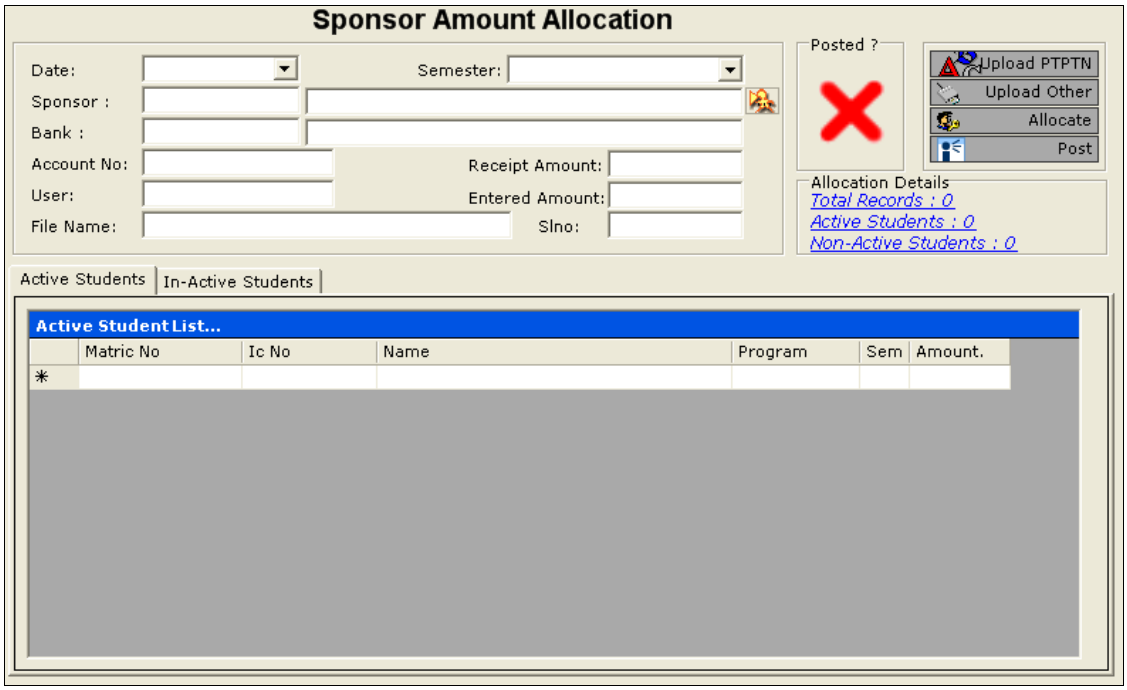
1.0 SPONSOR AMOUNT ALLOCATION

Most of the students will have a sponsor to pay the invoice amount. In this module, the amount send by the sponsor for each student will be processed and allocated to each student for the invoice and expenses. Sponsor will send a whole amount to the university with the student listing (softcopy). Using this module, user can upload the students sponsor amount and allocate the same to outstanding and expenses on each semester

1.1 Process

Select the "Sponsor Amount Receiving" From the billing menu. The screen will appear as shown below



1.2 Field Description

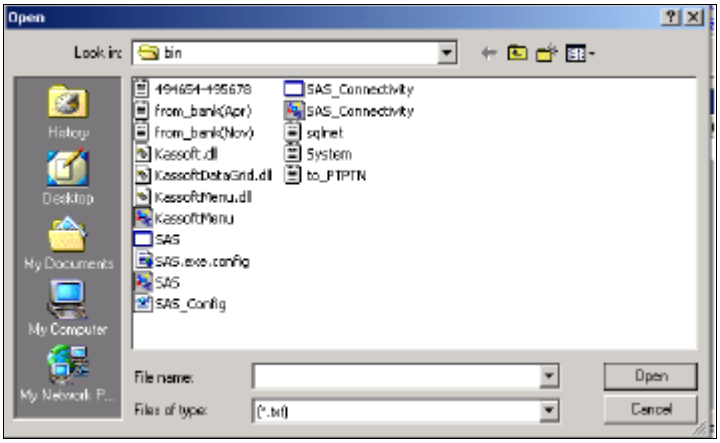
This module will allow for multiple allocations to various students for a sponsor receipt based on the sponsor instruction to the university.

i. **Date** : Enter the Date
ii. **Sponsor**: Click this icon to list the available sponsor receipt. Without Sponsor receipt, Allocation is not possible.
iii. **Bank** : Bank and Account No will display automatically based on the above selection
iv. **Total Amount**: Enter the total amount send by the Sponsor.
v. **Entered Amount**: It will display the sum of individual student sponsor amount.

1.3 File Uploading

1.3.1 To upload the soft copy received from the sponsor other than PTPTN, select the

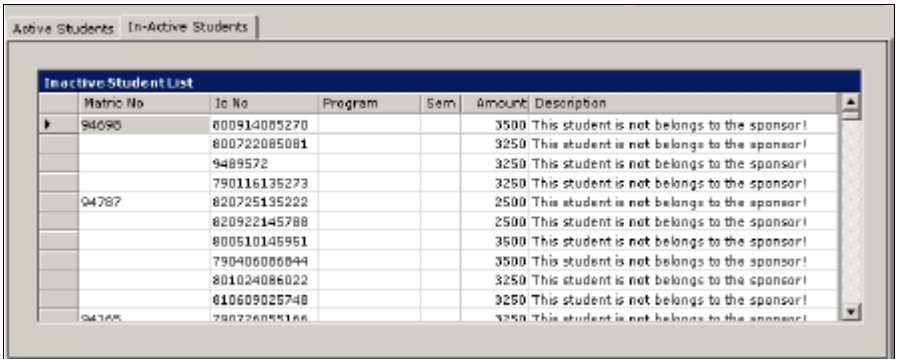
button, and select the file from this directory listing as shown below.



(To upload the PTPTN File use

button)

1.3.2 After selecting the file from the list, it will display the entire student in the file list as shown below:-



1.3.3 On uploading the records, it will display the summary of the file like Total records processed, Active student and Non-active students. Save this list for further processing.

1.4 Save

1.4.1 To save the list, click the SAVE icon from the tool bar. On saving the system will check for active student and filter the in-active student list (Student Terminate/Sponsor changed etc).

1.5 Allocate

1.5.1 Using this option, User can allocate the sponsor amount to each student for outstanding amount and if there is any remaining amount left it will be allocated to expenses. Users have no permission to change the allocation amount to invoice. On click of this

icon, the system will do an automatic allocation of the received amount to outstanding invoice amount. If the received amount is more than invoice amount and he is eligible for expenses, then it will allocate for the expenses. Apart from that if the sponsor send the amount for multiple semesters, the remaining amount will be stored in his student credit limit.

On next invoice generation, the credit amount will automatically adjust against his invoice.

1.6 Post

1.6.1 On successful allocation, When the user click

icon, based on the allocation the Receipting will be done for each student against the outstanding invoice and the remaining credit amount if any will go the student credit balance.
Allocated Expense amount will be credited to the student and the same can be paid to the student through student expense payment module.

1.7 UPLOAD File Format

1.7.1 Upload File (Other than PTPTN) should be a comma separated value (CSV) text file with the following format as shown below.

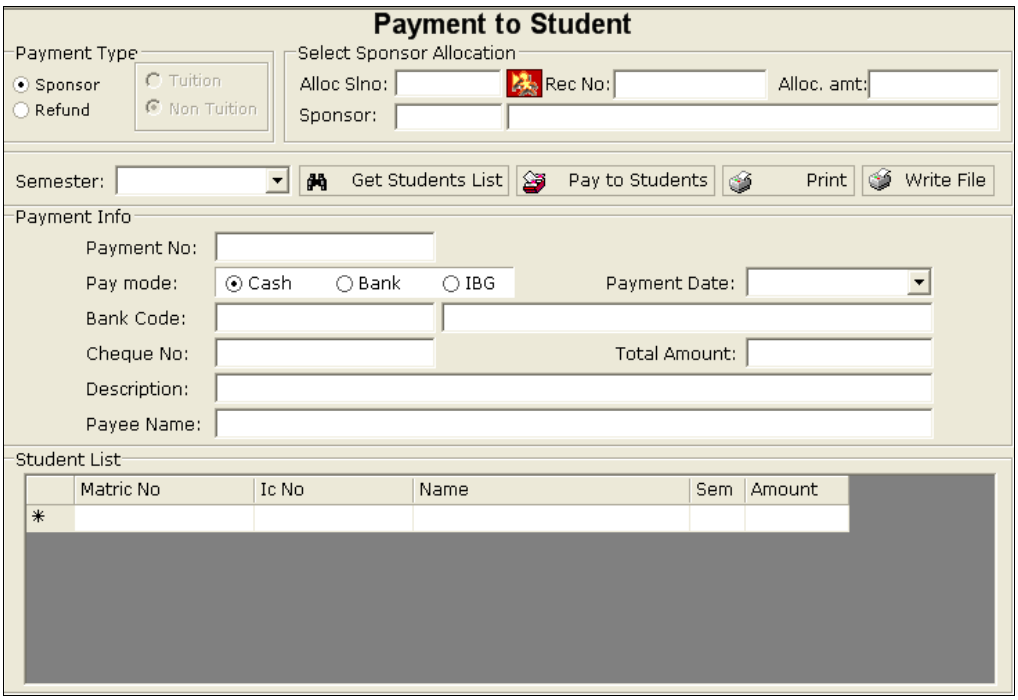
Field	Description
1. Matric No	First Field should be Matric no. If there is no Matric No then leave it as blank
2. IC No	Second Field should be IC No
3. Student Name	Third Field should be Student Name
4. Amount	Last Field should be Amount

1.8 To create Upload file

1.8.1 User can use Microsoft Excel to create this csv file. Define the format as specified above and save the file as "csv file" using 'save as' option in EXCEL.

2.0 STUDENT PAYMENT

2.1 Expense amount allocated by the sponsor for the student can be paid using this module. Student will be paid the expense amount based on the amount allocated after adjusted against his outstanding invoices.



2.2 Select the Student Payment option from the Main menu and select the Sponsor check box as shown below.

i. Selection of Allocation No

Payment to the student will be done based on the allocation. So user has to select the allocation. To select the allocation, click the button, system will display the allocation details for a particular sponsor. Select the allocation no and double click.

ii. Get Student List

After selection of Allocation, Click the Get Students List to get the list of students for which expenses amount has been allocated. System will list out all the students.

After get the student list, Enter the payment Details as explained below:-

Field Description

a. Payment mode:

Select the payment mode (Cash/Cheque/IBG). When you select IBG, then while saving the payment, the payment details will be written to a file specified by the bank.

b. Bank Code :

Enter the bank code or Press F10 to list the bank information and select from the list.

c. **Cheque No** :
Enter the Cheque Number. If it is automatic cheque number generation then leave it blank.

d. **Total Amount** :
Total amount will be computed automatically based on the expense amount allocated to various students.

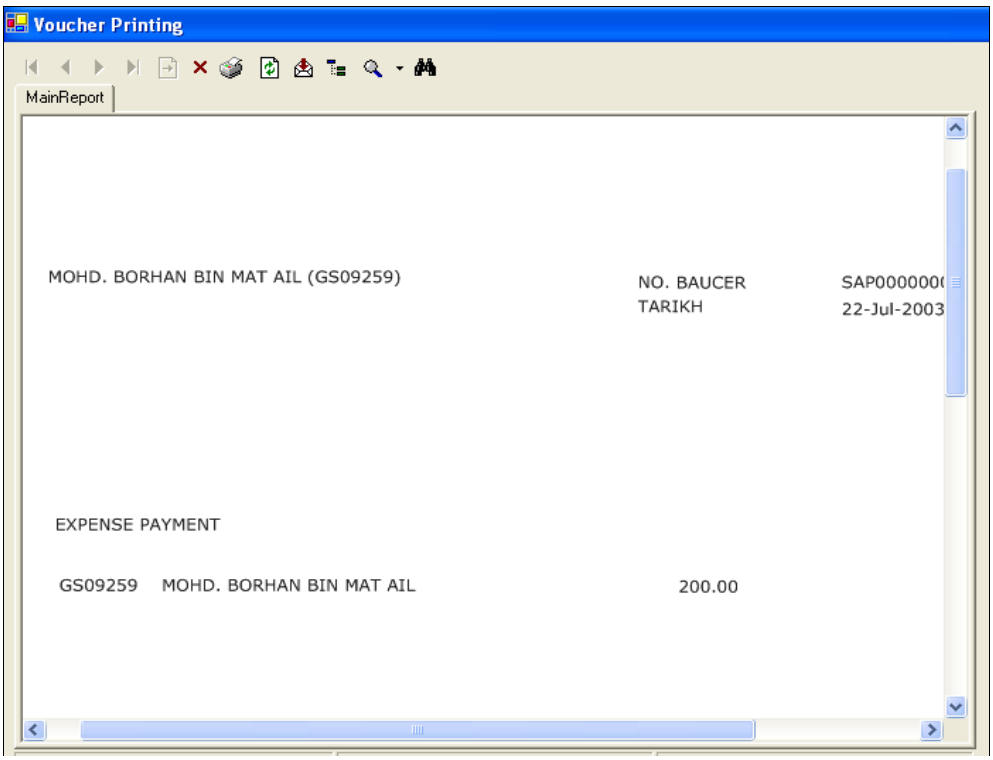
e. **Description** :
Enter the Payment Description.

iii. Save

After finishing the data entry, Click the SAVE button from the tool bar to save the payment. Payment Number will be generated automatically by the system. System will display a file name if the payment mode is 'IBG'.

iv. Print

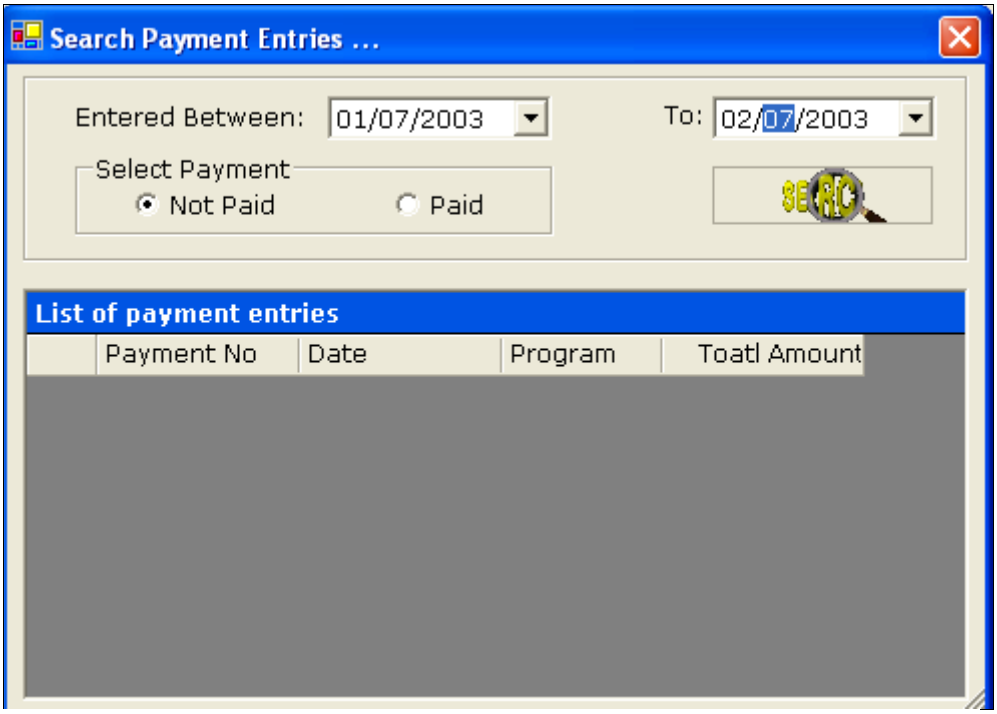
After saving the payment, a message box will appear for printing confirmation. On click of "YES" button, the payment report will be displayed as shown below:-



Click the icon to print.

v. Pay to Student

Click icon, select the payment number and double click for viewing the payment information. Edit the required information and save the record.



On click of this Pay to Students button the payment information will be get posted and update the relevant student and account information. After posting, user cannot edit the payment information.