Processing a Cash Expense Refund

Cash Expense Refunds are received in the form of Refunds, Reimbursements, Rebates or Returned funds from a vendor. Cash expense refunds always relate to an expense paid for by UF and must be returned to the ChartField of origin.

Use the original ChartField string information from the expense as the ChartField string of the deposit. Expenses with a prior year accounting date are an exception. Contact Treasury Management if you have any questions on an expense refund.

**Scenario:** Your department bought 10 brand new computers and monitors, totaling $10,000. The original voucher paid was #03120452. At the time of purchase a 15% rebate was promised to your department 3 months after the purchase. After three months, a check for $1,500.00 has arrived and must be deposited.

Since this rebate check isn't revenue, the deposit is considered a cash expense refund and the funds deposited into the appropriate account.

Creating a Cash Refund

1. Login into myUFL with your Gatorlink username/password.
2. Navigate through **Nav Bar > Main Menu > Financials > Accounts Receivable > Payments > Online Payments** and click on **Regular Deposit**.
3. Click the **Add a New Value** tab.
4. Enter your Department Unit (i.e., "0500") into the **Deposit Unit** field.
5. Click **Add**.
6. Confirm the **Accounting Date** field includes the appropriate date.
7. **Bank Code** and **Bank Account** are entered for you.
8. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
9. Click the **Look Up** button
10. Select "Check Deposit" from the **Search Results** table.
11. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., "1500.00")
12. Click in the Count field, and enter "1".

13. Click the Payments tab.

14. Enter appropriate Payment ID (i.e., "Check #20200") into the Payment ID field.

15. Click in the Amount field.

16. Enter the appropriate amount (i.e., "1500.00") into the Amount field.

17. Click the Journal Directly box.

18. Click the Save button.

19. Click the Apply Payment link to move to the Create Accounting Entry tab.

Create Accounting Entry

20. Click on the ChartField tab under Distribution Lines and enter the ChartField information

   a. Click in the Line Amount field and enter the appropriate negative amount of the deposit (i.e., "-1500.00").

   b. Click in the Account field and enter the appropriate account (i.e., "731100").

   c. Click in the Fund field and enter the appropriate fund (i.e., "141").

   d. Click in the Dept field and enter the appropriate Department ID (i.e., "05000000").

   e. Click in the Program field and enter the appropriate program code (i.e., "7200").

   f. Click in the Bud Ref field and enter "CRRNT".

   g. Click on Journal Reference Information tab.
      Note: This field may appear on other tabs if it has been moved through the Personalize link.

      h. Input the original voucher number (i.e., "03120452") into the Ref field.
      Note: This field may be located on the ChartFields tab, depending on your personal myUFL settings.

21. Click the Create Entry button (lightning bolt).

22. Click the Complete option.

23. Click the Save button.
If you need help with...

- **Technical issues**, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu

- **Policies and Directives**, refer to Treasury Management at 392-9057
  - Refer to Cash Handling and Controls at [http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/](http://www.fa.ufl.edu/departments/treasury-management/cash-handling-and-controls/)

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