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

Part I: Setting the Context

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

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

PeopleSoft Payroll or Student Financials Payment

Oracle Financials

ReportMart1 Reports

ReportMart3 Reports

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?

What systems are involved?

- PeopleSoft
- GFS
- Payroll
- Student Financials
- Oracle Financials

* Assuming all disbursement rules met
Part II: Student Aid Commitments

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

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
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

Burdening on Commitments

* Assuming all disbursement rules met
Student Commitments on Reports

<table>
<thead>
<tr>
<th>Commitment Type</th>
<th>Sponsored/Capital Awards (PTD accounts)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td>Commitments go through summer term (summer student’s assistantship commitments will include the following September’s costs, even for an FTD account)</td>
</tr>
</tbody>
</table>

- Updated non-salary student commitment data replaces prior commitment data

- Student salary commitments are reduced when student is paid

Student Commitments on Reports

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

Part III: Reports

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

Tour of 285 Monthly Detail Statement

- Check Latest Close Month to ensure you are getting complete results
- Actual Expenditures are on this side (last month requested)
- Begin and End Dates of data in report
- To-Date Totals and Commitments are on this side (from Begin Date thru End Date)
Tour of 285 Monthly Detail Statement

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

Dept Ref is Student ID (PeopleSoft Empl ID)

Reference Code Table provides information regarding Source of Transaction

The Financial Aid Expense Report

Located in the GFS Folder in ReportMart1

Standard University Reporting: Financial Aid Expense Report

Confidential/Privileged:

Information may be exempt from the Freedom of Information Act (FOIA) or the Privacy Act, depending on the circumstances of its release.

Confidentiality and access to personal identifying information are subject to the provisions of the Family Educational Rights and Privacy Act (FERPA) of 1974.

Confidential/Privileged (FIREPA)

This report displays PeopleSoft financial aid information for the academic term or fiscal period selected. You must have specific access rights to view this report.

Instructions for Processing:

To view this report, select one of the process options below. Each process option will display the report for the selected academic term or fiscal period.

Process by Fiscal Period

Process by Academic Term

Results Sections:

Please review the following information before using the expense reports:

- The reports provide detailed financial information for various academic terms and fiscal periods.
- The data is organized to allow for easy comparison and analysis.

Example of a report:

- The report includes columns for account numbers, descriptions, amounts, and other relevant information.
- The data is presented in a tabular format, making it easy to read and understand.
### The Financial Aid Expense Report

<table>
<thead>
<tr>
<th>Journal Date</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Exp Type</th>
<th>Term Type Descr</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2006</td>
<td>1234567</td>
<td>1</td>
<td>ABCDE</td>
<td>Grad Fellowship</td>
<td>Tuition</td>
<td>$2,628</td>
</tr>
<tr>
<td>11/01/2006</td>
<td>1234567</td>
<td>1</td>
<td>ABCDE</td>
<td>Grad Fellowship</td>
<td>Tuition</td>
<td>$7,620</td>
</tr>
<tr>
<td></td>
<td>2461357</td>
<td>1</td>
<td>FEMU</td>
<td>Engineering Tuition-Fellowship</td>
<td>$2,620</td>
<td></td>
</tr>
<tr>
<td>01/01/2007</td>
<td>2461357</td>
<td>1</td>
<td>FEMU</td>
<td>Engineering Tuition-Fellowship</td>
<td>$2,620</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$15,248</td>
</tr>
</tbody>
</table>

### Reconciling a Financial Aid Expense Report to an Expenditure Statement

<table>
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<tr>
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<td></td>
<td></td>
<td>$15,248</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference Data</th>
<th>CMT</th>
<th>EXP TYPE</th>
<th>EXPENDITURE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov-2005</td>
<td>0072943</td>
<td>0002006</td>
<td>Grad Fellowship</td>
<td>Tuition</td>
</tr>
<tr>
<td></td>
<td>07482</td>
<td>0002006</td>
<td>TOTAL GRAD FELLOWSHIP TUTION</td>
<td></td>
</tr>
<tr>
<td></td>
<td>07482</td>
<td>0002006</td>
<td>Grad Fellowship</td>
<td>Tuition</td>
</tr>
</tbody>
</table>
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<tr>
<th>Journal Date</th>
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<th>Task</th>
<th>Award</th>
<th>Exp Type</th>
<th>Fund Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/01/2020</td>
<td>1243457</td>
<td>1</td>
<td>ABCDE</td>
<td>57402</td>
<td>Eng Fellowship Tuition</td>
<td>$2,700</td>
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<tr>
<td>11/01/2020</td>
<td>1234567</td>
<td>1</td>
<td>ABCDE</td>
<td>57402</td>
<td>Eng Fellowship Tuition</td>
<td>$4,620</td>
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<tr>
<td>11/30/2020</td>
<td>2456789</td>
<td>1</td>
<td>PHSU</td>
<td>57402</td>
<td>Engineering Tuition Fellowship</td>
<td>$4,890</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Project Info</th>
<th>Task Info</th>
<th>Award Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number</td>
<td>1234567</td>
<td>1</td>
<td>ABCDE</td>
</tr>
<tr>
<td>Name</td>
<td>Project 1</td>
<td>Task 1</td>
<td>Award 1</td>
</tr>
</tbody>
</table>

**REFERENCE DATA**

<table>
<thead>
<tr>
<th>OL PERIOD</th>
<th>SOURCE</th>
<th>ACD REF</th>
<th>DEPT REF</th>
<th>EXP-ITEM DATE</th>
<th>ACTUAL</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>REF DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/2020</td>
<td>1234567</td>
<td>0201789</td>
<td>0201789</td>
<td>12/01/2020</td>
<td>0201789</td>
<td>0201789</td>
<td>GRAD FELLOWSHIP Tuition</td>
<td>Blaine, Rick</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td>1234567</td>
<td>0201789</td>
<td>0201789</td>
<td>12/01/2020</td>
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<td>0201789</td>
<td>GRAD FELLOWSHIP Tuition</td>
<td>Blaine, Rick</td>
</tr>
</tbody>
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**Commissions on Report**

- A Source beginning with "E" indicates a commitment.
- Notice the commitment of $1,915 for Jason Bourne.

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### Commitments After Relief

- The actual tuition was only $1,500.

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

### 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
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

Part IV: The Financial Gateway

- [http://financialgateway.stanford.edu](http://financialgateway.stanford.edu)
  - "fingate"

- Supporting Students section
  - Student Billing
  - Student Funding
  - Student Workers
  - Student Financial Data
The Financial Gateway

Supporting Students
About student billing, student funding, student workers, and student financial aid

- Financial Gateway to Financial Activities
- Student Billing
- Student Funding
- Student Workers
- Student Financial Aid

Downloadable and online forms related to supporting students:
- Stanford Fellowship/Research FTE
- Financial Aid
- Loan
- Scholarship
- Grant
- Student Loan
- Scholarships
- Grants
- Loans

- Federal Tax Treaties for U.S. Taxpayers
- Deferred Tax Treaties for Foreign Taxpayers
The Financial Gateway

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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Gary Davis, CO Business Operations