



## ***Posting a Refund to a Grant***

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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 Accounting Team, within the 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. In these scenarios departments must post the receipt to a *GL code* and then journal it back to the grant.

Refer to separate guidance on ***Entering a Batch to Post a Credit to the Grant.***