

# 2019 DHHS Student Scholarships

## HOW TO SUBMIT AN EXPENSE ACQUITTAL

### STEP ONE:

Responsible staff members must log into the Kids Under Cover portal.

### STEP TWO:

An expense acquittal must be submitted for all **approved** scholarship applications. First, click the arrow symbol of the appropriate young person then click the **acquittals** button.

The screenshot shows a table titled "My Active Scholarship Applications" with columns: APPLICATION ID, APPLICANT, LOCATION, STATUS, and DATE SUBMITTED. The first row is highlighted, and a dropdown menu is open for the "APPLICATION ID" column, showing options: "Acquittals" and "Change of Circumstance".

APPLICATION ID	APPLICANT	LOCATION	STATUS	DATE SUBMITTED
DHHS2020004	Cooper Cooper		Approved	30/04/2019
KUC2019061	Sam Smith		Not Approved	
KUC2019062	Samantha Smith		In Progress	

### STEP THREE:

Click the **new** button and select the type of expense category, then click **save & next**.

The screenshot shows the "Acquittal Information" form. The "Category" dropdown menu is open, showing options: "-- None --", "Course Fees", "Uniform or Course Related Clothing", "Text Books", "Stationary", "Course Related Equipment", "Laptop / Desktop Computer", "Other Computer Related Equipment", "Transportation", "Excursions", and "Other". The "New" button and "Save & Next" button are also visible.

#### STEP FOUR:

Fill in all relative fields, then click **save & next**.

The screenshot shows a web form titled "Acquittal Information" with a secondary tab "Support Docs". The form contains the following fields:

- \* Category:** A dropdown menu with "Text Books" selected.
- \* Amount:** A text input field containing "\$200.00".
- \* Date Paid:** A date picker field containing "09/05/2019".
- Description:** A text area containing "Maths and English textbooks".

At the bottom right of the form, a blue button labeled "Save & Next" is circled in red.

#### STEP FIVE:



Click the **upload files** button, select appropriate files, then click **save & close**.

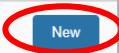
**Please note:** If you are submitting an invoice with multiple payments on it, you are only required to upload this once.

The screenshot shows the "Support Docs" section of the form. It features a dashed box containing an "Upload Files" button (with an upload icon) and the text "Or drop files". Below this, there are two blue buttons: "Previous" on the left and "Save & Close" on the right. Both the "Upload Files" button and the "Save & Close" button are circled in red.

## STEP SIX:

After submitting an acquittal, you're able edit it by clicking the pencil symbol. To create a new acquittal, click the **new** button.

Acquittals				
CATEGORY	AMOUNT	DATE PAID	DESCRIPTION	ACTION
Text Books	\$200.00	09/05/2019	Maths and English textbooks	
Laptop / Desktop Computer	\$600.00	09/05/2019	Laptop	
Total: \$800.00		Outstanding Balance: -\$800.00		



## QUERIES

Please contact the Kids Under Cover Scholarship team via email at [scholarship@kuc.org.au](mailto:scholarship@kuc.org.au) or by phone on (03) 9429 7444 with any queries or for more information.

