



Sponsors , Sponsorships, & Sponsored Students

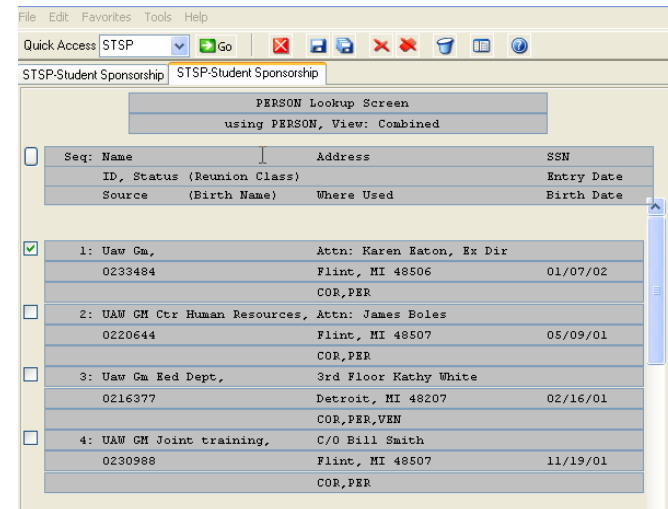
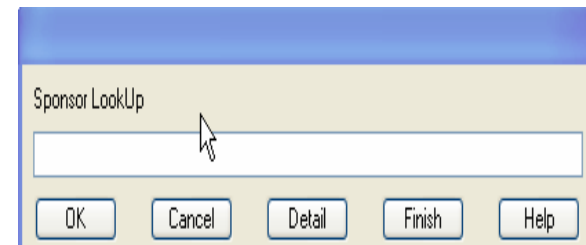
Basic step order:

- 1st Sponsor *(Always setup in Accounting)*
- 2nd Sponsorships STSP
- 3rd Sponsored Students SPST
- 4th Register Sponsored Students RGN

Step #1 Sponsor

- **Sponsor's** must be set-up in Colleague by the Accounting Office *(currently Karen Amore 2006)*
- Accounting will provide you the **Sponsor ID** and the **AR Type**
- **Sponsorships** are **TERM** based

Step #2 Sponsorships STSP





Sponsors , Sponsorships, & Sponsored Students

Step #2 Continued New Sponsorship

STSP

- Choose Sponsor from List
- Enter Sponsorship # or **A** to Add
 - Fill in Fields
 - Contract (NOCR-Sponsor-Term)
 - Term
 - Start date –End Date of Term
 - Status
 - Date (Today's date)
 - AR Type (received from Accounting)
 - Restrictions to Sponsorship
 - Finish
 - Update

The screenshot shows the 'Datatel - coldev - ST' application window. The main window displays the 'STSP-Student Sponsorship' form. At the top, there is a 'PERSON Lookup Screen' section with a table of search results. Below this, the 'Sponsorship' form is visible, showing the following details:

- Sponsorship ID:** 0233484
- Sponsor Name:** Uaw Gm
- Address:** Flint, MI 48506
- Sponsorship #:** 2477
- Contract/Type:** NOCR GMTAP 2007/2
- Terms:** 1
- Start/End Date:** 09/05/06 to 12/20/06
- Status/Date:** Open, 10/26/06
- AR Type:** GN072 Fall 07 Gm Sponsored Noncredi
- FA Award Code:** [Blank]
- Contacts:** 1
- Student Max Amt:** [Blank]
- Sponsor Max Amt:** [Blank]
- Restrictions:** X
- Define Statement:** [Blank]
- Comments:** 1

At the bottom of the form, there is a 'Students' section showing 0 students.

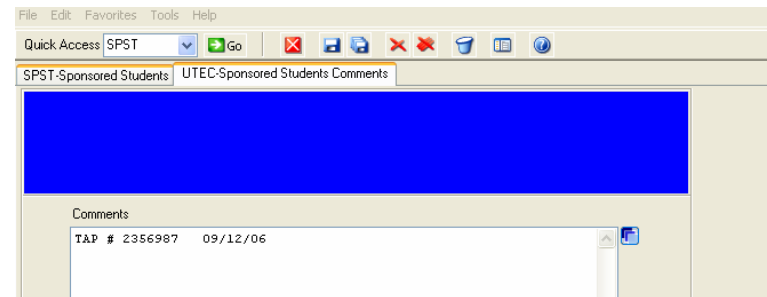
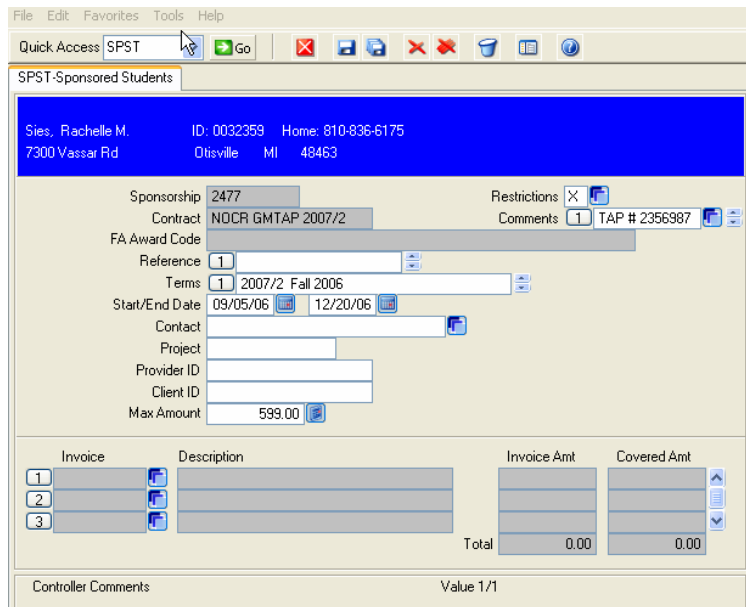
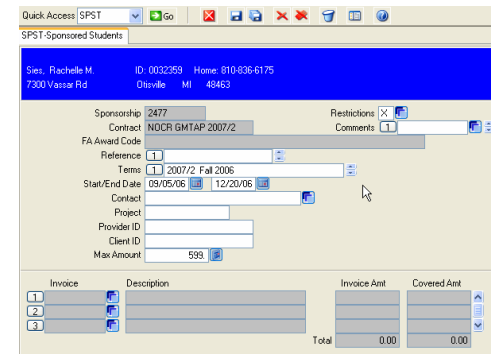
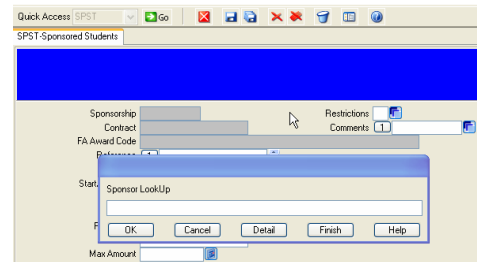


Sponsors , Sponsorships, & Sponsored Students

Step # 3 Putting Students into Sponsorship

SPST

- Enter Sponsor Id
- Enter Sponsorship #
- Enter Student Id
- Enter Max Amount
- Detail on Comments
 - Enter TAP App # and Date
 - Finish





Sponsored Students Billing Rpt

SSRP

- Start/ End Dates are Term
- Enter Sponsor(s) **or**
- Enter Sponsorship **or**
- Enter Student (optional)
- Save & Update
- Enter Printer

File Edit Favorites Tools Help

Quick Access: SSRP [Go] [Close] [Print] [Refresh] [Home] [Help]

SSRP-Sponsored Student Billing Rpt

Status: Post Run Operator: PSCHERRE Date: 07/14/06

Start Date: 09/01/06 Invoice Date: 10/26/06
 End Date: 12/21/06 Force Reevaluation: No

Saved List Name: []

Sponsor

1	0233484 Uaw Gm
2	[]
3	[]

Sponsorship

1	2477	Uaw Gm
2	[]	[]
3	[]	[]

Student

1	0032359 Rachelle M. Sies
2	[]
3	[]

Additional Selection Criteria: No

Controller Student Adding Value 2

File Edit Favorites Tools Help

Quick Access: SSRP [Go] [Close] [Print] [Refresh] [Home] [Help]

SSRP-Sponsored Student Billing Rpt

Peripheral: SETPTR.ARJ.028.21476 Description: Sponsored Student Billing
 Process: SSRP Description: Create sponsorship work files

Output Device: P Printer Spooler
 Printer: cm1146hp4k01

Form Name: []
 Banner: []
 Copies: 1
 Defer Time: []

Other Options

1	NDEJECT
2	NFMT
3	[]

Page Width: 132
 Page Length: 66
 Top Margin: 0
 Bottom Margin: 0

Form LookUp

Create sponsorship work files

Started: 16:41:29 Nov 13 2006
 Current: 16:45:36
 Total Elapsed: 00:00:07
 Est. Completion: 16:45:36 Nov 13 2006
 Ended

Processed: 1 of 1

Close automatically when complete [Finish]

No data retrieved from current (S)SELECT statement.
 1 records selected to list 0.
 1 key(s) saved to 1 record(s).
 1 records retrieved to list 0.



Sponsors , Sponsorships, & Sponsored Students Payments and Reports

Invoicing the Sponsor

- Step # 1 **XCES** ~ Print list of all students in sponsorship
- Step # 2 Fill out Sponsor Statement Request Form
- Step # 3 **Attach all of the following:**
 - List of students
 - Sponsorship Certificate (TAP form, etc)
 - Sponsor Statement Request Form
- Step #4 Make a copy for CE Files
- Step #5 Send originals and a copy to the Accounting Department to Invoice Sponsor

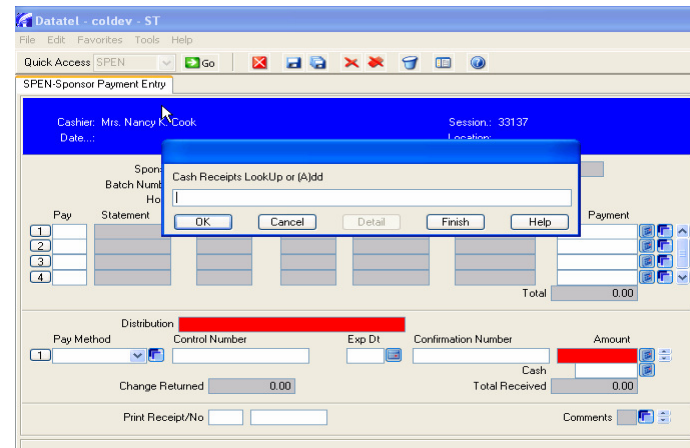
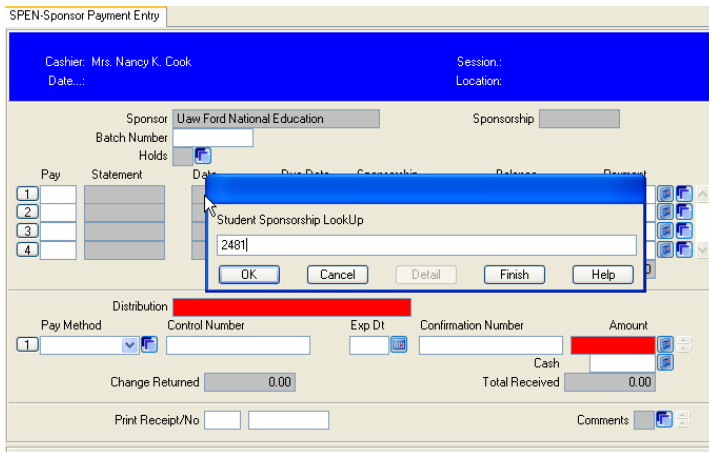
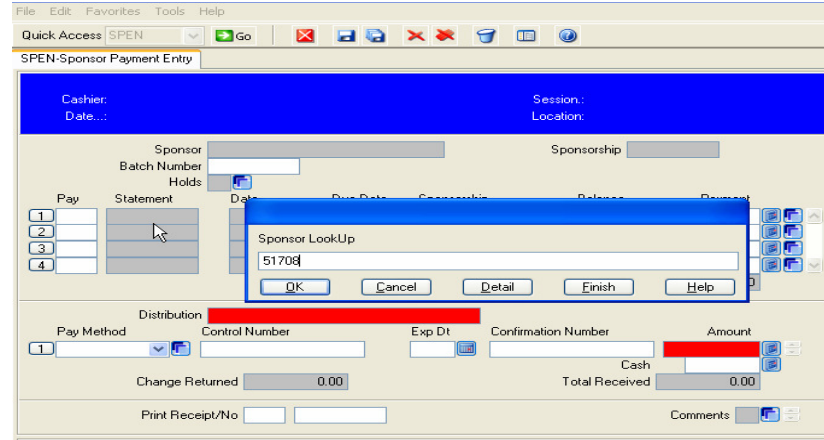
Accounting will send invoice to Sponsor



Sponsors , Sponsorships, & Sponsored Students Payments and Reports

When check is received
SPEN

- Step #1 Enter Sponsor
- Step #2 Enter Sponsorship
- Step #3 Enter A for Add





Sponsors , Sponsorships, & Sponsored Students Payments and Reports

SPEN

- Step #4 Enter Payment Amt
- Step #5 Enter Pay Method
- Step #6 Enter Check #
- Step #7 Enter Amount of Check
- Step #8 Finish

Pay	Statement	Date	Due Date	Sponsorship	Balance	Payment
1 Yes	3815	11/20/06	12/20/06	2478	258.00	258.00
2						
3						
4						
Total						258.00

Pay Method	Control Number	Exp Dt	Confirmation Number	Amount
1 CHK Check	4785233			258.00
Cash				258.00
Total Received				258.00

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RUN REPORT TO CHECK CHARGES WERE POSTED CORRECTLY

Step #9 Print Receipt

Step #10 Send a copy of Invoice and Receipt to Accounting

