

Category Refund or Reimbursement Processing

Effective Date: March 20, 2017

Function: Treasury

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Basis for Procedure

The Research Foundation (RF) at Central Office or at an operating location may receive cash or check that is a refund from a vendor or supplier or a reimbursement for expenses already charged to an award. A check or cash may be received for a number of reasons, including but not limited to:

- duplicate payment was made to a supplier who then refunds the amount
- an ordered item was paid for but not available from a supplier who then refunds the amount
- an advance was given but not completely spent by a traveler who then refunds the unspent amount
- a particular trip or supply already expended on an award was reimbursed later by outside support through the sponsor

Procedure Summary

The following table describes the two-part process for Crediting Cash Receipt Category Refunds or Category Expenditure Reimbursements:

Step	Role or Responsibility	References or Tips
Post receipt to a campus specific reserved category refund award in Oracle's Accounts Receivable (AR) module.	Central Office (CO) Treasury and Operating Locations	Refer to the work instruction Post Daily Cash .
Input a zero clearing invoice in the Accounts Payable (AP) module. The zero invoice created in AP debits the campus specific reserved category refund award and credits the appropriate award and expenditure category (i.e., PTAE0) for the amount of the refund. No check is generated in AP because it is processed as a "Clearing" payment type.	CO Accounts Payable (AP) and Operating Locations	Refer to the work instruction Enter an AP Invoice

Procedure Steps

Step	Role or Responsibility	References or Tips
Review the check. Verify it is made payable to the Research Foundation for SUNY. If the check is not made payable to the RF, decide whether or not it should be handled by the RF and, if so, have the appropriate endorsement stamped on the back of the check.	CO Treasury and Operating Locations	
Write the award number and expenditure type on the back of the check or on the front of the check in the notes area.	CO Treasury and Operating Locations	Doing this ensures a correct identification of the check if the bank returns it as non-negotiable.
Obtain the following information from the vendor, supplier, or traveler (if for a travel reimbursement): Correct name and address of company or person to query in the supplier file.	Central Office and Operating Locations	To verify the vendor/supplier or person is in the supplier file with an appropriate site (i.e., location site coded as a pay site), refer to the work instruction Review and Modify a Supplier Record .

The company's EIN or person's SSN for verification in the supplier file the supplier or person is the appropriate one to be used when the "Zero Invoice" is processed in the AP module.		
If the supplier and site do not exist, have the appropriate operating location office enter the new supplier or site. Refer to the AP work instruction Create a Supplier Record .	CO AP and Operating Locations	
Complete the Transmittal for Deposit form. For information on how to complete this form, refer to the "Transmittal for Deposit Instructions." For category refunds, include the following information on the form: PTAEO (expenditure date must be within the award period) Supplier (Payer) and site Amount of the check or cash	Central Office and Operating Locations	
Send the refunds, reimbursements, and other cash receipts along with the Transmittal for Deposit form to CO Treasury or to the appropriate operating location office for deposit.	Central Office and Operating Locations	
Enter the category refund or category expenditure reimbursement into the AR module, Receipts window, as part of the day's cash receipts.	CO Treasury and Operating Locations	
Create a "zero invoice" in AP to debit the campus reserved category refund award and credit the appropriate PTAEO and expenditure date for the recording of the credit against the expenditures.	CO AP and Operating Locations	Refer to the work instruction Enter an AP Invoice

Category Refund Awards/Project Numbers

The following table lists the category refund awards/project numbers by location:

Location	Award Number	Project Number
010	55074	1089842
011	000654	1079811
020	62240	1105283
030	70958	1123689
050	000611	1032760
100	000612	1032759
110	000613	1032761
150	000614	1032762
160	000657	1125987
170	000616	1119191
180	000617	1032765
190	000618	1032767
200	000619	1032768
210	000620	1032769
220	000621	1032770
230	000622	1032772
240	000623	1032773
250	000624	1032774
260	000625	1032775

280	000627	1032779
350	000634	1032783
360	000635	1032784
370	000636	1032785
380	000637	1032786
390	000638	1032787
400	000639	1032788
550	000631	1032780
570	000632	1032781
580	000633	1032782
650	000640	1032789
655	000641	1032790
660	000642	1056468

Definitions

None

Related Information

[Depositing Cash Receipts in RF Bank Account](#)

[Record Retention for Account Expenditure Records](#) for information on retention of documentation for cash receipts.

Forms

The [Transmittal for Deposit](#) form should be used to submit category refunds to CO Treasury for deposit. Decentralized locations may create their own form to monitor deposits. The form is available in PDF and XLS (spreadsheet) formats.

For information on how to complete this form, refer to the [Transmittal for Deposit instructions](#). For more information on submitting cash receipts, refer to the procedure [Depositing Cash Receipts to an RF Bank Account](#).

[Campus Zero Category Refund](#) forms can be used by the operating location to provide the appropriate information for input to the AP module. Forms can be modified by operating locations as needed.

Change History

Date	Summary of Change
March 20, 2017	Updated to comply with new procedure format and revised category refund project numbers.
September 10, 2007	Revised to reflect change in location 030 category refund award number and project number.
August 2, 2005	Minor revisions to change references of "Cash Receipt" module to "Accounts Receivable" module.

June 27, 2003	Revised to reflect change in category refund process, which effective July 1, 2003 allows campuses to process category refunds.
May 15, 2001	New Document

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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