GradStar Activity Report

The GradStar Activity Report page retrieves information from GradStar based on selected parameters. You can now run reports and export them to excel. **Please note**: this page *combines* all parameters/filters entered and works to limit the returned search results.

Navigation: ConnectCarolina NavBar, Navigator, Student Admin Menu, GradStar, GradStar Activity Report

*Time Parameter (Choose at least one)

Time Parameter

Date Source [▾]   From Date [ ] [31]   To Date [ ] [31]

Fiscal Year [ ]

Aid Year [ ] 🔍

From Term [ ] 🔍   To Term [ ] 🔍

☐ Include Inactive Awards

[Search]

[Clear Search Parameters and Results]

*Choose at least one more Parameter

CFS Funding ⑦

Fund Code [ ] 🔍

Source [ ] 🔍

Account [ ]

Department% [ ] 🔍

Project ID [ ] 🔍

Program Code [ ]

Cost Code 1 [ ]

Cost Code 2 [ ]

Cost Code 3 [ ]

WildCard Award Type

Award Type% [ ] 🔍

Single Amount

Amount [0.00]

User Department ⑦

User Dept [ ] 🔍

HR Job Data

Job Code [ ]

Student

Student ID [ ] 🔍

Department [ ] 🔍

Acad Prog [ ] 🔍

Acad Plan [ ] 🔍

^Sub-Plan [ ] 🔍

Tuition Group [ ] 🔍

Residency [ ] 🔍

1. Start by selecting ONE time parameter for your report.

2. Follow by selecting at LEAST one more parameter/filter for your report.

3. Click on SEARCH to see downloadable results.

Time Parameter		Description
Data Source		Enter the date range for the following four sources of data from GradStar
	CBM Export	Date range for awards that are exported to CBM to complete the budget checking process before being compiled into a journal and processed.
	Create Dt	Award data included within a specific time frame.
	FA Export	Award data exported to the Financial Aid department.
	Last UpdDt	Award data updated within a specific time frame.
Fiscal Year		Fiscal Year 2022 includes July 1, 2021 to June 30, 2022. Fiscal Year is calculated on CBM Export Date.
Aid Year		Aid Year 2022 includes Fall term 2021, Spring 2022
From/To Term		If you want to include information for only one term, enter in the From Term field.

The second set of parameters are broken down into some general groups: Funding, Student, and award data. Please note the difference between the Department fields in each group as they work differently and may not be the same.

CFS Funding		Description
	Fund Code	Enter the 5-digit Fund code used in the CFS for an award.
	Source	Enter the 5-digit Source code used in the CFS for an award.
	Account	Enter the 6-digit Account code assigned to the CFS for an award.
***NOTE:	Department%	Enter the 6-digit Department code used in the CFS for an award. The is only the department number used in the CFS row for an award and my be different from a student's department or the department budget used to pay for an Instate or Remission award for a student. **Additional functionality**: You can use % as a wild card to broaden your search. For example, entering 30240% will return ALL rows that include a department number in the CFS that starts with 30240x .
	Project ID	Enter the 7-digit Project code if used in the CFS for an award
	Program Code	Enter the alpha/numeric Program code if used in the CFS for an award
	Cost Code 1,2,3	Enter any Cost code/s if used in the CFS for an award
Wild Card Award Type		
***NOTE:	Award Type%	Enter the Award Type code. **Additional functionality**: You can use % as a wild card to broaden your search. For example, entering TG% will return ALL rows that include a TGx used in the Award Type and display results for Training Grant related awards for both graduate (G) and undergraduate (U) students.
Single Amount		
	Amount	Enter the Amount of an award
User Department		
***NOTE:	User Dept	The User Department number is the same number entered in the Instate and Remission Funding box on the top right side of the GradStar Maintenance page. Each GradStar campus user is set-up with access to designated department numbers in order to use only specified budgets when giving Instate, Remission, and Pre-paid/Non-Monetary awards. It is important to keep in mind, the User Department number may not match a Student's department number or a CFS Funding department number used on the same award.

Please review the screenshots below, taken from the GradStar Maintenance page. The arrows point to the columns where the USER Dept displays for all three types of awards it can impact. The User dept. may be different from a Student's department (displayed on the top of the GradStar Maintenance page) and/or any department number used in a cfs on the page.

Pre-paid/Non-Monetary Active Award Total $500.00 ⓘ

	*Award Type	Award Description	*Funding Department	Amount	Status	*Description	
1	NON	Non-monetary	319100	500.00	Act ˅	camera	➕

Instate (INS) and Tuition (TUI)

	*Award Type	Fund	Source	Account	Funding Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Amount	Status	Description	Instate Dept
1	Instate Tuition Award	20130	12001	568810	390100		EJ102				5276.00	Act ˅	Instate Tuition	319100

Remission (REM)

	Award Type	Fund	Source	Account	Funding Dept	Project ID	Program	Cost Code 1	Cost Code 2	Cost Code 3	Amount	Status	Description	Rem Dept
1	Rem Tuit										9146.00	Act ˅	Remission Tuiti	319100

HR Job Data		Description
	Job Code	Enter the student's job code from GradStar.
Student		
***NOTE:	Student ID	Enter the PID for a student. Please note you can enter a student's name by clicking on the spy glass and then selecting **Advanced Lookup** to expand the options of search criteria.
***NOTE:	Department	Enter the Student's department number. This department number is displayed on the top of the GradStar Maintenance page. Please note if a student is associated with two department numbers due to academic degrees, only one is designated when the student's GradStar Eligibility is activated and only one will display in GradStar.
	Acad Prog	Enter an Academic Program
	Acad Plan	Enter an Academic Plan
***NOTE:	Sub-Plan	Enter an Academic Sub-Plan. Please note an Academic Plan must first be entered.
	Tuition Group	Enter a Tuition Group
	Residency	Enter a Residency status

Once you have a Time Parameter and at least ONE MORE Parameter/Filter selected, you can click on the Search button to display results on the page.

If you'd like your results to include Inactive Awards, click the checkbox next to Include Inactive Awards, located right above the Search button, before clicking on the Search button.

Search results on the GradStar Activity Report page which display more than the typical 300 row limit can be downloaded to an Excel spreadsheet. Please note there are five tabs, each with unique columns or you can display all the columns at the same time by clicking on the Show All Columns icon 🖼 at the end of the Tabs.

Search Results display

Award Tab

Search Results

Personalize | Find | View 100 | | | First ◄ 1-880 of 880 ► Last

	Award	CFS + JobData	Financial Aid	Student Career	Audit Info				
	Term	Term Descr	Name	ID	User Dept	Award Type	Award Type Description	Amount	Award Status	User Added Description

CFS + JobData

Search Results

Personalize | Find | View 100 | | | First ◄ 1-880 of 880 ► Last

	Award	CFS + JobData	Financial Aid	Student Career	Audit Info							
	Fund	Source	Account	Funding Dept	Project ID	Program Code	Cost Code 1	Cost Code 2	Cost Code 3	Job Code	Fiscal Year	CBM Exp Dt	Create CBM Export

Financial Aid

Search Results

Personalize | Find | View 100 | | | First ◄ 1-880 of 880 ► Last

	Award	CFS + JobData	Financial Aid	Student Career	Audit Info		
	Aid Year		Item Type		Fin Aid Exp Dt		Create Financial Aid Export

Student Career

Search Results

Personalize | Find | View 100 | | | First ◄ 1-880 of 880 ► Last

	Award	CFS + JobData	Financial Aid	Student Career	Audit Info										
	Last Name	First Name	Acad Career	Student Dept	Acad Prog	Acad Group	Degree	Degree Description	Acad Plan	Acad Sub-Plan	Acad Load	Citizenship	Residency	Tuition Group	Est Billing Units

Audit Info

Search Results

Personalize | Find | View 100 | | | First ◄ 1-880 of 880 ► Last

	Award	CFS + JobData	Financial Aid	Student Career	Audit Info			
	Created By User ID	Created by Name	Created Date Time	Last Update User ID	Last Update Name	Last Update DateTime

Helpful Search Parameter Combinations

Time Parameter	Additional Parameter(s)	Search Result
Leave blank	Student PID	Returns all awards for student for all terms
Term	CFS Funding Department	Returns awards only with selected department number in the CFS • Does not include REM or NON-Monetary awards because there is no CFS associated with these award types on GradStar Maintenance Page • Includes all other award types for <u>selected</u> dept CFS
Term	Student Department	Returns all awards for students assigned to selected department number (does not matter who entered award)
Term	User Department	Returns awards entered by the user DEPT entered on the GradStar maintenance page (INS, REM, and NON)
Term	CFS Funding Department + User Department	Returns all awards for selected department number in the CFS **or** all awards entered by the selected User Department.
Term	Student Department + User Department	Returns all awards for selected student department **and** all awards entered by the User Department.
Term	CFS Funding Dept + Student D	Returns all awards for selected department number in the CFS **and** all awards for students in the selected department.
Fiscal Year	CFS Funding Dept	Returns all awards for selected department number in the CFS exported to CBM during fiscal year.
Date Source: CBM Export	CFS Funding Dept	Returns all awards for selected department number in the CFS exported to CBM during specific time frame. May be helpful if looking for partial Fiscal year data.

Queries from Query Viewer
Navigation: ConnectCarolina NavBar, Navigator, Student Admin Menu, Reporting Tools, Query

NC_GSTAR_019_REM_BUDG_REW_ALL – Rem budget	Returns summary amount by dept of remission for User Department entered on GradStar Maintenance page. Results are all programs – used by **Grad School**
NC_GSTAR_019_REM_BUDG_REW_COMP - Rem budget For campus users, their dept only	Returns summary amount by dept for User Department entered on GradStar Maintenance page Same as using Activity report Terms + REM + User Dept, except Activity report has detail
NC_GSTAR_020_INS_BUDG_REW_ALL - Instate budget	Returns summary amount by dept for User Department entered on GradStar Maintenance page Results are all programs – used by **Grad School**
NC_GSTAR_020_INS_BUDG_REW_COMP – Instate budget For campus users, their dept only	Returns summary amount by dept for User Department entered on GradStar Maintenance page Same as using Activity report Terms + INS + User Dept, except Activity report has detail
NC_GSTAR_044E_RES_WITH_REM	Returns detail awards for students who have NC residency but have a remission award in GradStar.