Business Process Guide

Graduate Student Financials –
DGSA Documentation
# Document Revision History

**Document Title** – Graduate Student Financials – DGSA Documentation

<table>
<thead>
<tr>
<th>Date</th>
<th>By</th>
<th>Action</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/2019</td>
<td>Tom Johnson</td>
<td>Creation Date</td>
<td>26</td>
</tr>
<tr>
<td>10/02/2019</td>
<td>Tom Johnson</td>
<td>Initial Release to DGSA’s</td>
<td>29</td>
</tr>
<tr>
<td>10/15/2019</td>
<td>Tom Johnson</td>
<td>Document updated to reflect code changes</td>
<td>32</td>
</tr>
</tbody>
</table>
Summary of Process

The Graduate Student Financials (GSF) module is a Duke created system to track graduate student funding starting from the Offer of Admissions - Award Letter through disbursement to the student account. GSF is designed to provide reporting at each important step, and give users in both the Graduate School and in the Departments an easy and intuitive tool for tracking student funding.

After close examination of the WebApp tool, the Graduate School and the SISS Office worked together to create a new structure that combined the best features of the existing WebApp tool and the possibilities of what could be done in PeopleSoft. GSF is the result.

This document is designed to help users understand how to use GSF on a daily basis.

Important Concepts

- **Emplid** – Since GSF is built within PeopleSoft, it uses Emplid as the primary identifier for students. (There are other identifiers you can use in a search like last name, first name, and Duke Unique ID.)

- **Aid Year** – All awards in GSF are entered by Aid Year. This is a concept supported in the WebApp, and is similar to what is in the Financial Aid module in PeopleSoft.

- **Projections** – Student data in GSF is tracked in two separate ways and on two separate pages. For planning purposes, student data is held/displayed in the Projections pages. The projection pages are used at the beginning of the planning cycle to track potential/projected spending. (These pages appear very similar to the Actuals pages and are used later in the student cycle).

- **Actuals** – Once the planning portion of the calendar has been completed, student data will be rolled to the Actuals pages. Data added and updated on these pages will eventually be pushed to the Financial Aid module in PeopleSoft where it will then disburse to the student’s accounts.

- **GradPacks** – GradPacks are a way to automatically add funding to a student based on Academic Plan and Year of Study. Most student funding follows similar rules for students in the same departments, and GradPacks establish these rules within GSF.

- **Academic Plans** – Academic plans show up in 4 different ways in GSF. They can all be distinct, but it is most likely there will be overlap between several of these Acad Plan fields.
  - Original Academic Plan is the plan that is initially assigned to the student in PeopleSoft. This value defaults in from the Student Program/Plan page for returning students, or it is added via the Add Student process.
  - Reporting Academic Plan is the plan that identifies the department that has financial responsibility for the student.
  - Security Plan 1 identifies a department that shares some responsibility for a student and needs to see how a student is funded.
  - Security Plan 2 identifies a department that shares some responsibility for a student and needs to see how a student is funded.

- **Notes** – Brief additional incidental information about a student and/or their funding can be documented in this section. Notes allow both TGS and the Departments to communicate short, predetermined messages to each other.

- **Comments** – Sometimes it is necessary to add more extensive detail about a student’s situation. Comments are PeopleSoft’s method of adding, updating, and tracking this type of detail.
• **WorkCenters** – GSF can be navigated either via the regular menus in PeopleSoft, or by using the GSF WorkCenter. The workcenter is a tool that holds all the pages needed for working in GSF in one place, for easy access.

**GSF Primary pages**

GSF has two sets of primary pages that will be used by DGSAs.

1. **GSF Projections** - These pages will only be used for the purpose of creating the Annual Budget.
   a. **Student Awards – Projections**
      i. TGS will add all current PhD student records into Student Award – Projections pages for the new budget year. DGSA’s will update, review, and submit student funding records for all active students.
   b. **Add New Student – Projections**
      i. DGSA’s can create a new Dummy Student record that can act as a template for other anticipated new admits and submit for approval.
         1. These new Dummy Students can be used as a template to be copied from the Student Award – Projections page.

2. **GSF Actuals** – These pages will be used throughout the budget year to provide data for Fall and Spring Variance reports, various state and university reports as well as for posting tuition, fee, and health insurance awards to the student accounts.
   a. **Student Award – Actuals**
      i. Prior to the beginning of the new budget year, TGS will roll over all of the Student Award Projections into Student Award – Actuals page. Throughout the year, this is the page you will use to update student once the budget year begins.
         1. Note – Dummy Students are not rolled to Actuals
b. Add New Student – Actuals
   i. DGSA’s will add existing students when needed (for instance, if there is a new matriculant) and submit for approval.

Additional Note on using GSF
GSF was designed to be best viewed by monitors that are ~22 inches are larger. You can view GSF on monitors that are smaller, but the pages will push off the screen.
DukeHub/PeopleSoft Topics

Database Instances

At Duke, there are several different PeopleSoft databases. Most users are familiar with the Production database, and spend most time working in that environment.

**PRD**
The DukeHub Production environment. This is the official database where student data is housed and work is done. Queries and reports are run from this environment.

**TST**
DukeHub testing environment. This database is a copy of PRD, and is refreshed every two weeks. Users can test new business processes in this instance, and work on new updates and modifications to PeopleSoft. *Many DGSAs will never use this database.*

Using Favorites in PeopleSoft

DukeHub allows users to add Favorites, which are accessible via a dropdown menu in the top, left part of the page.
Users can add Favorites by first navigating to any page. Once on the page to be ‘Favorited’, click the Favorites hyperlink in the upper left part of the page. Select “Add to My Links”.

A modal window will pop up. Provide the name you would like for this page. Click Save.

The page will then be saved to your Favorites.

**Security Access in DukeHub/PeopleSoft**

**Page Security**

Users must be granted explicit permission within DukeHub to visit certain pages. If a user does not see a page that is in this documentation, it is likely that the security has not been completely set for that ID. Contact the Graduate School to verify security access.

**Academic Plan Security**

Users must also be granted security to see student data for specific academic plans. This Academic Plan security applies throughout DukeHub, and will be used when looking at data in GSF, Admissions and Student Program/Plan pages.
Navigating to the SF WorkCenter

1. To navigate to the GSF WorkCenter, first log into DukeHub at [https://dukehub.duke.edu/]().
2. Click the Staff button.

3. You will be required to use Multi Factor Authentication to log into DukeHub

4. This will take you into DukeHub.
5. From Main Menu, select Campus Solution Content> Functional Work Centers> GSF Work Center
6. The GSF WorkCenter will appear similar to what is seen below.
7. Users can navigate through the WorkCenter by clicking links in the Navigation Pane on the left.
   a. After clicking a link, the page will appear in the Work Area, which is the center of the page
8. Other pages are available by click the Reports tab, or the GSF Student tab
Student Award - Projections Page

Projected student data is used in GSF for planning purposes, and holds student data separate from Actual student data. Since the data created for planning purposes is very similar to the transactional data used in the student funding process, the pages where this data is reviewed are very similar.

Student Detail

![Student Award - Projections]

**Column One**
- **Name** – Student Name, pulled from Bio/Demo data in PeopleSoft
- **ID** – Emplid, pulled from PeopleSoft
- **Duke UID** – Duke Unique ID, pulled from PeopleSoft
- **Gender** – Student gender, pulled from Bio/Demo in PeopleSoft
- **Institution** – DUKEU, pulled from PeopleSoft
- **Aid Year** – Aid Year pulled from Financial Aid setup in PeopleSoft
- **Career and Career #** - Career is pulled from Student Records in PeopleSoft

**Column Two**
- **Orig Acad Plan** – Academic Plan originally pulled into GSF
- **Rptg Acad Plan** – Academic Plan for reporting/responsible department. Contact TGS to make any changes
- **Orig Mtr Term** – Original Matriculation Term. Contact TGS to make any changes
- **GradPack** – Grad Packs are used to add student funding sources based on academic plan and year of study
- **Security Plan 1** – Academic Plan to associate student with additional departments. Contact TGS to add additional departments
- **Security Plan 2** – Academic Plan to associate student with additional departments. Contact TGS to add additional departments

**Column Three**
- **Acad Prog** – Academic Program pulled from the Student Program/Plan page in PeopleSoft
- **Acad Plan** – Academic Plan pulled from Student Program/Plan page in PeopleSoft
- **Matric Term** – Term the student initially matriculated into the Original Acad Plan
- **Yr of Study** – The student’s year of study based on matriculation term.
- **Expected Grad Term** – Term the student is expected to graduate. *(Coming soon.)*
- **# Terms** – Total number of enrolled academic terms (not including summer)
- **Status** – Student Status pulled from the Student Program/Plan page
- **LOA** – Has the student ever had a Leave of Absence? “Y” for yes and “N” for no
**Student Status**

<table>
<thead>
<tr>
<th>Status</th>
<th>Reason</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>New</td>
<td>Send to Grad School</td>
</tr>
</tbody>
</table>

GSF Student Status are as follows: *Open, Pending, and Approved*.

- **Open** – Initial Value. Student status indicates that there is (potentially) work not yet completed. Both departments and TGS can make updates to student data while in Open Status. Once complete, the student record status can be updated to Pending.
- **Pending** – Student has been submitted for review by TGS. Departments can change the status back to Open for further updates, and TGS can update the status to Approved once it has been reviewed or set it back to Open if more updates are needed.
- **Approved** – Student funding has been approved. Departments can change the status back to Open if adjustments need to be made.

To reiterate – Once a student is moved to a Pending or an Approved status, DGSAs will not be able to update student funding. To update funding, DGSAs must set the student back to an Open status, and then make changes.

**Change to Student Status - “Revision Needed” Email**

When a student is moved by the Graduate School from a Pending or an Approved status back to an Open status, an automatic email will be sent to all DGSAs who are responsible for the student’s funding. The system determines who is responsible for the student’s funding by looking for users who 1) have a DGSA security role, and 2) users who also have Academic Plan security. *Note – as of GSF launch, only moves from an Approved status to an Open status will result in an email. This will be corrected in November 2019.*
**Award Detail 1**

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Locked</th>
<th>Rsrch Asst?</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001512025</td>
<td></td>
<td></td>
<td>BIOLOGY INSTRUCTIONAL CODE</td>
</tr>
<tr>
<td>0001680031</td>
<td></td>
<td></td>
<td>GRAD SCHOOL TRANSCRIPT FEE AWA</td>
</tr>
<tr>
<td>0001680032</td>
<td></td>
<td></td>
<td>GRAD SCHOOL RECREATION FEE AWA</td>
</tr>
<tr>
<td>0001686126</td>
<td></td>
<td></td>
<td>GRAD SCHOOL FEE AWARD PHD</td>
</tr>
<tr>
<td>0001686161</td>
<td></td>
<td></td>
<td>GRAD AWARDS FELLOWSHIP_BIOLOGY</td>
</tr>
<tr>
<td>0001689142</td>
<td></td>
<td></td>
<td>GRAD SCH TUITION AWARD_ARTS AN</td>
</tr>
<tr>
<td>SRF</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Edit** – Click Edit to update student funding (Edit will be “greyed out” if student status is Pending or Approved. Additionally, Edit will be “greyed out” if award is Locked.)
- **Delete** – Click delete to delete the row. (Delete will be “greyed out” if student status is Pending or Approved. Additionally, Delete will be “greyed out” if award is Locked.)
- **Fund Code** – Fund Code number will appear when applying the GradPack or when a new line item is added.
- **Locked** – If checked, the award is locked via the Super User page, and cannot be updated. Contact TGS to make any changes
- **Rsrch Asst?** – The award is tied to research training
- **Description** – Description of the Fund Code pulled from SAP or the name of a Placeholder fund.

**Award Detail 2**

<table>
<thead>
<tr>
<th>Summer II 2019</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
<th>Summer I 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>Fees</td>
<td>Stipend</td>
<td>Tuition</td>
</tr>
<tr>
<td>12000.00</td>
<td></td>
<td></td>
<td>6000.00</td>
</tr>
<tr>
<td>40.00</td>
<td></td>
<td></td>
<td>158.00</td>
</tr>
<tr>
<td>445.25</td>
<td></td>
<td></td>
<td>4600.00</td>
</tr>
<tr>
<td>27840.00</td>
<td>643.25</td>
<td>10600.00</td>
<td>27840.00</td>
</tr>
</tbody>
</table>

- **Term Section** – Each term for the Aid Year is listed at the top of the section
  - Each term has three columns for Tuition, Fees and Stipend
  - Dollar amounts are listed for each fund in the appropriate column
  - Term totals are listed at the bottom of each column
  - Fund Totals are displayed in the right column
**Award Detail 3**

<table>
<thead>
<tr>
<th>Add Line Item</th>
<th>Add/Edit Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a Comment</td>
<td>Notes</td>
</tr>
<tr>
<td>Refresh Totals</td>
<td>Type</td>
</tr>
</tbody>
</table>

| Reason |

**Total Stipend** – Aid year total for the student’s stipend is displayed below all other awards

**Add Line Item** – Click to add another fund code to student funding

**Add a Comment** – Click to add a Comment for a student. Comments are on another page in PeopleSoft. Additional information about Comments at the end of this section.

**Refresh Totals** – Once new funding is added, click the Refresh Total link to update the totals row

**Add/Edit Notes** – Click to add or Edit note for student. There is additional information about Notes at the end of this section.

- If the student is in a Pending or Approved status, DGSAs will not be able to add Notes or Comments from this page. (This functionality will be added in November 2019.)
Add New Student – Projections Page

Adding a New Planning ID

To add a new Planning ID/Dummy Student, use the Add New Student Projection page. This page allows a user to create a new projection.

Navigation – Duke Components> Graduate Student Financials> Use> Add New Student - Projections

- Navigate to the Add New Projection page.
  - Verify that the Empl ID = NEW.
  - Academic Institution = DUKEU
  - Aid Year = current aid year
  - Academic Career = Graduate
- Click the Add Button.

![Add New Projection](image-url)
• Default Information will include
  o The ID will be added using the next sequential number
    ▪ D (dummy), followed by 10 digits, sequencing upward as Dummy Students are added
    ▪ Institution, Aid Year and Career will display
  • Enter or verify the following information for the student Dummy Student in the page.
    o Status should be Open, indicating the projection is ready to be reviewed by the department
    o Reason is New, indicating the projection is ready to be created and reviewed by the department.
      Original Academic Plan should be the creating department Academic Plan
    o Admit Term is the term is the Fall term for the upcoming aid year
    o Reporting Academic Plan should be the creating department Academic Plan
    o Security 1 and 2 Academic Plan is for departments who might share in fiscal responsibility for a
      projection. When adding a student this should be left blank. If another department need to be
      given access to this student’s record, you will need to contact TGS to have other departments
      added.
• Click Save
• After clicking Save, the Projected Funding page will display, with the newly created Dummy Student.
  o Click Search to open the Projected Funding page.

  ![Projected Funding Page](image)

• The Student Award – Projections page will display the data entered into it
  o Student Name will be the selected Academic Plan and sequence number

• Click the Apply GradPack button to add the default funding package for the projection

• Select the desired GradPack Type
  o Options depend on the Reporting Academic Plan and can be Fellowship, Research Assistantship, Teaching Assistantship, Training Grant, and Other.

• Click OK
• The selected funding package will be applied to the Projection, and will display on the page.
  o  Note – Screen shot below does not display entire page.
• Funding is applied row-by-row, with award amounts displaying below the corresponding term column

Adding additional funding

• If a projection/student needs additional funding, click the Add Line Item hyperlink on the left side of the page.
• Add the correct Project/Grant (Fund Code) number.
• Check the Research Assistant box if needed.
• Click Add.

```
Fund Code Add

Hint: leading 000 for 1xxx and 4xxx Fund Codes

Emp ID D1000000008
Academic Institution DUKEU
Aid Year: 2020
Academic Career Graduate
Project/Grant: 3910044

Research Assistant? 

Add Cancel
```

• Add the correct amount in the Tuition, Fees or Stipend column
  o Locked field will be greyed out. (Only the Grad School can lock an award.)
  o Verify if the Research Assistant checkbox should be selected
  o Select the row corresponding to desired term to add dollar amount.
• Click OK.

```
Fund Code Add

ID: D1000000011 Aid Year: 2020

Fund Code: 3910044 Description: 

<table>
<thead>
<tr>
<th>Term</th>
<th>Descr</th>
<th>Tuition</th>
<th>Fees</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1690</td>
<td>2019 Summer Term 2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 1700</td>
<td>2019 Fall Term</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 1710</td>
<td>2020 Spring Term</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 1725</td>
<td>2020 Summer Term 1</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Tuition and Fees: 67026.50 Total Stipend: 23850.00

OK Cancel Apply
```
• If the total Tuition or Fees for any of the semesters are incorrect, you will get a warning message letting you know the incorrect and the correct amounts.

![Warning Message]

• The funding amount will display in the correct term column

<table>
<thead>
<tr>
<th>Fund Code</th>
<th>Locked</th>
<th>Ranch Asset?</th>
<th>Description</th>
<th>Summer II 2019</th>
<th>Fall 2019</th>
<th>Spring 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• When adding or deleting funding, the totals at the bottom of the Funding Grid can display outdated sums. Click the Refresh Totals hyperlink to re-sum the funding. Existing and returning to the page will refresh the sums as well.

<table>
<thead>
<tr>
<th>Add Line Item</th>
<th>Total Stipend</th>
<th>25683.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh Totals</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Deleting Funding

- If a funding source needs to be removed, click the Delete hyperlink.
  - Only students in an Open status can have funds deleted.
  - If a fund is locked, it cannot be removed.

![Table of Funding Sources]

- In the modal window, click Yes

- The funding will now be removed
- Click the Refresh Totals hyperlink to display updated totals.

![Updated Table of Funding Sources]
**Editing Funding**

If a student is in an *Open Status AND if the award is not Locked*, DGSAs can edit/update a fund code directly without having to delete it.

1. Click the Edit hyperlink next to the fund code to be updated. The Fund Code field will be in an editable status.
2. DGSAs will be able to update the Fund Code field, the Research Assistant field, the Health Insurance field, and the amount fields, as needed.

3. Click OK to return to the main page.
DGSAs can create Dummy Students using the process described above to create and then update or edit the student. This student record can then be copied to create a larger group of Dummy Students, useful in the budgeting process. This copy process is described below.

**Copying Planning IDs / Dummy Students**

A larger group of Planning/Dummy Students can be created from an existing student record. This will create a set of identical Dummy Student having the same awards. This can be used for creating records for your new matric’s.

- Navigate to the dummy student to be copied.
- To create identical Planning IDs/Dummy Students, click the Copy Planning IDs hyperlink.

- Add the number of Planning IDs / Dummy Students needed
- Click OK.
- The Projected Funding search page will display, with the Empl ID field populated with the ID number that was used as the template
- Clear the Empl ID field, leaving in the leading “D”. Click the Search button

- A list of all Dummy IDs will be displayed
  - These IDs can be sorted by clicking any of the column names in the Header Row

Each Dummy student can be reviewed and altered as needed.
Adding a Note

Notes (or tags) can be added to student records in GSF. These Notes are brief descriptions of a student situation. Notes can be added on the Projection and Actuals pages.

- Click the Add/Edit Notes hyperlink on the left side of the page. This hyperlink is under the student funding grid.

  ![Add/Edit Notes](image)

- Note Type = Departmental or Graduate School. (DGSAs will only be able to select Departmental.)
- Note Reason – Select the appropriate reason. In this example, Leave of Absence Fall has been selected.
- Click the OK button.

  ![Note Entry](image)

- The Note now displays in the Notes Grid.
  - All Notes added will display.

  ![Notes Grid](image)

The Notes hyperlink will only be active if the student is in an Open Status.

- **Functionality coming in November 2019.**
Removing a Note

- To remove a Note, Click the Add/Edit Notes hyperlink
- Click the ‘minus’ sign next to the Note to remove it.
- Click OK. The Note will be removed from the student record.

Adding a Free Form Note

- To add a note with Free Form text, click the Add/Edit Notes hyperlink.
- Select Departmental Type
- Type the free form text in the Reason field.
  - There is a 30 character limit on this field
- Click OK

- The free form note is displayed in the Notes grid.
Adding a Comment

Comments allow users to add more detailed information about students. New comments can be added from both the Projections and Actuals pages by using the Add a Comment hyperlink. Existing comments can be reviewed using the Review Comments hyperlink. Note – Dummy Students cannot have Comments added.

Add a Comment

- Click the Add a Comment hyperlink.

- A modal window will pop-up. Values for the following fields will filled in.
  
  - **Administrative Function** – FINA
  - **Academic Institution** – Duke University
  - **Comment Category** – GSFCOM
  - **Variable Data** – Aid Year

- Add comments in the Comments field. If a Comment is being added, only the top Comments field is open.

- Click Save. Click the small box in the upper right corner to close window.
**Reviewing / Editing a Comment**

Once added, a Comment(s) can be reviewed by clicking the View Comments link, or by navigating to the Person Comments page (via the Work Center Navigation pane). *Note – Dummy Students cannot have Comments.*

- To view or edit a comment, click the View Comments hyperlink.
  - Note – The View Comments hyperlink only appears if there has already been a comment added.

- A modal window will popup. The student Emplid, the Administrative Function and the Comment Category will be populated.
- Click Search.
- Person Comment page will pop up.
- Initial comment will display in the Comments field for review. This field will not be editable.
- To add an update to the comment, use the Append Comments field.
- After the comment is added, click Save.
- The Appended Comment will be moved to the Comments field.
Deleting a Projected/Planning ID

If a Planning ID / Dummy Student is added inadvertently, or if a department’s planning needs change, it may be required that a Planning ID be deleted. Planning IDs can be deleted on an individual basis.

- Click the Delete this Student from the Database hyperlink at the bottom of the page.

- Click Yes in the pop-up window.

- The dummy ID will be deleted.
  - Be Cautious – This action cannot be undone.
- *Deleting Dummy IDs will be coming in October 2019.*
Reports

GSF provides a set of reports that can be run directly from the WorkCenter. To access these reports, click the Reports tab in the GSF WorkCenter.

DGSAs will only be able to see students in Academic Plans were they have security.

- Click the Reports tab
- Click the Run GSF Reports link

![Image of GSF Report Center]

Reports
GSFProjected Line Item