

Tips Of The Week

Depositing a Reimbursement or a Refund

Reimbursement: When recording a deposit for a reimbursement of expenditures, the amount in the **Accounting Lines** tab must be negative. It is a reduction of expenditures.

The below example is receiving a payment for phone charges that have been paid by UH that has \$45 in personal expenses.

* Object	Sub-Object	Project	Org Ref Id	* Amount
3800 TELEPHONE & TELEGRAPH				-45

Refund: When recording a deposit for a refund , the amount in the **Accounting Lines** tab must be negative. It is a reduction of expenditures.

The below example is receiving a refund check from a vendor for office equipment for \$560.

* Object	Sub-Object	Project	Org Ref Id	* Amount
3200 SUPPLIES, OFFICE				-560