Scholarship/Fellowship Payment Inquiry Procedure

The purpose of this eThority procedure is to assist the departmental business offices on how to locate and identify the Scholarship/Fellowship payments using object codes 65XX made to an individual during a Calendar Year (CY). The eThority DataBook, Scholarship/Fellowship Payment Inquiry by Last Name, was created to extract these reportable/taxable payments per AP 8.561, Tax Treatment of Non-Service Financial Assistance for Individuals.

To access the eThority DataBook:

1. Log on to eThority: [http://ethority.reports.hawaii.edu/](http://ethority.reports.hawaii.edu/)
2. Go to KFS PurAP DataBooks > Audit Reports.
3. Click on DataBook Scholarship/Fellowship Payment Inquiry by Last Name.

4. In the Control Values screen, enter the individual’s Last Name, First Name (If known to narrow the search.). And then enter the From Date as 01/01/2015 and the To Date as 12/31/2015. Then press the OK button.
5. The next screen will display the filters and information pertaining to the individual. Click on the “Circle +” icon to open payee information such as Account Number, Object Code, FO Code, Disbursement Number, Amount, etc. The total of payments for the payee is displayed under the Amount column.

6. To select another individual, click on Powerfields, then Enter Control Values.
7. The Control Values screen will appear so you can enter the next individual.

8. After entering the next individual’s information, click the OK button. Then click the Refresh button.

If you have any questions, please email the Disbursing Office at UHDISB@hawaii.edu.