Overview

The STAR 6 Program is managed by Scienceworks and provides science enrichment learning experiences for Year 6 students in Victorian schools. STAR 6 provides reimbursement of transportation costs for rural and regional Year 6 students to visit Scienceworks.

Travel subsidy for rural and regional schools

All schools outside the metropolitan area will be reimbursed for the full cost of transporting Year 6 students to and from Scienceworks for one school excursion per year.

A quote for the travel costs must be forwarded to Scienceworks no later than two weeks prior to your visit.

Travel subsidy for metropolitan schools

All metropolitan schools receive $4 per student subsidy towards the cost of transport to and from Scienceworks for one school excursion per year.

Planetarium or Lightning Room

All Year 6 students will receive a $2 discount to either one Planetarium show or one Lightning Room show as part of a school excursion.

Terms and Conditions for claiming from Scienceworks

- To access the reimbursements you must book and attend an approved staff-led education Program for Year 6 students as part of your visit
- At the time of booking, notify staff at Scienceworks you intend to make a STAR 6 claim so that the appropriate claim forms can be sent to you
- Pay all excursion expenses before making a STAR 6 claim
- Complete the required paperwork and submit it to Scienceworks in a timely manner (this includes a completed STAR 6 Claim form and a School tax invoice for the amount being claimed.

Instructions for CASES21 – Sundry Debtor Tax Invoice

A Sundry Debtor tax invoice must be produced by the school and accompany the claim forms provided by Scienceworks.

Rural and regional schools must also enclose a copy of the transport company tax invoice or receipt (for bus hire or public transport) with the School tax invoice.

Please note when preparing the School tax invoice: the transport costs will be inclusive of GST; entry to the Planetarium or Lightning Show are GST free.
Adding Scienceworks as a new Sundry Debtor

Open Financial | Sundry Debtors | View and Maintain Debtor Details | Debtor Information (DR11001) format.

- Click on the **New** icon in the **Home** tab.
- Enter SCIENCEWRK into the **Client key** field.
- Enter SCIENCEWORKS in the title field.
- Enter Business Manager into the **Contact** field.
- Enter Scienceworks Museum into the **Business name** field.
- Enter 2 Booker St, SPOTSWOOD into the two **Address** lines or email address (refer to CASES21 Process Guide Sundry Debtors for email instructions)
- Enter VIC into the **State** field.
- Enter 3015 into the **Postcode** field.
- Enter the mailing details as appropriate
- Select either **Other** from the **Debtors type** drop down list. Do not leave this field blank.
- Click on the **Financial Summary** panel tab
- Select **Yes** from the **Tax Invoice** drop down list. This will enable all invoices to be printed after the invoice batch has been updated.

Creating a Scienceworks Sundry Debtor invoice

Open Financial | Sundry Debtors | Process Invoices and Credit Notes | Debtor Invoice (DR31001) format.

- Ensure the **New Batch** box is ticked.
- Change the default **Description** to a relevant description that describes and identifies the batch.
- The **Type** will default to **Normal**. Do not change this default.
- Click **OK**.
- Select the SCIENCEWRK from the **Debtor key** drop down list.
- Enter the invoice **Date**.
- The **Type** of invoice defaults to **GL**. Do not change this.

For Planetarium

- Select a **Sub Program** from the drop down list - either 9499 or a specific excursion code.
- Select the General Ledger code 73001 from the **GL Code** drop down list.
- Select an **Initiative** from the drop down list.
• The number of items invoiced defaults to 1 in the **Quantity** field. This field must have a quantity entered.
• Enter the **Unit Cost**. This should always be the GST exclusive cost of the item.
• Select the **GST Type** - G03 from drop down list.
• Enter the **Nett** amount.
• No **GST Amount** is applicable.
• The total amount is automatically calculated and entered into the **Amount** field. This is based on the GST Type and Nett Amount entered.
• Enter a relevant description for this invoice into the **Detail** field. This description appears on the debtor’s statement and tax invoice for example ‘Scienceworks Grd 6 excursion’.

**For Bus Costs / Travel Reimbursements**

• Generate a new record by clicking on the **New** icon in the **Home** tab.
• Select a **Sub Program** from the drop down list - either 9499 or a specific excursion code.
• Select the **General Ledger** code 73001 from the **GL Code** drop down list.
• Select an **Initiative** from the drop down list.
• The number of items invoiced defaults to 1 in the **Quantity** field. This field must have a quantity entered.
• Enter the **Unit Cost**. This should always be the GST exclusive cost of the item.
• Select the **GST Type** - G01 from drop down list.
• Enter the **Nett** amount. This should be the GST exclusive total amount of all the items.
• The applicable **GST Amount** is automatically calculated.
• The total amount is automatically calculated and entered into the **Amount** field. This is based on the GST Type and Nett Amount entered.
• Enter a relevant description for this invoice into the **Detail** field. This description appears on the debtor’s statement and tax invoice for example ‘Bus Cost’.
• Save your changes by clicking on the **Save** icon in the **Home** tab.
• Print preview the batch and check for any errors.
• Print the batch using the **Print** icon. If there are no validation errors in the batch, a batch update message will appear:

```plaintext
Batch Print
The batch has been successfully printed. Do you want to update the batch now?
Yes No
```
• Check the printed audit trail for data entry errors, if the audit trail is correct, click **Yes**.
• A window will appear indicating that the batch has been successfully updated. Close this window.
• File the batch and any supporting documentation.

**Printing Scienceworks Invoice (alternatively refer to the Sundry Debtor Section of the CASES21 Process Guide for email instructions)**

Open **Financial | Sundry Debtors | Print Invoices and Statements | Sundry Debtor Tax Invoice (DR21401)** format.

• Select **SCIENCEWRK** from the drop down list in the **From debtor** field
• Select **SCIENCEWRK** from the drop down list in the **To debtor** field
• Select the appropriate batch from the drop down list in the **For batch** field
• Select **OK**
• To print the invoice, click on the **Print** icon in the **Home** tab.
Example Rural School Invoice:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus Cost</td>
<td>2,000</td>
</tr>
<tr>
<td>Planetarium (18 students)</td>
<td>36</td>
</tr>
<tr>
<td>GST</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$2,236</strong></td>
</tr>
</tbody>
</table>

Example Metropolitan School invoice:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel reimbursement</td>
<td>95.45</td>
</tr>
<tr>
<td>Planetarium (35 Students)</td>
<td>70.00</td>
</tr>
<tr>
<td>GST</td>
<td>9.55</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$175.00</strong></td>
</tr>
</tbody>
</table>

Scienceworks Invoice

- Fill in the STAR 6 claim form provided by Scienceworks
- Attach the Scienceworks sundry debtor tax invoice and relevant travel documentation.
- Send to Scienceworks within **two weeks** of your visit.