

Procedures

for

Internal Sponsorship /

Internal Scholarship

Payments

1. Purpose

The aim of this document is to provide relevant staff with the appropriate procedures on how to request for an internal scholarship / sponsorship payment to be allocated to the nominated student account. The scholarship / sponsorship payment is funded by a School within the University.

2. Instruction

Before you start

When paying scholarships for student(s) attached to a sponsor ID (eg. 22000235):

- Check that student is attached to a sponsor
- Check that appropriate fees have been calculated
- Check that student personal fees have not been attached to sponsor
- Expect overnight processing before changes reflected in Sponsor Summary Statement / Student Statement of Account.
- Please note that Accounts Receivables cannot process amounts that is different to the amount in the Statement.

School

Step 1: Obtain one of these reports from Argos:

- **SPON001- Sponsor Summary Statement:** if the student fee is attached to a sponsor. Payment will be allocated to the Sponsor account.
- **SOA001 Statement of Account / or Debtors – By Student ID:** if the student fee is NOT attached to a sponsor. Payment will be allocated directly to the Student account.

SPON001- Sponsor Summary Statement

SPONSOR SUMMARY STATEMENT TAX INVOICE
Term: 202186 2021 Block 6

WSU - The College
Nirimba Campus, Bldg U11
Eastern Rd

Invoice Number: 22000020202186
Date Of Issue: 28-Oct-2021
Due Date: 26-Nov-2021
Customer Number: 22000020

Step 2: Complete the 'AR_Scholarship_Sponsorship payments summary' spreadsheet.

Term	Sponsor ID	Sponsor Name	Student ID	Student Name	Amount Owed	Sponsored Amount	Sponsor type	Payment Amount
TOTAL					\$ -	\$ -	Internal	\$ -
1	2	3	4	5	6	6	Internal	\$ -
							Internal	\$ -
							Internal	\$ -

Term	Sponsor ID	Sponsor Name	Address	Student ID	Student Name	Program	Thirdparty DET	DCAT	DCAT Desc	Total Charges	Total Payment
202180	22000062	EMB-SACM		18401556	Ms Fatmah M...	TPCH	SAF	Services and ...	154	0	
202180	22000062	EMB-SACM		19606398	Mr Mohamm...	TPCH	SAF	Services and ...	39	0	
202180	22000062	EMB-SACM		19670279	Mr Omar Abd...	TPCH	SAF	Services and ...	0	0	
202180	22000062	EMB-SACM		19917193	Mr Mohamm...	TPCH	SAF	Services and ...	39	0	
202180	22000062	EMB-SACM		19946551	Mrs Norah N...	2761 - Master...	TPCH	TUI	Registration ...	0	0
202180	22000062	EMB-SACM		20022192	Mrs Hajar Sa...	2761 - Master...	TPCH	TUI	Registration ...	7140	0
202180	22000062	EMB-SACM		20032744	Mrs Marwah ...	2761 - Master...	TPCH	TUI	Registration ...	0	0
202180	22000062	EMB-SACM		20042862	Mr Manaf O...	TPCH	SAF	Services and ...	115	0	
202180	22000062	EMB-SACM		20176033	Mrs Alanoud ...	2761 - Master...	TPCH	TUI	Registration ...	7140	0
202180	22000062	EMB-SACM		206092192	Mrs Ashwaq ...	TPCH	SAF	Services and ...	154	0	
1	2	3	4	5	6						

Step 3: Complete **Part 1** and **Part 2** of the SCHOLARSHIP / SPONSORSHIP PAYMENT REQUEST form.

Western Sydney University
Office of Finance
Locked Bag 1797
Penrith NSW 2751 Australia



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

Step 4: Approve payment in accordance with University delegations.

Step 5: Send all documents completed in step 1 to 5 to your Senior Finance Business Partner to process journal.

Senior Finance Business Partner

Step 6: Check payment details and ensure all required information is submitted.

Step 7: Process a journal in Oracle Financials using the template provided (part 3 on form). This will transfer the scholarship expense to a clearing account awaiting receipt processing.

Part 3 – Journal Details (Client 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 Banner (SPON001): ☐ (Yes/No)

Posting Complete: _____ (signature)

Step 8: Forward all documents completed in step 2 to 7 to Accounts Receivable at receivables@westernsydney.edu.au for processing.

IMPORTANT:

-  Please allow overnight processing for any changes in Banner reflected in Sponsor Summary Statement/ Student SOA.