Enter a Sponsor Billing Form

1. Navigate to the Sponsor Billing Form.
   a. Use the link from the MU Office of Cashiers website or
   b. In the PeopleSoft Finance system select myForms WorkCenter from the Main Menu and then click Add Sponsor Billing Form.

2. Enter the number of credit hours, year, and semester for the form.

3. Select the fees to be covered. If a specific fee is not listed select Other Unlisted Fees and a text box will appear.
4. Enter the MoCode to be charged. If a grant MoCode is entered an additional section will appear and display information relevant to the grant.

5. Enter the ID, Name (First, Last), and PS Account for each student. Add or remove rows as necessary.

6. Enter any applicable comments and click **Submit**.
7. Upon submission the Results page will display. From this page you can click **View Approval Route** to view the form approvers or add ad-hoc approvers.
Approve a Form (OSPA, Project Manager, and Fiscal)

1. Navigate to the Sponsor Billing Form.
   a. Use the link in the approval email or
   b. Use the Approvals tile on the PeopleSoft Finance homepage.

2. Review the form information.

3. Enter any applicable comments and then take one of the following actions:
   a. Click **Approve** to indicate your approval and send the form to the next approval step.
   b. Click **Deny** to cancel the form and prevent it from being resubmitted.
   c. Click **Recycle** to send the form back for revision
   d. Click **Hold** to prevent any other approvers from approving the form. This will remove the form from their Approvals tile and only you will be able to take action on the form.
Approve a Form (Cashier’s Office)

1. Navigate to the Sponsor Billing Form.
   a. Use the link in the approval email or
   b. Use the Approvals tile on the PeopleSoft Finance homepage.

2. Review the form information. Calculate or verify the amounts for each student.
3. Enter or update the total fees per student in the Student Information section.
4. Enter a date in the Date of Estimate Field if one has not already been entered.
5. Enter any applicable comments and then take one of the following actions:
   a. Click Approve to indicate your approval and send the form to the next approval step.
   b. Click Deny to cancel the form and prevent it from being resubmitted.
   c. Click Recycle to send the form back for revision
   d. Click Hold to prevent any other approvers from approving the form. This will remove the form from their Approvals tile and only you will be able to take action on the form.
6. If you are the final approver a journal entry will be created automatically and an email will be sent back to the original requestor.
Update a Form
If a form is Recycled (send back for revision) by an approver the original requestor will receive an email.

1. Use the link in the sent back for revision to open the form.
2. Make any necessary updates to information.
3. Enter any applicable comments and then take one of the following actions:
   a. Click **Resubmit** to submit the form back into workflow.
   b. Click **Withdraw** to cancel the form. This will archive the form and it cannot be resubmitted.

View a Form
Sponsor Billing forms can be viewed at any stage. This can be useful in monitoring approvals or viewing historical information.

1. Navigate to the Sponsor Billing Form. In the PeopleSoft Finance system select myForms WorkCenter from the Main Menu and then click **View Department Forms**.

2. Filter for the form type of “SPONSBILL” and add any other search criteria.
3. Open the form you wish to view.
4. Review the form information and click **Next>>** to view pending and completed approvals.