GFS FAQs

A few notes from
Administrative Systems & Student
Financial Services

Item Type Setup

Use Look Ups, read Descriptions

• Charge Priorities
  – MONTHLY vs STIPEND
  – TU_Only

• Expenditure Codes
  – TUT vs TAL
  – RAF_SAL vs RAFC_SAL

• Item Type for SAL needs an Item Type for TAL
Item Type Setup

Item Type Messages

• Warning or Error?
  — Warning -> no immediate action required, but might cause subsequent consequences

• Read the message text

• Item Status = Error, check ITM Creation MSG
  — PTAEO Invalid in Oracle -> check with your DFA/local finance manager or ORA/CO contact*
  — Sponsored accts have limitations

• Include message text in HelpSU ticket

Item Type Setup

Financial Contacts (fingate@stanford.edu)

• Sponsored accounts -> ORA
  http://ora.stanford.edu/ora/osr/contact.asp

• Non-sponsored accounts -> Controller’s Office
  http://fingate.stanford.edu/staff/fundsmgmt/res_jobaid/fundContact_nonSponsored.html

• If account looks complete in OF but not in PS, request that it be ‘re-baselined’ in Oracle
Web Browsers

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Certified Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP</td>
<td>Internet Explorer 7 or 8; Firefox 3.xx</td>
</tr>
<tr>
<td>Windows Vista</td>
<td>Internet Explorer 7 or 8</td>
</tr>
<tr>
<td>Mac OS X</td>
<td>Firefox 3.xx; Safari 3.1 or higher</td>
</tr>
</tbody>
</table>

Users are strongly encouraged to use these recommended browsers as others may not be fully compatible with Axess.
In order for Axess/PeopleSoft to work properly:
• Pop-up Blockers must be turned off
• Cookies must be enabled
• Javascript must be enabled

Web Browsers

• Tips for Using Axess link on the Axess logon page, just below the Logon button
• SQL error, other ‘strange’ messages?
  1. Delete browsing history (cache, cookies, history/temp internet files)
  2. Close all open browser windows
  3. Re-launch the browser & try again
How to Get Help

- **GFS Policy Manual** online
  - search on keywords, link from Fingate
- Online Help link from any PS page
- PS Learning Center – Online training
- Open Labs, hosted by Administrative Systems
  - Fridays, 9-noon, 427 Arguello Way
- **HelpSU**
  - Administrative applications > PeopleSoft GFS