DEPARTMENT SPONSORED RED
STUDENT BILLING

Accounts Receivable Operations
970-491-1368
bfs_ar_sponsor@mail.colostate.edu
Department sponsored student billing allows departments with Grad Assistants and/or Fellows/Trainees 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 rather than relying on the old paper trail method.

Electronic process places accountability within the departments.

WHY USE DEPARTMENT BILLING?
1. Department creates list of Grad Assistants and/or Fellows/Trainees.
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).
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.
- Chrome
- Internet Explorer 10 or 11
  - Turn compatibility view off

**Supported Internet Browsers**
ACCESSING THE PORTAL THROUGH ARO WEBSITE
HTTP://WWW.AROWEB.COLOSTATE.EDU/DEPTS/ALR.ASPX

CLICK ON GRADUATE ASSISTANT AND FELLOWS & TRAINEES PORTAL
Welcome to the Business and Financial Systems Campus Portal

You must Login before accessing any secure pages.

Attention Fiscal Officers

View pending and processed cylinder invoices click here!
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.
SPONSOR DEPT MAINTENANCE AND SPONSOR REPORTS BUTTONS ARE FOR ARO USE ONLY.
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 FELLOWS/TRAINEES AND GRAD ASSISTANTS. TEMPLATES CANNOT BE MODIFIED.
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.
UPLOAD TEMPLATE

STEP 1. SELECT STUDENT UPLOAD
STEP 2. SELECT DEPARTMENT
STEP 3 - BROWSE TO REACH THE DESIRED FILE AND SELECT FROM LOCAL DRIVE

STEP 4 - CLICK UPLOAD FILE
SUCCESSFULLY UPLOADED TEMPLATE W/O ERRORS

**Step 5 - Submit File**

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**Student Upload**

**Status message: Ready**

**Sponsor ID:** 829907065  
**Dept Name:** ADMIN - Adult Learners and Veteran Services

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

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<table>
<thead>
<tr>
<th>STUDENT'S CSU ID</th>
<th>NAME</th>
<th>SPONSOR ID</th>
<th>CHANGE TYPE</th>
<th>.5FTE</th>
<th>.25FTE</th>
<th>OTHER AMOUNT PAID</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>830701803</td>
<td>Ahlm, Augusta</td>
<td>829907065</td>
<td>A</td>
<td>[✓]</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
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 F/T OR G/A.
EDIT INFORMATION ON ERRORED ENTRIES WITHIN THE TEMPLATE AND RE-UPLOAD TEMPLATE TO PORTAL.
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.
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 Fellows/Trainees are considered sponsored students, therefore must complete the sponsor authorization in RAMweb.

Accounts Receivable will notify students via their RAMS 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.
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.

FT – 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 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.

FT - DEPARTMENT MAY ONLY SELECT FULL TUITION, FULL TUITION/Fees OR OTHER AMOUNT.
GA - DEPARTMENT MAY ONLY SELECT .5FTE, .25FTE OR OTHER AMOUNT.
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 DELETE THE STUDENT ENTIRELY.
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.
The following student has experienced a change in their department sponsorship.

Student ID: 830907204 Student Name: Jenny, Duong
Change from .5 FTE to .25 FTE.

Please contact Accounts Receivable at 970-491-1368 or reply to this email if you have additional questions.

Thank you,
ARO Sponsor Billing
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.
LOG IN 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.
**STEP 1.** ENTER ACCOUNT NUMBER, OBJECT CODE, (SUB ACCOUNT NUMBER AND SUB OBJECT CODE IF APPLICABLE) **ACCEPTABLE OBJECT CODES: 5762-5767; 6673 FOR FT SPONSORS.**

**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.
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.
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.
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.
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.
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.)
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.
**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.

**STEP 1:** Select edit of desired student and continue to the popup screen to enter accounting information.
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.
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.

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.

IF CORRECTIONS ARE NECESSARY, IT IS IMPORTANT TO USE THE COMMENTS FIELD TO COMMUNICATE WHAT NEEDS TO BE FIXED.
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.
A department approved invoice for FO - ADMIN - Graduate School - 825436396 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 970-491-1368 or reply to this email if you experience difficulties accessing the invoice or have additional questions.

Thank you,

ARO Sponsor Billing

**Invoices**

<table>
<thead>
<tr>
<th>Bill Date</th>
<th>Sponsor Id</th>
<th>Dept Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/15/2017</td>
<td>825436396</td>
<td>FO - ADMIN - Graduate School</td>
</tr>
</tbody>
</table>
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 Name 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 FO - ADMIN - Apartment Life 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 970-491-1368 or reply to this email if you experience difficulties accessing the invoice or have additional questions.

Thank you,

ARO Sponsor Billing

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<tbody>
<tr>
<td>02/13/2017</td>
<td>625436463</td>
<td>FO - ADMIN - Apartment Life</td>
</tr>
</tbody>
</table>
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.
Once the Grad Fiscal Officer Submit Date is completed in the Status Table and the Grad Fiscal Officer 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 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 FO - ADMIN - Apartment Life - 825436403. Please log in to Sponsor Billing using your name 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.

Thank you,
ARO Sponsor Billing

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<td>02/13/2017</td>
<td>825436403</td>
<td>FO - ADMIN - Apartment Life</td>
</tr>
</tbody>
</table>
Step 1: Click on "Export to Excel".

Step 2: Double-click on Sponsor Billing icon or click "Open".
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