Financial Management Office
New Grant-in-Aid Tab
Scholarship/Fellowship
Part 2

July 1, 2015
What’s New?

• New Disbursement Voucher (DV) tab called “Grant-in-Aid”

• Reduction of 65XX Object Codes from 24 to six (6)
Advantages of the Grant-in-Aid Tab?

• Eliminates use of DISB-26/36 forms
• Eliminates scanning and attaching forms
• Assists users in selecting the correct object code
• Assists Financial Aid Office to track payments of UH Students
• Provides Help link to AP 8.561, Tax Treatment Non-Svc Fin Asst. for Individuals
65XX Series Object Codes Reduced

- Original 24 object codes reduced to six (6) object codes
- New object codes designed to simplify usage
- The six object codes are more generic, i.e., can be used for US or NRA (Foreign) payees
- No more ambiguous codes, e.g., T, F, R, or NR
Revised 65XX Series Object Codes

- 6500 - Grant-In-Aid, Scholarship/Fellowship
- 6503 - Grant-In-Aid, Shship/Felship (Reportable)
- 6510 - Grant-In-Aid, Tuition
- 6514 - Grant-In-Aid, Tuition (Loan Repayment)
- 6540 - Grant-In-Aid, Travel
- 6543 - Grant-In-Aid, Travel (Reportable)
What Object Codes Merged into 6500, G-IN-AID SHSHP/FELSHIP?

- 6520 - G-IN-AID, FELLOWSHIPS (NR)
- 6521 - G-IN-AID, FELLOWSHIPS (R)
- 6530 - G-IN-AID, STIPENDS (NR)
- 6531 - G-IN-AID, STIPENDS (R)
- 6561 - G-IN-AID, TRNEE-BD/LODG (R)
- 6570 - G-IN-AID, TRNEE-BOOKS/SUP (NR)
- 6581 - G-IN-AID, TRNEE-DEPEND ALW (R)
What Object Codes Merged into 6503, G-IN-AID, SHSHIP/FELSHIP (REPORTABLE)?

- 6523 - G-IN-AID, FELLOWSHIPS (F,R)
- 6533 - G-IN-AID, STIPENDS (F,R)
- 6573 - G-IN-AID, TRNEE-BOOKS/SUP (F,R)
- 6583 - G-IN-AID, TRNEE-DEPEND ALW (F,R)
- 6593 - G-IN-AID, SCHOLARSHIP (F,T)
What Object Codes Merged into 6510, G-IN-AID, TUITION?

- 6511 - G-IN-AID, TUITION (R)
- 6513 - G-IN-AID, TUITION (F,R)
What Object Codes Merged into 6540, G-IN-AID, TRAVEL?

- 6541 - G-IN-AID, TRAVEL (R)
- 6550 - G-IN-AID, PER DIEM (NR)
- 6551 - G-IN-AID, PER DIEM (R)
What Object Code Merged into 6543, G-IN-AID, TRAVEL?

- 6553 - G-IN-AID, PER DIEM (F,R)
What Does the New Tab Look Like?

- Two optional fields
- Four radio buttons, i.e., only one can be selected
- Help link to A8.561
When Required?

• Effective July 1, 2015, the *Grant-in-Aid* tab will be required to be completed when users select DV Payment Reason S, *Grant-in-Aid Stipends*. 
Five Grant-in-Aid Tab Examples

• UH Student receiving a fellowship payment

• Post Doc fellow receiving a fellowship payment

• NRA (Foreign) Post Doc fellow receiving a fellowship payment

• UH Student or US Post Doc performing services

• Any US or NRA (Foreign) Person Who Is an Employee
Example 1 - UH Student Receiving a Fellowship Payment

• Object code 6500

• Student UH ID Number: 12345678

• Select Button #1 - Qualified Educational Expenses

   ❖ Payment Reject
     ☐ KFS will direct that payment be processed in Banner
Errors found in this Section:
- This payment is not allowed on a Disbursement Voucher. Payee is a UH student and payment should be processed in Banner.

Information for Financial Aid

1. Enter a 8-Digit UH ID Number (found on UH ID card): 12345678
2. Enter Semester/Term for Fellowship/Stipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):

Type of Payment

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):
2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):
3. Services Performed:
4. Expenses under Accountable Plan (Employment related):
Example 2 - Post Doc Fellow Receiving Fellowship Payment

- Object Code 6500
- Select Button #2 – Non-Qualified Educational Expenses
  - Vast majority of fellowship payments
  - US Citizens and Resident Aliens
**Disbursement Voucher**

- **Doc Nbr:** 1287126
- **Status:** ENROUTE
- **Initiator:** dkslee
- **Created:** 08:35 AM 05/18/2015

- **Payment Information**
  - **Payment Reason Code:** S - Grant-in-Aid Stipends, etc-6400-6599
  - **Payee ID:** 36244-9
  - **Is this a foreign payee:** No

### Accounting Lines

<table>
<thead>
<tr>
<th>Source</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object Code</th>
<th>Sub-Object Code</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>SW Systemwide</td>
<td>11344222</td>
<td>6500</td>
<td>6500</td>
<td>SCHOLARSHIP/FELLOWSHIP</td>
<td></td>
<td>100.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Information for Financial Aid**

1. Enter a 8-Digit UH ID Number (found on UH ID card):
2. Enter Semester/Term for Fellowship/Stipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):

**Type of Payment**

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):
2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):
3. Services Performed:
4. Expenses under Accountable Plan (Employment related):
Example 3 - NRA (Foreign) Post Doc Fellow Receiving Fellowship Payment

- Object Code 6503 or 6543
- Select Button #2 – Non-Qualified Educational Expenses
  - Majority of NRA (Foreign) Payments
**Disbursement Voucher**

- **Doc Nbr:** 1287125
- **Status:** ENROUTE
- **Initiator:** dkslee
- **Created:** 08:30 AM 05/18/2015

- **Payment Information**
  - **Payment Reason Code:** S - Grant-in-Aid Stipends, etc-6400-6599
  - **Is this a foreign payee:** Yes

- **Accounting Lines**

<table>
<thead>
<tr>
<th>Source</th>
<th>Chart</th>
<th>* Account Number</th>
<th>Sub-Account</th>
<th>* Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>* Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SW</td>
<td>1134422</td>
<td>FINANCIAL MANAGEMENT OFFICE</td>
<td>6503</td>
<td></td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
</tbody>
</table>

- **Grant-in-Aid**

**Information for Financial Aid**

1. Enter a 8-Digit UH ID Number (found on UH ID card):
2. Enter Semester/Term for Fellowship/Stipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):

**Type of Payment**

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.): 
2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):
3. Services Performed:
4. Expenses under Accountable Plan (Employment related):
Example 4 - UH Student or US Post Doc Performing Services

- Object Code 6500 or 6540
- Select Button #3 - Services Performed

- Payment Reject
  - Process on PO w/Non-Employee Invoice
Errors found in this Section:
- This payment is not allowed on a Disbursement Voucher. Payee is an independent contractor and payment should be on a Purchase Order (PO) using a non-employee invoice.

Information for Financial Aid

<table>
<thead>
<tr>
<th>1. Enter a 8-Digit UH ID Number (found on UH ID card):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Enter Semester/Term for Fellowship/Stipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Type of Payment

<table>
<thead>
<tr>
<th>1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. Services Performed:</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. Expenses under Accountable Plan (Employment related):</th>
</tr>
</thead>
</table>
Example 5 - Any US or NRA (Foreign) Person Who is an Employee

- Object Code 6500, 6503, or 6543
- Select Button #4 - Expenses under Accountable Plan

- Payment Reject
  - Applicable only to Employees for travel expenses
  - UH Accountable Plan applies to the extent of receipts provided in order not to be reportable
**Disbursement Voucher**

- **Doc Nbr:** 1287126
- **Status:** SAVED
- **Initiator:** dksee
- **Created:** 08:35 AM 05/18/2015

**Backdoor Id dksee is in use**

1 error(s) found on page.

**Payment Information**

- **Payment Reason Code:** 5 - Grant-in-Aid Stipends, etc-6400-6599

**Is this a foreign payee:** No

**Accounting Lines**

- **Chart:** SW 1134422
- **Account Number:** Systemwide
- **Sub-Account:** G-IN-AID, SCHOLARSHIP/FEWERSHIP
- **Object:** 6500
- **Sub-Object:** G-IN-AID, SCHOLARSHIP/FEWERSHIP
- **Project:**
- **Org Rcn Id:**
- **Amount:** 100.00

**Grant-in-Aid**

**Information for Financial Aid**

1. Enter a 8-Digit UH ID Number (found on UH ID card):

2. Enter Semester/Term for Fellowship/Slipend: (Example: SPRING/20XX, SUMMER/20XX, or FALL/20XX):

**Type of Payment**

1. Qualified Educational Expenses (Includes tuition, fees, books, supplies, etc.):
2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.):
3. Services Performed:
4. Expenses under Accountable Plan (Employment related):
Example Summary

- **UH Student – Qualified Educational Expenses:** Process in Banner
- **Post Doc/Student/NRA (Foreign) – Non-Qualified Educational Expenses:** OK
- **Performing Services:** Process on Purchase Order, Non-employee Invoice
- **Expenses under Accountable Plan:** Individual must be an employee
Object Codes to Remember

- US Citizens and Resident Aliens
  - 6531 > 6500
  - 6541 > 6540

- NRA (Foreign)
  - 6533 > 6503
  - 6543 > 6543
Summary

• New Grant-in-Aid Tab
  o Eliminates use of DISB-26/36 forms
  o Eliminates scanning and attaching forms
  o Assists users in selecting the correct object code
  o Assists Financial Aid Office to track payments of UH Students
  o Provides Help link to AP 8.561, Tax Treatment Non-Svc Fin Asst. for Individuals

• Reduction of 65XX Series Object Codes
  o Original 24 object codes reduced to six (6) object codes
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  o No more ambiguous codes, e.g., T, F, R, or NR
DISCLAIMER

For US Citizens and Resident Aliens:

• UH will no longer report some of these payments on IRS Form 1099-MISC

• However, these payments maybe considered reportable income to the payees

• Payees may need to self-report on their personal income tax returns
Questions?

Please email us at uhdisb2@hawaii.edu
Financial Management Office

Thank you for attending this presentation.

Contact Information available on the FMO website at:
http://www.fmo.hawaii.edu/payment_reimb/index.html#tab9