Revenue Refunds

In PeopleSoft, revenue refunds are processed the same as an unencumbered voucher. A revenue refund is a return of previously recorded revenue to a governmental agency, a return of fees or charges, etc.

- Log into the system via the myUFL portal, using your GatorLink user id and password (http://my.ufl.edu)
- Go to Regular Entry by navigating through the menu:
  - Accounts Payable
  - Vouchers
  - Entry
  - Regular Entry
- At the “Add a New Value” tab on the Vouchers screen, ensure the Business Unit is UFLOR
  - Click “Add”
- At the “Invoice Information” tab, enter vendor, invoice number and date, and amount
- Click on the “Comments” link and enter the original PeopleSoft Deposit ID number, date, and amount
- At the Invoice Lines section, use the magnifying glass view icon to choose the revenue refund “item” or “revenuerefund”
  - By choosing the “Item,” the “Description” populates
- Enter the appropriate ChartField string
  - The “Account” code will be the same revenue account code used to record the original deposit. (4XXXXX)
- If needed, click the “Plus” sign to add a new distribution line
  - Select the number of additional lines desired via the Script Prompt and click OK
    - The values will default from the first line, so change as needed
- Click the “Payments” tab to check the remittance address against the invoice
  - If needed, change the address using the magnifying glass view icon to the right of the Addr field
    - If the remittance address is not available, please e-mail Vendor Management with related information at addvendor@ufl.edu
- Click “Save” after checking all invoice information
- Return to the “Invoice Information” tab:
  - Entry Status should be “Postable.” If not, check to ensure a valid ChartField combination
- Complete the Revenue Refund Form (available at http://fa.ufl.edu/forms/) and forward to Imaging, PO Box 115350, 114 Elmore Hall