GFS: Unapplied Aid and Other Updates

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November 7, 2012

Unapplied Aid: Why Does it Happen?

- Third Party Credits
- Tuition Status Change (going TGR)
- Health Insurance Waivers
- Run Unapplied Aid report after the final study list deadline or after the first payroll run of the quarter

Running the Unapplied Aid Report

- In ReportMart1
- GFS Unapplied Aid Report (PS_GFS015)
- See Handout for instructions on running the report

GFS Unapplied Aid Report

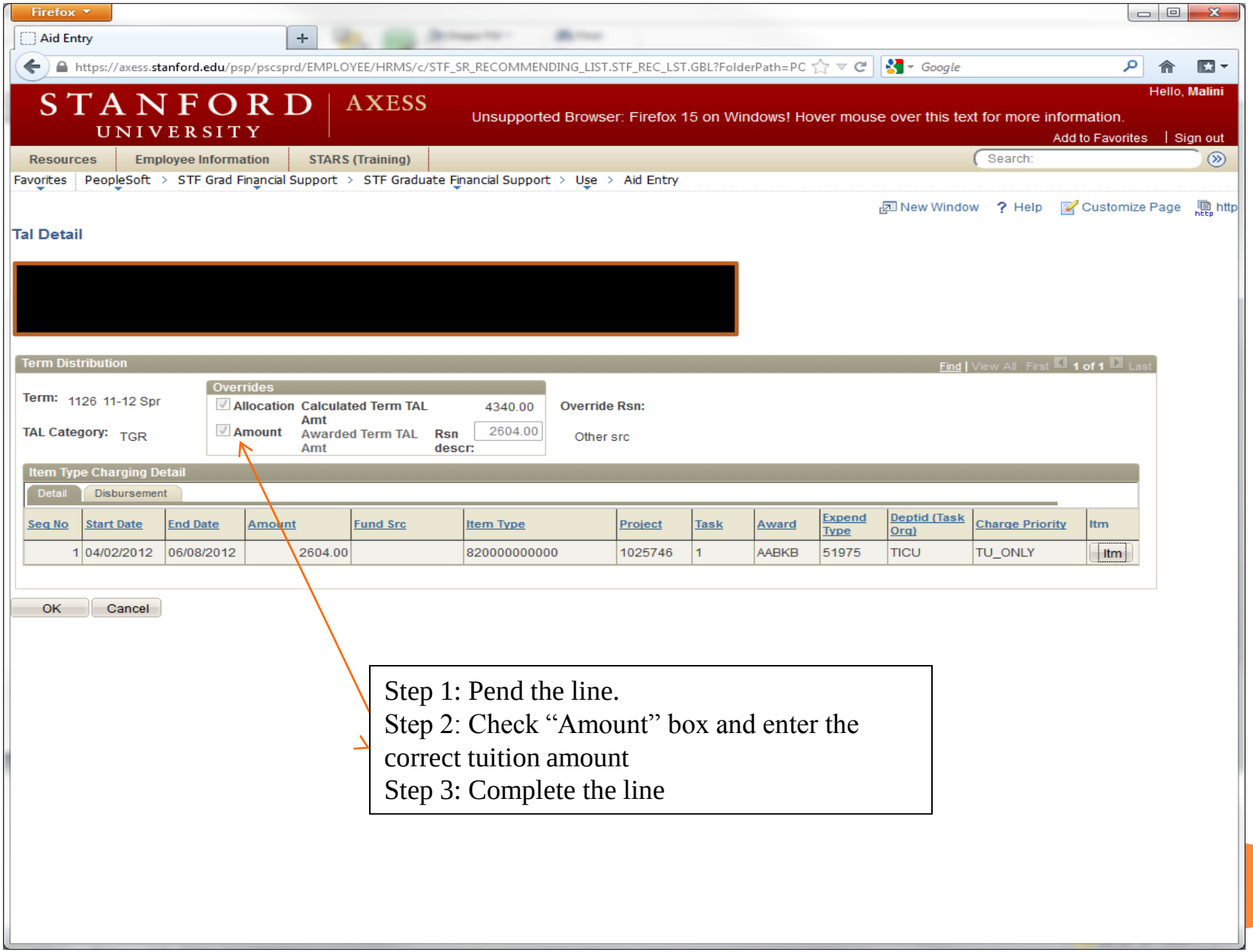
GFS Unapplied Aid
Run Date: 09/20/2006

Term	Project	Task	Award	Expenditure Type	Aid Application	Refund Y/N	Aid Amount	Unapplied Aid Amt	Item Type
Current Academic Program(s):									
09837374	**Stanford, Leland**							**Real Tuition**	**ASSU**	**Health Ins**	**Doc Fee**
1066								100.00	22.00	597.00	0.00
							0.00	**0.00**			
	1065848	1	DADIZ	57630	HLTH_SUB	N	-299.00	**0.00**	899900000002		
	1065848	1	DADIZ	57630	HLTH_SUB	N	-1.00	**-1.00**	899900000002		
	1018900	1	PAHAL	57402	TU_ONLY	N	-2,510.00	**-2,510.00**	873100009372		
	1018900	1	PAHAL	57402	TU_ONLY	N	-100.00	**0.00**	873100009372		
	1018900	1	PAHAL	57630	HLTHONLY	N	-298.00	**0.00**	873100009373		

Changing GFS

- Confirm that there's unapplied aid in the student's bill in PeopleSoft (in the Student Services Center panel)

- Make updates in GFS to reflect the correct amount


Firefox
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New Window
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Customize Page
Tal Detail
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Term Distribution
Find | View All First 1 of 1 Last
Term: 1126 11-12 Spr
TAL Category: TGR
Overrides
Allocation
Calculated Term TAL Amt 4340.00
Amount
Awarded Term TAL Amt
Rsn descr: 2604.00
Override Rsn:
Other src
Item Type Charging Detail
Detail
Disbursement
Seq No | Start Date | End Date | Amount | Fund Src | Item Type | Project | Task | Award | Expend Type | Deptid (Task Org) | Charge Priority | Itm
1 | 04/02/2012 | 06/08/2012 | 2604.00 | | 820000000000 | 1025746 | 1 | AABKB | 51975 | TICU | TU_ONLY | Itm
OK
Cancel
Step 1: Pend the line.
Step 2: Check “Amount” box and enter the correct tuition amount
Step 3: Complete the line

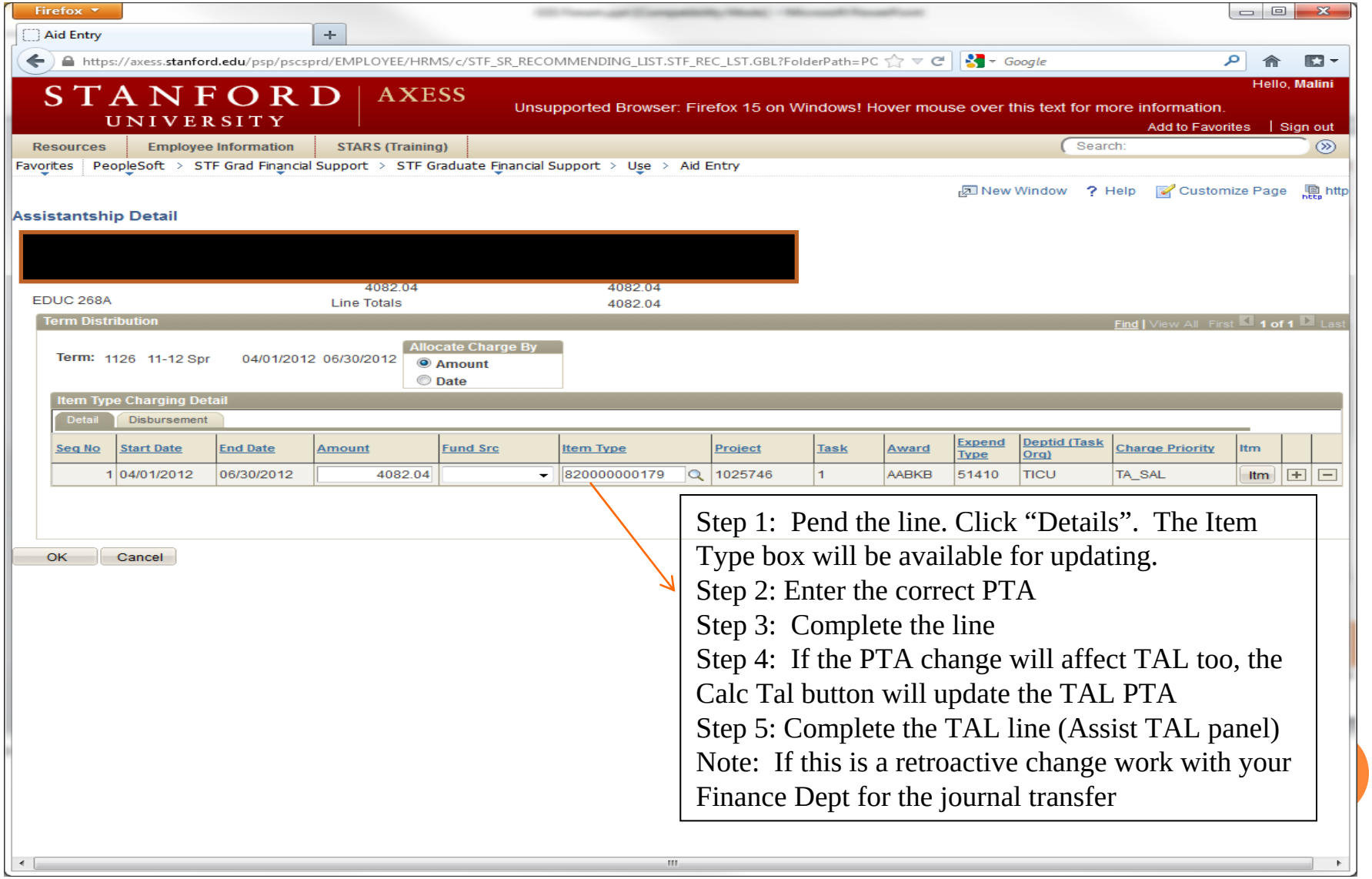
Other Changes in GFS

- PTA changes
- Early termination
- Canceling aid lines
- Stipend updates

WHY WOULD YOU NEED TO CHANGE THE PTA?

- Student was charged to the wrong grant or changed research projects
- Overdraft on PTA

PTA CHANGE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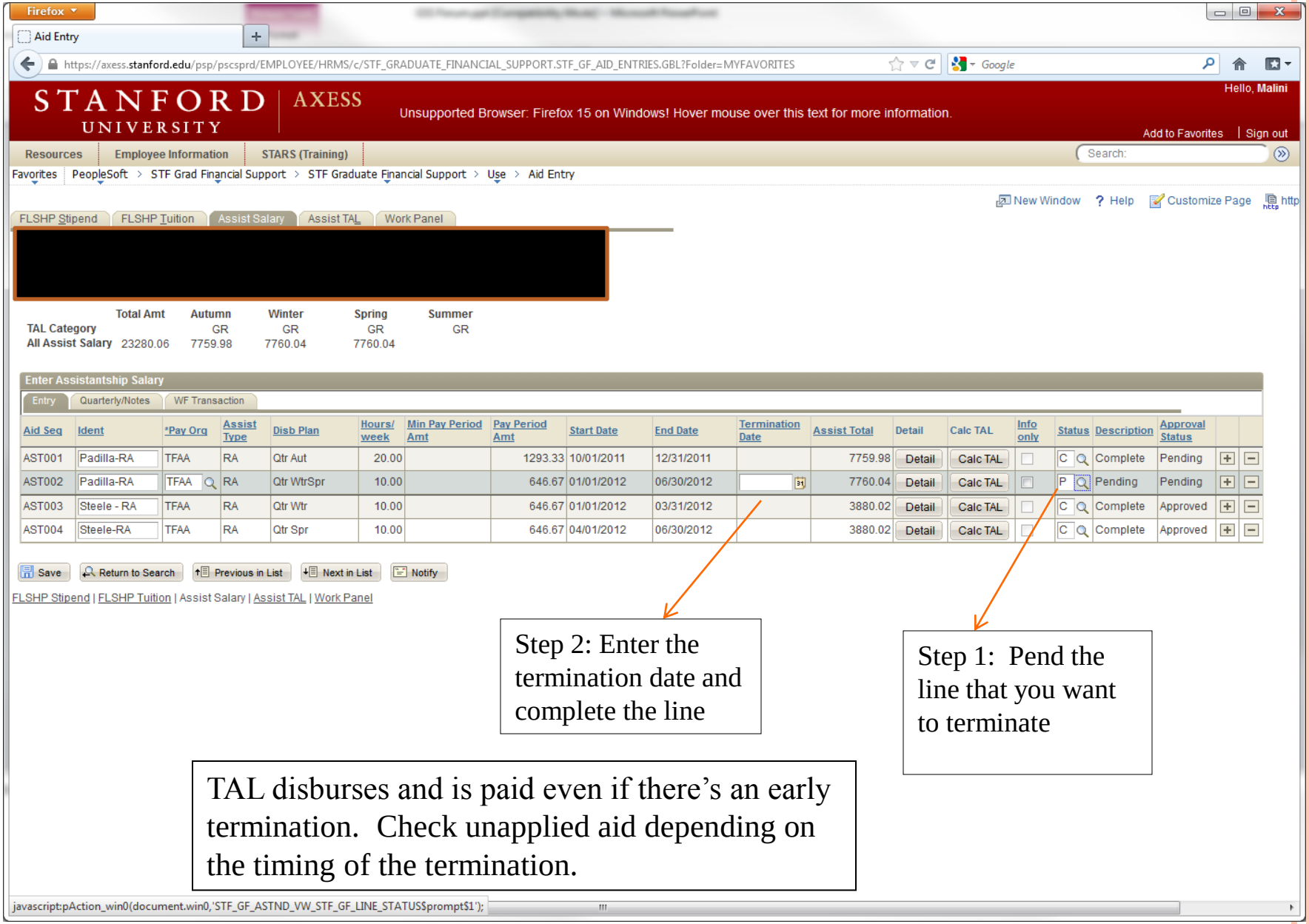
New Window
Help
Customize Page
Assistantship Detail
4082.04
4082.04
EDUC 268A
Line Totals
4082.04
Term Distribution
Find | View All First 1 of 1 Last
Term: 1126 11-12 Spr 04/01/2012 06/30/2012
Allocate Charge By
Amount
Date
Item Type Charging Detail
Detail
Disbursement
Seq No
Start Date
End Date
Amount
Fund Src
Item Type
Project
Task
Award
Expend Type
Deptid (Task Org)
Charge Priority
Itm
1
04/01/2012
06/30/2012
4082.04
820000000179
1025746
1
AABKB
51410
TICU
TA_SAL
Itm
OK
Cancel
Step 1: Pend the line. Click “Details”. The Item Type box will be available for updating.
Step 2: Enter the correct PTA
Step 3: Complete the line
Step 4: If the PTA change will affect TAL too, the Calc Tal button will update the TAL PTA
Step 5: Complete the TAL line (Assist TAL panel)
Note: If this is a retroactive change work with your Finance Dept for the journal transfer

Why Would You need to Enter an Early Termination?

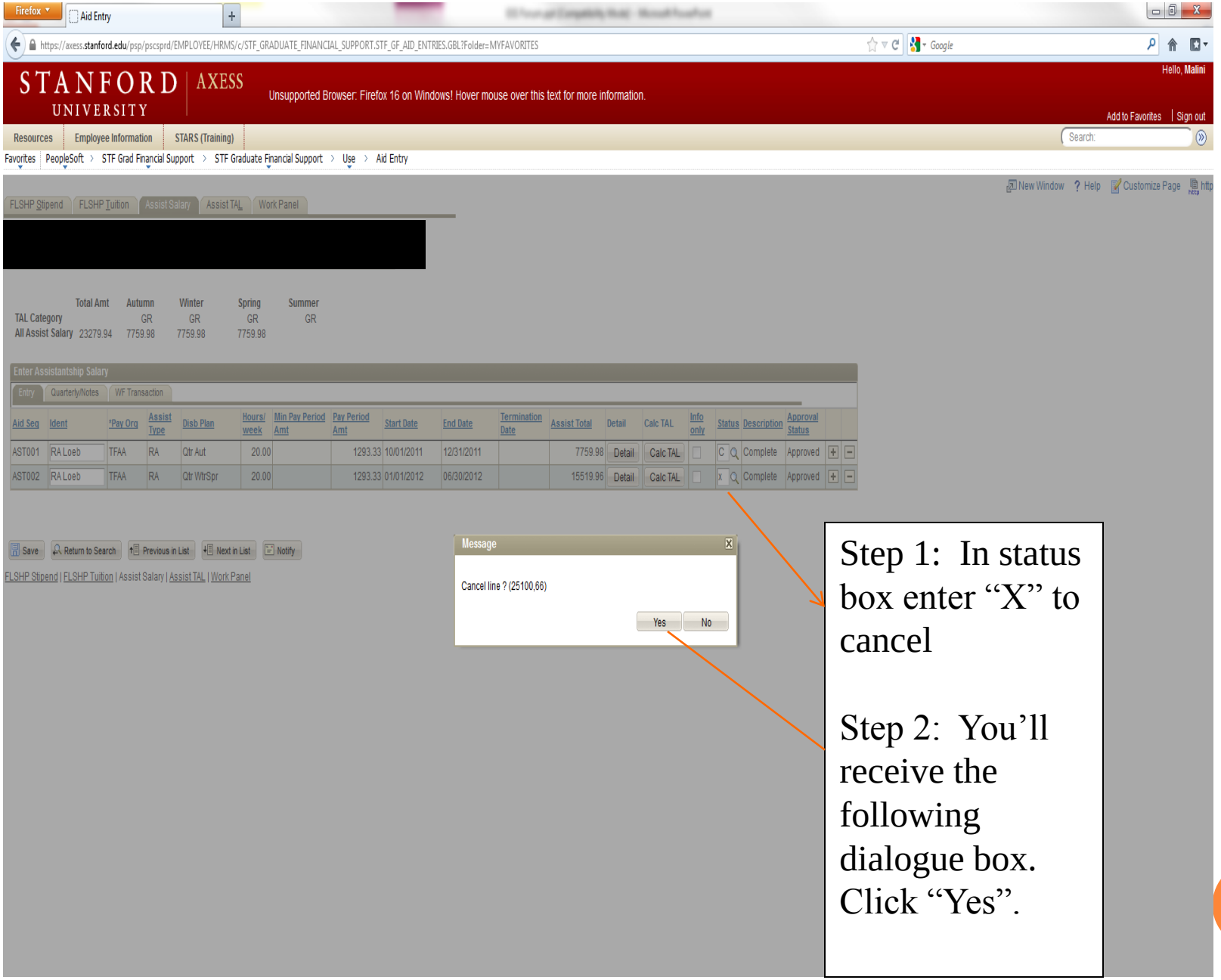
- Appointment type change (e.g from TA to RA) after GFS deadline
- Student status change (e.g. mid-quarter/year leave of Absence, advance to candidacy)
- Performance issues

Early Termination



WHY WOULD YOU NEED TO CANCEL AN AID LINE?

- Entry errors in the student's funding (disbursement plan, hours, pay amount).
- Appointment type changes (e.g. from TA to RA)
- Note: You don't need to cancel a line for PTA changes. Just pend the line and correct the PTA.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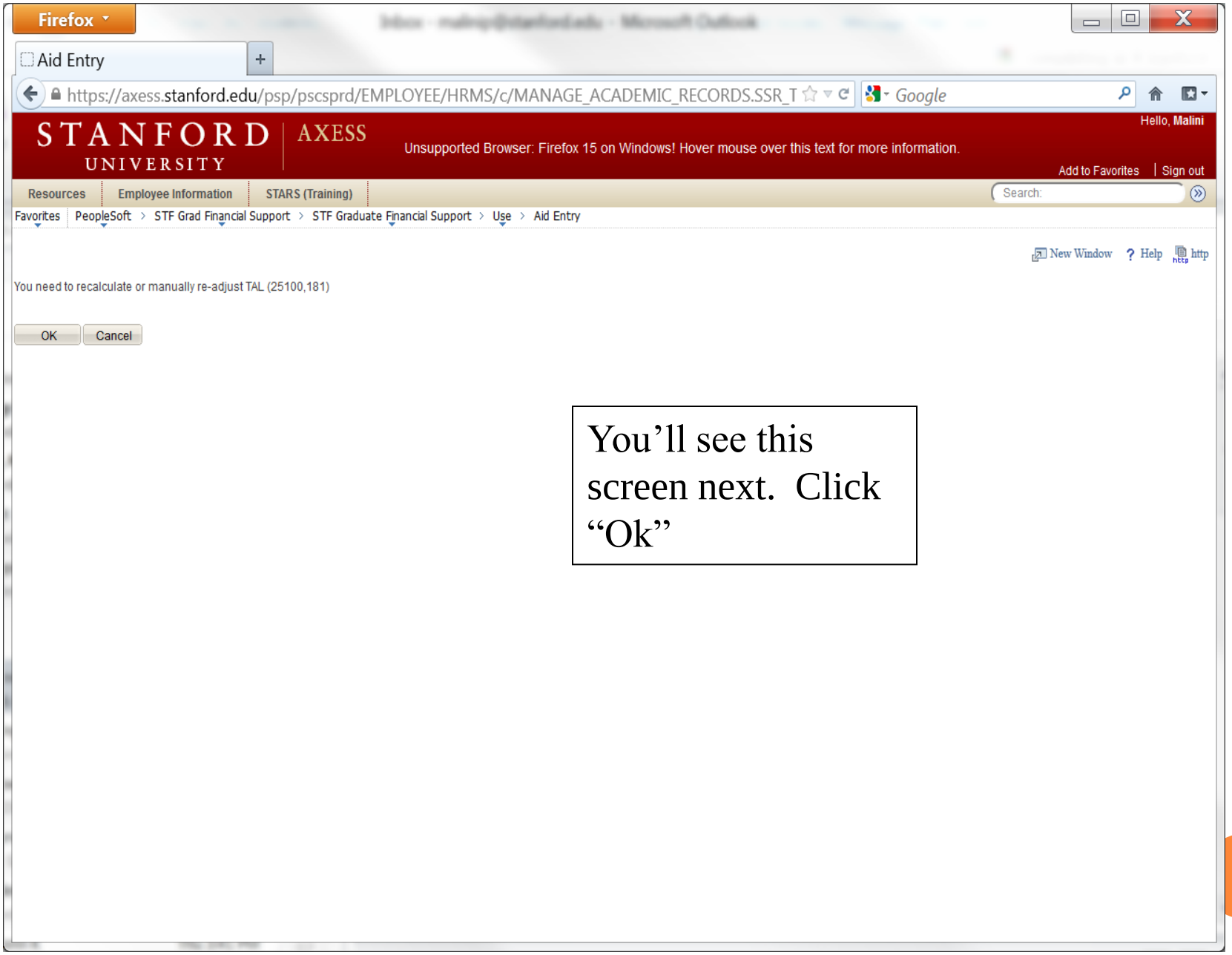
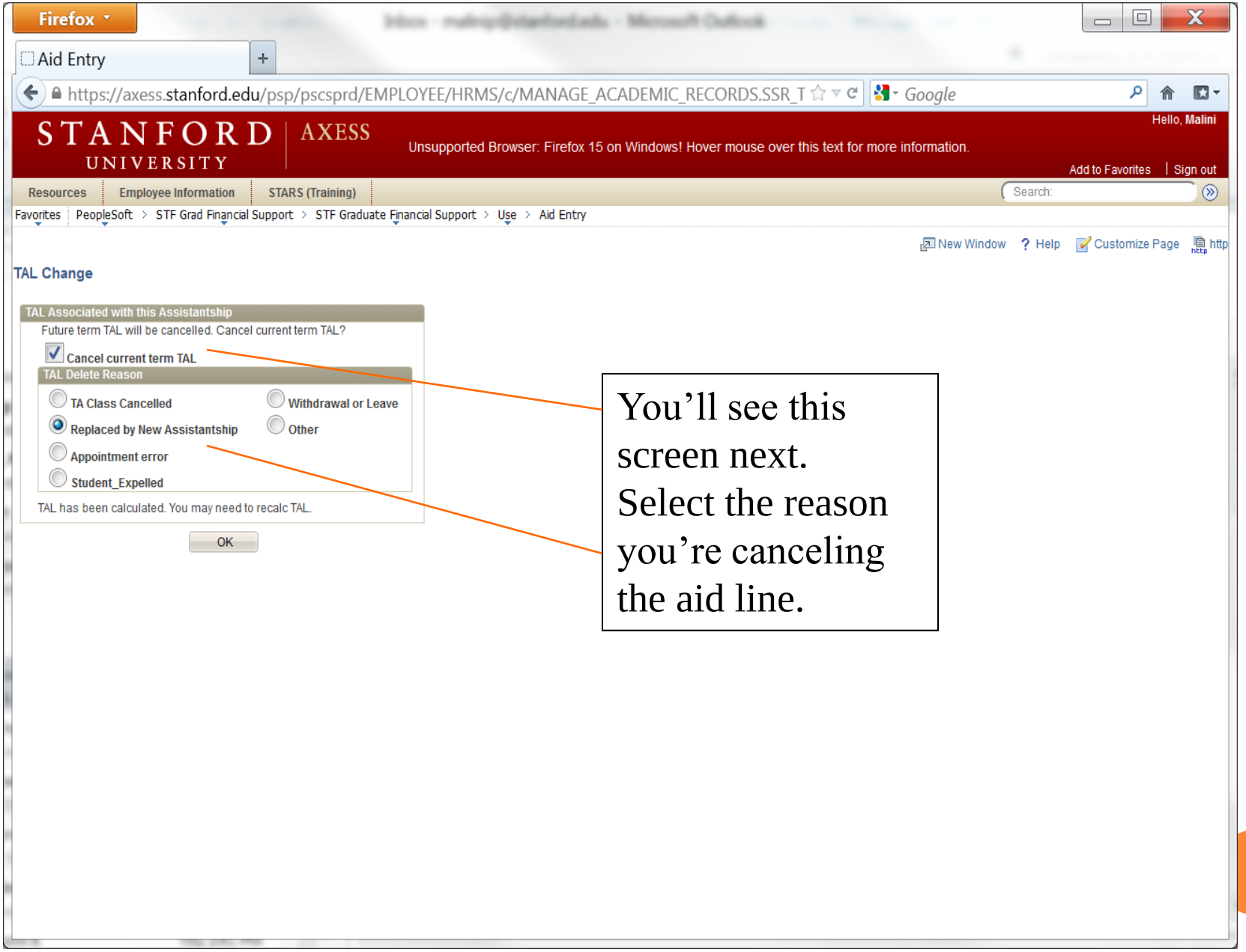
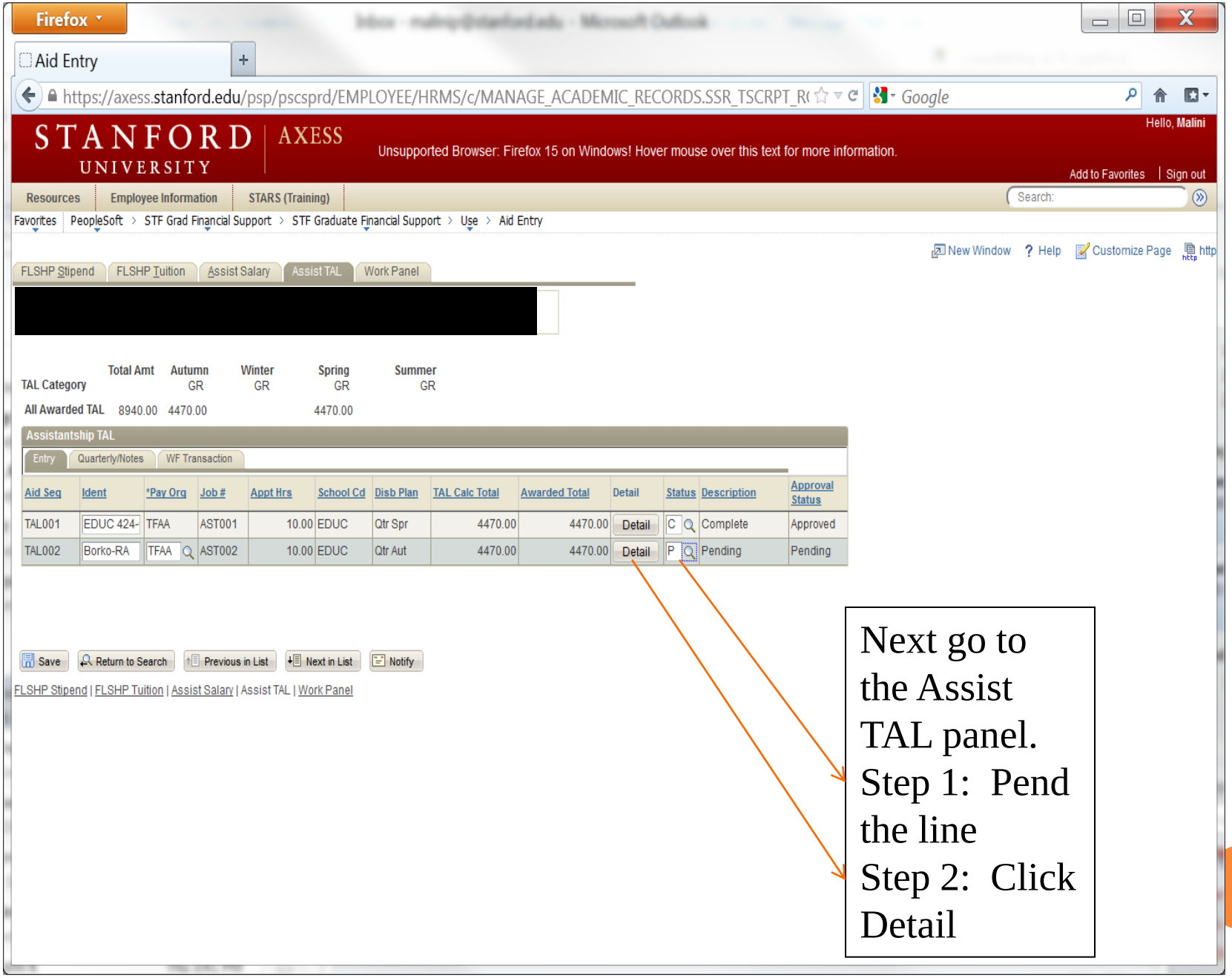
STF Graduate Financial Support
Use
Aid Entry
New Window
Help
Customize Page
FLSHP Stipend
FLSHP Tuition
Assist Salary
Assist TAL
Work Panel
[redacted]
Total Amt
Autumn
Winter
Spring
Summer
TAL Category
GR
GR
GR
GR
All Assist Salary
23279.94
7759.98
7759.98
7759.98
Enter Assistantship Salary
Entry
Quarterly/Notes
WF Transaction
Aid Seq
Ident
*Pay Org
Assist Type
Disb Plan
Hours/ week
Min Pay Period Amt
Pay Period Amt
Start Date
End Date
Termination Date
Assist Total
Detail
Calc TAL
Info only
Status
Description
Approval Status
AST001
RA Loeb
TFAA
RA
Qtr Aut
20.00
1293.33
10/01/2011
12/31/2011
7759.98
Detail
Calc TAL
C
Complete
Approved
AST002
RA Loeb
TFAA
RA
Qtr WtrSpr
20.00
1293.33
01/01/2012
06/30/2012
15519.96
Detail
Calc TAL
X
Complete
Approved
Save
Return to Search
Previous in List
Next in List
Notify
FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel
Message
Cancel line ? (25100,66)
Yes
No
Step 1: In status box enter “X” to cancel
Step 2: You’ll receive the following dialogue box. Click “Yes”.



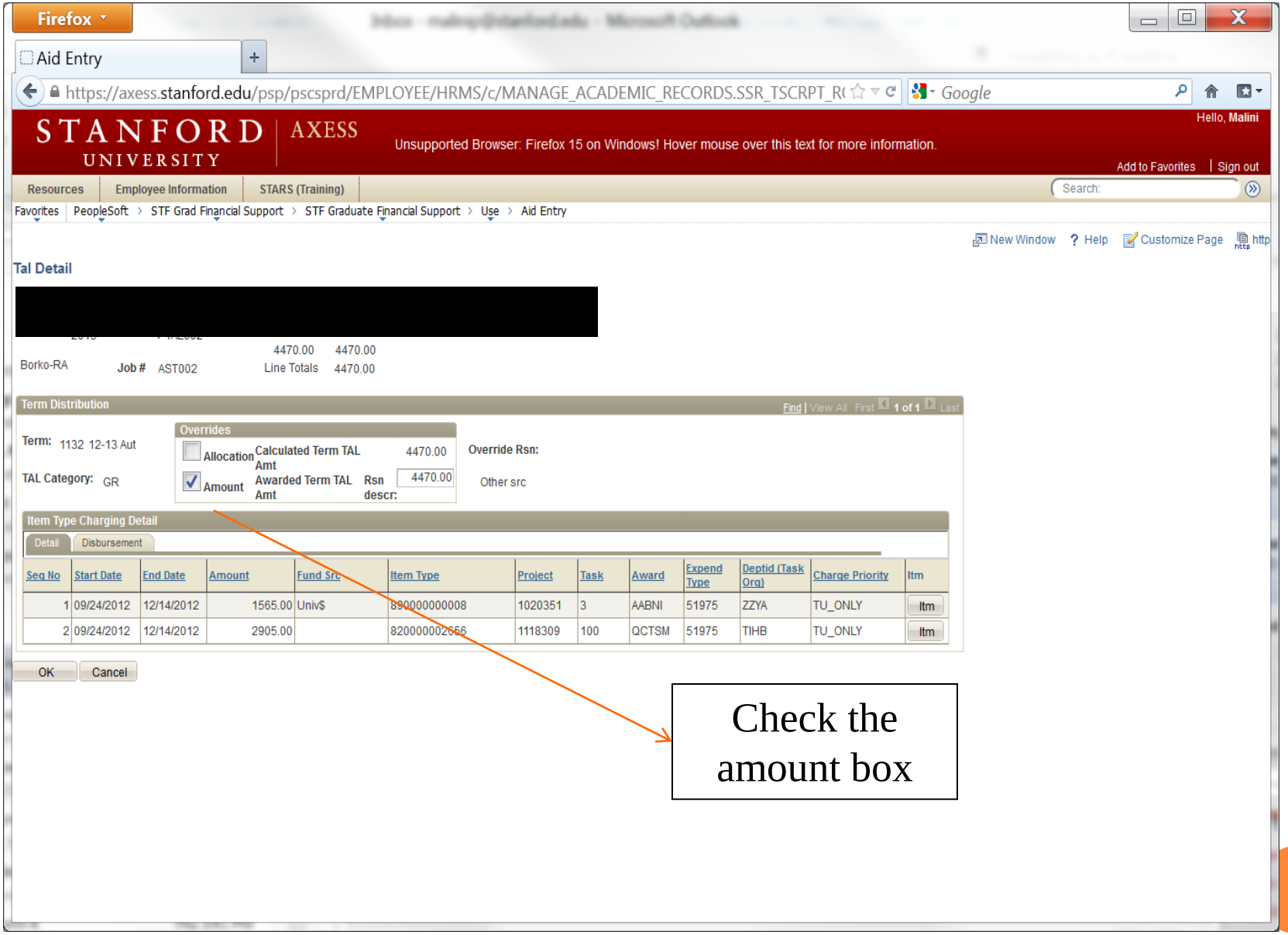
You'll see this screen next. Click "Ok"



You'll see this screen next. Select the reason you're canceling the aid line.



Next go to the Assist TAL panel.
Step 1: Pend the line
Step 2: Click Detail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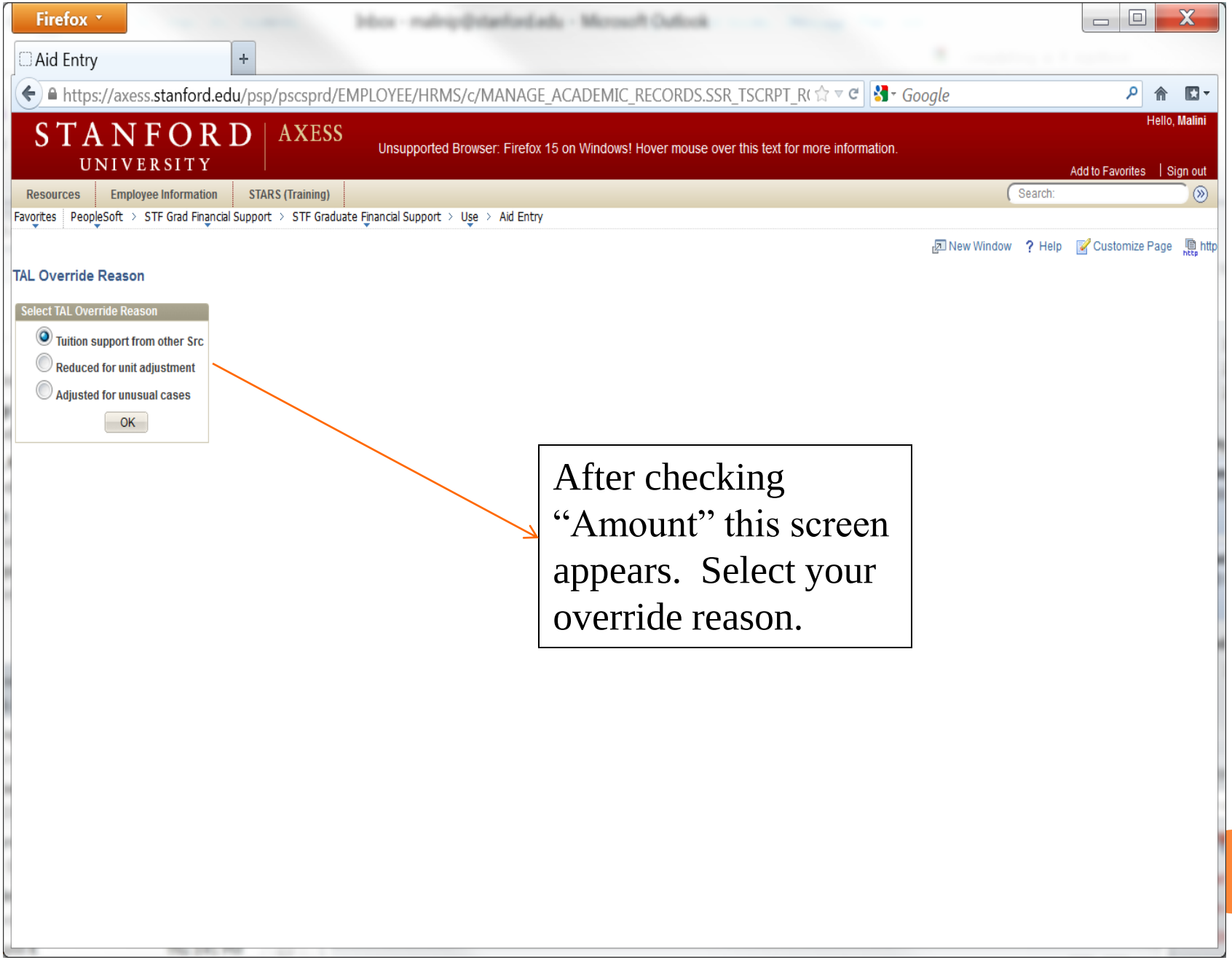
Employee Information
STARS (Training)
Search:
Favorites
PeopleSoft > STF Grad Financial Support > STF Graduate Financial Support > Use > Aid Entry
New Window
Help
Customize Page
Tal Detail
4470.00 4470.00
Borko-RA
Job # AST002
Line Totals 4470.00
Term Distribution
Find | View All First 1 of 1 Last
Term: 1132 12-13 Aut
TAL Category: GR
Overrides
Allocation
Amount
Calculated Term TAL Amt 4470.00
Awarded Term TAL Amt 4470.00
Rsn descr:
Override Rsn:
Other src
Item Type Charging Detail
Detail
Disbursement
Seq No | Start Date | End Date | Amount | Fund Src | Item Type | Project | Task | Award | Expend Type | Deptid (Task Org) | Charge Priority | Itm
1 | 09/24/2012 | 12/14/2012 | 1565.00 | Univ$ | 890000000008 | 1020351 | 3 | AABNI | 51975 | ZZYA | TU_ONLY | Itm
2 | 09/24/2012 | 12/14/2012 | 2905.00 | | 820000002656 | 1118309 | 100 | QCTSM | 51975 | TIHB | TU_ONLY | Itm
OK
Cancel
Check the amount box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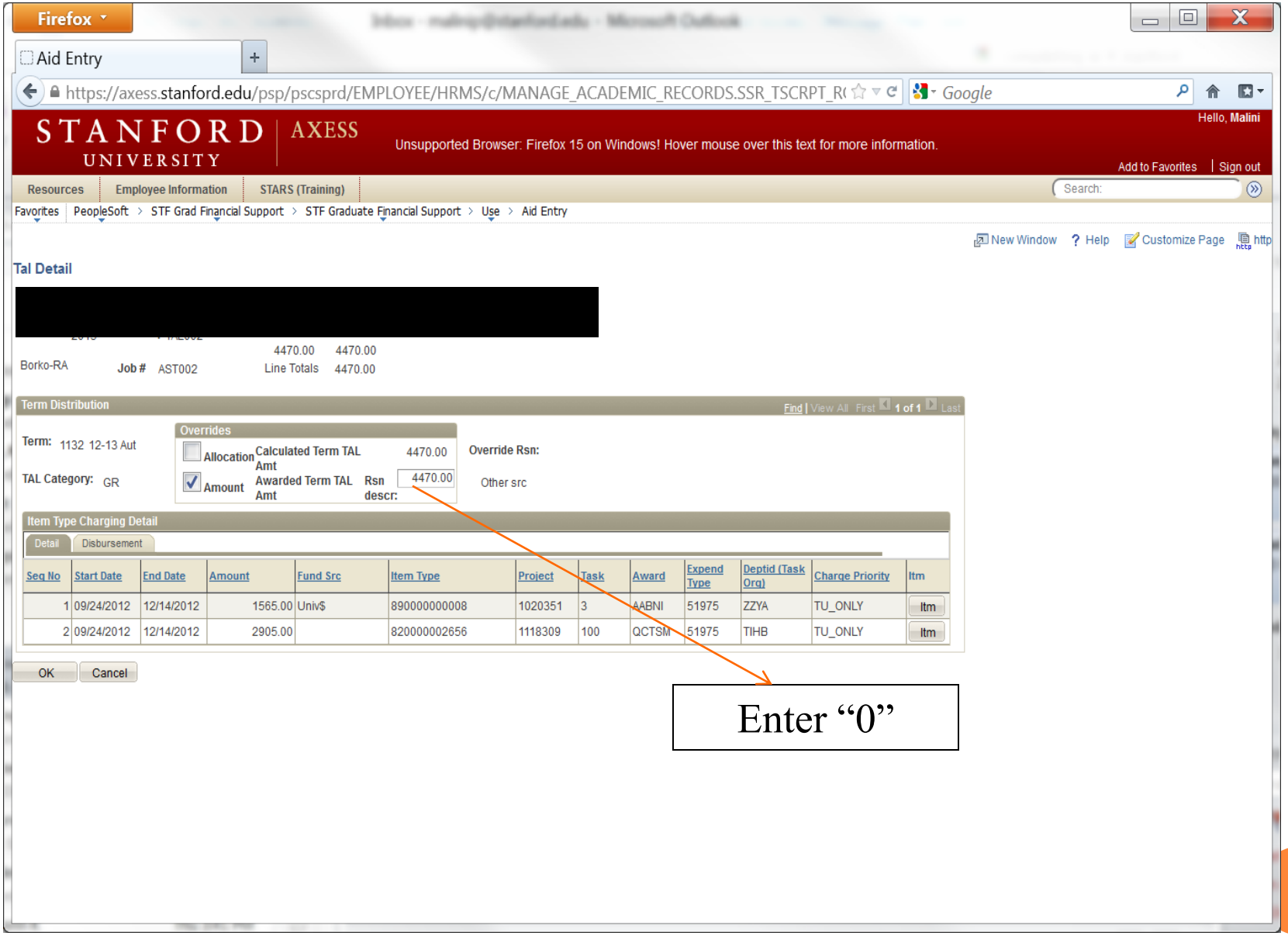
Use
Aid Entry
New Window
Help
Customize Page
TAL Override Reason
Select TAL Override Reason
Tuition support from other Src
Reduced for unit adjustment
Adjusted for unusual cases
OK
After checking "Amount" this screen appears. Select your override reason.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Tal Detail
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Borko-RA
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Term: 1132 12-13 Aut
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Overrides
Allocation
Amount
Calculated Term TAL Amt 4470.00
Awarded Term TAL Amt
Rsn descr: 4470.00
Override Rsn:
Other src
Item Type Charging Detail
Detail
Disbursement
Seq No | Start Date | End Date | Amount | Fund Src | Item Type | Project | Task | Award | Expend Type | Deptid (Task Org) | Charge Priority | Itm
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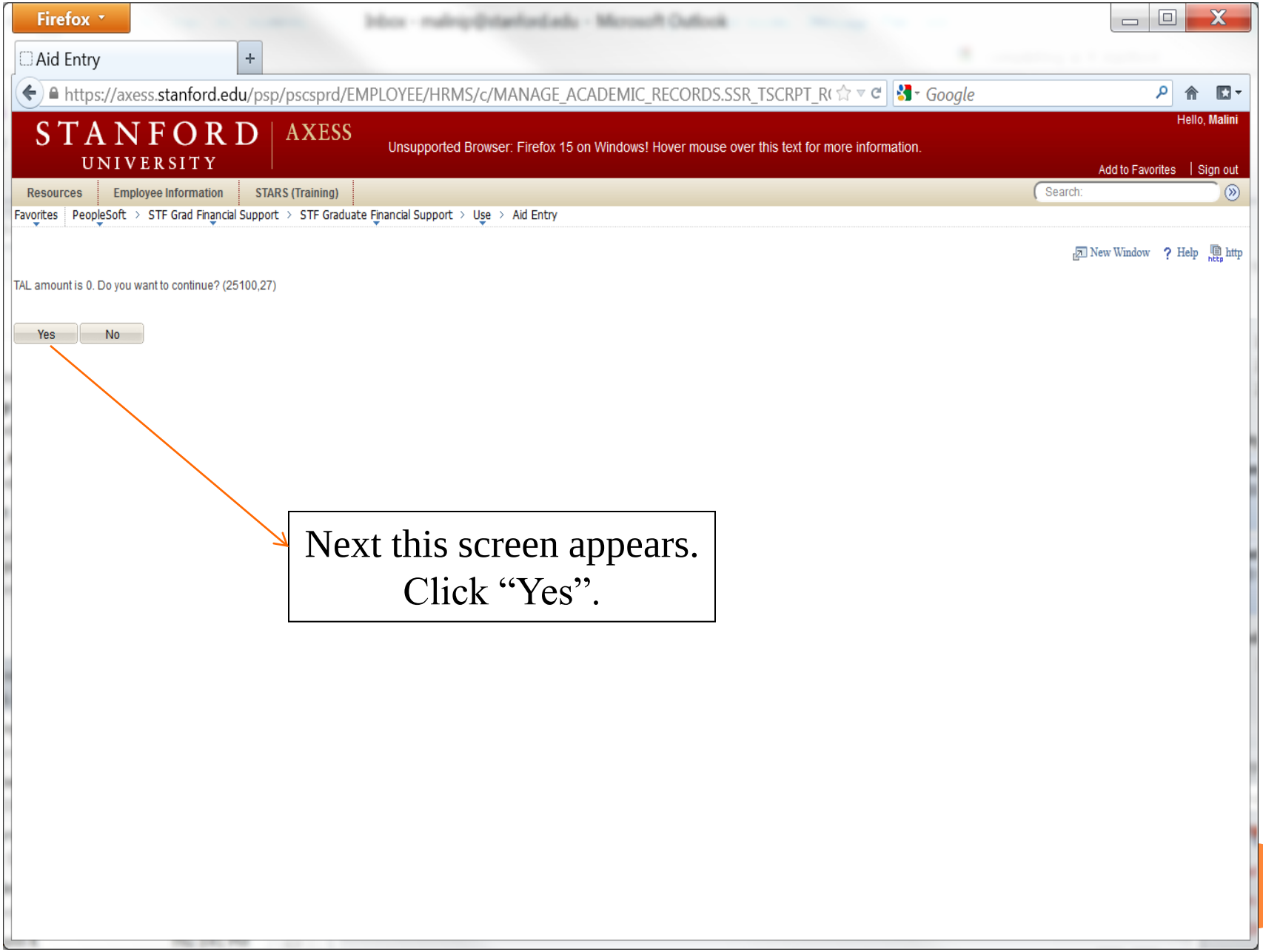
2 | 09/24/2012 | 12/14/2012 | 2905.00 | | 820000002656 | 1118309 | 100 | QCTSM | 51975 | TIHB | TU_ONLY | Itm
OK
Cancel
Enter “0”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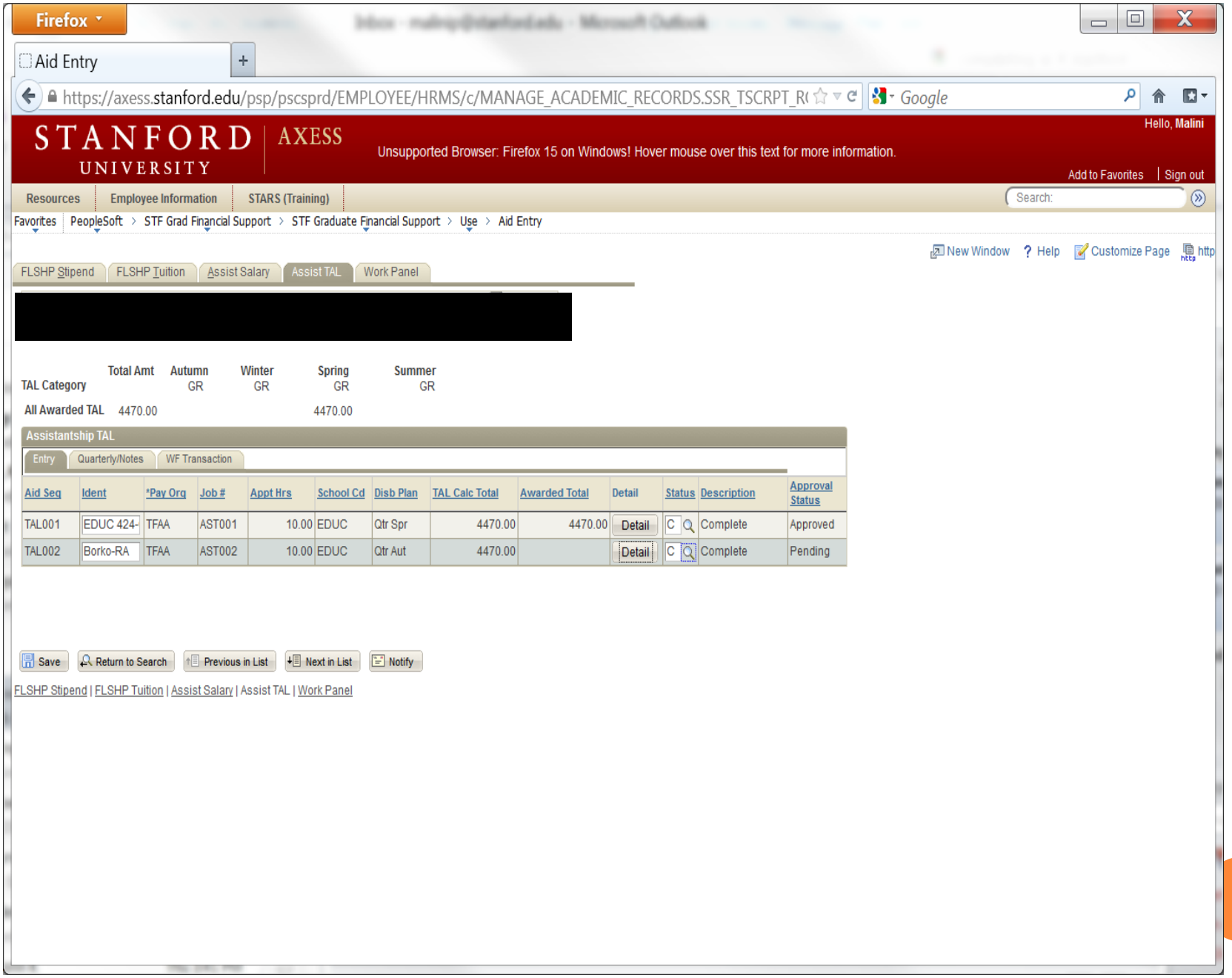
STF Grad Financial Support
STF Graduate Financial Support
Use
Aid Entry
New Window
Help
http
TAL amount is 0. Do you want to continue? (25100,27)
Yes
No
Next this screen appears.
Click "Yes".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New Window
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Customize Page
FLSHP Stipend
FLSHP Tuition
Assist Salary
Assist TAL
Work Panel
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TAL Category
Total Amt
Autumn GR
Winter GR
Spring GR
Summer GR
All Awarded TAL
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4470.00
Assistantship TAL
Entry
Quarterly/Notes
WF Transaction
Aid Seq
Ident
*Pay Org
Job #
Appt Hrs
School Cd
Disb Plan
TAL Calc Total
Awarded Total
Detail
Status
Description
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Next in List
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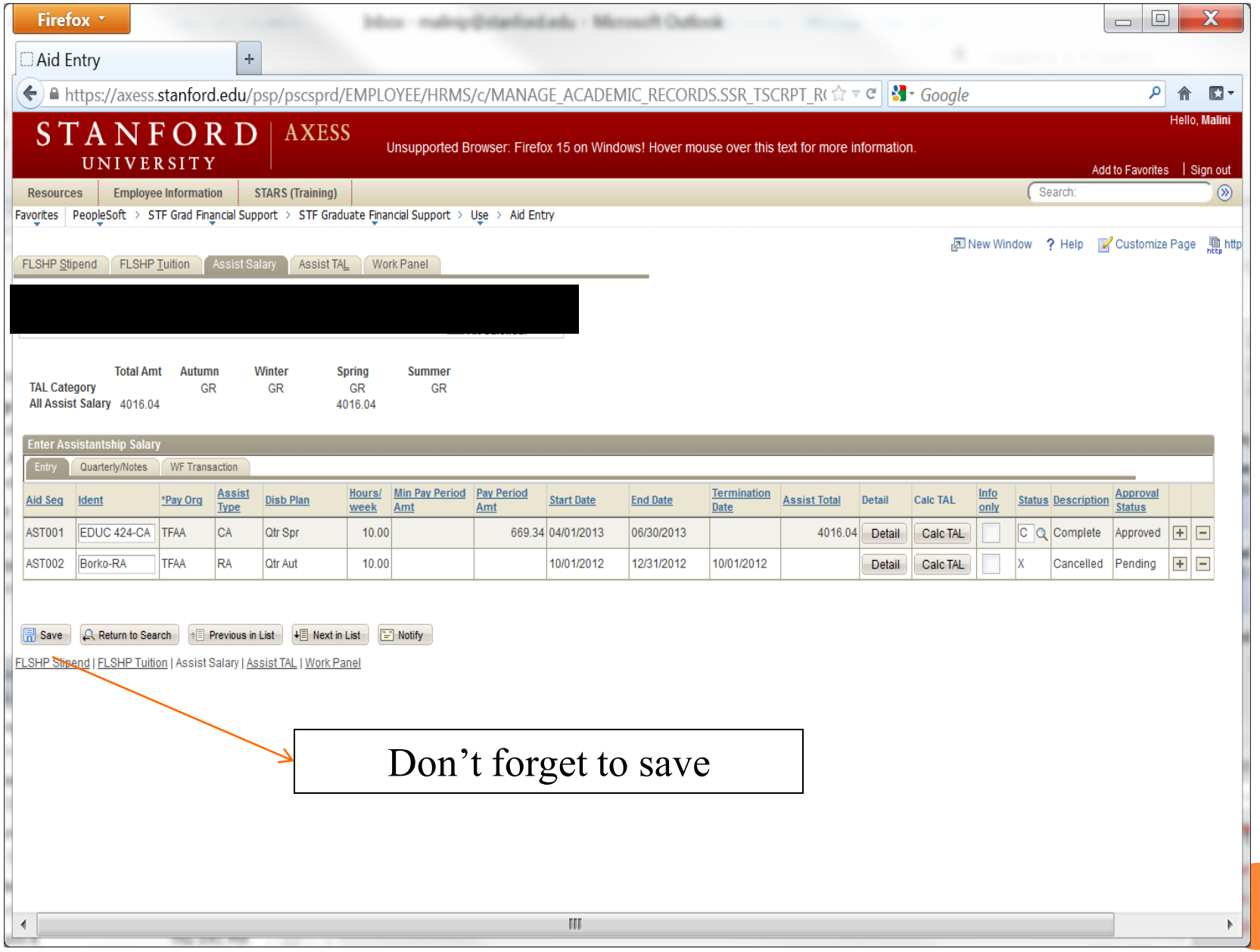
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FLSHP Tuition
Assist Salary
Assist TAL
Work Panel
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Total Amt
Autumn
Winter
Spring
Summer
TAL Category
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All Assist Salary
4016.04
4016.04
Enter Assistantship Salary
Entry
Quarterly/Notes
WF Transaction
Aid Seq
Ident
*Pay Org
Assist Type
Disb Plan
Hours/ week
Min Pay Period Amt
Pay Period Amt
Start Date
End Date
Termination Date
Assist Total
Detail
Calc TAL
Info only
Status
Description
Approval Status
AST001
EDUC 424-CA
TFAA
CA
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04/01/2013
06/30/2013
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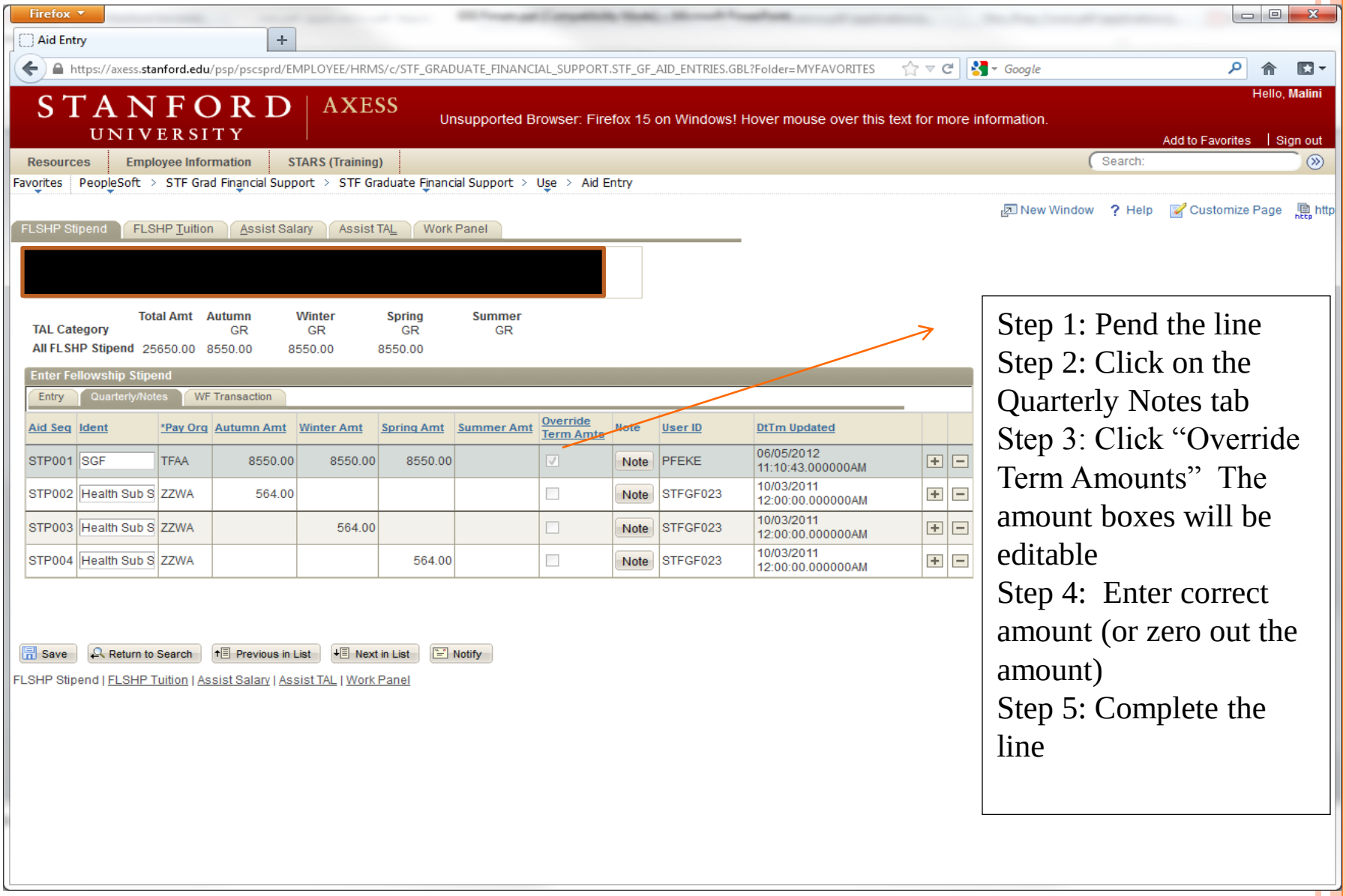
Complete
Approved
AST002
Borko-RA
TFAA
RA
Qtr Aut
10.00
10/01/2012
12/31/2012
10/01/2012
Detail
Calc TAL
X
Cancelled
Pending
Save
Return to Search
Previous in List
Next in List
Notify
FLSHP Stipend | FLSHP Tuition | Assist Salary | Assist TAL | Work Panel
Don’t forget to save

Why Would You need to Update a Stipend?

- Changing from fellowship to assistantship
- Change of student status (e.g. Leave of Absence)
- Wrong stipend amount

Stipend Updates



Step 1: Pend the line
Step 2: Click on the Quarterly Notes tab
Step 3: Click "Override Term Amounts" The amount boxes will be editable
Step 4: Enter correct amount (or zero out the amount)
Step 5: Complete the line

Resources

Unapplied Aid Job Aid (reportmart1)

https://www.stanford.edu/dept/as/dmr/rm1-hps/job-aids/PS_GFS015_unapplied_aid_report_job_aid.pdf

GFS Manual

http://www.stanford.edu/dept/DoR/gfs/Sec6.html