

# DEPARTMENT SPONSORED STUDENT BILLING

Accounts Receivable Operations

970-491-3419

[bfs\\_ar\\_sponsor@mail.colostate.edu](mailto:bfs_ar_sponsor@mail.colostate.edu)

- ▶ Department sponsored student billing allows departments with Grad Assistants and/or GRA-Predocs to pay for tuition and/or fees on behalf of a student.
- ▶ Tuition and/or fees are transferred from the student's account to a receivable account for the department.
- ▶ Electronic process allows flexibility for the department to add, change and delete students at their convenience.
- ▶ Electronic process places accountability within the departments.

## WHY USE DEPARTMENT BILLING?

1. Department creates list of Grad Assistants and/or GRA-Predocs.
2. Department uploads template to ARO web portal.
3. Office of Financial Aid reviews uploaded students to record any changes which could affect student's financial aid.
4. Department uploads adds, changes or deletes until cutoff date established by ARO.
5. ARO invoices departments for tuition and/or fees (usually 10 days after census date).

HOW DOES THE ELECTRONIC PROCESS  
WORK?

6. Department assigns applicable KFS account and object code (including sub-account and sub-object if needed) in ARO portal to individual student which is where charges will be paid from.
7. Fiscal officer or delegate of KFS account approves accounting.
8. Grad School reviews department's submissions of completed invoices. Upon review, Grad School approves or denies department submissions. If denied, invoice is routed back to department for corrections – if at any stage the invoice is denied, it is routed back to the department for corrections.
9. ARO creates new detail codes in Banner, as needed.
10. ARO submits TWARBUS batch for funds transfer which will pay the invoice.

ELECTRONIC PROCESS CONT'D

- ▶ Chrome
- ▶ Internet Explorer 10 or 11
  - ▶ Turn compatibility view off

SUPPORTED INTERNET BROWSERS

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.

## Accounts Receivable Operations

**Location:** Howes Street Business Center, 1st Floor **Mailing Address:** 6024 Campus Delivery, Fort Collins, CO 80523-6024 **Physical Address:** 555 S Howes St.

### Business Hours

8:30 AM - 4:30 PM M-F

### Contact Us

### Payment Options



### Contact Information

**Email:** [AROperations@colostate.edu](mailto:AROperations@colostate.edu)

**Phone:** (970) 491-2697

**Fax:** (970) 491-2452

### CSU Department Resources

- Tuition and Fees
- Aries Critical Dates Calendar for Jan 2018 - June 2019
- Aries Critical Dates Calendar for Jan 2019 - June 2020
- ARIES User Account Request Form
- TWARBUS Access Request Form
- Banner 9 TWARBUS User Guide
- Managing Department Receivables
- Department Payment to Student Account Form - DPSA
- Modified Payment to Student Account Form - MPSA
- ARIES Transaction Upload Sheet
- Graduate Assistants and GRA-Predocs portal INSTRUCTIONS
- Graduate Assistants and GRA-Predocs portal PRODUCTION
- Graduate Assistants and GRA-Predocs portal TEST



## ACCESSING THE PORTAL THROUGH ARO WEBSITE

[HTTP://WWW.AROWEB.COLOSTATE.EDU/DEPTS/ALR.ASPX](http://www.aroweb.colostate.edu/depts/alr.aspx)

CLICK ON GRADUATE ASSISTANT AND GRA-PREDOCS PORTAL

HOME ▶

ACCOUNTS PAYABLE ▶

ACCOUNTS RECEIVABLE ▶

CAMPUS SERVICES ▶

MERCHANT SERVICES ▶

SPONSOR BILLING ▶

## Welcome to the Business and Financial Systems

You must [Login](#) before accessing any secure pages.

### Attention Fiscal Officers

View pending and processed cylinder invoices [click here !](#)

ARO PORTAL  
DEPARTMENT OF BUSINESS & FINANCIAL SERVICES CAMPUS PORTAL  
[HTTP://WSNET2.COLOSTATE.EDU/CWIS12/BFSAPP/DEFAULT.ASPX](http://wsnet2.colostate.edu/cwis12/bfsapp/default.aspx)

LOGIN WITH CURRENT ENAME AND PASSWORD

[HOME](#)[ACCOUNTS PAYABLE](#)[ACCOUNTS RECEIVABLE](#)[CAMPUS SERVICES](#)[MERCHANT SERVICES](#)[SPONSOR BILLING](#)[Sponsor Billing](#)

## Welcome to the Business and Financial Systems Campus Portal

You must [Login](#) before accessing any secure pages.

### Attention Fiscal Officers

Processed cylinder invoices [click here !](#)

[Student Lookup](#)[Dept List](#)[Student Upload](#)[Student Contract Upload](#)[Sponsor Dept Maintenance](#)[Sponsor Reports](#)[Sponsor Billing History](#)[Sponsor Invoice](#)[GRA Predoc Template File](#)[Grad Assistant Template File](#)[User Guide](#)

TO UPLOAD A TEMPLATE: SELECT STUDENT UPLOAD.

TO CHANGE, ADD OR DELETE A PENDING STUDENT: SELECT STUDENT LOOKUP OR DEPT LIST.

TO CHANGE OR DELETE A PROCESSED STUDENT: SELECT STUDENT LOOKUP.

TO VIEW THE STATUS OF A STUDENT (PENDING OR PROCESSED): SELECT STUDENT LOOKUP.

TO REVIEW INVOICE AND ENTER ACCOUNTING INFORMATION: SELECT SPONSOR INVOICE.

STUDENT CONTRACT UPLOAD, SPONSOR DEPT MAINTENANCE, SPONSOR REPORTS AND SPONSOR BILLING HISTORY BUTTONS ARE FOR ARO USE ONLY.



NOT PRODUCTION, MACHINE: WSNTDEV2    Current Logged in user: kchacon    Logout    Department of Business & Financial Services Campus Portal

- HOME
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- CAMPUS SERVICES
- MERCHANT SERVICES
- SPONSOR BILLING

## Student Upload

Status message: Ready

File Templates:

- Download GRA Predoc Template File
- Download Grad Assistant Template File

Please Select Dept and Student:  
Current Sponsors/Depts for : kchacon

NOT PRODUCTION, MACHINE: WSNTDEV2    Current Logged in us

- HOME
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- CAMPUS SERVICES
- MERCHANT SERVICES
- SPONSOR BILLING

## Student Uplo

Status messag

- Student Lookup
- Dept List
- Student Upload
- Student Contract Upload
- Sponsor Dept Maintenance
- Sponsor Reports
- Sponsor Billing History
- Sponsor Invoice
- GRA Predoc Template File
- Grad Assistant Template File
- User Guide

## DOWNLOAD TEMPLATE FROM PORTAL

TEMPLATES ARE LOCATED ON THE STUDENT UPLOAD PAGE OF THE PORTAL AND FROM THE DROPDOWN MENU UNDER THE SPONSOR BILLING HEADING – DOWNLOAD TEMPLATES AS NEEDED.

TEMPLATES ARE SPECIFIC TO GRAD ASSISTANTS AND GRA-PREDOCS TEMPLATES CANNOT BE MODIFIED.

Copy of Fellows and Trainees Blank Template (004).xlsx - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Styles

Calibri 11

General

Default

Good

G11

	A	B	C	D	E	F
1	STUDENT'S CSU ID	CHANGE TYPE (Use A or leave blank for add, C for change, or D for delete)	FULL TUITION ONLY	FULL TUITION/FEES	OTHER AMOUNT PAID	
2						
3						
4						

Use the template provided by ARO located on the portal webpage.

- Must contain valid CSU ID number
- Must select either column C, D or E
- Must have 'X' in either column C or D
- Must have dollar amount in column E; dollar amount cannot exceed \$20000.00

Template is locked. Extra columns for names and notes will not be allowed.

Save template to a local drive.

Copy of Graduate Assistants Blank

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Clipboard Font Alignment Number Conditional Formatting

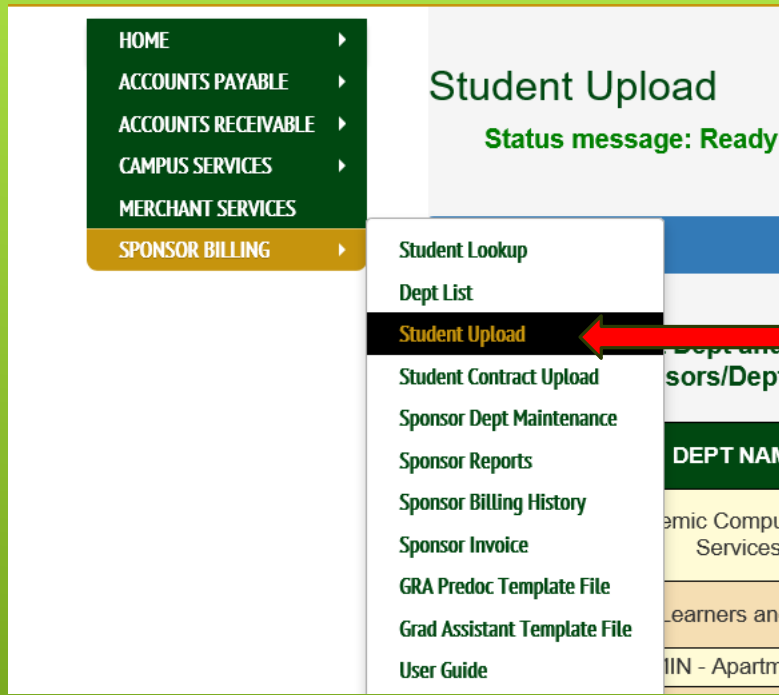
Calibri 11

General

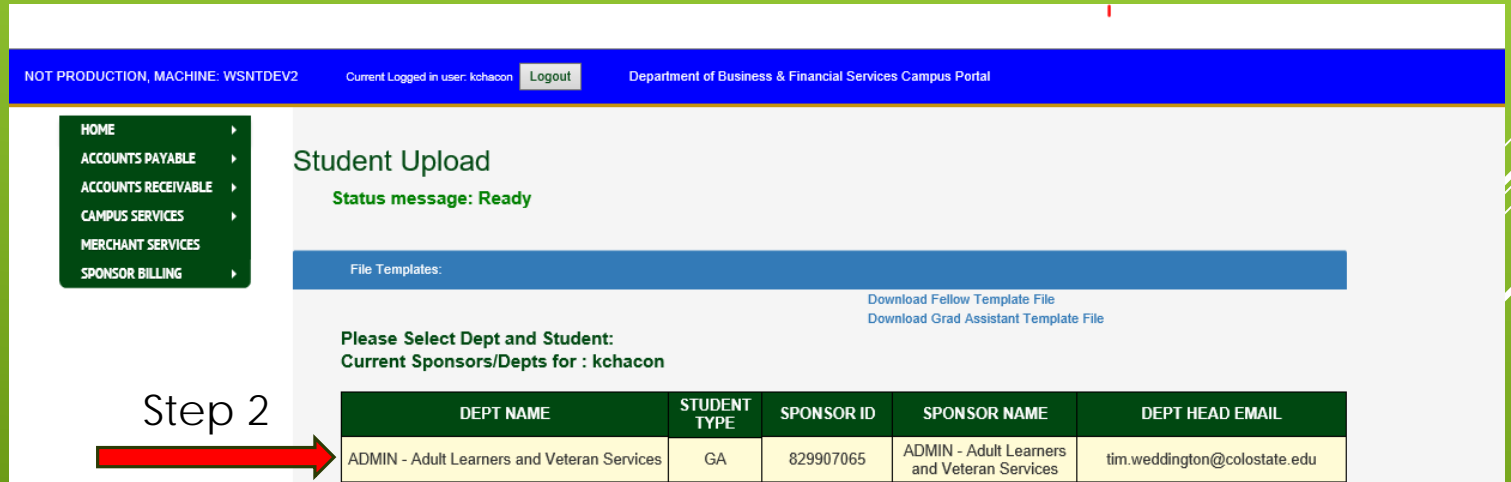
F1

	A	B	C	D	E	F
1	STUDENT'S CSU ID	CHANGE TYPE (Use A or leave blank for add, C for change, or D for delete)	.5FTE	.25FTE	OTHER AMOUNT PAID	
2						
3						
4						
5						

CREATE TEMPLATE



Step 1



Step 2

# UPLOAD TEMPLATE

STEP 1. SELECT STUDENT UPLOAD

STEP 2. SELECT DEPARTMENT

NOT PRODUCTION, MACHINE: WSNTDEV2    Current Logged in user: kchacon    Logout    Department of Business & Financial Services Campus Portal

- HOME ▶
- ACCOUNTS PAYABLE ▶
- ACCOUNTS RECEIVABLE ▶
- CAMPUS SERVICES ▶
- MERCHANT SERVICES ▶
- SPONSOR BILLING ▶

## Student Upload

**Status message: Ready**

**Sponsor ID: 829907065**

**Dept Name: ADMIN - Adult Learners and Veteran Services**

Browse...    Upload File    Term: 201790

**Please Upload File for Student Graduate Assistant**

Open

Common > SPONSOR > Fall 15 Dept templates > uploaded files

Organize    New folder

Name	Date modified	Type
8004GA (2).xlsx	8/31/2015 1:20 PM	Microsoft
8004GA.xlsx	8/13/2015 11:08 A...	Microsoft
8008GA.xlsx	8/11/2015 9:56 AM	Microsoft
8011GA.xlsx.xlsx	8/11/2015 9:54 AM	Microsoft
8015GA.xlsx	8/12/2015 10:43 A...	Microsoft
8032GA.xlsx	8/25/2015 1:11 PM	Microsoft
8033GA.xlsx	8/13/2015 3:53 PM	Microsoft
8040GA(2).xlsx	8/13/2015 3:53 PM	Microsoft
8040GA.xlsx	8/13/2015 1:51 PM	Microsoft
8043GA.xlsx	9/4/2015 11:22 AM	Microsoft
8048GA.xlsx	8/11/2015 11:54 A...	Microsoft
8052GA(2).xlsx		

File name: 8048GA.xlsx

Type: Microsoft Excel Worksheet  
Size: 11.6 KB  
Date modified: 8/11/2015 11:54 AM

Step 3       

STEP 3 - BROWSE TO REACH THE DESIRED FILE AND SELECT FROM LOCAL DRIVE

STEP 4 - CLICK UPLOAD FILE

NOT PRODUCTION, MACHINE: WSNTDEV2    Current Logged in user: kchacon    Logout    Department of Business & Financial Services Campus Portal

- HOME ▶
- ACCOUNTS PAYABLE ▶
- ACCOUNTS RECEIVABLE ▶
- CAMPUS SERVICES ▶
- MERCHANT SERVICES ▶
- SPONSOR BILLING ▶

## Student Upload

**Status message: Ready**

**Sponsor ID: 829907065**

**Dept Name: ADMIN - Adult Learners and Veteran Services**

H:\Accounts Receivable\  Browse...    Upload File    Term: 201790

**Please Upload File for Student Graduate Assistant**

[HOME](#)[ACCOUNTS PAYABLE](#)[ACCOUNTS RECEIVABLE](#)[CAMPUS SERVICES](#)[MERCHANT SERVICES](#)[SPONSOR BILLING](#)

## Student Upload

Status message: Ready

Sponsor ID: 829907065

Dept Name: ADMIN - Adult Learners and Veteran Services

 Browse... Term: 201790

Step 5

...Please review list for errors. If the list is complete click submit. To correct errors, correct the spreadsheet and re-upload.

STUDENT'S CSU ID	NAME	SPONSOR ID	CHANGE TYPE	.5FTE	.25FTE	OTHER AMOUNT PAID	Error Message
830701803	Ahlm, Augusta	829907065	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$0.00	

SUCCESSFULLY UPLOADED TEMPLATE W/OUT ERRORS

STEP 5 - SUBMIT FILE

[HOME](#)[ACCOUNTS PAYABLE](#)[ACCOUNTS RECEIVABLE](#)[CAMPUS SERVICES](#)[MERCHANT SERVICES](#)[SPONSOR BILLING](#)

## Student Upload

**Status message: There are 1 error line(s) in the uploaded file.  
Please correct your file and upload again.**

**Sponsor ID: 825436403**

**Dept Name: ADMIN - Apartment Life**

 Browse...[Upload Errors](#)

Term: 201790

**Please Upload File for Student Graduate Assistant**

STUDENT'S CSU ID	NAME	SPONSOR ID	CHANGE TYPE	.5FTE	.25FTE	OTHER AMOUNT PAID	Error Message
828536745	Faildo, Nicole	825436403	A	<input checked="" type="checkbox"/>	<input type="checkbox"/>	\$5,000.00	selected: 1) .5FTE 2) .25FTE 3) Other Amount Paid

## UNSUCCESSFUL UPLOADED TEMPLATES

TEMPLATES ARE VALIDATED WHEN UPLOADED AND INCORRECT INFORMATION WITHIN A TEMPLATE WILL RESULT IN AN ERROR.

VERIFY THAT THE CORRECT TEMPLATE IS BEING UPLOADED FOR EITHER GA OR GRA-PREDOCS.  
EDIT INFORMATION ON ERRORED ENTRIES WITHIN THE TEMPLATE AND RE-UPLOAD TEMPLATE TO PORTAL.

- HOME ▶
- ACCOUNTS PAYABLE ▶
- ACCOUNTS RECEIVABLE ▶
- CAMPUS SERVICES ▶
- MERCHANT SERVICES ▶
- SPONSOR BILLING ▶

## Student Upload

**Status message: 1 rows saved to database.**

**Sponsor ID: 829907065**

**Dept Name: ADMIN - Adult Learners and Veteran Services**

Browse...  Upload Complete Term: 201790

**Please Upload File for Student Graduate Assistant**

# SUCCESSFULLY SUBMITTED TEMPLATE

AFTER TEMPLATE HAS BEEN SUCCESSFULLY SUBMITTED A HOLD WILL BE PLACED ON THE STUDENT ACCOUNT PREVENTING A REFUND FOR SEVEN DAYS.  
OFFICE OF FINANCIAL AID IS NOTIFIED TO ADJUST STUDENT'S FINANCIAL AID AS NEEDED.





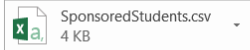
Fri 8/9/2019 6:46 AM

ARO Sponsored Billing <bfs\_ar\_sponsor@mail.colostate.edu>

Please Review GA Uploaded Data for NR - Graduate Degree Program in Ecology

To: Grantham, Dustin

Cc: BFS AR Sponsor



Dustin Grantham,

You are receiving a listing of what has been uploaded for the 201990 semester for your department based on the templates that were loaded into the portal. You may receive multiple emails if you uploaded multiple templates. Please review the data as listed below to confirm this is an accurate listing of graduate assistants or fellow and trainees. After reviewing the list, please make any changes or corrections directly in the [Sponsor Billing Portal](#). **You will have until 2pm Friday 08/09/2019 to make any corrections** prior to the students being loaded into Banner as sponsored by the department. Please note that the department head will receive a final listing of department sponsored students prior to sponsor billing. The email to the department head will replace the department head signature from the paper forms.

Thank you,

ARO Sponsor Billing

## Sponsored Students

CSU ID	Name	Sponsor ID	Sponsor Name	Selection Type	Contract Type	Upload Ename	Upload Date
831404008	Punzalan, Arianna	832872678	NR - Graduate Degree Program in Ecology	GA	.5 FTE	dusting	2019-08-08 09:32:19
831004798	Stuchiner, Emily	832872678	NR - Graduate Degree Program in Ecology	GA	.5 FTE	dusting	2019-08-08 09:32:19
829772406	Hoosein, Shabana	832872678	NR - Graduate Degree Program in Ecology	GA	.5 FTE	dusting	2019-08-08 09:32:19

SYSTEM GENERATED EMAIL WILL BE RECEIVED BY DEPARTMENT USER AFTER THE TEMPLATE IS UPLOADED AND NIGHTLY PRODUCTION RUN IS COMPLETE.

IF A CHANGE OR DELETE NEEDS TO BE MADE PRIOR TO A STUDENT BEING FULLY PROCESSED, CHANGES CAN BE MADE DIRECTLY IN THE PORTAL USING THE STUDENT LOOKUP BUTTON OR A NEW TEMPLATE WITH THE CHANGES CAN BE UPLOADED INTO THE PORTAL.

STUDENTS ARE PLACED INTO CONTRACTS TWO DAYS AFTER THE INITIAL UPLOAD IS COMPLETED AND CHARGES ARE TRANSFERRED TO THE DEPARTMENTAL ACCOUNT IN BANNER WHEN THE SPONSOR AUTHORIZATION HAS BEEN COMPLETED BY THE STUDENT.



- ▶ Graduate Assistants and GRA-Predocs are considered sponsored students, therefore must complete the sponsor authorization in RAMweb.
- ▶ Accounts Receivable will notify students via their University email when the authorization is available for completion in RAMweb. Students will receive a reminder email daily until the authorization is complete.
- ▶ A hold preventing the tuition credit from hitting the student's account will be in place until the authorization has been completed.

## SPONSOR AUTHORIZATION

- HOME ▶
- ACCOUNTS PAYABLE ▶
- ACCOUNTS RECEIVABLE ▶
- CAMPUS SERVICES ▶
- MERCHANT SERVICES ▶
- SPONSOR BILLING ▶

## Student Lookup

Status message: Ready

Please Enter CSU ID:



Term:

		STUDENT ID	STUDENT NAME	SPONSOR ID	SPONSOR NAME	SELECTION TYPE	CONTRACT NUMBER	CONTRACT DESC	AMOUNT	CONTRACT STATUS
<a href="#">Edit</a>	<a href="#">Delete</a>	830701803	Ahlm, Augusta	829907065	ADMIN - Adult Learners and Veteran Services	GA	1	.5 FTE	\$0.00	PENDING

## STUDENT LOOKUP

USED TO CHANGE ENTRIES DIRECTLY IN PORTAL FOR STUDENTS THAT ARE IN A PENDING STATUS.

USE THE EDIT OR DELETE BUTTON TO INITIATE CHANGES.

WHEN CHANGES HAVE BEEN RECORDED USE THE UPDATE BUTTON TO SAVE OR USE CANCEL TO RESET TO ORIGINAL ENTRIES.

GRA-PREDOCS– DEPARTMENT MAY ONLY SELECT FULL TUITION, FULL TUITION AND FEES OR OTHER AMOUNT PAID.

GA – DEPARTMENT MAY ONLY SELECT .5FTE, .25FTE OR OTHER AMOUNT PAID.

**Adding a Record**

CSU ID:

Student Name:

Upload EName:

Sponsor:

--- Select Department ---

Sponsor Id:

Student Type:

.5FTE:

.25FTE

Full Tuition Only:

Full Tuition/Fees:

Other Amount:

Status: Ready

## ADDING A STUDENT

USE THE CREATE STUDENT BUTTON IN THE DEPT LIST PAGE TO ADD A STUDENT DIRECTLY TO THE PORTAL.

STUDENTS CAN ALSO BE ADDED TO THE PORTAL WITH A NEW TEMPLATE.

GRA-PREDOCS- DEPARTMENT MAY ONLY SELECT FULL TUITION, FULL TUITION/FEEES OR OTHER AMOUNT.

GA – DEPARTMENT MAY ONLY SELECT .5FTE, .25FTE OR OTHER AMOUNT.

HOME ▶  
 ACCOUNTS PAYABLE ▶  
 ACCOUNTS RECEIVABLE ▶  
 CAMPUS SERVICES ▶  
 MERCHANT SERVICES ▶  
 SPONSOR BILLING ▶

### Student Lookup

Status message: Ready

Please Enter CSU ID:  Submit Term:

		STUDENT ID	STUDENT NAME	SPONSOR ID	SPONSOR NAME	SELECTION TYPE	CONTRACT NUMBER	CONTRACT DESC	AMOUNT	CONTRACT STATUS
<a href="#">Edit</a>	<a href="#">Delete</a>	830701803	Ahlm, Augusta	829907065	ADMIN - Adult Learners and Veteran Services	GA	1	.5 FTE	\$0.00	PENDING

## CHANGES OR DELETES TO PENDING OR PROCESSED STUDENTS

CHANGES TO PROCESSED STUDENTS MUST BE MADE ON THE STUDENT LOOKUP PAGE.

PENDING STUDENTS CAN BE CHANGED WITH A TEMPLATE UPLOAD OR ON THE STUDENT LOOKUP PAGE.

USE THE EDIT BUTTON TO INITIATE A CHANGE.

USE THE DELETE BUTTON TO REMOVE THE STUDENT ENTIRELY FROM THE PORTAL.

## Student Lookup

Status message: Ready

Please Enter CSU ID:   Term:

		STUDENT ID	STUDENT NAME	SPONSOR ID	SPONSOR NAME	SELECTION TYPE	CONTRACT NUMBER	CONTRACT DESC	AMOUNT	CONTRACT STATUS
<a href="#">Update</a>	<a href="#">Cancel</a>	830948924	Kendall, Chelsea	825460588	LA - Music-Theater-Dance	GA	3	<input type="text" value=".25 FTE"/> <input type="button" value="v"/>		PROCESSED

ONLY TWO FIELDS ARE AVAILABLE FOR CHANGE – CONTRACT DESCRIPTION AND AMOUNT.

SELECT APPROPRIATE CONTRACT DESCRIPTION FROM THE DROP DOWN OR CHANGE THE DOLLAR AMOUNT.

SELECT UPDATE.

CHANGES ARE SAVED AND EMAIL NOTIFICATION IS SENT TO OFA AND ARO INDICATING CHANGES.



Tue 9/24/2019 3:40 PM

ARO Sponsored Billing <bfs\_ar\_sponsor@mail.colostate.edu>

Department Sponsored Student Change or Delete

To  OFA Scholarships

Cc  BFS AR Sponsor

The following student has experienced a change in their department sponsorship.

Student ID: 832071843 Student Name: Juan, Estrada McDermott  
Change from Other Amount Paid 6447.75 to FULL TUITION ONLY.

Please contact Accounts Receivable at 970-491-3419 or reply to this email if you have additional questions.

Thank you,  
ARO Sponsor Billing

SYSTEM EMAIL SENT TO OFA AND ARO  
NOTIFYING OF CHANGE

- HOME ▶
- ACCOUNTS PAYABLE ▶
- ACCOUNTS RECEIVABLE ▶
- CAMPUS SERVICES ▶
- MERCHANT SERVICES ▶
- SPONSOR BILLING ▶

# Student Lookup

Status message: Ready

Please Enter CSU ID:   Term:  ▼

		STUDENT ID	STUDENT NAME	SPONSOR ID	SPONSOR NAME	SELECTION TYPE	CONTRACT NUMBER	CONTRACT DESC	AMOUNT	CONTRACT STATUS
<a href="#">Edit</a>	<a href="#">Delete</a>	829847943	Deng, Chenda	825436963	ENG - Civil & Environmental Engineering	GA	1	.5 FTE		PROCESSED

DEPARTMENT USERS CAN VIEW THE STATUS OF INDIVIDUAL STUDENTS AT ANY TIME, BUT WILL NOT BE ABLE TO MAKE MODIFICATIONS IF THE USER DOES NOT HAVE ACCESS TO THE PARTICULAR DEPARTMENT LISTED ON THE STUDENT LOOKUP SCREEN.

HOME ▶

ACCOUNTS PAYABLE ▶

ACCOUNTS RECEIVABLE ▶

CAMPUS SERVICES ▶

MERCHANT SERVICES ▶

SPONSOR BILLING ▶

## Sponsor Invoice

Invoice Date: 01/01/1800

Reset

Export To Excel

Print

Status: Ready..

Invoice Date:

Dept Submit Date:

Sponsor Billing Status:

Fiscal Officer Submit Date:

Grad Submit Date:

Grad Fiscal Officer Submit Date:

Final Grad Fiscal Officer Submit Date:

Invoice Total:

Current Role: NONE

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

# SPONSOR INVOICE REVIEW



## Sponsor Invoice

Invoice Date: 02/13/2017 [Reset](#) [Export To Excel](#) [Print](#)

Status: Ready..

Invoice Date: 02/13/2017

ADMIN - Student Leadership Involvement & Community

Dept Submit Date:  
Fiscal Officer Submit Date:  
Grad Submit Date:  
Grad Fiscal Officer Submit Date:  
Final Grad Fiscal Officer Submit Date:  
Invoice Total: \$20,173.90

Sponsor Billing Status:

Dept Approval: [Approve](#) [Default Details](#)

ADMIN Current Role: ADMIN

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825436410	Artienda, Dexter Ragutero	830666467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Edit</a> TP? FO APPR FO ENAME Account Object Sub Account Sub Object Amount Comments										
No Detail Records										
825436410	Campfield, Jennifer Ruth	830946397	201790	Base Tuition, NR GR FT	\$11,801.60	13	<input type="checkbox"/>		<input type="checkbox"/>	
<a href="#">Edit</a> TP? FO APPR FO ENAME Account Object Sub Account Sub Object Amount Comments										

Step 1

Step 2

Step 3

LOGIN TO THE ARO PORTAL AND ACCESS THE SPONSOR INVOICE SCREEN.

**STEP 1.** SELECT THE INVOICE DATE AND SPONSOR (DEPARTMENT).

**STEP 2.** SELECT THE APPROPRIATE ROLE FOR TASK TO BE COMPLETED – USERS WILL NOT HAVE ALL OF THE ROLES LISTED BELOW; NO CAUSE FOR CONCERN.

DEPT – ENTERS ACCOUNTING INFORMATION

FISCAL OFFICER – APPROVES ACCOUNTING INFORMATION / EDITS ACCOUNT INFORMATION

DELEGATE – APPROVES ACCOUNTING INFORMATION IN ABSENCE OF FISCAL OFFICER / EDITS ACCOUNT INFORMATION

GRAD – USED BY GRAD SCHOOL ONLY

GRAD FO – USED BY GRAD SCHOOL FISCAL OFFICER ONLY

**STEP 3.** SELECT EDIT OF DESIRED STUDENT AND CONTINUE TO THE POPUP SCREEN TO ENTER ACCOUNTING INFORMATION.

**Edit Student**

Student Name: Ard, Christopher  
 Student ID: 831631144  
 Transaction Description: Base Tuition, Resident GR PT  
 Amount: \$2,922.00

Object Codes Names:  
 • 5762 = GRA/GRA-Predoc Tuition Expense  
 • 5763 = GTA Tuition Resident Expense  
 • 5764 = GTA Tuition Nonresident Expense  
 • 5765 = GSA Tuition Resident Expense  
 • 5766 = GSA Tuition Nonresident Expense  
 • 5767 = GRA-Predoc Fees Expense

Save Changes Close

TP?	Account	Object	Sub Account	Sub Object	Amount	Comments	Errors
<input type="checkbox"/>	2425000 Aries Accounts Receivable System	5762			\$2,922.00		
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							

Step 3

Step 1

Step 2

**STEP 1.** ENTER ACCOUNT NUMBER, OBJECT CODE, (SUB ACCOUNT NUMBER AND SUB OBJECT CODE IF APPLICABLE) **ACCEPTABLE OBJECT CODES FOR GSA, GRA OR GTA ARE 5762 THROUGH 5767; ACCEPTABLE OBJECT CODES FOR GRA-PREDOC ARE 5762 OR 5767.**

**STEP 2.** ENTER AMOUNT BEING PAID BY DEPARTMENT.

**STEP 3.** IF STUDENT IS TUITION PREMIUM ELIGIBLE, CLICK THE TP BOX – GRAD SCHOOL’S DEFAULT ACCOUNT NUMBER AND OBJECT CODE WILL POPULATE – ENTER AMOUNT BEING PAID BY GRAD SCHOOL.

PORTAL WILL VALIDATE AGAINST KUALI TO VERIFY ALL ACCOUNTS ENTERED ARE VALID WHEN SAVE CHANGES IS CLICKED.

COMMENTS ARE ENCOURAGED WHEN NEEDED – THIS IS THE ONLY MEANS OF TRACKING WHAT QUESTIONS DEPARTMENT USERS MAY HAVE FOR FISCAL OFFICERS AND/OR GRAD SCHOOL.

**Edit Student**

**Student Name** Ard, Christopher  
**Student ID** 831631144  
**Transaction Description** Base Tuition, Resident GR PT  
**Amount** \$2,922.00

**Object Codes Names:**  
 • 5762 = GRA/GRA-Predoc Tuition Expense  
 • 5763 = GTA Tuition Resident Expense  
 • 5764 = GTA Tuition Nonresident Expense  
 • 5765 = GSA Tuition Resident Expense  
 • 5766 = GSA Tuition Nonresident Expense  
 • 5767 = GRA-Predoc Fees Expense

TP?	Account	Object	Sub Account	Sub Object	Amount	Comments	Errors
<input type="checkbox"/>	2425000 Aries Accounts Receivable System	5762 ▼			\$2,922.00		
<input type="checkbox"/>		▼					
<input type="checkbox"/>		▼					
<input type="checkbox"/>		▼					
<input type="checkbox"/>		▼					
					2922.00		

AFTER ACCOUNTING INFORMATION HAS BEEN ENTERED CLICK ON SAVE CHANGES FOR ACCOUNTING INFORMATION VALIDATION.

IF VALIDATION IS SUCCESSFUL AND NO ERROR MESSAGES ARE GENERATED, CLICK ON CLOSE TO DISMISS THE POPUP SCREEN.

# Sponsor Invoice

Invoice Date: 02/13/2017

Reset

Export To Excel

Print

Status: Ready..

Invoice Date: 02/13/2017

ADMIN - Student Leadership Involvement & Community

Dept Submit Date:

Fiscal Officer Submit Date:

Grad Submit Date:

Grad Fiscal Officer Submit Date:

Final Grad Fiscal Officer Submit Date:

Invoice Total: \$20,173.90

Sponsor Billing Status:

Dept Approval:

Approve

Default Defaults

ADMIN

Current Role: ADMIN

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825438410	Artienda, Dexter Ragutero	830868467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input checked="" type="checkbox"/>		<input type="checkbox"/>	
	<b>Edit</b>	<b>TP?</b>	<b>FO APPR</b>	<b>FO ENAME</b>	<b>Account</b>	<b>Object</b>	<b>Sub Account</b>	<b>Sub Object</b>	<b>Amount</b>	<b>Comments</b>
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			1301300	5782			\$2,813.90	<input type="text"/> Allowed only 200 characters.
	<input type="checkbox"/>	<input type="checkbox"/>			2425000	5782			\$2,000.00	<input type="text"/> Allowed only 200 characters.

AFTER ACCOUNTING INFORMATION HAS BEEN VALIDATED, CLICK THE DEPT RVW CHECK BOX.

THIS BOX **MUST** BE CHECKED IN ORDER FOR THE INVOICE TO BE DEPARTMENT APPROVED AND MOVE FORWARD IN THE PROCESS.

DEPARTMENT REVIEWED STUDENTS CAN BE HIDDEN BY CLICKING ON THE HIDE DEPT REVIEWED STUDENTS. THIS IS ESPECIALLY HELPFUL FOR DEPARTMENTS THAT HAVE A LARGE NUMBER OF STUDENTS.

**Student Name** Arienda, Dexter Ragutero  
**Student ID** 830666467  
**Transaction Description** Base Tuition, Resident GR FT  
**Amount** \$4,813.90

**Object Codes Names:**  
 • 5762 = GRA Tuition Expense  
 • 5763 = GTA Tuition Resident Expense  
 • 5764 = GTA Tuition Nonresident Expense  
 • 5765 = GSA Tuition Resident Expense  
 • 5766 = GSA Tuition Nonresident Expense  
 • 6673 = Graduate School Fellowships

Save to Database Successful!

Save Changes Close

TP?	Account	Object	Sub Account	Sub Object	Amount	Comments	Errors
<input checked="" type="checkbox"/>	1301300 Aries Accounts Receivable Syste	5762			\$2,813.90		
<input type="checkbox"/>	2425000 Qualified Tuition Reduction				\$2,000.00	TP Eligible	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
					4813.90		

### Sponsor Invoice

Invoice Date: 02/13/2017 Reset Export To Excel Print

Status: Ready..

Invoice Date: 02/13/2017 ADMIN - Student Leadership Involvement & Community

Dept Submit Date:  
 Fiscal Officer Submit Date:  
 Grad Submit Date:  
 Grad Fiscal Officer Submit Date:  
 Final Grad Fiscal Officer Submit Date:  
 Invoice Total: \$20,173.90

Sponsor Billing Status:

Dept Approval: Approve Default Details

DEPT DEPT Current Role: DEPT

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RV	DEPT ENAME	GRAD RVW	GRAD ENAME
825436410	Arienda, Dexter Ragutero	830666467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input type="checkbox"/>		<input type="checkbox"/>	

Edit	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		2425000	5762			\$2,813.90	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		1301300	5762			\$2,000.00	TP Eligible

COMMUNICATION BETWEEN DEPARTMENT USER AND FISCAL OFFICER/DELEGATE IS CRUCIAL – PLEASE USE THE COMMENTS SECTION FOR COMMUNICATION.

COMMENTS CAN BE ENTERED IN THE EDIT SCREEN AS WELL AS DIRECTLY ON THE SPONSOR INVOICE SCREEN.

### Sponsor Invoice

Invoice Date: 02/13/2017 Reset Export To Excel Print

Status: Ready..

Invoice Date:  FO - ADMIN - Lory Student Center

Dept Submit Date: 10/4/2017 7:33:12 AM  
 Fiscal Officer Submit Date:  
 Grad Submit Date:  
 Grad Fiscal Officer Submit Date:  
 Final Grad Fiscal Officer Submit Date:  
 Invoice Total: \$40,218.70

Sponsor Billing Status:

Dept Approval: Approve Default Details

Current Role: DEPT

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

**Invoice Summary:**

		Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
<span>Approve</span>	<span>Decline</span>	1358550	1	\$11,801.60		Hide: <input type="checkbox"/>
<span>Approve</span>	<span>Decline</span>	2425000	3	\$28,417.10		Hide: <input type="checkbox"/>
<span>GRAD FO Approve</span>	<span>GRAD FO DECLINE</span>					

AFTER ALL OF THE STUDENTS HAVE BEEN REVIEWED, A TABLE WILL POPULATE AT THE BOTTOM OF THE PAGE WITH AN OVERVIEW OF THE ACCOUNTS USED, THE NUMBER OF STUDENTS ATTACHED TO THAT ACCOUNT, AND DOLLAR AMOUNTS BEING CHARGED TO THE SPECIFIED KUALI ACCOUNTS.

CLICK ON APPROVE TO ROUTE THE INVOICE TO FISCAL OFFICERS AND DELEGATES OF THE SPECIFIED KUALI ACCOUNTS.

IF, AT ANY POINT IN THE REVIEW PROCESS A CORRECTION NEEDS TO BE MADE ON THE INVOICE, I.E. STUDENT NEEDS DELETED OR DOLLAR AMOUNT NEEDS CHANGED, CONTACT ARO FOR ASSISTANCE.

## Sponsor Invoice

Invoice Date: 02/13/2017

Reset

Export To Excel

Print

Status: Ready..

Invoice Date: 02/13/2017

FO - ADMIN - Lory Student Center

Dept Submit Date: 10/4/2017 7:33:12 AM

Sponsor Billing Status:

Fiscal Officer Submit Date:

Grad Submit Date:

Grad Fiscal Officer Submit Date:

Final Grad Fiscal Officer Submit Date:

Invoice Total: \$40,218.70

Dept Approval: Approve

Default Details

DEPT

Current Role: DEPT

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

### Invoice Summary:

		Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
Approve	Decline	1358550	1	\$11,801.60		Hide: <input type="checkbox"/>
Approve	Decline	2425000	3	\$28,417.10		Hide: <input type="checkbox"/>
GRAD FO Approve	GRAD FO DECLINE					

## STATUS TABLE:

THIS TABLE IS USED TO TRACK THE PROGRESS OF THE INVOICE AS IT PROGRESSES THROUGH THE VARIOUS STAGES OF PROCESSING. AFTER THE DEPARTMENT USER CLICKS APPROVE, THE DEPT SUBMIT DATE WILL POPULATE. AFTER EACH APPROVAL DURING THE INVOICE ROUTING, THE SUBMIT DATE FOR THE SPECIFIED USER WILL POPULATE.

ONCE THE ENTIRE INVOICE HAS BEEN APPROVED THE FINAL GRAD FISCAL OFFICER SUBMIT DATE WILL POPULATE AND THE COMPLETED INVOICE CAN BE EXPORTED TO EXCEL. (THE INVOICE CAN BE EXPORTED AT ANY POINT BUT WILL BE INCOMPLETE UNTIL THE FINAL GRAD FISCAL OFFICER SUBMIT.)

You are receiving this email because you are the fiscal officer or a delegate on one or more accounts that will be billed to pay for department sponsored students, and a pending invoice is awaiting your review and approval by 10/31/2019 12:00:00 AM. To approve your portion of the invoice please log in to [Sponsor Billing](#) using your ename and password and click on the Sponsor Invoice link under the SPONSOR BILLING heading.

Please contact Accounts Receivable at 970-491-3419 or reply to this email if you experience difficulties accessing your pending invoice or have additional questions. You may also reference the User Guide located under the SPONSOR BILLING heading for instructions on how to use the portal.

Thank you,

ARO Sponsor Billing

Bill Date	Sponsor Id	Dept Name
10/10/2019	832852840	NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc

IF THE DEPARTMENT USER ENTERED A KUALI ACCOUNT NUMBER WHERE YOU ARE THE FISCAL OFFICER OR DELEGATE, YOU WILL RECEIVE THIS EMAIL NOTIFICATION SINCE THERE IS ACTION TO TAKE . ONCE THIS EMAIL IS RECEIVED, USE THE EMAIL LINK IN THE EMAIL TO ACCESS THE PORTAL.



# Sponsor Invoice

Invoice Date: 02/13/2017

[Reset](#) [Export To Excel](#) [Print](#)

Status: Ready..

Invoice Date:

Dept Submit Date: 10/17/2017 10:34:12 AM

Fiscal Officer Submit Date:

Grad Submit Date:

Grad Fiscal Officer Submit Date:

Final Grad Fiscal Officer Submit Date:

Invoice Total: \$20,173.90

Sponsor Billing Status:

Current Role: FISCAL\_OFFICER

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825436410	Artienda, Dexter Ragutero	830666467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input checked="" type="checkbox"/>	aiofford	<input type="checkbox"/>	

Edit	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	zimmerer	2425000	5762			\$2,813.90	
									Allowed only 200 characters.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1301300	5762			\$2,000.00	TP Eligible

Step 1

FISCAL OFFICER HAS THE ABILITY TO EDIT THEIR ACCOUNTING LINES AS LONG AS IT IS BEING EDITED TO ANOTHER ACCOUNT THAT THEY ARE FISCAL OFFICER ON IN KUALI.

STEP 1: SELECT EDIT OF DESIRED STUDENT AND CONTINUE TO THE POPUP SCREEN TO ENTER ACCOUNTING INFORMATION.

Step 2

STEP 2: EDIT THE ACCOUNT NUMBER TO AN ACCOUNT NUMBER THAT YOU ARE FISCAL OFFICER ON. PLEASE NOTE YOU MAY ALSO EDIT THE OBJECT CODE AND AMOUNT. IF YOU TRY TO EDIT TO AN ACCOUNT THAT YOU ARE NOT THE FISCAL OFFICER ON, YOU WILL GET AN ERROR.

Student Name: Artienda, Dexter Ragutero  
 Student ID: 830666467  
 Transaction Description: Base Tuition, Resident GR FT  
 Amount: \$4,813.90

Object Codes Names:

- 5762 = GRA Tuition Expense\*
- 5763 = GTA Tuition Resident Expense
- 5764 = GTA Tuition Nonresident Expense
- 5765 = GSA Tuition Resident Expense
- 5766 = GSA Tuition Nonresident Expense
- 6673 = Graduate School Fellowships

Please correct errors below and try saving again.

[Save Changes](#) [Close](#)

TP?	Account	Object	Sub Account	Sub Object	Amount	Comments	Errors
<input type="checkbox"/>	1357420 Aries Accounts Receivable Syste	5762			\$2,813.90		You're not Fiscal Officer or Delegate on Account 1357420.
<input checked="" type="checkbox"/>	1301300 Qualified Tuition Reduction	5762			\$2,000.00	TP Eligible	
<input type="checkbox"/>							
<input type="checkbox"/>							
<input type="checkbox"/>							
					4813.90		

ONCE FISCAL OFFICER OR DELEGATE ROLE IS SELECTED, THE INVOICE SUMMARY WITH ACTION BUTTONS WILL TURN DARK BLUE SO THE ACCOUNTING LINE(S) MAY BE APPROVED OR DECLINED. STUDENTS MAY BE APPROVED INDIVIDUALLY IN THE DETAIL RECORD OR BY THE ACCOUNT IN THE INVOICE SUMMARY.

THE FINAL FISCAL OFFICER/DELEGATE TO APPROVE THE INVOICE WILL TRIGGER IT TO ROUTE TO THE NEXT ROLE IN THE WORKFLOW, GRAD, WHILE DECLINING WILL ROUTE THE INVOICE BACK TO THE DEPARTMENT USER FOR CORRECTIONS.

THE HIDE INVOICE DETAILS BOX, WHEN CHECKED, HIDES THE INVOICE DETAILS.

THE TOGGLE FO ACCOUNT DISPLAY, WHEN THE HIDE INVOICE DETAILS BOX IS NOT CHECKED, ALLOWS A FISCAL OFFICER/DELEGATE TO ONLY SEE INVOICE DETAILS FOR THE ACCOUNTING LINES THAT PERTAIN TO THEM.

### Sponsor Invoice

Invoice Date: 02/13/2017 Reset Export To Excel Print

Status: Ready..

Invoice Date: 02/13/2017 ▼ FO - ADMIN - Lory Student Center ▼

Dept Submit Date: 10/4/2017 7:33:12 AM  
Fiscal Officer Submit Date:  
Grad Submit Date:  
Grad Fiscal Officer Submit Date:  
Final Grad Fiscal Officer Submit Date:  
Invoice Total: \$40,218.70

Sponsor Billing Status:

FISCAL\_OFFICER ▼ Current Role: FISCAL\_OFFICER

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Invoice Summary:

		Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
<span>Approve</span>	<span>Decline</span>	1358550	1	\$11,801.60		Hide: <input type="checkbox"/>
<span>Approve</span>	<span>Decline</span>	2425000	3	\$28,417.10		Hide: <input type="checkbox"/>
<span>GRAD FO Approve</span>	<span>GRAD FO DECLINE</span>					

825436417	Serena, Elijah Gregory Vara	830682852	201790	Base Tuition, NR GR FT	\$11,801.80	11	<input checked="" type="checkbox"/>	kchacon	<input type="checkbox"/>	
<input type="button" value="Edit"/>	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	bgustiso	1358550	5763			\$11,801.80	<input type="text"/>	
825436417	Villa, Amanda Rose	830683575	201790	Base Tuition, Resident GR FT	\$4,813.90	10	<input checked="" type="checkbox"/>	kchacon	<input type="checkbox"/>	
<input type="button" value="Edit"/>	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	bgustiso	2425000	5762			\$4,813.90	<input type="text"/>	

Invoice Summary:

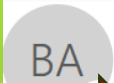
	Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
<input type="button" value="Approve"/> <input type="button" value="Decline"/>	1358550	1	\$11,801.80		Hide: <input type="checkbox"/>
<input type="button" value="Approve"/> <input type="button" value="Decline"/>	2425000	3	\$28,417.10		Hide: <input type="checkbox"/>
<input type="button" value="GRAD FO Approve"/> <input type="button" value="GRAD FO DECLINE"/>					

APPROVE - NOTICE ONCE THE FISCAL OFFICER OR DELEGATE APPROVES AN ACCOUNTING LINE, THE FO APPR BOX GETS CHECKED AND THE FO APPR ENAME FILLS IN. APPROVAL CAN BE OBTAINED BY CHECKING THE FO APPR BOX OR THE ACCOUNTING LINE IN THE INVOICE SUMMARY TABLE.

825436403	Martin, Marina	830687544	201710	Base Tuition, Resident GR FT	\$4,813.90	12	<input checked="" type="checkbox"/>	gvgh	<input type="checkbox"/>	mwillis
<input type="button" value="Edit"/>	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments	
<input type="checkbox"/>		<input checked="" type="checkbox"/>	gvgh	5352892	5762			\$2,000.00	<input type="text"/>	
<input type="checkbox"/>		<input type="checkbox"/>	zimmerer	1369280	5762			\$1,813.90	This needs to be charged to 5352892. Thanks!	
<input checked="" type="checkbox"/>		<input type="checkbox"/>	gvgh	1301300	5762			\$1,000.00	<input type="text"/>	

IF CORRECTIONS ARE NECESSARY, IT IS IMPORTANT TO USE THE COMMENTS FIELD TO COMMUNICATE WHAT NEEDS TO BE FIXED.

DECLINE - NOTICE ONCE THE FISCAL OFFICER OR DELEGATE DECLINES AN ACCOUNTING LINE, THE FO APPR ENAME FILLS IN, BUT THE FO APPR BOX DOES NOT GET CHECKED.



Thu 10/24/2019 12:55 PM

ARO Sponsored Billing <bfs\_ar\_sponsor@mail.colostate.edu>

**Action Required - Department Invoice Corrections Needed**

To Chacon, Kim; Offord, Angie

Cc Hanson, Greg

You are receiving this email because the fiscal officer or a delegate on one or more accounts has requested that corrections be made on the department sponsored student invoice and the pending invoice is awaiting corrections.

To make corrections to this invoice please log in to [Sponsor Billing](#) using your ename and password, view the comments provided by the fiscal officer/delegate, make the appropriate changes and resubmit the invoice. The invoice will then be rerouted to the fiscal officer for approval.

Please contact Accounts Receivable at 970-491-3419 or reply to this email if you experience difficulties accessing the denied invoice or have additional questions. You may also reference the User Guide located under the SPONSOR BILLING heading for instructions on how to use the portal.

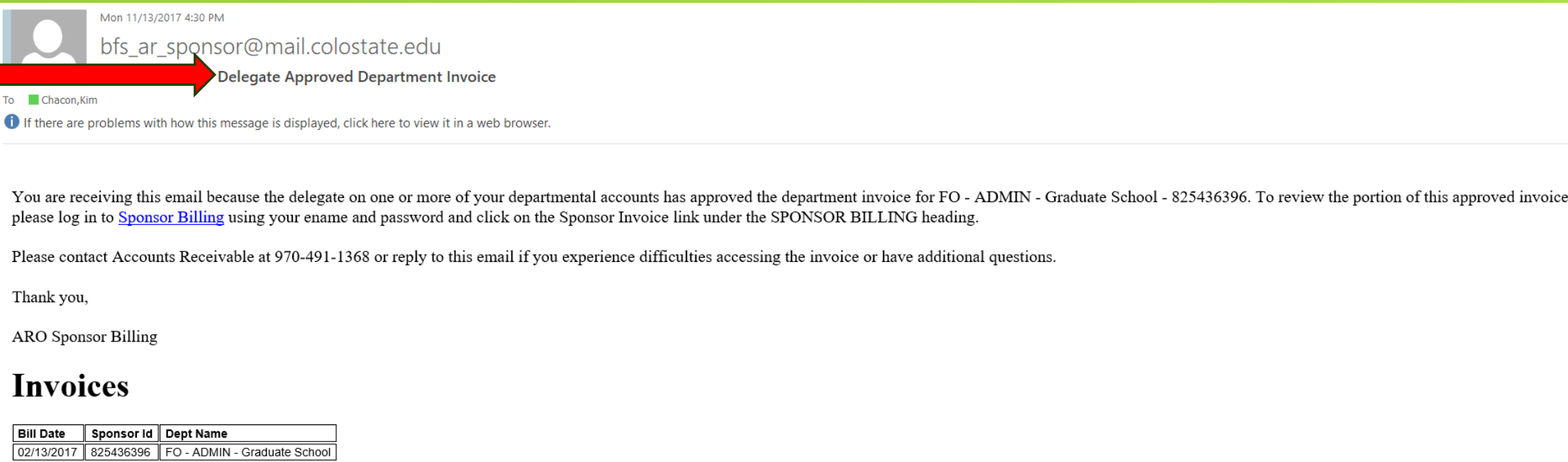
Thank you,

ARO Sponsor Billing

Bill Date	Sponsor Id	Dept Name
10/10/2019	832852840	FO - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc

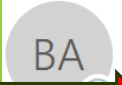
A NOTIFICATION IS EMAILED WHEN CORRECTIONS NEED TO BE MADE BY THE DEPARTMENT USER.

AFTER CORRECTIONS ARE MADE THE INVOICE WILL BE ROUTED TO ANY UNAPPROVED ACCOUNT'S FISCAL OFFICER AND/OR DELEGATE.



NOTIFICATION SENT TO FISCAL OFFICER WHEN A DELEGATE HAS APPROVED ASSIGNED ACCOUNTS WITHIN THE INVOICE.

IF THE FISCAL OFFICER/DELEGATE DOES NOT APPROVE/DECLINE THE INVOICE WITHIN 24 HOURS, A FOLLOW UP EMAIL WILL BE GENERATED FROM THE SYSTEM AS A REMINDER.



Thu 10/24/2019 12:59 PM

ARO Sponsored Billing <bfs\_ar\_sponsor@mail.colostate.edu>

**ACTION REQUIRED - Department Invoice Batch Approval Pending**

To Chacon, Kim; Offord, Angie

Cc Hanson, Greg

A department approved invoice for FO - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc - 832852840 has been submitted for Graduate School review. To approve or decline the invoice please log in to [Sponsor Billing](#) using your ename and password and click on the Sponsor Invoice link under the SPONSOR BILLING heading.

Please contact Accounts Receivable at 970-491-3419 or reply to this email if you experience difficulties accessing the invoice or have additional questions. You may also reference the User Guide located under the SPONSOR BILLING heading for instructions on how to use the portal.

Thank you,

ARO Sponsor Billing

Bill Date	Sponsor Id	Dept Name
10/10/2019	832852840	FO - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc

NOTIFICATION SENT TO GRAD WHEN ALL FISCAL OFFICERS OR DELEGATES HAVE APPROVED ALL ACCOUNTS WITHIN THE INVOICE.

# Sponsor Invoice

Invoice Date: 02/13/2017

Reset

Export To Excel

Print

Status: Ready..

Invoice Date: 02/13/2017

GRAD - ADMIN - Lory Student Center

Dept Submit Date: 10/17/2017 10:15:13 AM

Fiscal Officer Submit Date: 10/17/2017 10:15:13 AM

Grad Submit Date:

Grad Fiscal Officer Submit Date:

Final Grad Fiscal Officer Submit Date:

Invoice Total: \$40,218.70

Sponsor Billing Status:

Grad Approval:

Approve

Decline

GRAD

Current Role: GRAD

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825436417	Arellano, Zachery Paul	830963407	201790	Base Tuition, NR GR FT	\$11,801.60	12	<input checked="" type="checkbox"/>	kchacon	<input checked="" type="checkbox"/>	kchacon
	<b>Edit</b>	<b>TP?</b>	<b>FO APPR</b>	<b>FO ENAME</b>	<b>Account</b>	<b>Object</b>	<b>Sub Account</b>	<b>Sub Object</b>	<b>Amount</b>	<b>Comments</b>
		<input type="checkbox"/>	<input checked="" type="checkbox"/>	bgustiso	2425000	5763			\$11,801.60	<input type="text"/> <small>Allowed only 200 characters.</small>

ONCE THE INVOICE ROUTES TO THE GRADUATE SCHOOL, THE GRAD ROLE WILL NEED TO BE CHOSEN AND EACH STUDENT WILL NEED TO BE REVIEWED AND HAVE THE CHECK BOX CLICKED, WHICH WILL FILL IN THE CHECK BOX AND THE GRAD ENAME FIELD WILL BE POPULATED.

UPON COMPLETION OF THE REVIEW, THE GRAD APPROVE OR DECLINE BUTTONS WILL BECOME ACTIVE AND DARK BLUE SO THE INVOICE CAN BE MOVED FORWARD OR SENT BACK TO THE DEPARTMENT.



A department invoice for GRAD - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc has been reviewed by a member of the Graduate School and is waiting your approval. This invoice may contain tuition premium (TP) and/or graduate tuition assistant (GTA) accounts which need to be verified.

To approve the invoice please log in to [Sponsor Billing](#) using your ename and password and click on the Sponsor Invoice link under the Sponsor Billing heading. Upon approval, the department will be notified and the invoice will be finalized. No changes will be allowed on the portal after approval of the invoice.

Please contact Accounts Receivable at 970-491-3419 or reply to this email if you experience difficulties accessing the invoice or have additional questions. You may also reference the User Guide located under the SPONSOR BILLING heading for instructions on how to use the portal.

Thank you,

ARO Sponsor Billing

Bill Date	Sponsor Id	Dept Name
10/10/2019	832852840	GRAD - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc

NOTIFICATION SENT TO GRAD FISCAL OFFICER ONCE GRAD HAS REVIEWED AND APPROVED ALL STUDENTS WITHIN THE INVOICE.



# Sponsor Invoice

Invoice Date: 02/13/2017 Reset Export To Excel Print

Status: Ready..

Invoice Date:

Dept Submit Date: 10/17/2017 10:34:12 AM  
 Fiscal Officer Submit Date: 10/23/2017 11:50:17 AM  
 Grad Submit Date: 10/23/2017 11:51:31 AM  
 Grad Fiscal Officer Submit Date:  
 Final Grad Fiscal Officer Submit Date:  
 Invoice Total: \$20,173.90

Sponsor Billing Status:

Current Role: GRAD\_FISCAL\_OFFICER

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825436410	Artienda, Dexter Ragulero	830666467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input checked="" type="checkbox"/>	aiofford	<input checked="" type="checkbox"/>	kchacon

Edit	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	zimmerer	2425000	5762			\$2,813.90	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1301300	5762			\$2,000.00	TP Eligible

### Invoice Summary:

Approve	Decline	Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
<input type="button" value="Approve"/>	<input type="button" value="Decline"/>	1301300	1	\$2,000.00		Hide: <input type="checkbox"/>
<input type="button" value="Approve"/>	<input type="button" value="Decline"/>	2425000	2	\$6,372.30		Hide: <input type="checkbox"/>
<input type="button" value="Approve"/>	<input type="button" value="Decline"/>	5000200	1	\$11,801.60		Hide: <input type="checkbox"/>
<input type="button" value="GRAD FO Approve"/>	<input type="button" value="GRAD FO DECLINE"/>					

IN THIS EXAMPLE, THERE IS A TP ACCOUNT USED THEREFORE THE GRAD FISCAL OFFICER WILL NEED TO APPROVE OR DECLINE THE ACCOUNT. THIS ALSO APPLIES TO GTA ACCOUNTS. IF APPROVED, THE GRAD FISCAL OFFICER SUBMIT DATE WILL FILL IN. IF DECLINED, THE INVOICE WILL ROUTE BACK TO THE DEPARTMENT FOR CORRECTIONS.

IF THERE ARE NO TP OR GTA ACCOUNTS ON THE INVOICE THE GRAD FISCAL OFFICER SUBMIT DATE WILL REFLECT N/A AND THE INVOICE WILL ROUTE FROM THE GRAD ROLE TO THE FINAL GRAD FISCAL OFFICER.

# Sponsor Invoice

Invoice Date: 02/13/2017

Reset

Export To Excel

Print

Status: Ready..

Invoice Date: 02/13/2017

GRAD FO - ADMIN - Student Leadership Involvement & Community

Dept Submit Date: 10/17/2017 10:34:12 AM

Fiscal Officer Submit Date: 10/23/2017 11:50:17 AM

Grad Submit Date: 10/23/2017 11:51:31 AM

Grad Fiscal Officer Submit Date: 10/23/2017 12:00:05 PM

Final Grad Fiscal Officer Submit Date:

Invoice Total: \$20,173.90

Sponsor Billing Status:

GRAD\_FISCAL\_OFFICER

Current Role: GRAD\_FISCAL\_OFFICER

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

## Invoice Summary:

		Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
Approve	Decline	1301300	1	\$2,000.00		Hide: <input type="checkbox"/>
Approve	Decline	2425000	2	\$6,372.30		Hide: <input type="checkbox"/>
Approve	Decline	5000200	1	\$11,801.60		Hide: <input type="checkbox"/>
GRAD FO Approve	GRAD FO DECLINE					

ONCE THE GRAD FISCAL OFFICER SUBMIT DATE IS COMPLETED IN THE STATUS TABLE AND THE GRAD FISCAL OFFICE ROLE IS SELECTED, THE GRAD FO APPROVE AND GRAD FO DECLINE BUTTONS WILL BECOME DARK BLUE AND ACTIVE. THIS IS THE GRADUATE SCHOOL'S METHOD OF APPROVING THE ENTIRE INVOICE.

# Sponsor Invoice

Invoice Date: 02/13/2017

Reset

Export To Excel

Print

Status: Notification sent to ARO and and Dept Contact Complete

Email Successfully sent to: Kim.Chacon@colostate.edu, Greg.Hanson@colostate.edu

Invoice Date: 02/13/2017

GRAD FO - ADMIN - Student Leadership Involvement & Community

Dept Submit Date: 10/17/2017 10:34:12 AM

Sponsor Billing Status:

Fiscal Officer Submit Date: 10/23/2017 11:50:17 AM

Grad Submit Date: 10/23/2017 11:51:31 AM

Grad Fiscal Officer Submit Date: 10/23/2017 12:00:05 PM

Final Grad Fiscal Officer Submit Date: 10/23/2017 12:02:44 PM

Invoice Total: \$20,173.90

GRAD\_FISCAL\_OFFICER

Current Role: GRAD\_FISCAL\_OFFICER

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

## Invoice Summary:

		Account	# Students	Amount	FO DECLINE DATE	Toggle FO Account Display
Approve	Decline	1301300	1	\$2,000.00		Hide: <input type="checkbox"/>
Approve	Decline	2425000	2	\$6,372.30		Hide: <input type="checkbox"/>
Approve	Decline	5000200	1	\$11,801.60		Hide: <input type="checkbox"/>
GRAD FO Approve	GRAD FO DECLINE					

SPONSOR INVOICE IS COMPLETE UPON FINAL GRAD FISCAL OFFICER APPROVAL! ONCE FINAL GRAD FISCAL OFFICER IS COMPLETE, NO ADDITIONAL EDITS CAN BE MADE TO THAT INVOICE IN THE PORTAL. A GEC WILL NEED TO BE CREATED IN KUALI FOR ANY CHANGES THAT NEED TO BE MADE TO ACCOUNT NUMBERS.

A department invoice has been approved by the Graduate School for GRAD FO - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc - 832852840. Please log in to [Sponsor Billing](#) using your ename and password and click on the Sponsor Invoice link to download or print a completed version of the invoice. The invoice has been routed to Accounts Receivable Operations for final processing.

Please contact Accounts Receivable at 970-491-1368 or reply to this email if you experience difficulties accessing the invoice or have additional questions. You may also reference the User Guide located under the SPONSOR BILLING heading for instructions on how to use the portal.

Thank you,

ARO Sponsor Billing

Bill Date	Sponsor Id	Dept Name
10/10/2019	832852840	GRAD FO - NR - Cooperative Fish & Wildlife Research Unit - GRA-Predoc

ONCE THE GRADUATE FISCAL OFFICER HAS APPROVED THE ENTIRE INVOICE AN EMAIL WILL BE SENT TO THE DEPARTMENT USER AND FISCAL OFFICER OF THE ACCOUNTS USED LETTING THEM KNOW THE INVOICE IS NOW FINAL AND RESIDES IN ARO.

# Step 1

HOME  
ACCOUNTS PAYABLE  
ACCOUNTS RECEIVABLE  
CAMPUS SERVICES  
MERCHANT SERVICES  
SPONSOR BILLING

## Sponsor Invoice

Invoice Date: 02/13/2017 Reset Export To Excel Print

Status: Ready..

Invoice Date: 02/13/2017 FO - ADMIN - Student Leadership Involvement & Community

Dept Submit Date: 10/17/2017 10:34:12 AM  
Fiscal Officer Submit Date: 10/23/2017 11:50:17 AM  
Grad Submit Date: 10/23/2017 11:51:31 AM  
Grad Fiscal Officer Submit Date: 10/23/2017 12:00:05 PM  
Final Grad Fiscal Officer Submit Date: 10/23/2017 12:02:44 PM  
Invoice Total: \$20,173.90

Sponsor Billing Status:

Dept Approval: Approve Default Details

DEPT Current Role: DEPT

Hide Dept Reviewed Students:  Hide Reviewed Grads:  Hide Invoice Details:  Show Declined Accounts:

Sponsor ID	Student Name	Student ID	Term Code	Desc	Total Amount	CREDITS	DEPT RVW	DEPT ENAME	GRAD RVW	GRAD ENAME
825436410	Artienda, Dexter Ragutero	830666467	201790	Base Tuition, Resident GR FT	\$4,813.90	12	<input checked="" type="checkbox"/>	alofford	<input type="checkbox"/>	

Edit	TP?	FO APPR	FO ENAME	Account	Object	Sub Account	Sub Object	Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	zimmerer	2425000	5762			\$2,813.90	Allowed only 200 characters.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1301300	5762			\$2,000.00	TP Eligible

SponsorBillingStu...xlsx

EXPORT TO EXCEL

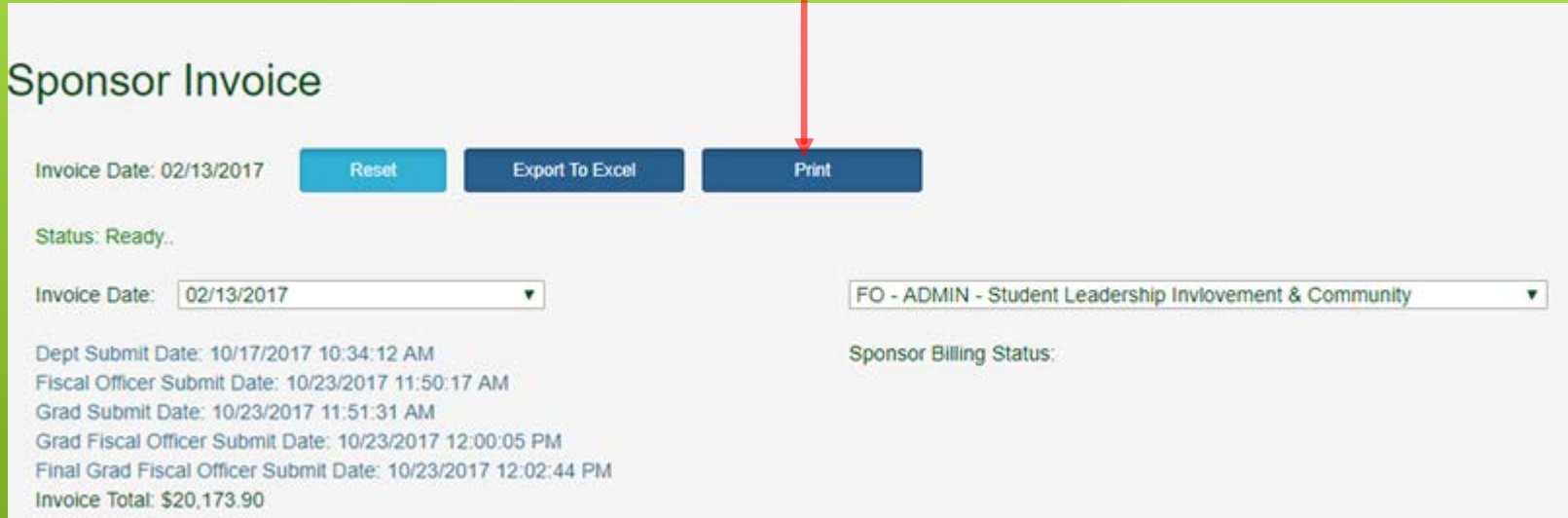
STEP 1: CLICK ON EXPORT TO EXCEL

STEP 2: DOUBLE CLICK ON SPONSOR BILLING ICON OR CLICK OPEN

# Step 2

Do you want to open or save **SponsorBillingStudents\_2017-11-08-8-41-16.xlsx** from **wsnet2.colostate.edu**? Open Save Cancel ×

# Step 1

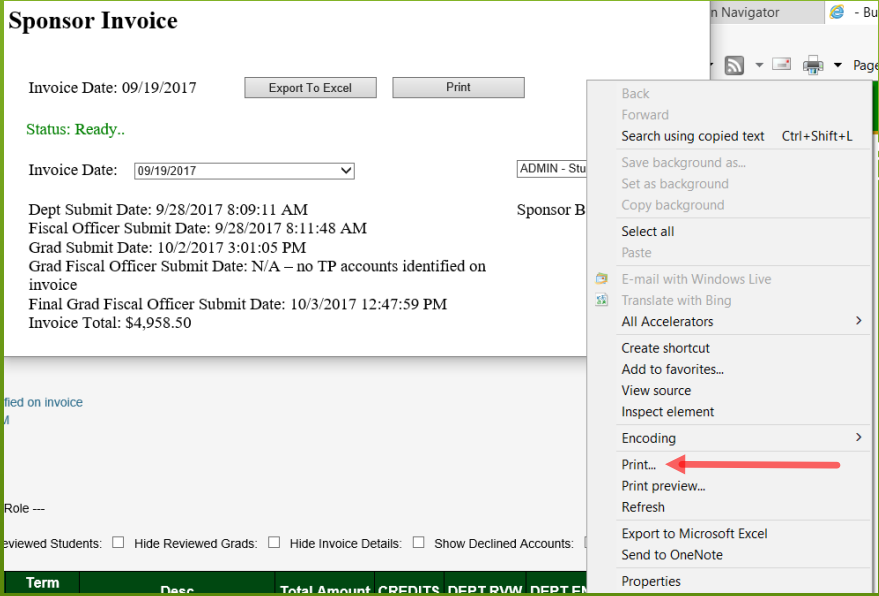
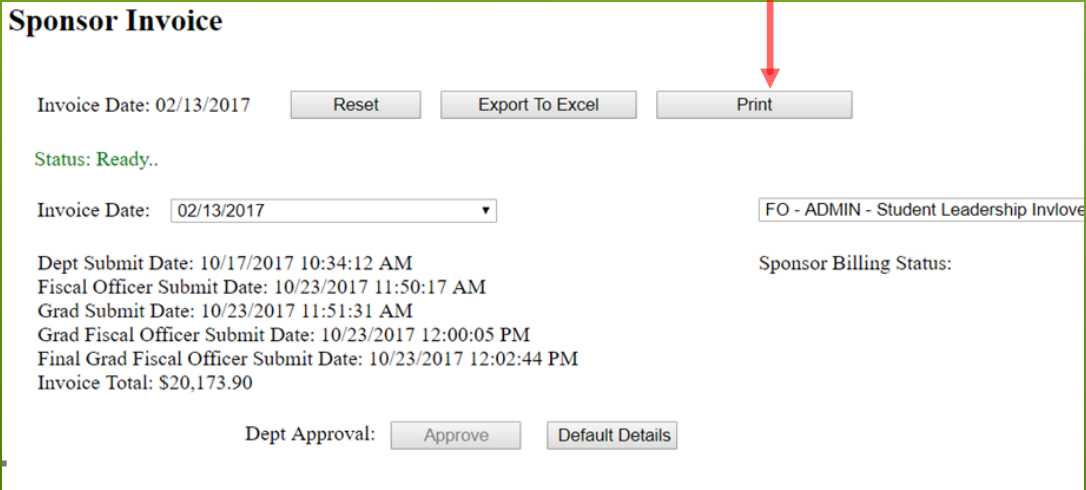


PRINTING A SPONSOR INVOICE  
STEP 1: CLICK ON PRINT

STEP 2: RIGHT CLICK ANYWHERE IN BOX TO PRINT

STEP 3: PREFERRED METHOD IS TO PRINT TO A PDF AND PRINT HARD COPY FROM THE PDF

# Step 2



# Step 3