

PROCESSING AN EXPENSE REFUND

Expense Refunds are received in the form of refunds, reimbursements, rebates, or returned funds from a vendor. 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. If the original expense is related to a Grant fund or Travel, the deposit should be entered by Contracts & Grants or Travel department. Contact Banking & Merchant Services if you have any questions on an expense refund.

Scenario: Your department bought lab supplies totaling \$1,000. The original voucher paid was #03120452. When the order arrived, some of the supplies were damaged and a refund of \$150 was promised. A check for \$150.00 has arrived and must be deposited.

Since this refund check isn't revenue, the deposit is considered an expense refund and the funds need to be deposited into the appropriate account.

NAVIGATION

Login to myUFL with your GatorLink username/password.

1. Click **Nav Bar > Main Menu > Financials**
2. Click **Account Receivable > Payments > Online Payments > Regular Deposit**

CREATING AN EXPENSE REFUND

3. Click the **Add a New Value** Tab.
4. Enter your **Department Unit** (i.e., **0500**) into the Deposit Unit field. Note: Deposit Unit from prior deposit may still appear.
5. Click **Add**.
6. Ensure that the **Accounting Date** is the date that it will be received at the bank.
7. Click **Look up Bank Account** (magnifying glass) button and **Look Up** appropriate **Bank Account** (i.e., **0006 Concentration**).
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.
11. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **150.00**).
12. Click in the **Count** field and enter **1**.
13. Click the **Payments** tab.

14. Enter appropriate **Payment ID** (i.e., **Deposit ticket number or Location ID number**) into the Payment ID field.
15. Click in the **Amount** field.
16. Enter amount of check (i.e., **150.00**) into the **Amount** field.
17. Click the **Journal Directly** option.
18. Click **Save** button.
19. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

CREATING 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., **-150.00**).
 - b. Click the **Line Description** field and enter a description of the deposit (i.e., **refund of lab supplies**).
 - c. Click in the **Account** field and enter the appropriate account (i.e., **731100**).
 - d. Click in the **Fund** field and enter the appropriate fund (i.e., **179**).
 - e. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
 - f. Click in the **Program** field and enter the appropriate program code (i.e., **4600**).
 - g. Click in the **Bud Ref** field and enter **CRRNT**.
 - h. Click the **Journal Reference Information** tab.

NOTES:

- This field may appear on other tabs if it has been moved through the Personalize link. Input the original voucher number (i.e., **03120452** into the **Ref** field).
- This field may be located on the **ChartFields** tab, depending on your personal myUFL settings.

21. Click on the **Documents link**. OnBase will open in a new window.
 - a. Click **Upload File** icon.
 - b. Browse for the appropriate file.
 - c. Click **Import** button.

22. Click the **Create Entry** button (the "lightning bolt").
23. Click **Complete** box.
24. Click **Save** button.

FOR ADDITIONAL ASSISTANCE

Technical Help

UF Computing Help Desk
352-392-HELP
helpdesk@ufl.edu

Processes and Policies

Banking & Merchant Services
[Cash Handling and Controls](#)
352-392-9057