GFS Unapplied Aid Report (PS_GFS015)

Topics

Job Aid Objectives

In this job aid, you will learn how to process and use the GFS Unapplied Aid Report to:

- Review information about students have received graduate aid via GFS

- Identify the source of funding that is in excess of specific charges

- Export the table to Excel

GFS Unapplied Aid Report - Overview

The purpose of the GFS Unapplied Aid report (PS_GFS015) is to:

- Identify sources of funding entered through the GFS system that have been identified to pay specific charges in the student account in PeopleSoft, but have not been used to do so. This may be because the student has not enrolled in as many units as their support anticipated, because the student has not enrolled in classes for the term at all, or as in the case of aid marked to specifically pay health insurance, because the student has waived health insurance coverage.

- Assist you in determining if a reduction of support needs to be entered into GFS.

- View Third Party Contract (TPC) information; including financial support for students, where the support requires an invoice to a sponsoring organization or institution. TPC is handled by Student Financial Services.

As published, this report offers certain advantages/caveats, including:

- Two print-ready, formatted report sections are available, which sort data in a variety of ways

- The report will return aid for the term that you select and any prior terms that have unapplied aid. Do not select a term until after the 'Add Deadline' for that term, otherwise results will not have accurate tuition and fee information

The unapplied aid report is designed to be processed by student or student population, money source, or originator who entered the aid. You may choose more than one processing function if you wish, but processing and printing time will increase for each academic program you choose. If the student is in multiple programs or careers, all will display on the report no matter what your selection criteria.

NOTE: Tuition and stipend support entered into GFS for a given term will be charged as an expense to the account entered, whether or not the aid has been applied to these charges. This makes it imperative to review the Unapplied Aid Report on a regular and timely basis, every quarter.

Processing the Report

The instructions below guide you through the steps for processing the report as published in ReportMart1. You should run the report in this manner and review the results to become familiar with the report format and data before you apply any customization.

To process the report

1. Graduate Financial Support > GFS Unapplied Aid Report (PS_GFS015)

For University Business Use Only

Stanford University Reporting: GFS Unapplied Aid Report

Description: (**RPT PS_GFS015**)

The GFS Unapplied Aid Report provides information about students who have received financial support in GFS in excess of charges. The unapplied aid on this report needs to be revised or removed. A Job Aid entitled " GFS Unapplied Aid Report" may be used to help you understand the fields included on the report. This report should not be run for a given term until after the 'add' class deadline.

Instructions for Processing:

Click the Process Query button below to run the GFS Unapplied Aid report. To limit the data included in the output, you will be prompted for selection criteria according to which processing method you choose. If you select Process by Acad Dept/School or Process by Academic Plan, you will need to limit your students by academic program status. The other processing options will bring back all students, regardless of program status. The more Programs you select, the more time it will take to process the report. This report will typically take several minutes to run for an average size department.

Student Related	**Money Related**	**Operator Related**
Process by:Acad Dept/Schl (=AcadOrg)	Process by: Pay Org	Process by: Originator (Operid)
Process by: Academic Plan	Process by: Award/Project/Task	
Process by: Emplid / Name	Process by: Aid Ident	

After Processing, you will need to choose a report section. The first button below handles small quantities of data very well. If you have trouble with it taking too long, and especially if it causes your pc to crash, choose the second report button. If you have processed the query and are back on this page, you may click on one of the 'GFS Unapplied Aid Report' Section buttons below for printing options.

Sections:

1. GFS Unapplied Aid Report — 1. Moves you to highly formated report to be printed. This version is slow and can be overwhelmed by large amounts of data. If you have trouble with this version of the report for your current query, try again and use the second version, below.

2. GFS Unapplied Aid Report — 2. Moves you to a plainer version of the report to be printed. This version can quickly handle a large volume of data.

**Statement on Stanford Reporting Data:**

Information in the Reporting Database is updated at the end of daily processing. Reports produced today will reflect data changes made yesterday in the Production Database.

**2.** Click one of the Process buttons, and select the limits as indicated.

Process Function (Process by)	Limit Function (Limit)
Student Related	
Acad Dept/Schl (=Acad Org)	Acad Org, Academic Program Status, Term
Academic Plan	Acad Plan, Academic Program Status, Term
Emplid/Name	Emplid, Name *(enter name, if Ignore selected on previous limit)*, Term
Money Related	
Pay Org	STF Dept Pay 01, Term
Award/Project/Task	Award, Project, Task, Term
Aid Ident	Aid Ident, Term
Operator Related	
Originator (Operid)	Originator (Operator ID), Term

Please consider the following information when selecting your options and limits:

- The Acad Org limit box displays a "tree" structure (i.e., hierarchy). If you select an organization that has lower level orgs directly under it, all those lower level organizations are automatically included.
  (In this example, selection of EARTHSCI includes all the departments within the School of Earth Sciences.)
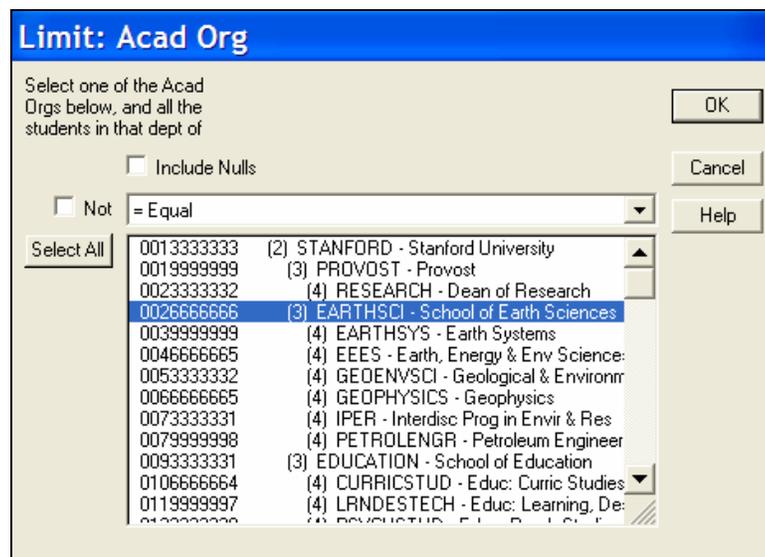
- The Academic Program Status limit is only available when processing by Acad Org or Acad Plan, and allows you to select program status. For all other processing options, it is assumed that you will want all students, regardless of program status.
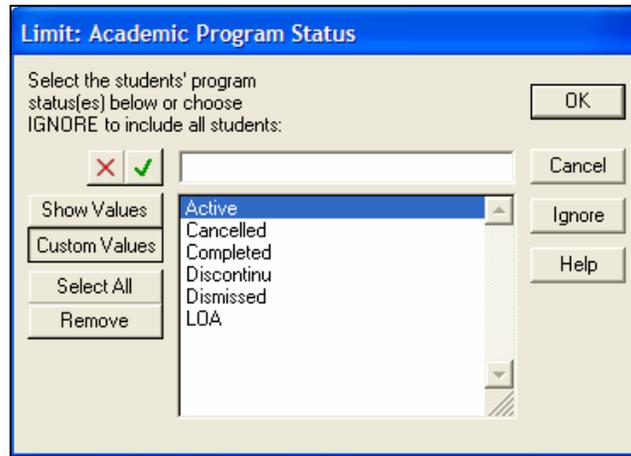
- The STF Dept Pay 01 limit is the administrative organization tree. Scroll down to select the paying org/department.
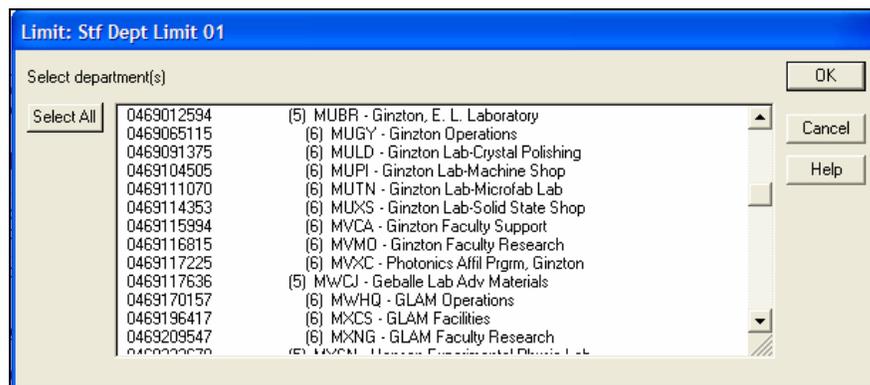
3. When the query completes, click **OK** in the dialog box, then select a report section to view.

Report Sections

There are two delivered output sections in the published report. You should review each of these to become familiar with the data and the format, before you apply any customizations. Samples of the report sections are shown pages 10 and 11.

> **NOTE:**   Sensitive data (e.g. student name, ID number, contact information) is masked in the screen shots, for privacy purposes.

Please see the 'Using the Results: How to Correct Unapplied Aid' section (page 12) to determine how the unapplied aid balance should be cleared; it will be necessary to examine all sources of aid. Refer to the Graduate Financial Support Policy Manual, for information regarding the order in which funds are to be used, http://www.stanford.edu/dept/DoR/gfs/.

Report Header

The academic program(s) are listed in large, bold type. If there are students in multiple programs, they will be listed in each separate section of the report. For example, a student in the CHEME and EE programs will appear on both the CHEME and EE program reports, after students with the single career are listed. The header for this student would be CHEME, EE.

Student information such as student ID, name, and career(s) are listed here.

Some student records may appear on your report without an academic program(s) heading. They list alphabetically on the report and are included because at the start of the term, they were associated with an academic program that is in your selection. However, they are no longer associated with that program for the given term, at the time you run the report. These students generally fall into one of the following:

- Have not enrolled in classes

- Are 'No-Shows' for the term according to their student record in PeopleSoft

- Have cancelled or withdrawn for the term

- Have a service indicator on their record that has prevented them from enrolling

- Are not currently active in their program, e.g., have graduated.

You should review these students' program status, as they may be ineligible to receive support. In PeopleSoft: STF Grad Financial Support > STF Grad Financial Support > Inquire > Student Info. The Aid Summary tab displays by default; click the Student Info tab, and review the data under Active Academic Plans.

Report Detail

The following table provides examples and descriptions for the data (i.e., column) that is included in the results of the GFS Unapplied Aid Report.

Column	Example	Description
Term	1072	Four digit designator for the term in which the unapplied aid exists for the student. For the 2006-07 academic year, the terms are 1072, 1074, 1076 and 1078, autumn through summer.
Project	1000700	Project
Task	146	Task
Award	AABNI	Award
Expenditure Type	57630	Expenditure Type
Aid Application	TU_ONLY HLTHONLY HLTH_SUB DOC_ONLY ASSUONLY	The instruction that specifies how the row of aid may be applied to the student account. TU_ONLY specifies that the aid listed may only be used to pay the tuition charge for the student/term. HLTHONLY will pay only health insurance. DOC_ONLY will pay only the document fee. ASSUONLY will pay only the ASSU fee.
Refund Y/N	Y or N	Indicates whether the aid line may be refunded to the student if the aid is in excess of charges. This report only includes unapplied aid that is NOT refundable.
Aid Amount	-$90.00	Amount of aid designated for this student/term. If a portion of the aid is unapplied, it may show up on the report broken down into two lines – the applied amount and the unapplied amount. It appears with a minus (-) sign because it represents a credit to the student's account.
Unapplied Aid Amount	**-$1,200.00**	Amount of aid that was designated to pay for charges that is in excess of the charge specified.

Column	Example	Description
Real Tuition	$6,000.00	The tuition assessed the student for the term. It is normally based on the number of units for which the student is enrolled.
ASSU	$30.00	The ASSU fee charged the student.
Health Insurance	$0	The health insurance fee for Stanford health insurance. If the student has waived this fee, this amount will be zero.
Doc Fee	$0	The document fee is a charge assessed during the first term of attendance at Stanford.
Item Type	899900000001	A twelve-digit number used by PeopleSoft student financials to identify what is paid and who is paying for it. It will be helpful if you need to contact the Student Financial Services Office for assistance in clearing unapplied aid or asking questions about a student's account. In most cases, the item types assigned to your department will begin with the same number series.

GFS Unapplied Aid Report (#1)

This is a formatted report. If you have difficulties with this section, which can be overwhelming with large quantities of data, you may want to use section #2. This report is sorted by Academic Program(s), and student name (*Last, First*). It displays in landscape (horizontal) format.

GFS Unapplied Aid
Run Date: 04/07/06

Term	Project	Task	Award	Expenditure Type	Aid Application	Refund Y/N	Aid Amount	Unapplied Aid Amt	Real Tuition	ASSU	Health Ins	Doc Fee	Item Type
BIOL													
0_____to					GR								
1024								0.00	0.00	4,287.00	27.00	243.00	0.00	
	1020351	3	AABNI	51975	TU_ONLY	N	-959.00	0.00	0.00	0.00	0.00	0.00	8900000
	1024284	1	UACFI	57402	TU_ONLY	N	-1,088.00	0.00	0.00	0.00	0.00	0.00	8200000
							-1,023.00	-1,023.00	0.00	0.00	0.00	0.00	8200000
	1024385	1	SXAWO	51975	TU_ONLY	N	-2,240.00	0.00	0.00	0.00	0.00	0.00	8200000
	1037464	1	ARFLD	57701	ASSUONLY	N	-27.00	0.00	0.00	0.00	0.00	0.00	8818010
04_____uin					GR								
1026								0.00	0.00	2,655.00	27.00	243.00	0.00	
	1018671	3	PAEGQ	57402	TU_ONLY	N	-2,720.00	-2,720.00	0.00	0.00	0.00	0.00	8423000
							-2,655.00	0.00	0.00	0.00	0.00	0.00	8423000
				57630	HLTHONLY	N	-243.00	0.00	0.00	0.00	0.00	0.00	8423000
0_____eli					GR								
1054	1008925	18	HAFMJ	57630	HLTHONLY	N	-258.00	-258.00	0.00	0.00	0.00	0.00	8439000
0_____lly					GR								
1022								0.00	0.00	5,375.00	26.00	243.00	110.00	
	1019054	1	UACHC	51975	TU_ONLY	N	-3,456.00	-3,456.00	0.00	0.00	0.00	0.00	8423000
				57630	HLTHONLY	N	-243.00	0.00	0.00	0.00	0.00	0.00	8423000
	1020351	3	AABNI	51975	TU_ONLY	N	-1,919.00	0.00	0.00	0.00	0.00	0.00	8900000
	1065820	1	BAGAG	51975	TU_ONLY	N	-3,456.00	0.00	0.00	0.00	0.00	0.00	8423000
0_____eth					GR								
1062								0.00	0.00	7,210.00	23.00	597.00	0.00	
					TPC credit		-7,830.00	0.00	0.00	0.00	0.00	0.00	1000000
	1089538	10	AAPAA	57630	HLTH_SUB	N	-300.00	-300.00	0.00	0.00	0.00	0.00	8999000

Note: Effective spring 2006, Third Party Contract (TPC) information is now included in the report, as shown in the sample above. It is University policy to use outside (TPC) funding before department funding. If department funding is to be used, please contact the TPC group at Student Financial Services to coordinate any necessary TPC changes.

GFS Unapplied Aid Report (#2)

This is a plainer, simpler version of the report, which helps to summarize large volumes of data. Data in this section is sorted by Academic Program(s), and student name (*Last,First*). It displays in portrait (vertical) format.

Note: Although one aid line may have been entered into the GFS system using one Item Type, these entries may appear as multiple lines in the report, due to the University billing system. It is helpful to review/calculate the total amount of the multiple lines against the Item Types to ensure they have been entered appropriately.

Using the Results: How to Correct Unapplied Aid

The GFS Unapplied Aid Report provides information to departments and central business offices, to reflect where more support has been entered in GFS than what the student has been charged. University policy instructs departments to use funding in the following order:

1. Outside Support (e.g., TPC, Other outside awards)

2. Tuition Allowance (TAL)

3. School/department funds

The examples below provide information on how to read the report results and identify which aid lines should be modified in GFS when Unapplied Aid exists.

Example 1: Health Insurance Subsidy

The student has received the University Health Insurance Subsidy and has also been credited with more healthy insurance monies than are needed. Therefore, there is an Unapplied Aid amount of $328.00.

The process to correct the Unapplied Aid is for the following action to occur in the GFS system. For detailed instructions, please reference the GFS Entry Manual at:
http://www.stanford.edu/services/peoplesoft/student_admin_refmat.html#gfsentry.

Department funds (i.e., HLTHONLY) should be modified (e.g., removed) and the University health subsidy (i.e., HLTH_SUB) should remain.

Example 2: Tuition

A student has received a departmental fellowship which pays full tuition. In the Autumn quarter, the student also receives a 10% assistantship.   The student could be credited with more tuition payments than are needed. The difference between the amount of tuition charged and the total tuition support received appears in the department's Unapplied Aid Report. In this example, the department administrator should reduce the department's fellowship tuition entry in GFS by the amount of Unapplied Aid that is reflected in the Report. The TAL entry in GFS would not change.

For More Information

Macintosh users: Check the connect.stanford.edu web site for FAQs, for additional tips about for your platform; or, for help on error messages, click the ERRORS link in Connect.

All users: For additional assistance, open a HelpSU ticket (helpsu.stanford.edu), with Request Category *Administrative Applications* and Request Type *ReportMart1*. Please indicate whether you are a *Macintosh* or *PC* user; include the report title and number, *GFS Unapplied Aid Report, (PS_GFS015)* in the Request Description, and be specific about your question/needs.