



Entering a Batch to Post a Credit to the Grant

NB: This process can also be followed when processing a **refund** to a Grant, but please ensure you first read the information in the box at end of document, **Posting a refund to a grant**.

1. Navigate to the **Expenditure Batches** window, using **Expenditures > Enter Actuals**
2. Enter a unique batch name to identify the batch.

Batch Name Format: *Department Code/User Initials/Date/Ref*
E.g. ZZ/RAD/12/01/18/01

3. Click in the **Ending Date** field and select today's date from the calendar. The date will automatically default to the following Sunday.

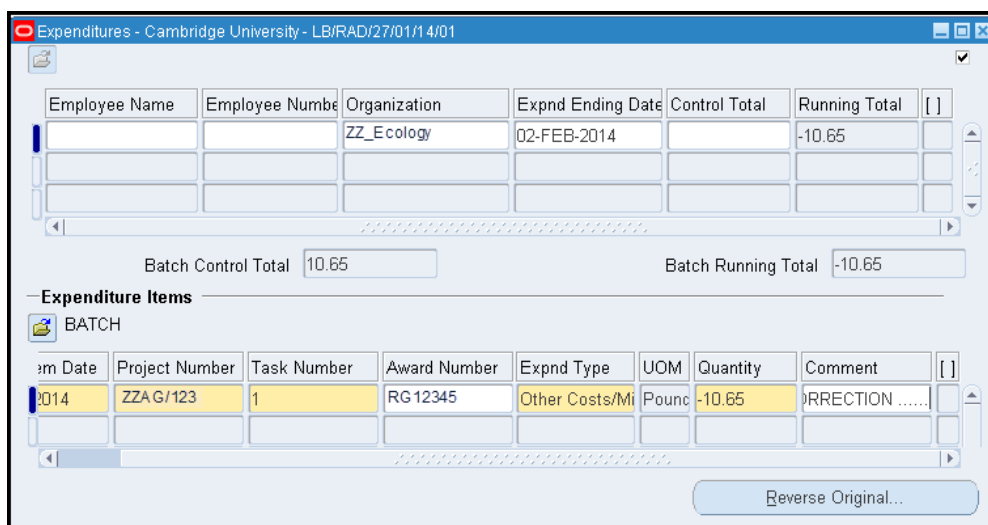
If the credit/refund needs to be entered within the current month, and the following Sunday falls within the next month, the batch should be entered with a date from the *previous week*.

4. The class will default in as **Miscellaneous Transaction**.
5. Click in the **Description** field, and change **Miscellaneous Transaction** to a description of your choice – ensure that reference is made to this being a credit or refund.

6. Tick the **All negative transactions entered as unmatched** box on the header.

Do **not** tick the **Reverse Expenditures In a Future Period** box on the header. This is designed for posting accrual journals.

7. **Save** the batch header and click on the **Expenditures** button.
 Follow steps to enter the expenditure line:
 - a) In the top part of the screen enter the *Organisation* code that is receiving the credit/refund, i.e. project owning organisation.
 - b) Tab through the **Expenditure Ending Date**, which will populate from the batch header.
 - c) Click in the **Expenditure item date** field. The date from the header will default. This can be changed if required.
 - d) Enter the **Project Number, Task Number, Award Number, Expnd. Type**.
8. In the **Quantity** field enter the amount as a **NEGATIVE** value.
9. Ensure an appropriate comment is entered – it is essential to have a clear audit trail.



10. Remember to complete the Descriptive **Flexfield** (the box at the end of the line with no name) with the GL information.
11. Complete and post the journal as above.

Posting a refund to a grant

Departments must not transfer funds into a research grant or directly code income from a sponsor to a grant code. Collecting monies due from sponsors is undertaken by the Central Research and Accounting team (Finance Division).

However, there may be occasions when a miscellaneous receipt needs to be coded to a grant, e.g. if a supplier is overpaid and they reimburse via a cheque rather than a credit note, or if an expenses advance is raised which is not required resulting in a refund.

It is not possible to code a miscellaneous receipt directly to a grant in the *Accounts Receivable* module, so in this case, departments must post the receipt to a GL code and then journal it back to the grant, following the process detailed above