



Sponsor Portal  
by TRA

Keep Sponsors  
& Teachers  
Connected to  
Their Accounts



Sponsor Portal  
by TRA

MY ACCOUNTS

HISTORY

VENDORS

RECIPITEES

MY PROFILE

LOGOUT

View accounts REAL-  
TIME from anywhere  
on any device!  
Including cell phones  
and iPads!

- Only \$48 per school!
- Unlimited Sponsor Access
- Quick Setup
- Bookkeepers no longer need to print sponsor reports

ACCOUNT #	NAME	CURRENT BALANCE
5001.000	Archery	\$1,547.12
5000.000	Athletics	\$2,853.12
5004.000	Cheerleading	\$4,654.38
2000.000	Field Trips	\$6,389.42
4000.000	Fundraising	\$3,646.12
1000.000	General	\$29,282.56
5010.000	Wrestling	\$458.45
3008.000	Yearbook	\$6,728.31

2000.000 - Field Trips

ACCOUNT INFORMATION YEAR-TO-DATE

Beg. Bal.	Receipts	Disb.	Encum.	Transfers	Current Bal
\$6,389.42	\$0.00	\$0.00	\$0.00	\$0.00	\$6,389.42

START 7/1/2017 END 7/31/2017

DETAIL (VIEW ONLY)      DETAIL (PRINTABLE)



# Kick It Up A Notch!

## Sponsor Portal PO

In addition to real time view of accounts, gives sponsors the ability to electronically submit Purchase Orders to the Bookkeeper for approval.



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[HISTORY](#)

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[PURCHASE REQUEST](#)

[PURCHASE REVIEW](#)

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### Why Choose Sponsor Portal PO?

- Benefits sponsor by automating PO creation
- Bookkeepers no longer re-enter PO information
- Bookkeeper has final approval over POs
- Sponsors can review approved POs

School	TRA Training School	Name	AC Supply Co.	PO Sub Total	\$92.50	
PO Date	2/18/2017	Address	176 Windy Glen Drive	Discount	\$0.00	
PO Number	19	Box 1503		Sub Total - Discount	\$92.50	
Requested By	Yee	City	St Charles	Shipping	\$0.00	
		State, Zip	MO 63302	TAX	\$0.00	
Special Notes	DELIVER TO CLASSROOM 202				PO Total Amount	\$92.50

  

Description	Product #	Qty	Unit Price	Trade	Amount	Amount
Football Jerseys	895	5	\$22.50	0%	\$112.50	\$112.50

  

PO Number	Date	Amount	Type	PO Date #	PO Date
19	2/18/2017	\$92.50	AC Supply Co.	0	
19	2/18/2017	\$92.50	AC Supply Co.	0	



## Only \$120 per School



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