



UNIVERSITY
of HAWAII®
SYSTEM

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, Scholarship/Fellowship (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

Grant-in-Aid [Help Link to AP 8.561](#)

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):

Both Fields are OPTIONAL

Button #1

Button #2

Button #3

Button #4

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

Grant-in-Aid  hide**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 Backdoor Id dkslee

| | | |
|--------------------------|-------------------------------------|---------------------------------------|
| Doc Nbr: 1287126 | Status: ENROUTE | Copied from Document Id: 12871 |
| Initiator: dkslee | Created: 08:35 AM 05/18/2015 | |

Document was successfully submitted.

Payment Information

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

* **Payee ID:** 30244-0

Is this a foreign payee: No

Check Enclosure: No

Accounting Lines hide detail

| Source | | | | | | | | | |
|------------------|------------------|---|-------------------------|---|------------|---------|------------|----------|---------|
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| 1 | SW Systemwide | 1134422 FINANCIAL MANAGEMENT OFFICE | | 6500 G-IN-AID, SCHOLARSHIP/FELLOWSHIP | | | | 100.00 | |
| Line Description | Invoice Number | Invoice Date | Goods/Services Provided | | | | | | |

Grant-in-Aid hide

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 | Copied from Document Id: 12871 |
| | Initiator: dkslee | Created: 08:30 AM 05/18/2015 | |

Document was successfully submitted.

Payment Information

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

Is this a foreign payee: Yes

Check Enclosure: No

Accounting Lines ? hide detail

| Source | | | | | | | | | |
|------------------|------------------|--|-------------|---|------------|---------|------------|----------|---------|
| | * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Ref Id | * Amount | Actions |
| 1 | SW Systemwide | 1134422 FINANCIAL MANAGEMENT OFFICE | | 6503 G-IN-AID, SHSHIP/FELSHIP (REPORTABLE) | | | | 100.00 | |
| Line Description | | Invoice | Invoice | Goods/Services | | | | | |
| | | Number | Date | Per Invoice | | | | | |

Grant-in-Aid ? hide

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.): | <input type="radio"/> |
| 2. Non-qualified Educational Expenses (Includes room, board, travel costs, etc.): | <input checked="" type="radio"/> |
| 3. Services Performed: | <input type="radio"/> |
| 4. Expenses under Accountable Plan (Employment related): | <input type="radio"/> |

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

Grant-in-Aid  hide**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

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 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 Backdoor Id dkslee is in use

| | | | | | |
|------------|---------|----------|---------------------|--------------------------|---------|
| Doc Nbr: | 1287126 | Status: | SAVED | Copied from Document Id: | 1287125 |
| Initiator: | dkslee | Created: | 08:35 AM 05/18/2015 | | |

1 error(s) found on page.

Payment Information

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

Is this a foreign payee: No

Check Enclosure

Accounting Lines hide detail

Source import lines

Errors found in this Section

- The Object Code 6500 is not allowed on this document. Allowable Object Code(s) include: 6540. To find a valid Object Code, use the lookup icon and enter a valid value in the Object Code field on the search and return a valid value. (Troubleshooting information: parameter: GRANT_IN_AID_ACCOUNTABLE_PLAN_OBJECT_CODE, module: KFS-FP, component: DisbursementVoucher)

| * Chart | * Account Number | Sub-Account | * Object | Sub-Object | Project | Org Key Id | * Amount | Actions |
|------------------|--|-------------|---|------------|---------|------------|----------|---------|
| SW Systemwide | 1134422 FINANCIAL MANAGEMENT OFFICE | | 6500 G-IN-AID, SCHOLARSHIP/FELLOWSHIP | | | | 100.00 | |

1

| Line Description | Invoice Number | Invoice Date | Goods/Services |
|------------------|----------------|--------------|----------------|
| | | | |

Grant-in-Aid hide

Information for Financial Aid

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

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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**

- 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

- **Reduction of 65XX Series Object Codes**

- Original 24 object codes reduced to six (6) object codes
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- 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



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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