Posting a Credit or Refund to a Grant

NB: Although this process can also be followed when processing a **refund** to a Grant, 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 select 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. Save and close form.

12. Complete the journal by submitting and releasing.

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