments on Reports
- The Financial Gateway

Objectives

- To review the flow of graduate financial support through University systems
- To explain how student aid commitments are determined
- To review student aid and commitment transactions in expenditure reports
- To introduce the new Controller's Office website

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Part I: Setting the Context

- Overview of the Graduate Financial Support Process
- Types of Support
- Systems Used

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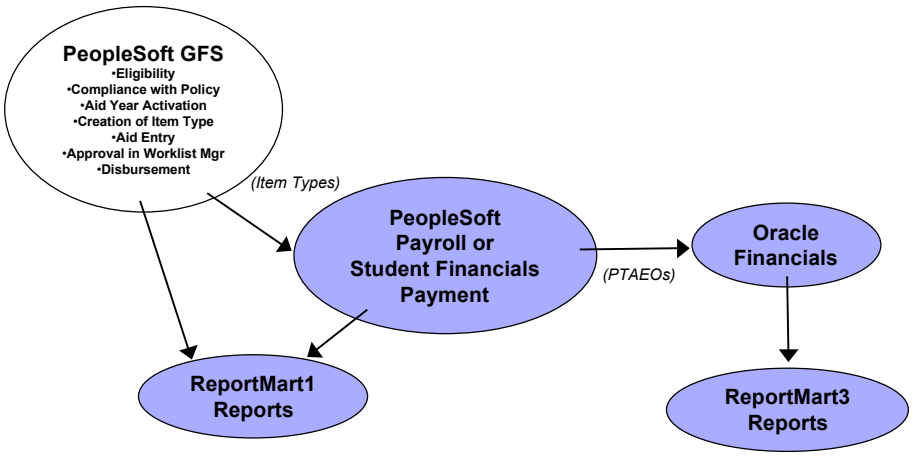
Overview of the Process



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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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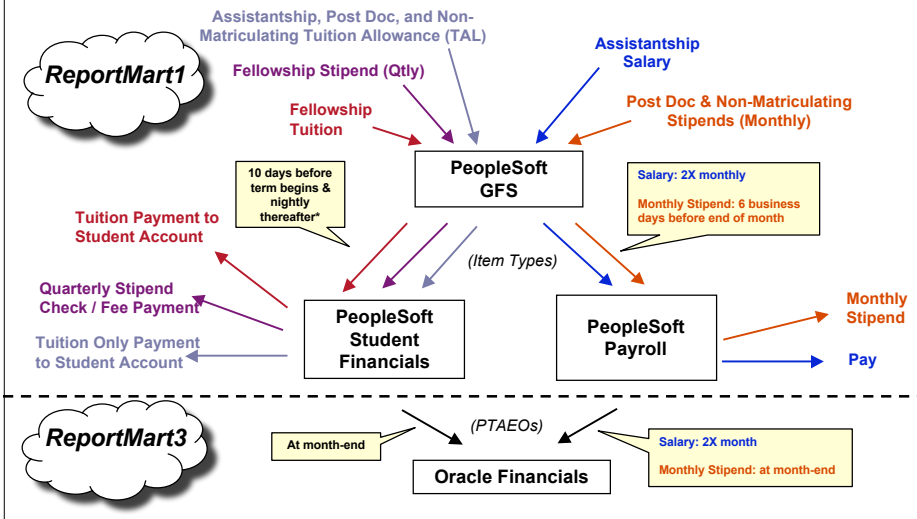
What systems are involved?



* *Assuming all disbursement rules met*

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Part II: Student Aid Commitments

- Overview of Commitments
- How Student Aid Commitments are Determined
- Student Aid Commitments on Reports

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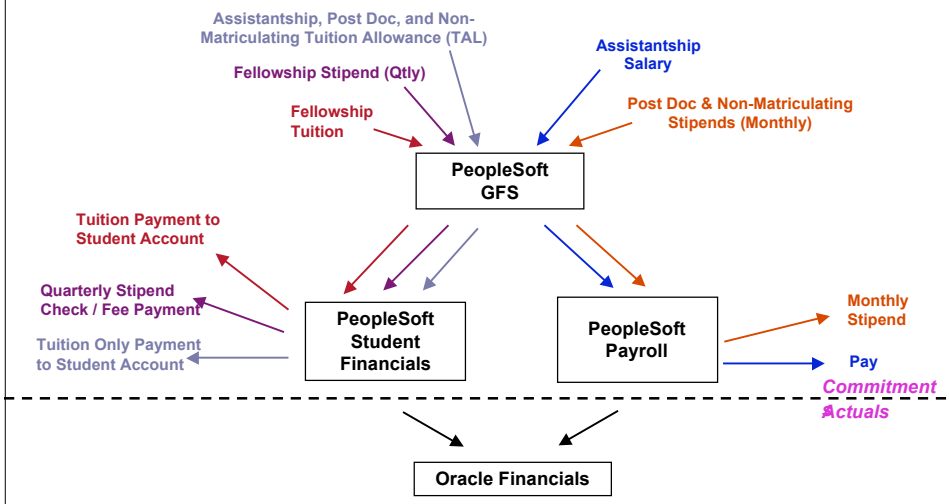
Student Aid Commitments



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Scope of Commitments

- Hard commitments (also called “encumbrances”) are those calculated by the system, such as:
  - Future salary, as entered in PeopleSoft, allocated based upon Labor Schedules entered in Oracle Financials;
  - Future student aid expenses as entered in GFS, PeopleSoft Financial Aid, or Student Financials modules;
  - Approved purchase requisitions entered in Oracle Internet Procurement.

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Student Aid Commitments

- Arise from …
  - **Financial Aid** for Undergraduate and Graduate Students
  - **Assistantships** for Graduate Students and Post-Docs
  - Graduate Student **Fellowships**, including stipends
- Begin after the financial aid is accepted by the student or the aid is approved in GFS
- End when the amount is posted to the student’s account or paid to the student

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How Commitments are Calculated

- Student Aid is entered beginning in August for the following academic year
- Non-Salary Student Aid
  - Includes Financial Aid, TAL, Fellowship Tuition, and Stipends
  - Commitment = fully approved student aid that remains to be posted to student's account for the academic year
- Salary Student Aid
  - Assistantships (RAs and TAs) receive 6 paychecks per term they are working
  - Post Doc and Non-Matriculating Stipends are paid monthly
  - Commitments = remaining paychecks

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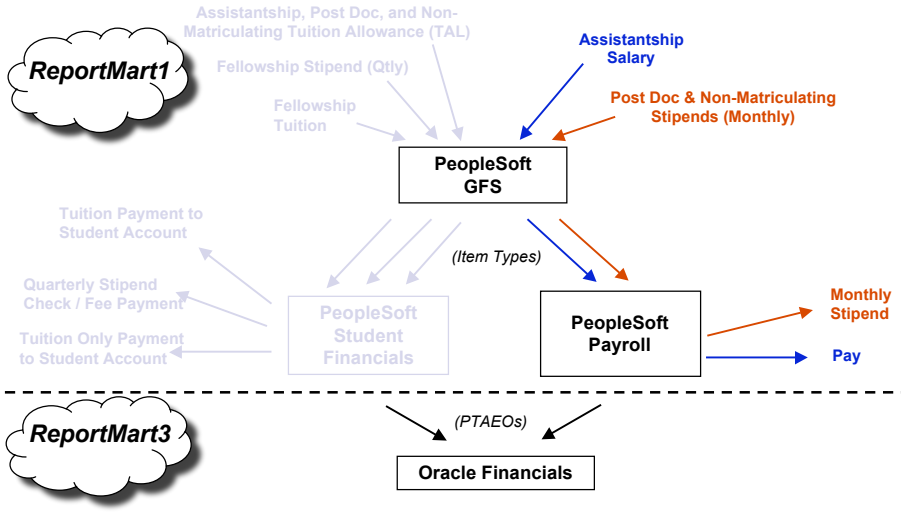
Burdening on Commitments



** Assuming all disbursement rules met*

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Student Commitments on Reports

Commitment Type	Sponsored/Capital Awards (PTD accounts)	Non-Sponsored Awards (FTD accounts)
Student Aid ▪ Displayed as unique PTAE lines per student per term ▪ Aid data is **updated monthly** ▪ GFS salary data is **updated twice a month**	Shows fully approved commitments entered in PeopleSoft Student Modules (Financial Aid, Student Financials or GFS) (Entered for one academic year; may NOT match the length of a sponsored project) Commitments go through summer term (summer student's assistantship commitments will include the following September's costs, even for an FTD account)	

- Updated non-salary student commitment data *replaces* prior commitment data
- Student salary commitments are reduced when student is paid

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Student Commitments on Reports

Source Code	Acct Ref	Dept Ref
System where transaction originated: EFAO: Financial Aid EGFSM: GFS Monthly Stipend EGFSN: GFS Non-Salary EGFSS: GFS Salary (Semi Monthly) ESFS: Student Financials	Term related to the commitment (using PeopleSoft codes) Example: Current Term = 1082 1 = Century (21st) 0 = Decade (2000's) 8 = Academic Year ('08) 2 = Term 2=Autumn 4=Winter 6=Spring 8=Summer	Student ID number

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Tuition Allowance (TAL)

TAL cannot be billed to sponsored projects until services have been provided

How does TAL appear?

- At the beginning of the academic year, TAL commitments are created when the TAL is approved, and calculated thru the end of the year
  - Commitments are shown in expenditure type 51975
- When paid to student quarterly, recorded as *Prepaid* Tuition Allowance (51960)
  - The commitment for that quarter is relieved
- At end of term, prepaid TAL is reversed and charged to Tuition Allowance (51975)
  - Infrastructure is charged

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Part III: Reports

- 285 Monthly Expenditure Statement
  - ReportMart3
- Financial Aid Expense Report
  - ReportMart1

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FIN_EXP_285_Mo_Detail_Statement

- Best report to use to reconcile student aid
- Shows actual expenditures and future commitments
- Also shows past commitments that have not been relieved with actuals

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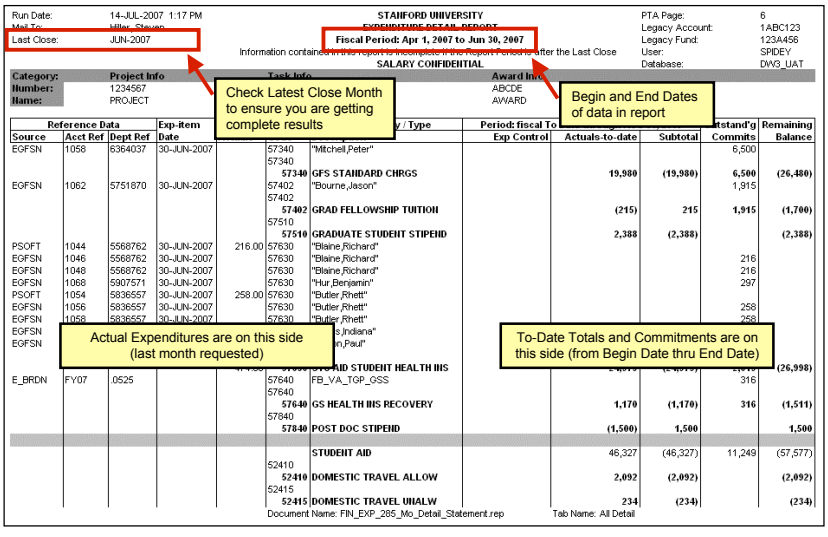
Tour of 285 Monthly Detail Statement



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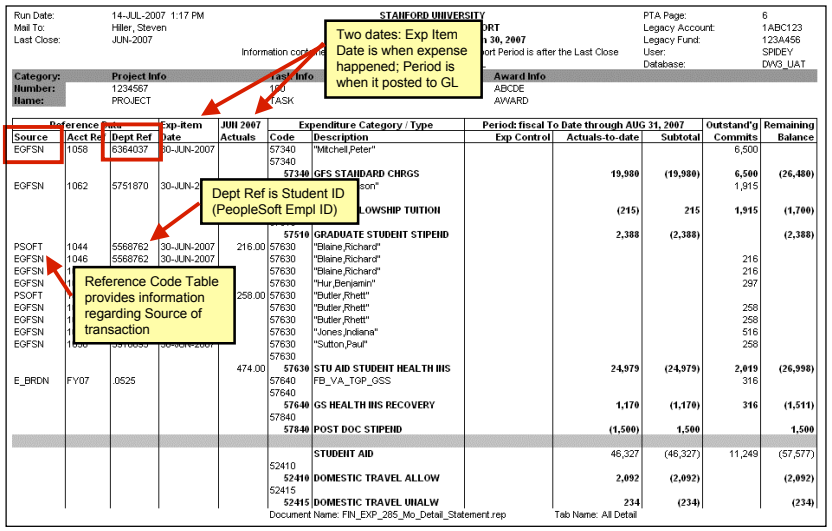
Tour of 285 Monthly Detail Statement



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The Financial Aid Expense 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.

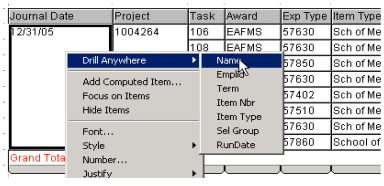
Subtotals: When in a pivot you can create subtotals for a column. First, take the report out of Print Preview by clicking on the print preview button (see below). Next click on a column header and click on the sum button (see below).

Sum Button Σ 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 ReportMart1



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The Financial Aid Expense Report

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)
	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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Reconciling a Financial Aid Expense Report to an Expenditure Statement

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)
	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

REFERENCE DATA					DMT	EXPENDITURE TYPE		EXPENDITURE
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE	DESCRIPTION	DMT DESCRIPTION
NOV-2006	PSOFT	ij0275138	05238163	30-NOV-2006	(7,620.00)	57402	GRAD FELLOWSHIP TUITION	Blaine, Rick
					(7,620.00)	**57402**	**TOTAL GRAD FELLOWSHIP TUITION**	

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Reconciling a Financial Aid Expense Report to an Expenditure Statement

Journal Date	Project	Task	Award	Exp Type	Item Type Descr	Amount
09/30/2006	1234567	1	ABCDE	57402	Eng'g Fellowship Tuition	$7,620
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REFERENCE DATA					DMT	EXPENDITURE TYPE		EXPENDITURE
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE	DESCRIPTION	DMT DESCRIPTION
NOV-2006	PSOFT	ij0275138	05238163	30-NOV-2006	(7,620.00)	57402	GRAD FELLOWSHIP TUITION	Blaine, Rick
					(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

REFERENCE DATA					DMT	EXPENDITURE TYPE		EXPENDITURE
GL PERIOD	SOURCE	ACCT REF	DEPT REF	EXP ITEM DATE	ACTUALS	CODE	DESCRIPTION	DMT DESCRIPTION
NOV-2006	PSOFT	ij0275138	05238063	30-NOV-2006	7,620.00	57402	GRAD FELLOWSHIP TUITION	Blaine, Rick
					7,620.00	57402	TOTAL GRAD FELLOWSHIP TUITION	

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Commitments on Report

Run Date: 14-JUL-2007 1:17 PM
Mail To: Hiller, Steven
Last Close: JUN-2007

STANFORD UNIVERSITY
EXPENDITURE DETAIL REPORT
Fiscal Period: Apr 1, 2007 to Jun 30,
Information contained in this report is incomplete if the Report P
SALARY CONFIDENTIAL

PTA Page: 6
Legacy Account: 1ABC123
gacy Fund: 123A456
er: SPIDEY
abase: DW3_UAT

Commitments appear in this column

Category:	Project Info	Task Info	Award Info
Number:	1234567	100	ABCDE
Name:	PROJECT	TASK	AWARD

Reference Data			Exp-Item	JUN 2007	Expenditure Category / Type		Period: fiscal To Date through AUG 31, 2007			Outstand'g	Remaining
Source	Acct Ref	Dept Ref	Date	Actuals	Code	Description	Exp Control	Actuals-to-date	Subtotal	Commits	Balance
EGFSN	1088	6364037	30-JUN-2007		57340	"Mitchell,Peter"				6,500	
					57340						
					57340	**GFS STANDARD CHRGS**		**19,980**	**(19,980)**	**6,500**	**(26,480)**
EGFSN	1088				57402	"Bourne,Jason"				1,915	
					57402						
					57402	**GRAD FELLOWSHIP TUITION**		**(215)**	**215**	**1,915**	**(1,700)**
					57510						
					57510	**GRADUATE STUDENT STIPEND**		**2,388**	**(2,388)**		**(2,388)**
PSOFT	1084	5568762	30-JUN-2007	216.00	57630	"Blaine,Richard"					
EGFSN	1086	5568762	30-JUN-2007		57630	"Blaine,Richard"				216	
EGFSN	1088	5568762	30-JUN-2007		57630	"Blaine,Richard"				216	
EGFSN	1088	5907571	30-JUN-2007		57630	"Hur,Benjamin"				297	
PSOFT	1084	5836557	30-JUN-2007	258.00	57630	"Butler,Rhett"					
EGFSN	1086	5836557	30-JUN-2007		57630	"Butler,Rhett"				258	
EGFSN	1088	5836557	30-JUN-2007		57630	"Butler,Rhett"				258	
EGFSN	1088	6364037	30-JUN-2007		57630	"Jones,Indiana"				516	
EGFSN	1076	5916093	30-JUN-2007		57630	"Sutton,Paul"				258	
					57630						
				474.00	**57630**	**STU AID STUDENT HEALTH INS**		**24,979**	**(24,979)**	**2,019**	**(26,998)**
E_BRDN	FY07	.0525			57640	FB_VA_TGP_GSS				316	
					57640						
					57640	**GS HEALTH INS RECOVERY**		**1,170**	**(1,170)**	**316**	**(1,511)**
					57840						
					57840	**POST DOC STIPEND**		**(1,500)**	**1,500**		**1,500**
						STUDENT AID		46,327	(46,327)	11,249	(57,577)
					52410						
					52410	**DOMESTIC TRAVEL ALLOW**		**2,092**	**(2,092)**		**(2,092)**
					52415						
					52415	**DOMESTIC TRAVEL UNALW**		**234**	**(234)**		**(234)**

Document Name: FIN_EXP_285_Mo_Detail_Statement.rep Tab Name: All Detail

A Source beginning with "E" indicates a commitment

Notice the commitment of $1,915 for Jason Bourne

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Commitments After Relief

Run Date: 14-AUG-2007 1:17 PM
Mail To: Hiller, Steven
Last Close: JUL-2007

STANFORD UNIVERSITY
EXPENDITURE DETAIL REPORT
Fiscal Period: May 1, 2007 to Jul 31, 2007
Information contained in this report is incomplete if the Report Period is after the Last Close
SALARY CONFIDENTIAL

PTA Page: 6
Legacy Account: 1ABC123
Legacy Fund: 123A456
User: SPIDEY
Database: DW3_UAT

Category:	Project Info	Task Info	Award Info
Number:	1234567	100	ABCDE
Name:	PROJECT	TASK	AWARD

Reference Data			Exp-item	JUL 2007	Expenditure Category / Type		Period: fiscal To Date through AUG 31, 2007			Outstand'g	Remaining
Source	Acct Ref	Dept Ref	Date	Actuals	Code	Description	Exp Control	Actuals-to-date	Subtotal	Commits	Balance
EGFSN	1058	6364037	31-JUL-2007		57340	"Mitchell,Peter"				6,500	
					57340						
					57340	**GFS STANDARD CHRGS**		**19,980**	**(19,980)**	**6,500**	**(26,480)**
PSOFT	1062	5751870	31-JUL-2007	1,500.00	57402	"Bourne,Jason"					
					57402						
				1,500.00	**57402**	**GRAD FELLOWSHIP TUITION**	**(1,500)**	**(215)**	**(1,715)**		**(1,715)**
					57510						
					57510			**2,388**	**(2,388)**		**(2,388)**
PSOFT	1044	5568762	31-JUL-2007	216.00	57630	"Blaine,Richard"				216	
EGFSN	1046	5568762	31-JUL-2007		57630	"Blaine,Richard"				216	
EGFSN	1048	5568762	31-JUL-2007		57630	"Hur,Benjamin"				297	
EGFSN	1068	5907571	31-JUL-2007		57630	"Butler,Rhett"					
PSOFT	1054	5836557	31-JUL-2007	258.00	57630	"Butler,Rhett"				258	
EGFSN	1056	5836557	31-JUL-2007		57630	"Butler,Rhett"				258	
EGFSN	1058	5836557	31-JUL-2007		57630	"Jones,Indiana"				516	
EGFSN	1058	6364037	31-JUL-2007		57630	"Sutton,Paul"				258	
EGFSN	1056	5916093	31-JUL-2007		57630						
					57630						
				474.00	**57630**	**STU AID STUDENT HEALTH INS**		**24,979**	**(24,979)**	**2,019**	**(26,998)**
E_BRDN	FY07	.0525			57640	FB_VA_TGP_GSS				316	
					57640						
					57640	**GS HEALTH INS RECOVERY**		**1,170**	**(1,170)**	**316**	**(1,511)**
					57840						
					57840	**POST DOC STIPEND**		**(1,500)**	**1,500**		**1,500**
						STUDENT AID		46,327	(46,327)	11,249	(57,577)
					52410						
					52410	**DOMESTIC TRAVEL ALLOW**		**2,092**	**(2,092)**		**(2,092)**
					52415						
					52415	**DOMESTIC TRAVEL UNIALW**		**234**	**(234)**		**(234)**

Document Name: FIN_EXP_285_Mo_Detail_Statement.rep Tab Name: All Detail

The actual tuition was only $1,500

The full commitment has been relieved, even though the amount was less.

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Summary of PeopleSoft Reports

- **GFS Aid Sum by Money Source** (PS_GFS007)
  - Provides detailed information about aid entries by Pay Org - PTA
  - Includes Aid Amount and Type, Pay Status, PTA, When Last Updated, Updated 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 Financials
- **GFS Unapplied Aid Report** (PS_GFS015)
  - Use to identify unapplied aid
- NOTE: Commitments do not appear in PeopleSoft reports

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Summary of Oracle Reports

- **Expenditure Detail Report** (FIN_EXP_285)
  - Reflects one month's detail and summary 'to date' data
  - Includes actual expenditures, expense control, and commitments
- **Quarterly Review and Certification Report** (FIN_EXP_149)
  - Includes Salary and Non-Salary detail for multiple months
- **Transaction Detail Report** (FIN_EXP_279)
  - Contains many prompts which allow for precise research
- **Payroll Earnings Distribution by PTA** (FIN_LABOR_170)
  - Shows distribution of salary
- **Distribution Adjustment Detail** (FIN_LABOR_247)
  - Provides explanation about Labor Distribution Adjustments

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Part IV: The Financial Gateway

- http://financialgateway.stanford.edu
  - "fingate"
- Supporting Students section
  - Student Billing
  - Student Funding
  - Student Workers
  - Student Financial Data

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The Financial Gateway

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The Financial Gateway

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The Financial Gateway

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The Financial Gateway

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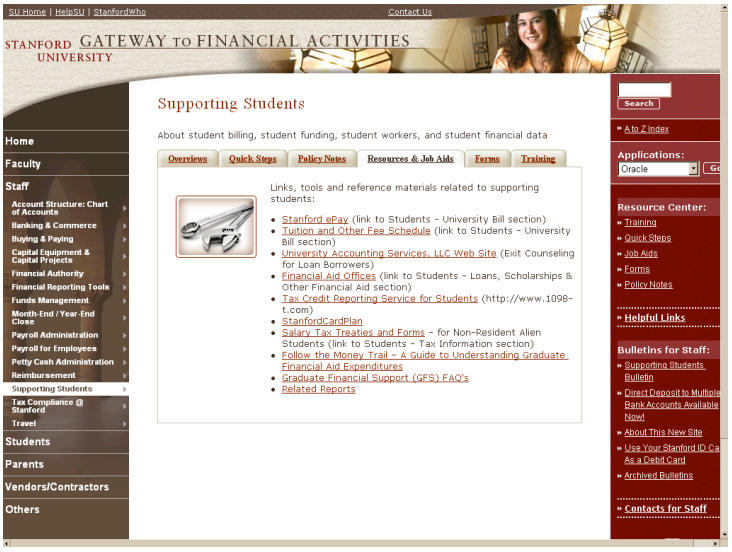
The Financial Gateway



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The Financial Gateway

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The Financial Gateway

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Questions? Problems?

- Questions about commitments?
  - First, ask the person who entered the commitment
  - If you don't know who that is, submit a HelpSU to PeopleSoft SA
- Questions about GFS?
  - Submit a HelpSU to PeopleSoft SA
- Questions about ReportMart3?
  - Submit a HelpSU to ReportMart3

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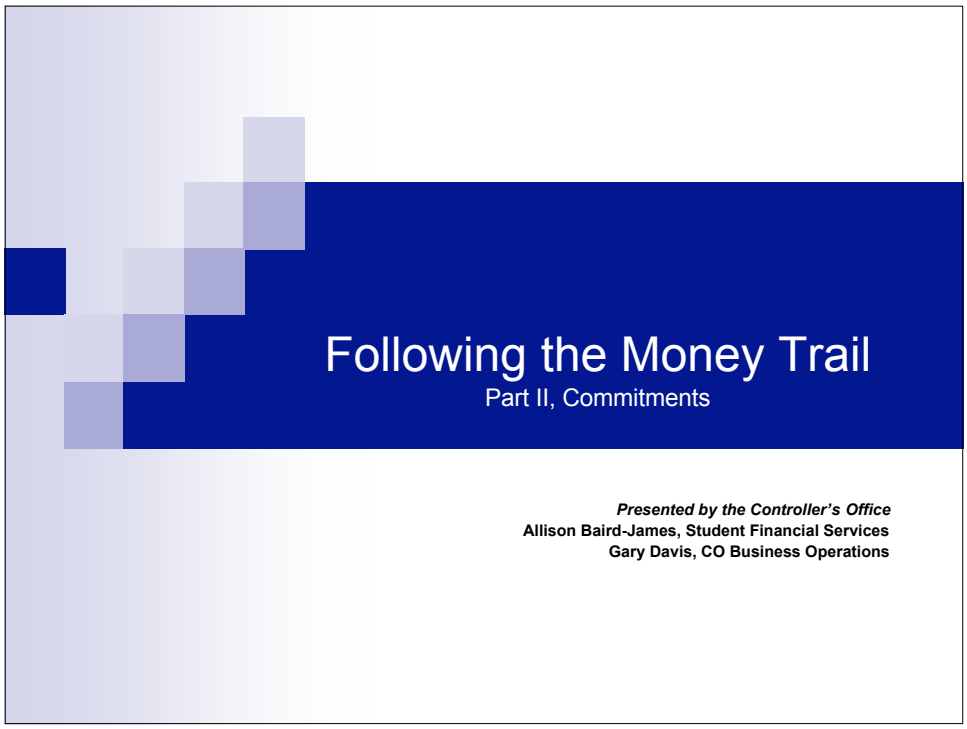
Following the Money Trail
Part II, Commitments
Presented by the Controller's Office
Allison Baird-James, Student Financial Services
Gary Davis, CO Business Operations