

PROCESSING A CASH EXPENSE REFUND

Cash Expense Refunds are received in the form of Refunds, Reimbursements, Rebates or Returned funds from a vendor. Cash 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. Expenses with a prior year accounting date are an exception. Contact Banking & Merchant Services if you have any questions on an expense refund.

Scenario: Your department bought 10 brand new computers and monitors, totaling \$10,000. The original voucher paid was #03120452. At the time of purchase a 15% rebate was promised to your department 3 months after the purchase. After three months, a check for \$1,500.00 has arrived and must be deposited.

Since this rebate check isn't revenue, the deposit is considered a cash expense refund and the funds deposited into the appropriate account.

NAVIGATION

Log into myUFL with your Gatorlink username/password.

1. Click **NavBar**
2. Click **Main Menu**
3. Click **Financials**
4. Click **Account Receivable**
5. Click **Payments**
6. Click **Online Payments**
7. Click **Regular Deposit**

CREATING A CASH EXPENSE REFUND

1. Click the **Add a New Value** Tab.
2. Enter your **Department Unit** (i.e., **0500**) into the Deposit Unit field. Note: Deposit Unit from prior deposit may still appear.
3. Click **Add**.
4. Ensure that the **Accounting Date** is the date that it will be processed by Banking & Merchant Services (generally the nextbusiness day).

5. **Bank Code** and **Bank Account** are entered for you.
6. Click the **Look Up Deposit Type** (magnifying glass) button for **Deposit Type**.
7. Click the **Look Up** button.
8. Select **Check Deposit** from the Search Results.
9. Click in the **Control Total Amount** field and enter the total amount of the deposit (i.e., **1500.00**).
10. Click in the **Count** field and enter **1**.
11. Click the **Payments** tab.
12. Enter appropriate **Payment ID** (i.e., **Check #2020**) into the Payment ID field.
13. Click in the **Amount** field.
14. Enter amount of check (i.e., **1500.00**) into the **Amount** field.
15. Click the **Journal Directly** option.
16. Click the **Save** button.
17. Click **Apply Payment** to move to the **Create Accounting Entries** tab.

CREATING ACCOUNTING ENTRY

18. Click on the **ChartField** tab under **Distribution Lines** and enter the **ChartField** information
 18. Click in the **Line Amount** field and enter the appropriate negative amount of the deposit (i.e., **-1500.00**).
 19. Click the **Line Description** field and enter a description of the deposit (i.e., **refund of conference fee**).
 20. Click in the **Account** field and enter the appropriate account (i.e., **731100**).
 21. Click in the **Fund** field and enter the appropriate fund (i.e., **141**).
 22. Click in the **Dept** field and enter the appropriate Department ID (i.e., **05000000**).
 23. Click in the **Program** field and enter the appropriate program code (i.e., **7200**).
 24. Click in the **Bud Ref** field and enter **CRRNT**.
 25. Click the **Journal Reference Information** tab. Note: 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.
Note: This field may be located on the **ChartFields** tab, depending on your personal myUFL settings.
19. Click on the **Documents link**. OnBase will open in a new window.
20. Click the **Upload File** icon.
21. Browse for the appropriate file.
22. Click the **Import** button.

23. Click the **Create Entry** button (the “lightning bolt”).
24. Click **Complete** box.
25. Click **Save** button.

ADDITIONAL HELP

Technical Help

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

Processes and Policies

Banking & Merchant
Services 352-392-9057
Refer to Cash Handling and Controls at
<https://www.fa.ufl.edu/directives/cash-and-check-handling/>