

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**.
- 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.

Expenditure Batches		- II X
Operating Unit	Cambridge University	
Batch	ZZ/CR/12/12/18/05 Status Working	
Ending Date	16-DEC-2018 Created	
Class	Miscellaneous Transaction Sy ROGERSON, Ms Christine	
Description	Crediting ZZAG/123 IntSales Date 12-DEC-2018	
Transaction Source		
	All Negative Transactions Entered As Unmatched	
	Reverse Expenditures In a Future Period	
- Amounts -		
	Control Running Difference	
Totals	152.5 - = 152.5	
Count	1 - = 1	
Rework Submit	Reverse Copy From Expenditures	

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

Operating Unit	Cambridge Universi	ity		~~~~~~~	*~~~~	***^~~~~***~~ <u>*</u> ~~~*
Batch	ZZ/RAD/12/12/18/0	5		Status	Wor	king
Ending Date	16-DEC-2018			- Created -		
Class	Miscellaneous Tra	nsaction	-		Ву	ROGERSON, Ms Christine
Description	Crediting ZZAG/123	3 IntSales		D	ate	12-DEC-2018
Transaction Source						
{	All <u>N</u> egative Tra	ansactions	Entered	As Unmatc	hed	
	Reverse Expend	litures In a	Future	Period		

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.

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Employ	ee Name 🛛 Er	nployee Numbe	Organization	Expnd Ending Da	te Control Total	Running Total	[]	
			ZZ_Ecology	02-FEB-2014		-10.65		
								Ŧ
[4]								
							•	
Expendi BATC	Batch Con i ture Items — H	trol Total 10.6	5		Batch Running	Total -10.65	•	
Expendi BATC m Date	Batch Con i ture Items H Project Numb	trol Total 10.6: r Task Numbe	5 Award Number	Expnd Type	Batch Running JOM Quantity) Total -10.65		
Expendi BATC m Date 014	Batch Cor. iture Items H Project Numb ZZA G/123	trol Total 10.6 r Task Numbr	5 Award Number RG12345	Expnd Type U	Batch Running JOM Quantity Pounc <mark>-10.65</mark>	Total -10.65 Comment	•]]]
Expendi BATC m Date	Batch Cor iture Items — H Project Numb ZZA G/123	trol Total 10.6 er Task Numbo	5 Award Number RG 12345	Expnd Type (Other Costs/Mi	Batch Running JOM Quantity Pounc <mark>-10.65</mark>	Comment	•)]]@

- 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