Graduate Assistant
Lists and Invoicing

Charlotte Shanahan
Agenda

- Introductions
- Overview of process for the Graduate Assistant Lists
- Difference between GAAR and Graduate Assistant List
- Life Cycle of the Graduate Assistant List
- How to fill out the List
- How to fill out the Invoice
- DPSA’s
Why do we use the “List”? 

Graduate Assistant Lists are the official communication between the departments and Accounts Receivable Operations.
Overview

- The information on the Lists is used to produce the Department Invoice.

- This information on the Lists can also affect the students financial aid.

- Best method to protect your department funds.
What is the Difference between the GAAR report and the Graduate Assistant Lists

- The GAAR report is sent out from the Graduate School
  - The Grad students that are currently entered in HR ORACLE

- The Graduate Assistant Lists are started in Accounts Receivable Operations (ARO)
  - Used to build the department invoices
Graduate Assistant Lists

- Why the information is important and what it affects?
- When are the blank lists sent out from ARO to the Departments?
- When should the lists be returned to ARO?
- What happens to the lists?
- Changes and deletes from the original lists?
- Additions to the lists?
- When are the invoices sent out?
What the Lists Affect

- When a name is added to the Graduate Assistant List the tuition amount specified is transferred from the student's account to the department's receivable account.
- This list also affects the student's financial aid and any refunds the student might receive.
Lists are sent out

- The blank lists are sent out to the departments by e-mail in July for the upcoming Fall term and in November for the upcoming Spring term.
- Lists are not used for the summer term. Use DPSA for summer tuition payment.
Please notify Charlotte when a change in the department has occurred for the Graduate Assistant contact person.

Lists should be sent back as quickly as possible so that the students statements are correct.
Life Cycle of the Graduate Assistant List
Life cycle of a Graduate Assistant List

1. Contracts completed and information entered into ORACLE
2. Lists and Memos are sent to the Departments from ARO
3. Depts complete lists and return to ARO (MUST have completed contracts and info must be entered in ORACLE)
4. Completed lists are checked for completeness and forwarded to Fin Aid for input into SAM
5. Lists are returned to ARO for final processing
6. ARO build sponsor contracts to transfer charges to Dept Receivable Accounts
7. Invoices are printed and sent to the departments
8. Depts. complete invoices and return to Graduate School for review and approval
9. Invoices are then sent to ARO to process the journal entry affecting Kuali funds and Dept Budgets
Information needed on the Lists

- Department information
  - Department Name
  - Campus mailing Address
  - Contact Person and phone number

- Only students with signed contracts with information in HR ORACLE

- Only students that will have their tuition paid by the department
Information needed on the Lists (cont’d)

◆ Student Information
  – Student’s CSU ID Number
  – Student’s Full Name

◆ Amount of tuition Assistance
  – Three Choices
   ◆ Full tuition assessed (regardless of residency status)
   ◆ 50% of tuition assessed (regardless of residency status)
   ◆ Specific dollar amount

_Assessed_ means the amount the student is charged for tuition (resident or non-resident)
# Key points on the List

**PAYMENT AMOUNT --- CHECK ONLY ONE CHOICE OR FILL IN AMOUNT**

<table>
<thead>
<tr>
<th>CSU ID</th>
<th>NAME (LAST, FIRST)</th>
<th>FULL*</th>
<th>50%</th>
<th>OTHER AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>TUITION ASSESSED</td>
<td>TUITION ASSESSED</td>
<td>PAID ($ Amount Only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>______</td>
<td>______</td>
<td>____________</td>
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<td>____________</td>
</tr>
</tbody>
</table>
# Transfer for Student

**ID:** 823632858
**User:** CSHAANA

## Account Details

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Term</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>Source Code</th>
<th>Effective Date</th>
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</thead>
<tbody>
<tr>
<td>ATRF</td>
<td>Transfer to 3rd Party Sponsor</td>
<td>200910</td>
<td>1,291.25</td>
<td>2,185.75</td>
<td>722.92</td>
<td>I</td>
<td>12-FEB-2009</td>
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<tr>
<td>ARUP</td>
<td>Installment Amount Due</td>
<td>200910</td>
<td>1,291.21</td>
<td></td>
<td>0.00</td>
<td>I</td>
<td>14-JAN-2009</td>
</tr>
<tr>
<td>ARUP</td>
<td>Installment Amount Due</td>
<td>200910</td>
<td>1,291.21</td>
<td></td>
<td>0.00</td>
<td>I</td>
<td>12-DEC-2008</td>
</tr>
<tr>
<td>ARUI</td>
<td>University Installment Plan</td>
<td>200910</td>
<td>3,873.67</td>
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<td>0.00</td>
<td>I</td>
<td>16-DEC-2008</td>
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<tr>
<td>HHS</td>
<td>Health Insurance - Student</td>
<td>200910</td>
<td>985.00</td>
<td></td>
<td>985.00</td>
<td>X</td>
<td>07-DEC-2008</td>
</tr>
<tr>
<td>TRG7</td>
<td>Tuition, Resident GR PT</td>
<td>200910</td>
<td>2,185.75</td>
<td></td>
<td>0.00</td>
<td>R</td>
<td>11-DEC-2008</td>
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<tr>
<td>EUF</td>
<td>University Facility Fee</td>
<td>200910</td>
<td>70.00</td>
<td></td>
<td>0.00</td>
<td>R</td>
<td>11-DEC-2008</td>
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<tr>
<td>FTC</td>
<td>University Technology Fee</td>
<td>200910</td>
<td>20.00</td>
<td></td>
<td>0.00</td>
<td>R</td>
<td>11-DEC-2008</td>
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<tr>
<td>TFC</td>
<td>Technology Charge - Ag Sci</td>
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<td>0.00</td>
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<tr>
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<td>0.00</td>
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<td>Health Center Charges</td>
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<td>0.00</td>
<td>X</td>
<td>14-NOV-2008</td>
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</table>

## Other Fields

- **Query Balance:** 1,687.92
- **Account Balance:** 1,687.92
- **Amount Due:** 985.00
- **Memo Balance:** 0.00
- **NSF:** 0
- **Receipt:** N

Charge or payment detail code, press LIST for valid values.

Record: 1/?...<DSC>
Department Invoices

- What to fill out on the Department Invoice
  - Kuali account number and object code
  - Amount the department is paying
  - Any changes to the amount billed needs to have some type of reason for the change.

- This reason can be written under the students name on the invoice
For students receiving Tuition Premium (TP)

- Write TP out to the left of the students name. (in the margin)
- For student with special circumstances put some type of note on the invoice so the Graduate school can correctly fill in their information.
### Sponsor Invoice

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Date</th>
<th>AG - Agricultural &amp; Resource Economics</th>
</tr>
</thead>
<tbody>
<tr>
<td>825436438</td>
<td>19-SEP-10</td>
<td>CSU Sponsored Accounts Receivable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8524 Campus Delivery</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fort Collins, CO 80523</td>
</tr>
</tbody>
</table>

#### Student Information

<table>
<thead>
<tr>
<th>Student ID</th>
<th>Description</th>
<th>Charges</th>
<th>Main Account</th>
<th>Main Object</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>828008196</td>
<td>Hou, Lingling</td>
<td>7,397.25</td>
<td>130560</td>
<td>6664</td>
<td>7,397.25</td>
</tr>
<tr>
<td>828487052</td>
<td>Hu, Wenjing</td>
<td>1,387.25</td>
<td>130560</td>
<td>6664</td>
<td>1,387.25</td>
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<tr>
<td>829119059</td>
<td>Janusch, Nicholas Roger</td>
<td>9,510.75</td>
<td>158380</td>
<td>6662</td>
<td>3,717.00</td>
</tr>
<tr>
<td>828346952</td>
<td>McElroy, James Andrew</td>
<td>3,717.00</td>
<td>150980</td>
<td>6662</td>
<td>3,717.00</td>
</tr>
</tbody>
</table>

**ENTERED by 11/15/2010**
Please remember to send the invoice directly to Graduate School. This speeds up processing time.

Please remember that the Graduate School and ARO are dealing with all of the departments on campus not just your dept.
Final Comments

- We know we are asking you to do a lot of work on your end.

- The invoicing process protects your funds.
DPSA’S

- For Graduate Assistants under contract
  - DPSA’s will not be processed until after the department invoices have been printed

- Go thru an approval process
  - Graduate School
  - Financial Aid
  - Provost Office (under some circumstances)

- DO NOT send DPSA’s thru if you have put the student on the Graduate Assistant List.
  - Can cause over refunding and incorrect statements

- Contact Janet Fox 1-6663 for questions on DPSA’s
DPSA’S

- The most current DPSA and MPSA forms can be found at:
  - Accounts Receivable Operations Website
  - Look under Resources
Resources

- Bad Debt Memo
- 2010-2011 Tuition & Fees, Graduate
- 2010-2011 Tuition & Fees, Undergraduate-Resident
- 2010-2011 Tuition & Fees, Undergraduate-Non Resident
- 2010-2011 Tuition & Fees, General Fees
- 2010-2011 Tuition & Fees, Additional Charges
- 2010-2011 Tuition & Fees, Technology Charges
- Spring 2011 Student Newsletter
- Spring 2011 Student Account Overview
- Aries Critical Dates Calendar as of 5/12/2010
- Aries Access Request Forms and Operational Data Store (ODS)
- TWARBUS User Guide
- Department Payment to Student Account Form - DPSA
- Modified Payment to Student Account Form - MPSA
- ARIES Transaction Upload Sheet
- Fall 2010 Student Accounts Newsletter
- Fall 2010 Student Account Activity Overview