

## INTERNAL STUDENT SCHOLARSHIP PAYMENT REQUEST

### Part 1 – Student Details

(School)

SURNAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENT ID: \_\_\_\_\_ SPONSOR CODE: \_\_\_\_\_  
(see 'Before you start')

COURSE: \_\_\_\_\_ SEMESTER/TERM: \_\_\_\_\_

### Part 2 – Department Details

(School)

SCHOOL NAME: \_\_\_\_\_

SCHOLARSHIP AMOUNT: \$ \_\_\_\_\_

PAYMENT APPROVED: \_\_\_\_\_

Signature

Name

Position

Date

### Part 3 – Journal Details

(Management Accountant)

	Centre	Project	Acct	Cam	Ent	Tp	Debit	Credit	Tax	Type	Code
HECS/Fees			770				\$		Yes	Sup/Tax	Free
St Assn:			770				\$		Yes	Sup/Tax	10%
GST:	09999	00000	0866	99	31	00	\$		Yes	Sup/Tax	10%
Clearing:	09999	00000	0277	99	31	00		\$	No		

Details: \_\_\_\_\_

Journal Batch Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Sponsor debt details checked on Callista (UWSFINR020): ☐ (Yes/No)

Posting Complete: \_\_\_\_\_ (signature)

### Part 4 – Receipt Processing

(Accounts Receivable)

Receipt No: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ONESTOP transaction code: **018** (Internal Scholarships) Student ID: \_\_\_\_\_

Receipt Complete: \_\_\_\_\_  
(Signature) (Print name)

# Process for payment of Internal Scholarships

Use this form to request a scholarship payment where the student has (or will have) a fee liability on Callista

## **Before you start:**

When paying scholarships for student(s) attached to a sponsor code. (eg. UWS-RESRCH) Total payment request MUST equal "STUDENT DEBTOR REPORT" UWSFINR020 balance for sponsor code.

Troubleshooting differences:

- a) Check that sponsor is attached to student (see FINR0140)
- b) Check that appropriate fees have been calculated (see FINF9100)
- c) Check that student personal fees have not been attached to sponsor (see FINF9100)
- d) Expect overnight processing before changes reflected in Student Debtor Report UWSFINR020
- e) Please note that Accounts Receivables cannot process amounts that do not total the Student Debtor Report.

*Please use "Payment Requisition" form where payment is to be made direct to student*

## **School**

1. Complete student and department details and amount of scholarship to be paid off student's debt liability on Callista (Part 1 and Part 2).
2. Approve payment in accordance with University delegations
3. Attach copy of supporting documentation (Offer of Admission, School Correspondence, etc.)
4. Forward form to college management accountant

## **Management Accountant**

5. Check Callista fee details for student
6. Process General Ledger journal on Oracle Financials using the template provided at Part 3. This will transfer the scholarship expense to a clearing account awaiting receipt processing
7. Forward form to Accounts Receivable

## **Accounts Receivable**

8. Process a ONESTOP receipt to the sponsor's account. Must enter the following details:

- Transaction Code: **018** (Internal Scholarships)
- Tender: **Banked (F7)**
- Deposit Reference: *Enter the journal batch name*

Record the ONESTOP receipt number & other required details at Part 4.

Refer Appendix A for sample receipt screen.

9. The receipt will automatically pay the fee liability in Callista. When AR is posted to GL, a debit will be posted to the clearing account, offsetting the amount previously journalled.